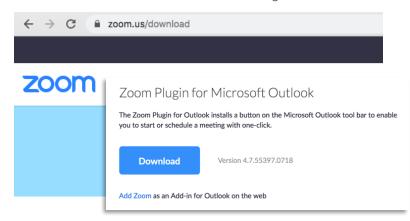


Assigning Microsoft Outlook Scheduling Privilege to an Executive Assistant

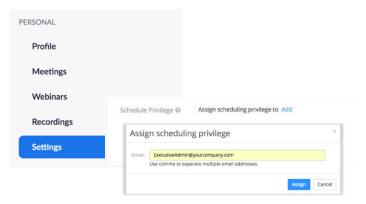
- 1. Establish delegate (read/write) access on the Executive's Outlook calendar.
- 2. Download and install the Zoom plug-in for Outlook at **zoom.us/download**. The Executive and the Executive Assistant must both install the Outlook Plug-In.

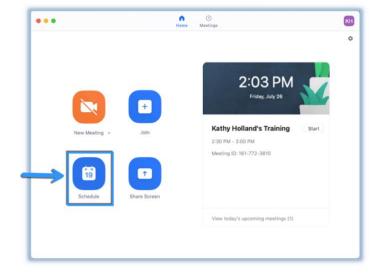


3. Assign Zoom Scheduling Privilege. This action must be completed by the Executive or a Zoom Administrator.

- a. Log in to your Profile at zoom.us/signin.
- b. Select **Settings** from the left menu options.
- From meeting settings, scroll down toSchedule Privilege and select Add.
- d. Add the email address and select Assign.
- 4. Confirm the changes have taken effect.
 - a. Restart Microsoft Outlook.
 - Sign out and sign back in to the Zoom Desktop Client. Then, select Schedule.

*The Executive must log into the desktop app one time after the plugin is installed.

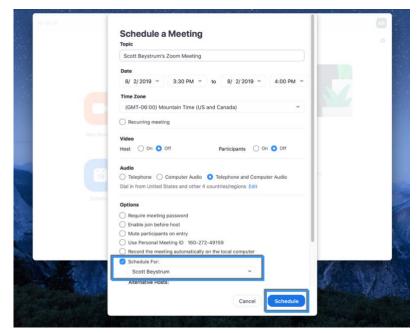




Microsoft Outlook for Executive Assistants Zoom Video Communications,

Zoom

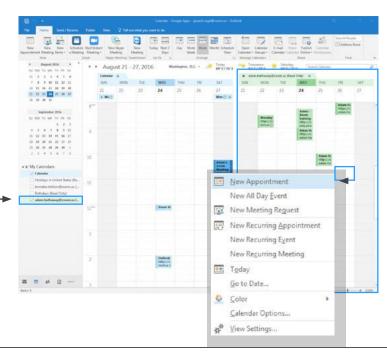
- c. Under Options, select Advanced Options to access the Schedule For menu.
 - i) You should see the names of all executives who have shared their calendars in the dropdown menu.
 - ii) If you do not see the appropriate names, contact your internal IT department or Zoom Support to troubleshoot.



Zoom Video Communications,

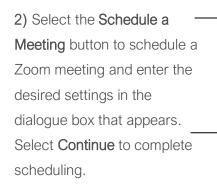
Scheduling on Another's Behalf Using the Zoom Microsoft Outlook Plug-In

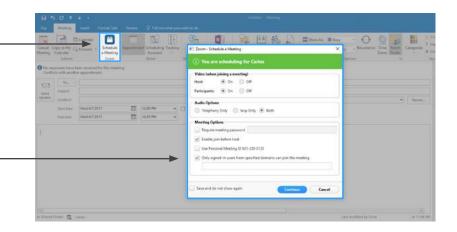
1a) Under My Calendars, the Executive's calendar should be listed as an option. Enable the viewing of the calendar by checking the corresponding box.



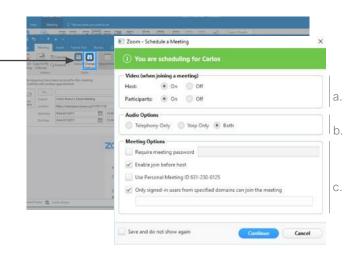
- **1b)** The selected calendar will appear side-by-side with your calendar.
- on the date/time desired and select

 New Appointment.





3) Select Change Settings to make changes to the meeting set-up, if needed. Select Continue to complete scheduling.



- **a.** Specify if the Host and the Participants will join the meeting with their webcam on or off.
- **b.** Specifywhichmethod(s) participants will have to join their audio.
- c. Input meeting password, if desired; enable participants to join the meeting, without the host present; use the executive's Personal Meeting ID; make the meeting "internal only" by typing in your company domain(s).