Scheduling Zoom Meetings for Others

Department of Medicine IT Services

Revised 04.10.2020

Zoom will only allow one meeting at a time per account. If you are scheduling meetings on behalf of others you should be granted scheduling privileges on their account.

Note – both you and the persons you are scheduling for must be on the same Zoom tenant. For example, everybody needs to be using either Standard or HIPAA accounts – you cannot work between them.

Assigning Scheduling Privileges for your Account

- Log into your account at https://zoom.washington.us.
- Click “Settings” on the left-hand navigation menu.
- Click “Other” to jump toward the bottom of the settings list. Look for Schedule Privilege.
- Click the + symbol next to “Assign scheduling privilege to”.

- Enter the user’s @uw.edu email address and click Assign:

If you receive an error adding a user it’s most likely because one of you is signed into a HIPAA account and the other a Standard account.
Scheduling Meetings for Another User

To schedule meetings for another user, log into your Zoom account at https://washington.zoom.us and schedule a meeting as you normally would. On the meeting creation screen you’ll have a new option to choose who the meeting should be scheduled for. Choose that user here under **Schedule For**:

The Zoom meeting will be created under that user’s Zoom account and they will have host capability when joining the meeting as long as they are signed into Zoom. This will free up your account to join and host other meetings.