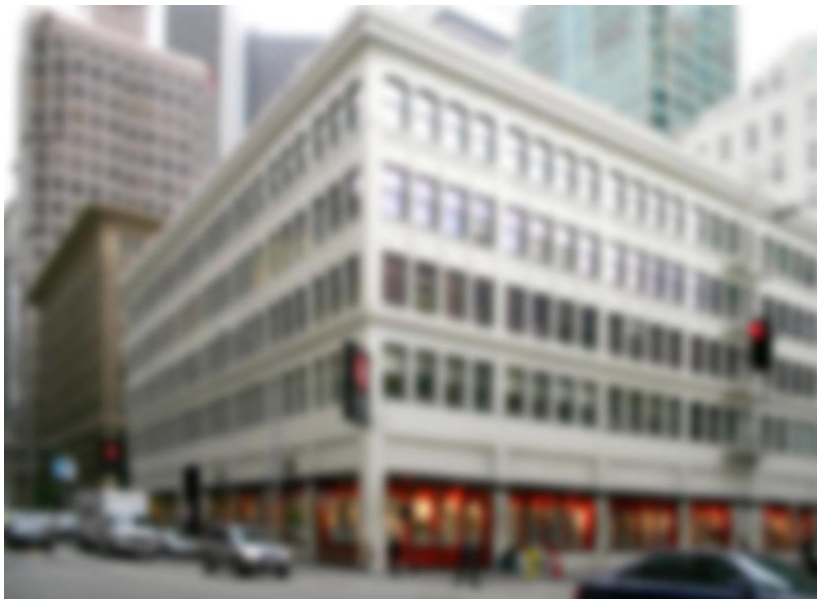


Department Directors and Panel Chair:
How to Assign Scheduling Privileges in Zoom to Department Admin

This is a quick tutorial on how to assign scheduling privileges to the department administrator if the department administrator schedules meetings or reviews for you.

Step 1: Open a new browser window and go to 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.



Sign in with your organizational account

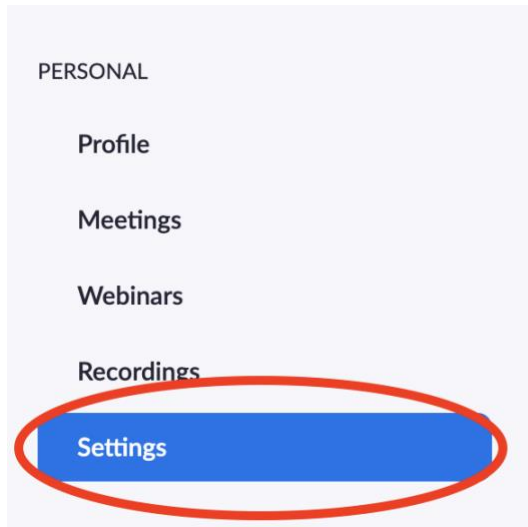
yomichovska@academyart.edu

Sign in

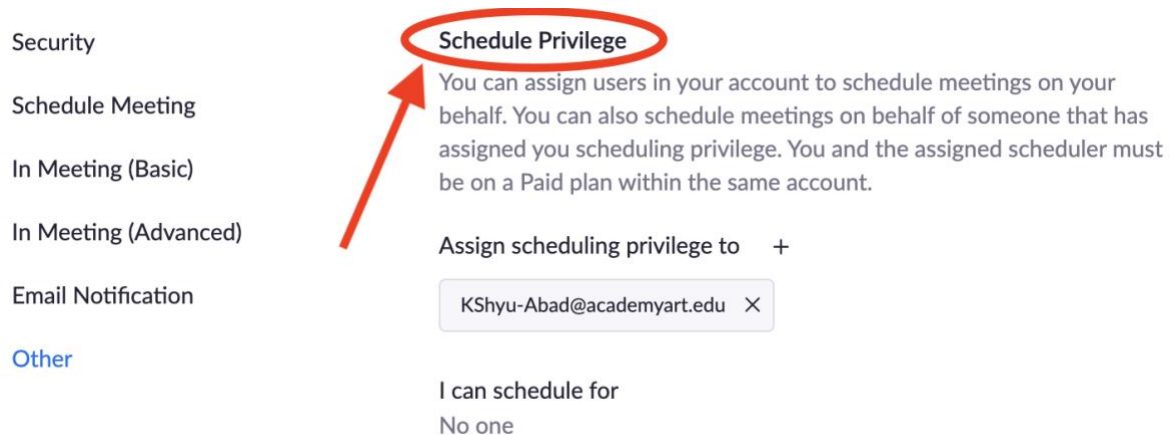
Azure Multi-Factor Authentication

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 the *Settings* tab on the left.



Step 3: Scroll to the very bottom of the page to find *Schedule Privilege*.

A screenshot of the 'Schedule Privilege' settings page. On the left, a list of settings includes 'Security', 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'Schedule Privilege' title is circled in red, and a red arrow points to it from the left. To the right of the title is a descriptive paragraph: 'You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.' Below this is a section titled 'Assign scheduling privilege to' followed by a plus sign and a search box containing the email 'KShyu-Abad@academyart.edu' with a close button. At the bottom, it says 'I can schedule for' followed by 'No one'.

Step 4: Click the + sign.

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to



KShyu-Abad@academyart.edu X

Step 5: Type in the administrator's Academy email address, and click **assign**.

Assign scheduling privilege

example: sales.ea@company.com,marketing.ea@company.com

Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses.

Assign

Cancel

*You have now successfully added the administrator's Academy email address under schedule privilege, and they can schedule Zoom meetings in your Zoom account on your behalf.

If you have any questions, please email onlineoffice@academyart.edu