

Instructions for the intended Host of the meeting:

1. Share your Google Calendar with your designate, if you haven't already
 1. Under My Calendars click the [▼] icon next to your calendar.
 2. Hover over the menu and click Share this Calendar.
 3. Share your Google calendar with your assistant and provide permission to **Make changes to events.**
2. Assign [Zoom Scheduling Privileges](#)
 1. Log in to your Zoom account at **rider.zoom.us**.
 2. Click on Settings.
 3. Scroll down to 'Scheduling Privilege' and click Add.

Schedule Privilege

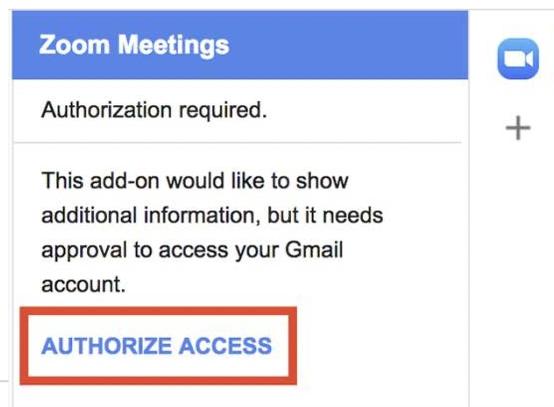
You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to  No one

I can schedule for

X

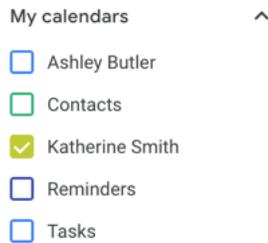
4. Input your designate's email address and click Assign.
3. Authorize Zoom in Google Calendar
 1. Open Google Calendar and click the Zoom icon  on the right side of the page.
 2. If this is your first time using the add-on, click Authorize Access and follow the prompts to allow Zoom access to your Google account.
 3. After authorizing access, click Sign In.
 4. A browser window will open, sign into your Rider Zoom account and you will be redirected back to Google Calendar.



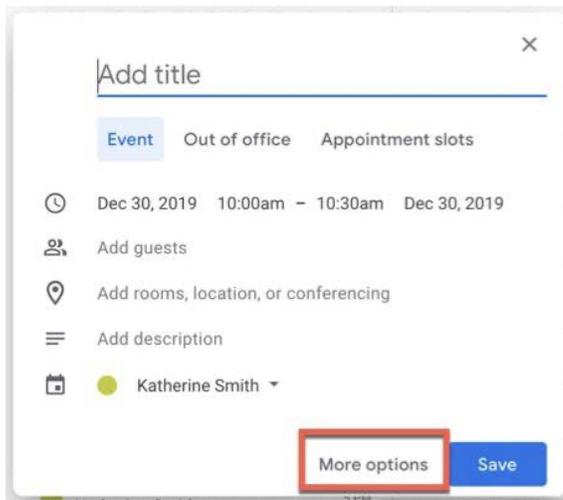
4. Follow the prompts, allowing Google Calendar to Access Zoom. Sign into Zoom when prompted using the "SSO" and your Rider Key.

Instructions for the Calendar designate:

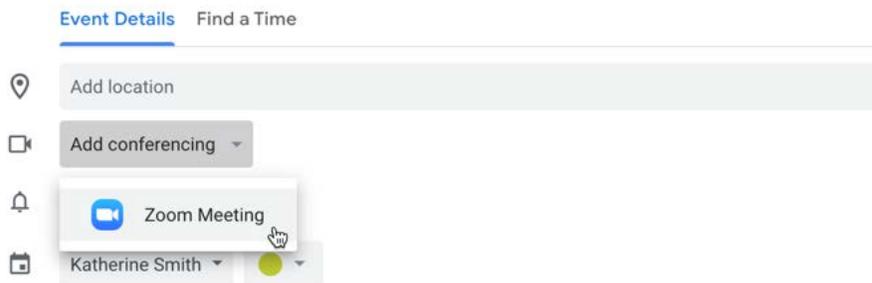
1. Open Google Calendar and click the user's calendar whom you wish to schedule on behalf of.



2. With the user's calendar selected, click on a time slot to create a new calendar event on their calendar.
3. Click **More Options**.



4. Enter the meeting details, such as title, location, and guest list.
5. In the **Add conferencing** dropdown menu, click Zoom Meeting.



6. The Zoom meeting join details will then display in the conferencing section of the event.
7. Click Save.