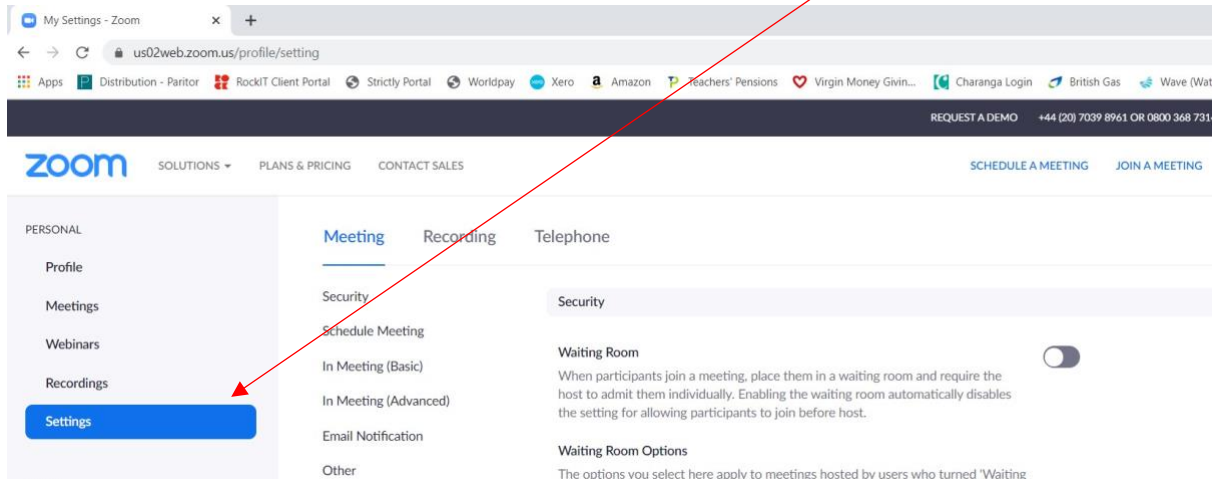
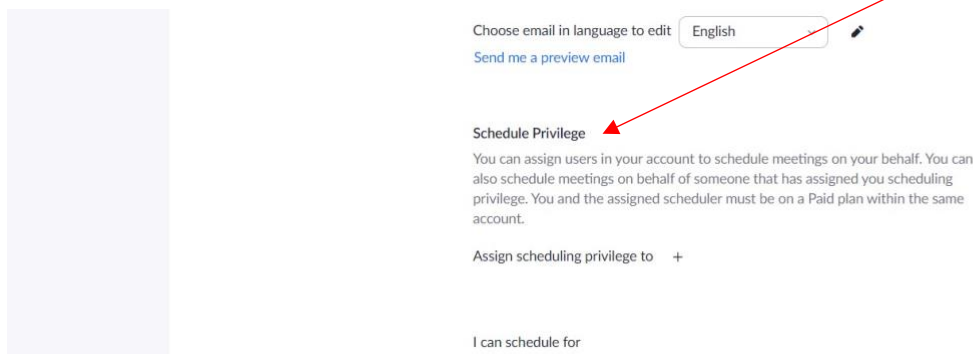


Go to: <https://us02web.zoom.us/> and sign in with your LGFL EMS email account

Locate 'Settings' on the left hand side of the screen and click it.



Scroll down to just before the bottom of the page until you come to 'Schedule Privileges'



Then click on the '+' next to 'Assign scheduling privilege to' and add [sspence@ealing.gov.uk](mailto:sspence@ealing.gov.uk); [stewartp@ealing.gov.uk](mailto:stewartp@ealing.gov.uk); [kenninrg@ealing.gov.uk](mailto:kenninrg@ealing.gov.uk)

### 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 +