### V-unite Zoom Meeting / Webinar Creation Guide

Currently we're only using Zoom Oauth app feature for create/delete Zoom meetings and webinars. This Zoom meeting will make Tenant organize their meeting within their own Zoom account, to make the meeting creation easier and match with the planned presentation schedule, minimizing human error.

### For the feature it requires tenant account.

Login to tenant page through: https://experience.v-unite.com/#/tenant



# 1. Link V-Unite to Zoom Account

Ex	hibition Test Pl		test	Belinda Staff
۵	Experience	Zoom Setting		INK ZOOM ACCOUNT
•	Staff	Zoom User Details		
•	Training & Tutorial	Zoom Email		
	Zoom Setting	Verification Code		
0	Help	Expired		

At main page, click **Zoom Meeting**, then **Link Zoom Account** to use our OAuth Zoom Feature. You can only link one Zoom account per v-unite account.

	You are about to install V-Unite Virtual Event Experiences BETA	
0 Us	e of this app during a Zoom Meeting may be shared with other participants	
This mee view	app may be able to view the following information for all participants who join Zoom tings, webinar, messages, or calls with a user who has authorized the app. The app can v this information at any time, including outside a Zoom experience.	
F	Product Usage 2	>
This	app can view the following information for the account or user that authorizes the app, uding when the app is not actively in use.	
ණ	Settings	>
٨	Profile & Contact Information	>
lf yo	u install this app, it may be able to do the following on behalf of you or your users.	
8=	Manage Registration & Scheduling	>
<i>د</i> #	Manage Content 2	>
	Authorize Decline	

Once prompted, click Authorize

Ex	hibition Test Pl	TEST.	Belinda Staff
æ	Experience	Zoom Setting	UNLINK ZODM ACCOUNT
•		Zoom User Details	
		Zoom Email	events@v-unite.com
-		Verification Code	HvH2Um2kl1_dDEIelBlRuSfxjYfPyMcRQ
0		Expired	2036-8-23 03:17:19
		Account Verified!	DONE

When redirected back, our application will call Zoom API's for User Info and Authorization. Data stored in our end will be user's **Zoom id**, **email** and **token authorization** data to prompt which Zoom account is used to create V-Unite presentation meeting.

2. Perquisite for Create/Delete Zoom Webinar (skip this step for Zoom Meeting)

This feature requires to subscription to Webinar Plan.

	Zoom Webina	<b>r</b> Multiple plans				
	TOTAL QTY 2	SUBSCRIPTION PERIOD Monthly	SERVICE EFFECTIVE DATE	STATUS Active	NEXT INVOICE DATE: NEXT INVOICE AMOUNT:	\$
ZOOM WEBINAR	View All Plans	5 <b>v</b>				

To Confirm, go to **Zoom's User Management Page** : <u>https://zoom.us/account/user#/</u> At users listing page, make sure **Type** Includes your subscribed **Zoom Webinar Plan** 

Email/Name ID 🛟	First Name 💲	Last Name 💲	Role	Туре	Department	
🌀 🖻 Member's email			Member	Licensed		Edit
My Email			Member	Licensed - Webinar500		Edit

Emails		
User Type 💿	<ul> <li>Basic</li> <li>License</li> </ul>	d On-Prem 🕐
		~
	Large Meeting	
	Vebinar	500 attendees
		○ 500 attendees - Promotion ③
		○ 1000 attendees - Promotion ③
Department	e.g. Product	
Manager	Enter manager's name	or email
Job Title	e.g. Product Manager	
Location	e.g. San Jose	

If your user email/id does not include any plan, click Edit

add any subscribed Webinar Plan then click Save.

3. Create/Delete Zoom Meeting & Webinar Link

Ð	whibition Test Pl		TEST	Belinda Staff
₫	Experience	Experience		ADD EXPERIENCE
÷	Staff		PUBLISHED	PUBLISHED TEMPLATE
	Training & Tutorial			
-	Zoom Setting	Virtual Clinic	Virtual Clinic	SeaWorld
0	Неір			Ancol
		disney belin testing 09 June 2021 11:00 - 19 June 2021 06:00	Bjorn Duplicate 09 june 2021 11:00 - 19 june 2021 06:00	Tenant A 05 August 2021 07:00 - 18 August 2021 07:00
		A = G 🕯	۵ ک 🖈 🖈	ءَ 🗐 🎓

Go back to main page **Experience**. Choose any of experience with home icon to configure experience.

	Convolution	1157 Tebrida Lo	staff Bout
۰,	Tenant A	Add Presentation	×
8	Dashboard	PROENIATION UST	
٠	Room	Search I Search Date Q, ADD PRESENTATION + Test Zoom 1	
<i>1</i> 22		Presentation Name (Presentation Id)	
	Ticket	200m Meeting (472000) 9 2 2 2 3 7 07 2 2 2 2 4 2 4 2	
B	E-mail Template	Schedule Start End Time Track Action	
*	Auditorium	472003 08-23 08-26 06:00 1 CRATE ZOOM METHING	
Þ		Maintenator Diseasetation (JC3003)	
63	Schedule	E menimento i su minimente (neuros) Shedule Sant Date End Date Time Track Action Id	
¢	Chat Room	452094 2021-08- 2021-08- 06:00- Track EDIT	
ø	Booth	1.0 IN VIEWO D Presentation Type Zoom Meeting	-
	Leaderboard	Slido Presentation (462082)	
		Schedule Start Date End Date Time Track Action	
	Poster	462091 2021-08- 2021-08- 06:00- Track EDIT	

At experience configuration page, choose **Presentation** > click **Add Presentation**. Fill in the title. To use Zoom meeting feature, choose **Zoom Meeting** or **Zoom Webinar** (this determines what Zoom link type will be generated) and let the field **Zoom URL** blank. For the rest of form can leave as default, then click **Save**.

	Con World	TEST	Belinda Staff Logout
<	Tenant A	PRESENTATION LIST Add Schedule	×
:: ₽	Dashboard	Search Date Q ADD PRESENTATION + September 2021 01:00	
<i>1</i> 24	User	Presentation Name (Presentation td) Action Edit a September 2021 02:00	
22	Ticket	EDIT	
ø	E-mail Template	ADD Schedule     Aintra-Abd Schedule     Aintra-Abd Schedule	`
*	Auditorium	Schedule Start Date End Date Time Track Action Polyform list or start boing a new session name	•
۲	Presentation	475236 04 04 01:00 3	
6	Schedule	Track	·
¢	Chat Room	Com Meeting Blass (473063)  Somedie Start End Due Date Time Track Action  ADD TRACK	
Ø	Booth	2021- 2021- 10:00 Track EDIT	SAVE
•	Leaderboard	08-25 08-25 19:00 + CREATE ZOOM MEETING	
4	Poster	462091 2021-08- 2021-08- 06:00- Track / EDIT/ See Zoom Web on Platform: True	

Click **Add Schedule** then fill required fields for setting the **Zoom Meeting/Webinar** in future. Then click **Save** 

	Convorted	TEST	Belinda Staff Logout
۲	Tenant A	PRESENTATION LIST Create Zoom Meeting	×
5	Dashboard		
٠	Room	Search Date Q ADD PRESENTATION + Topic	
<i>1</i> 24	User	Presentation Name (Presentation Id) Action Edit Meeting Agenda	
-	Ticket	H Test Zoom 1 (476026)	
ø	E-mail Template	Sonioue suit una Time Track Action Meeting Passcode	
*	Auditorium	483000 2021- 2021- 09-03 09-03 02:00 + CREATE 200M MEETING	·
Ð	Presentation	I zoom Meeting Rehearsal (475235)	SAVE
63	Schedule	Schedule Start Date End Date Time Track Action	
¢	Chat Room	475236 04 04 01:00 3	
Ø	Booth		

After presentation created there will be new Action + **Create Zoom Meeting/Webinar**, click it and fill the Zoom meeting details then **Save**, system will generate meeting URL using Zoom API Meetings/Webinars in background.

	Ticket	11 Test Zoom 1 (4	176026)						
		Schedule id	Start Date	End Date	Time	Track	A2505		
ø	E-mail Templete	483000	2021-09-03	2021-09-09	0100.0200		1	EDIT	DELETE
÷	Auditorium						· •		
		11 Zoom Meeting	Rehearsal (4752	35)					
Ð	Presentation	Schedule Id	Start Date	End Date	Time	Track	Action		
63	Schedule	475236	2021-09-04	2021-09-04	02:00.01:00	Track 3		FOUL	DELETE
_									
Ρ	Chat Room	11 Zoom Meeting	Biasa (473063)						
)	Booth	Schedule Sta	t Clara End D	te Time	Track		Action		
						1		EDIT	DELETE 🖀
	Leaderboard	479064 203	21-08- 2021- 25 25	35- 10.00 - 19:00	Track 1		-		
	Uploaded File					+ CREATE	LOOM MEETING		
		11 Mentimeter Pr	esentation (4620	93)					
٢.	Custom Colors	Schedule Id	Start Date	End Date	Time	Track	Action		
	Reporting ~	473034	2021.02.12	2021 02 14	00.00 00.00	Terration 2		EDIT	DELETE I
		+52094	every@13	2021-00-16	08.00-0600	119(K3	<i>,</i>		
	Help	11 Sido Presenta	tion (462002)						
	Notification	Schedule Id	Start Date	End Date	Time	Track	Action		
		473001	2021.02.12	2021 02 14		Terr 10	<i></i>	EDIT /	DELETE
		402091	21/21/03/13	2021-00-14	98.00 - 07.00	(780K3	/		
		11 Presentation P	he-Recorded 3 (4	51117)					
		+ ADD SCHEDU	LE						
		Schedule M	Start Date	End Date	Time	Track	Action		
								toit 🖍	DELETE 🖀
		451123	2021-05-05	2021-08-06	13:00 - 16:00	Track 1	× •		
		451125	2021-08-06	2021-08-06	16:00-22:00	Track 1 Track 1	/ I		
		Presentation P	he-Recorded 2 (4	51114)					
		+ ADD SCHEDU	LE						
		Schedule Id	Start Date	End Date	Time	Track	Action	EDIT	DELETE 🖀
		453115	2021-05-05	2021-05-06	11-50 - 12-50	Track 1	/ =		

After Created, **Create Zoom Meeting/Webinar** action will disappear. To make sure Zoom link is generated. Click **Edit** then at **Zoom URL** form, the API Created link will be stored.

### **Delete Zoom Meeting/Webinar Link**

This only work if you generate meeting link through V-Unite **Create Zoom Meeting**. In presentation listing. Click - **Delete Zoom Meeting/Webinar** > Click **Yes**. By deleting link this way, Zoom meeting/webinar will also be deleted from your Zoom account.

4. Uninstalling V-Unite Account from V-Unite (Unlink Zoom Account)

Unlink Zoom Account page will be same page as Link Zoom Account

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K Tenant A		

To go back to main page, click the left arrow button below the experience logo.

Ð	hibition Test Pl	TEST	Belinda Staff
đ	Experience	Zoom Setting	UNLINK ZOOM ACCOUNT
*	Staff	Zoom User Details	
	Training & Tutorial	Zoom Email	events@v-unite.com
-	Zoom Setting	Verification Code	HvH2Um2kl1_dDElelBlRuS/xjYfPyMcRQ
0	Help	Expired	2036-8-23 03:17:19

Go to **Zoom Setting**, then click **Unlink Zoom Account**. This will revoke token access to Zoom Account if not expired, then all Zoom link data will be deleted from our end.

# 5. Uninstalling V-Unite add-on from Zoom website

Login to your Zoom account and navigate to Zoom App Marketplace. Click **Manage > Installed Apps** or search **V-Unite Virtual Event Experiences** App. Click **V-Unite Virtual Event Experiences** App and Click **Uninstall.** When uninstalled, Zoom will notify v-unite and removed link account from our end.