

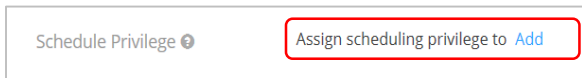
## ASSIGN SCHEDULING PRIVILEGE

**Scheduling privilege** is designed so:

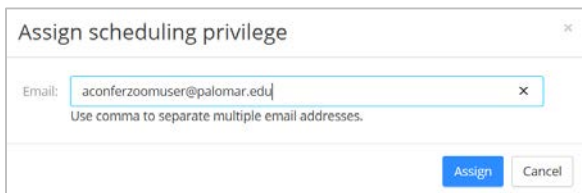
- You can assign a user (or multiple users) to your account to schedule meetings on your behalf.
- You can schedule meetings on behalf of a user (or multiple users) that has assigned you scheduling privilege.
- You and the assigned scheduler must have a **ConferZoom** license.
- Users with **Scheduling Privilege** on your account can manage and act as an alternative host for all meetings.

To set **Scheduling Privilege**:

1. Log into desktop app go to **Settings > Advanced Features > Enable advance features**.
2. The **ConferZoom** website opens.
3. Go to **Meeting Settings**
4. Scroll to locate Schedule Privilege (towards bottom of page) and locate **Assign schedule privilege to**
5. Click **Add**



6. Enter the email of a **ConferZoom** user and click **Assign**



## SCHEDULING A MEETING

When scheduling a meeting, the default is to schedule for yourself. To schedule for another user (who assigned scheduling privileges to you) go to **Advanced Options**, and select from the drop down menu.

