

Bridges, Brooklynn

To: OLLI - Osher Lifelong Learning Institute
Subject: Please assign scheduling privileges to myself, Brooklynn Bridges, on Zoom.us
Importance: High

Before you begin, it is recommended that you favorite or bookmark the Zoom.us sign in page (on your web browser) for easy access: <https://zoom.us/signin>

Please **assign scheduling privileges to** myself, **Brooklynn Bridges**. Here's how you do that...

1. When signed into [Zoom.us](https://zoom.us) go to your **Settings** tab on the left menu panel
2. Scroll all the way to the bottom until you see the last setting option, **Schedule Privilege**
3. Next to 'Assign scheduling privilege to' click the blue **Add** button
4. In the Users field, type my username: **Brooklynn Bridges** and hit enter **or** type my email address: **bbridges2@sierracollege.edu**
5. Check box for 'Can manage my private events' and click the blue **Save** button

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.

Users	Can manage my private events
Brooklynn Bridges	☒

Add **Save** **Cancel**

6. Check box next to **Cloud recording** and click **Save**

Allows access to the following data for scheduled meetings

☒ Cloud recording ?

Save **Cancel**

I am happy to do this last step for anyone who has, or will, provide their Zoom sign-in credentials; just ask 😊. Please let me know if you have any questions. We greatly appreciate your attention to this time-sensitive matter.

All the best,



Brooklynn Bridges

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