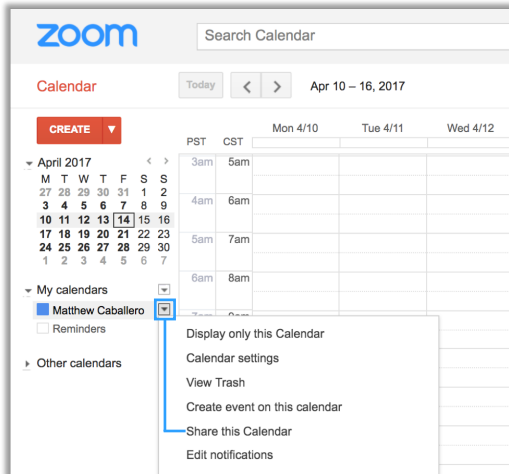


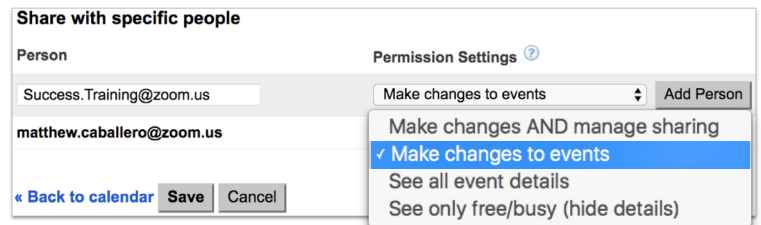
Assign Google Calendar Scheduling to an Executive Assistant

1) Share your Google Calendar*

- a) Under "My Calendars" select the [▼] icon next to your calendar.
Hover over the menu and select "Share this Calendar"



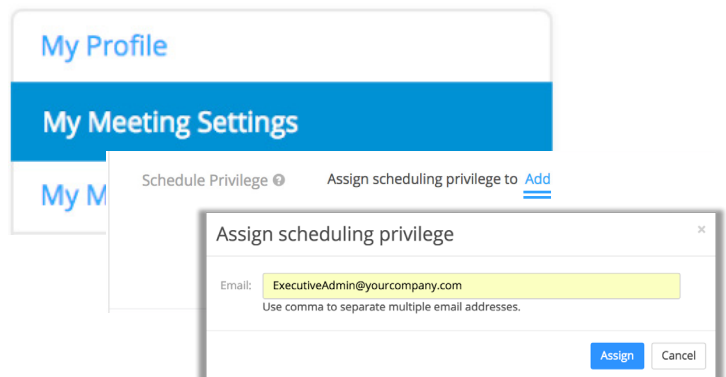
- b) Share your Google calendar with your assistant and provide permission to "Make changes to events"



**This action must be completed by the Executive or IT Administrator*

2) Assign Zoom Scheduling Privileges*

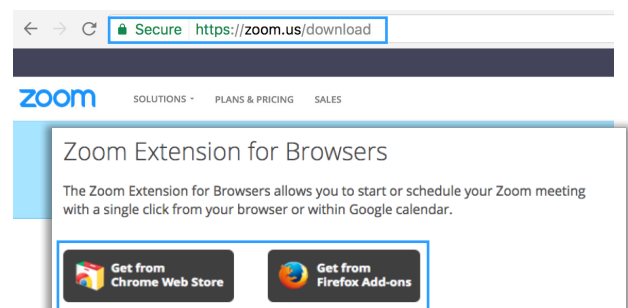
- a) **Log into** your Zoom account at zoom.us
- b) **Click on** "Meeting Settings"
- c) **Scroll down to** "Schedule Privilege" and **click** "Add"
- d) **Input** their email address, and **click** "Assign"



**This action must be completed by the Executive or Zoom Administrator*

3) Download the Google Calendar Plugin

For the Chrome or Firefox browser, the assistant should download the plugin at: zoom.us/download



Scheduling on Another's Behalf Using the Zoom Google Calendar Plugin

Fig. 1a: Log into the Zoom Scheduler plugin using your **Google credentials** or

Log into the Zoom Scheduler plugin using Sign In with SSO (see Fig. 1b)

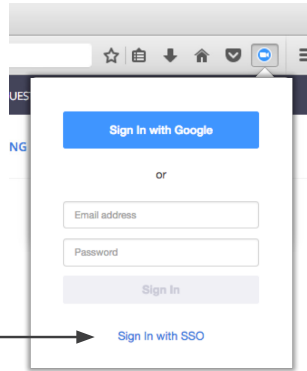


Fig. 1b: Sign in using SSO by typing your email address in the box or you can choose to manually enter in the domain.

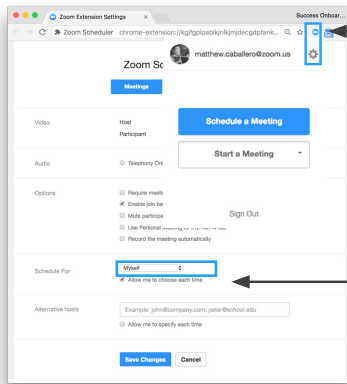
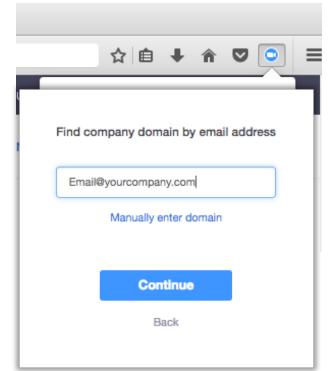


Fig. 2a: Click on the **Zoom Scheduler Plugin** from the Chrome toolbar then select the **"Settings"** icon

Fig. 2b: Check the box, **"Allow me to choose each time"** next to the **"Schedule for"** option.

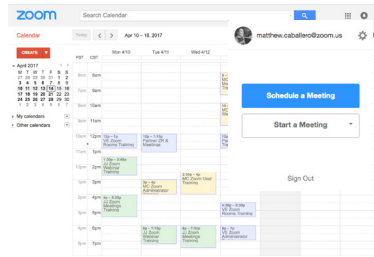


Fig. 3: Click the **Plugin icon** from your browser toolbar and select **"Schedule a Meeting"**

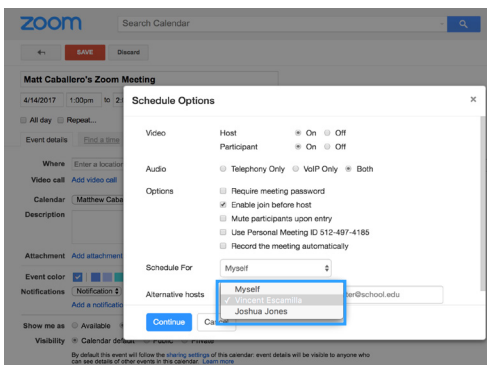


Fig. 4: Select the individual for whom you would like to schedule a meeting from the **"Schedule Options Menu"**, and then click **"Continue"**

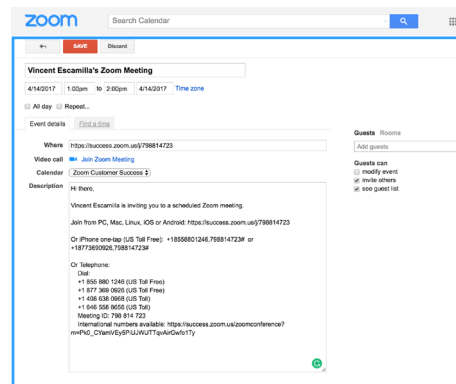


Fig. 5: A meeting will be created based on your choices, and all the information will be pre-populated in the calendar invite fields

Zoom Best Practices

Executive - Log into the Zoom website to activate your account

Executive Admin - Log out and log back into the plugin to see your new scheduling permissions