

Department Administrators:  
How to Schedule Zoom Meeting with Scheduling Privileges

This is a quick demonstration on how to schedule a Zoom meeting/review on behalf of the department director or panel chair.

\*department director or panel chair needs to assign scheduling privileges to the administrator first. Please view the PDF or video on how to assign Zoom scheduling privileges if you have not already.

Once scheduling privileges are assigned, the department administrator can proceed by following the steps below:

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**Step 1:** Open a new browser window and go to [art.zoom.us](https://art.zoom.us). Press the *Sign In* button. Enter your Academy email address and password.

- This is the same email address and password that you use to log into your Outlook and Workday.
- *academyart.edu* for full time faculty, *i.art.edu* for part time faculty.



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Sign in with your organizational account

yomichovska@academyart.edu

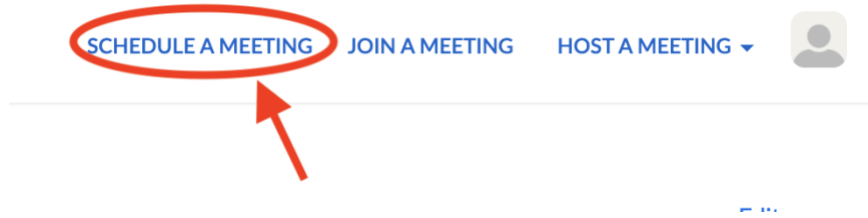
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Sign in

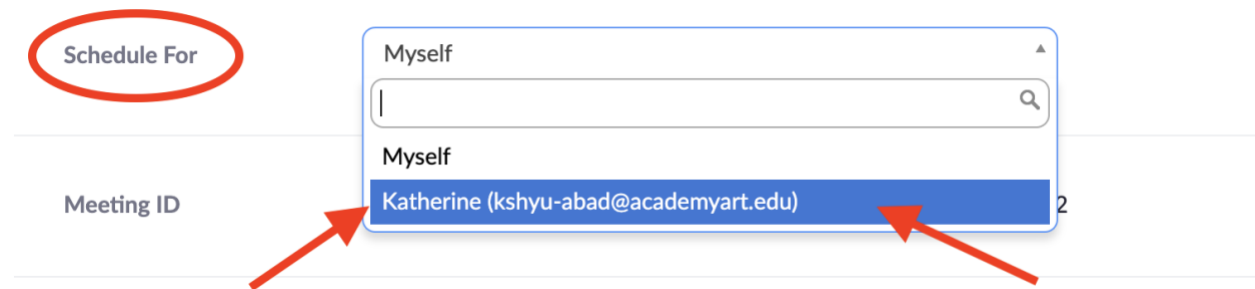
Azure Multi-Factor Authentication

Please remember to use your Academy of Art issued email address as your user name (Academyart.edu, i.Art.edu, or Art.edu respectively) to the end of your username when logging in. For example, if your username was JDOE1 you would log in as JDOE1@art.edu.

**Step 2:** Click *Schedule a Meeting* at the top right.

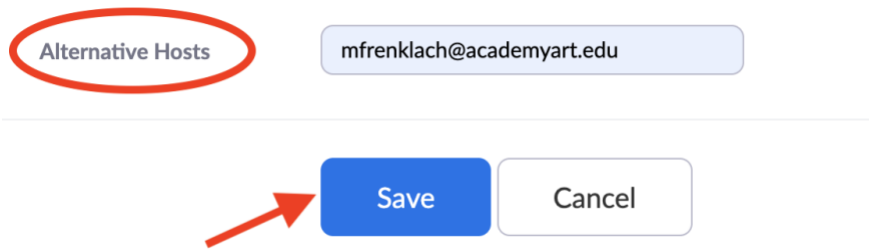


**Step 3:** Enter the meeting topic (ex: FA20 ANM MPR – Jane Smith).  
Select the date/time. \*Under **Schedule For**, select who you will be scheduling the Zoom meeting/review for\*



**Step 4:** Scroll down to add *alternative hosts* (for reviews if panel members are already assigned).

\*Please note that you can only include panel members as alternative host if they have an Academy Zoom account already set-up. Type in the Academy email address they have set up their Zoom account with.



The image shows a user interface for adding alternative hosts. The text "Alternative Hosts" is circled in red. To its right is a text input field containing the email address "mfrenklach@academyart.edu". Below these elements is a horizontal line, and then two buttons: a blue "Save" button and a white "Cancel" button. A red arrow points to the "Save" button.

**Step 5:** Click *Save*.

Now they will be able to see the Zoom meeting that you scheduled for them and you can also view the meetings that you have scheduled on behalf of the host by going to the **meetings** tab. If you have any questions, please email us at [onlineoffice@academyart.edu](mailto:onlineoffice@academyart.edu)