

How do I schedule a Zoom meeting for someone else?

Tell Me

1. Make sure that you have been given scheduling privileges by that individual.
 - a. See [this Zoom FAQ](#).
 2. Follow the steps in [this FAQ](#) to schedule the meeting.
-

Related FAQs

- [What is a Zoom Room and what is different about it?](#)
- [How do I fix a permissions error when adding a Zoom meeting when scheduling for another person?](#)
- [How do I contact someone for an instant meeting in the Zoom app?](#)
- [How do I install the Zoom Google Marketplace app?](#)
- [What do I need to consider for the tech tools I use when working remotely?](#)