

Zoom delegate guide

Setup alternate host to your personal room
Setup delegate to schedule meetings on behalf

Setup alternate host to your personal room

UK Research
and Innovation

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UKRI SSO sign in

Need help?
Contact the Helpdesk

Welcome to Zoom

Zoom is a cloud-based solution for video and audio conferencing, mobile collaboration, and online meetings. Zoom's web-based conferencing uses high-quality video and audio and is accessible on Mac OS, Windows and Linux, IOS and Android mobile devices. Additionally, Zoom can be used with conventional phone lines for audio conferencing and can also connect from video enabled conference rooms (See 'How to Guides').

UKRI-supported Zoom PRO accounts are available for UKRI staff. An option to have Zoom Webinar is also available.

Use the How to Guides to help set up your account when selecting UKRI SSO Sign-in Button.

For best Zooming experience please contact your local IT Helpdesk for the Zoom Outlook Plug in and Desktop Client for Meetings software.

Quick start videos

- [Scheduling a meeting with Outlook](#)
- [Meeting Controls](#)
- [Assigning Scheduling Privilege in Outlook \(Great for Exec/Personal Assistants\)](#)
- [Scheduling a Meeting with Zoom Website](#)
- [Help Centre](#)
- [Scheduling a Zoom Webinar](#)

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video

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FAQ's

Sign into your zoom account from the online version

<https://ukri.zoom.us>

PERSONAL

- Profile
- Meetings**
- Webinars
- Personal Audio Conference
- Recordings
- Settings

Click on **meetings** on left hand side and select **personal meeting room**

PERSONAL

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Upcoming Meetings Previous Meetings **Personal Meeting Room** [Start Meeting](#)

Topic Kirk Sollars - UKRI INNOVATEUK's Personal Meeting Room

Time Add to [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 762-806-3426

× Enable waiting room

Edit this Meeting

Start this Meeting

Scroll to the bottom and click
enable **edit this meeting**

Alternative Hosts

liam.stapleton@innovateuk.ukri.org

Add the alternate hosts email address to this section.
Putting the host here will allow for that user to host your
personal meeting room

Save

Cancel

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Meeting Recording Telephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Features

Host video

Start meetings with host video on

Participants video

Start meetings with participant video on. Participants can change this during the meeting.

Status

Click on **settings** on the left-hand side

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Blur snapshot on iOS task switcher

Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.

Invitation Email

Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit

[Send me a preview email](#)

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

Graeme.Petrie@innovateuk.ukri.org x

Click on **other** and add users to “I can schedule for”