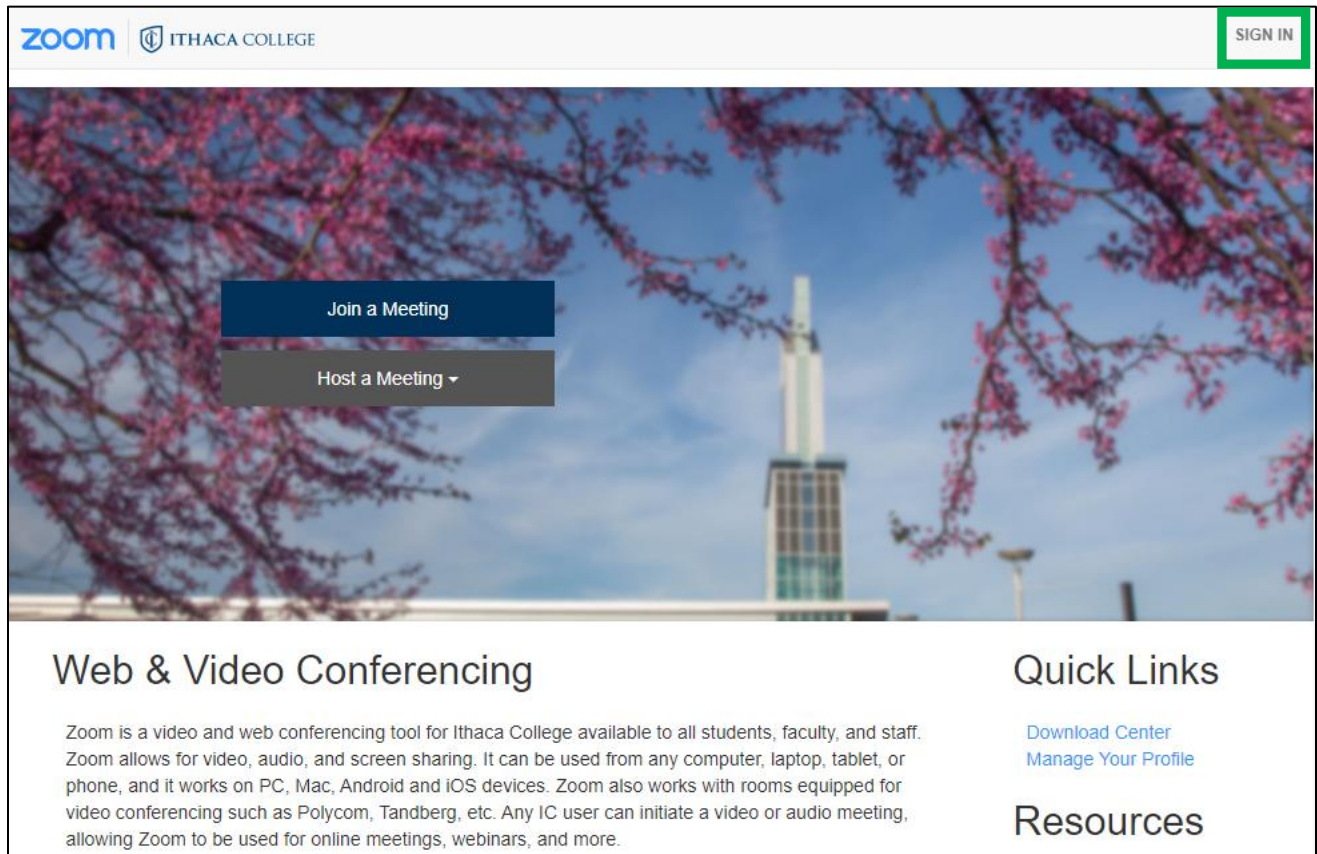# ENABLING ZOOM SCHEDULING PRIVILEGE FOR SUZUKI@ITHACA.EDU

1. In order to log in to your Ithaca College Zoom Account, go to https://ithaca.zoom.us.

2. Once you've reached this page, click the "SIGN IN" link at the upper right corner, as indicated below.

3. On the next page (shown to the right), sign in with your Ithaca College Netpass credentials, and click "Login".

4. You will then be brought into your Zoom account, as shown below.

5. From this page, click the "Settings" button on the left side of the page, as indicated in the picture shown below.

   If your screen is much smaller or if you're on a smartphone or tablet, you may see these options (Profile, Meetings, Webinars, Recordings, Settings, Account Profile, Reports) in a dropdown menu at the top of the page.
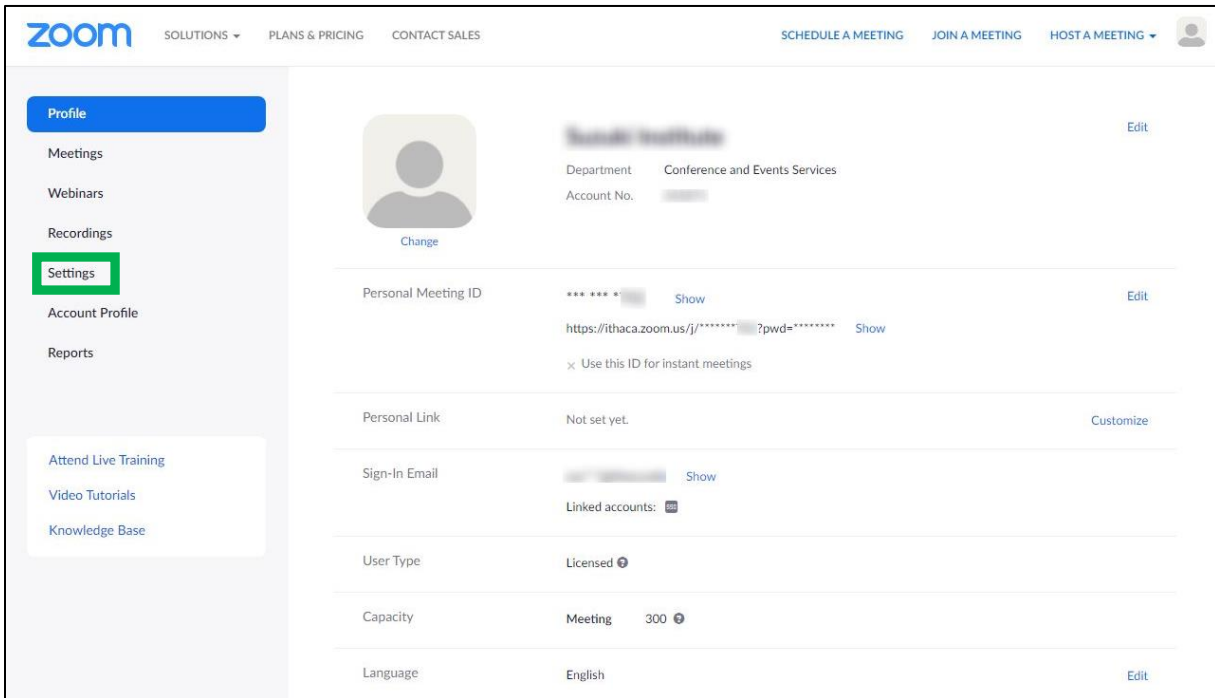
6. Once you've reached the Settings page (the top of which is shown below), scroll down to near the bottom of the page, where you'll see the "Schedule Privilege" section.
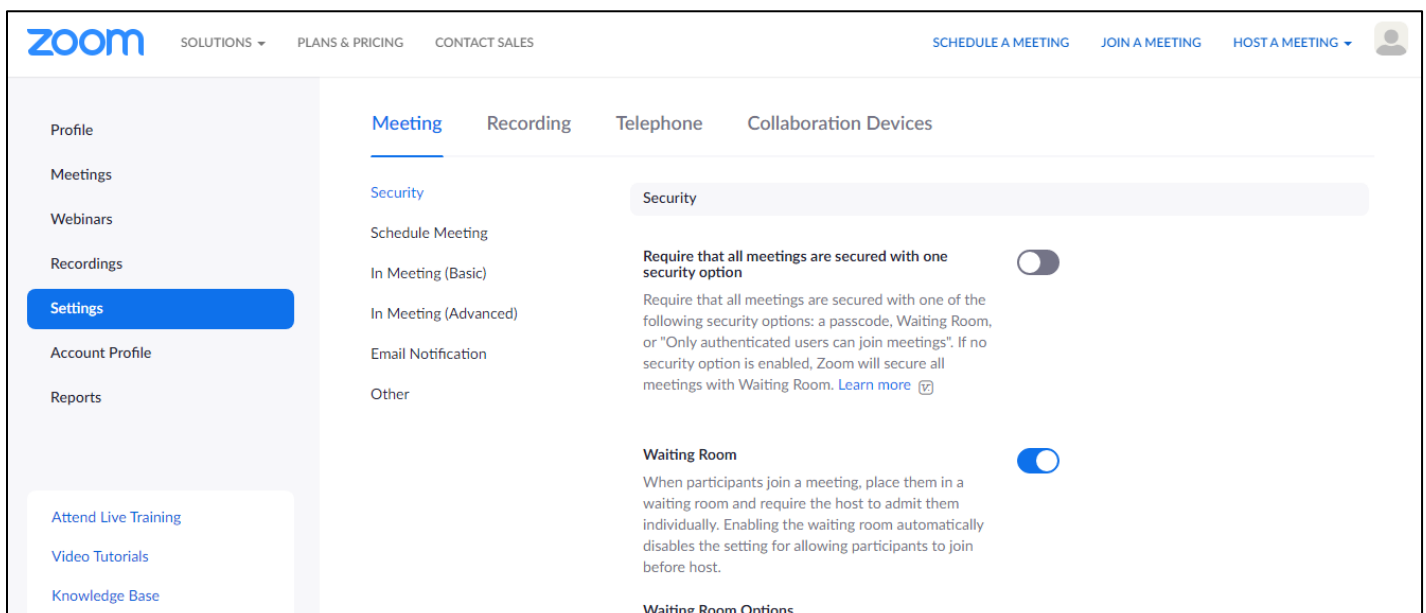
ENABLING ZOOM SCHEDULING PRIVILEGE FOR SUZUKI@ITHACA.EDU

7. In the Schedule Privilege section, click the plus symbol next to "Assign scheduling privilege to," as shown to the right.

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 [+]
No one

I can schedule for
No one

8. In the dialog box that appears, enter suzuki@ithaca.edu in the text box and click the "Assign" button, as shown below.

Assign scheduling privilege

suzuki@ithaca.edu

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

[Assign] [Cancel]

9. Once you see that you have assigned scheduling privilege to suzuki@ithaca.edu as shown in the picture below, you have successfully completed the process. After the two weeks of classes have concluded, we will remove the scheduling privilege on your account.

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 +

suzuki@ithaca.edu ×

I can schedule for
No one