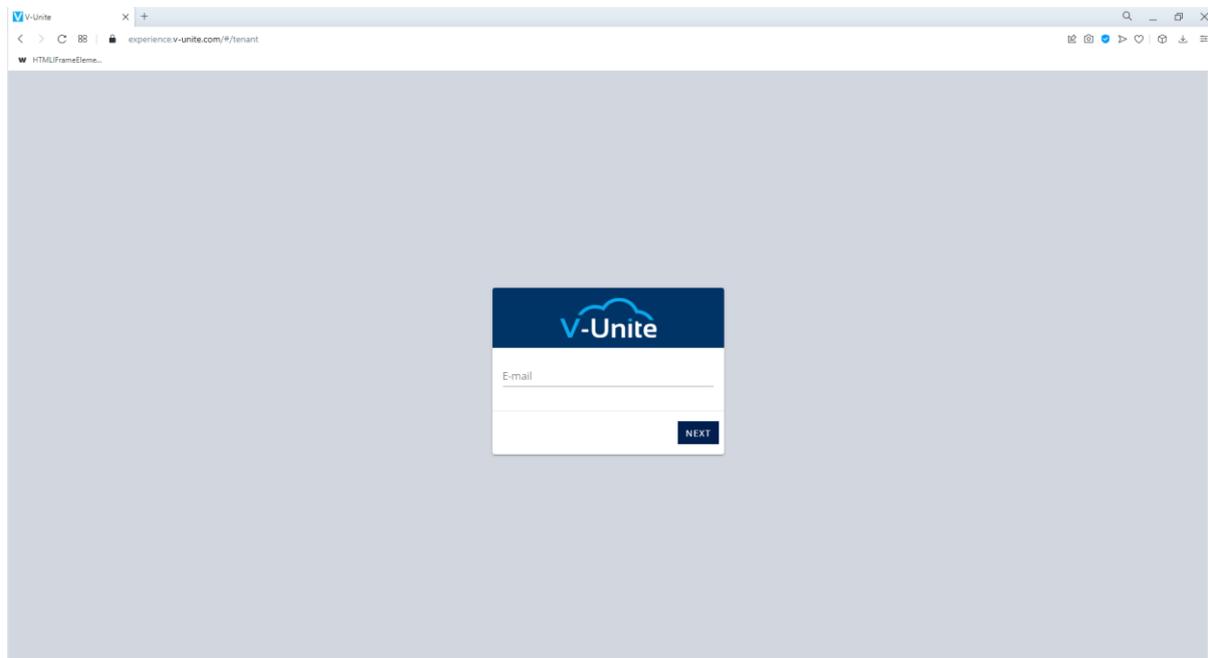


V-unite Zoom Meeting / Webinar Creation Guide

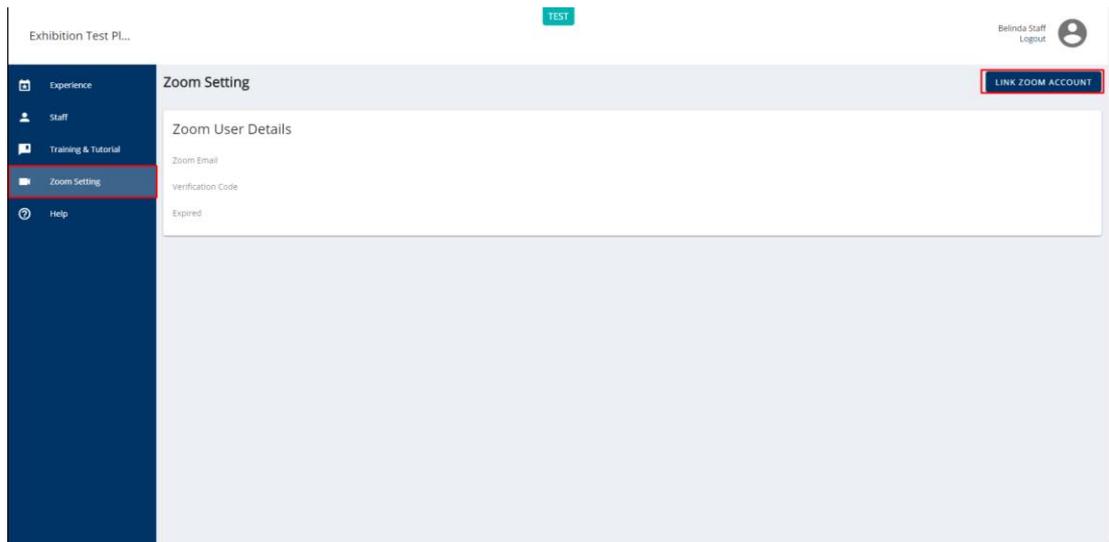
Currently we're only using Zoom Oauth app feature for create/delete Zoom meetings and webinars. This Zoom meeting will make Tenant organize their meeting within their own Zoom account, to make the meeting creation easier and match with the planned presentation schedule, minimizing human error.

For the feature it requires tenant account.

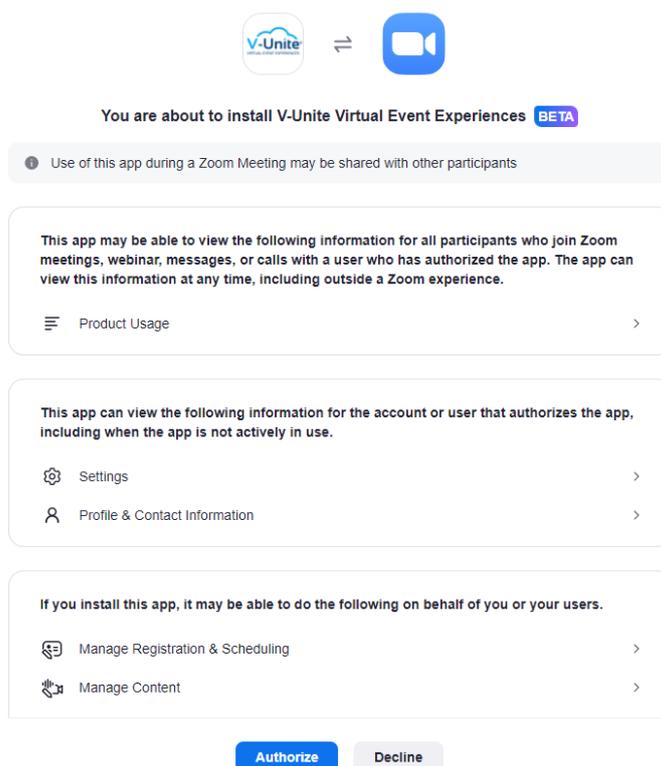
Login to tenant page through: <https://experience.v-unite.com/#/tenant>



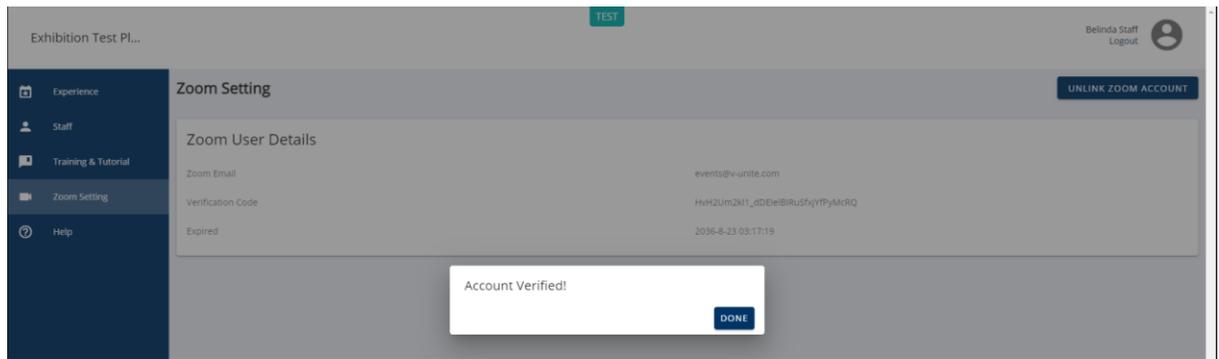
1. Link V-Unite to Zoom Account



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.



Once prompted, click **Authorize**



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

This feature requires to subscription to **Webinar Plan**.



To Confirm, go to **Zoom's User Management Page** : <https://zoom.us/account/user#/>

At users listing page, make sure **Type** Includes your subscribed **Zoom Webinar Plan**

<input type="checkbox"/>	Email/Name ID	First Name	Last Name	Role	Type	Department	
<input type="checkbox"/>	[redacted] Member's email	[redacted]	[redacted]	Member	Licensed		Edit ...
<input type="checkbox"/>	[redacted] My Email	[redacted]	[redacted]	Member	Licensed Webinar500		Edit ...

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

Edit User

Emails: [redacted]

User Type: Basic Licensed On-Prem

[redacted]

Large Meeting

Webinar

500 attendees
 500 attendees - Promotion
 1000 attendees - Promotion

Department:

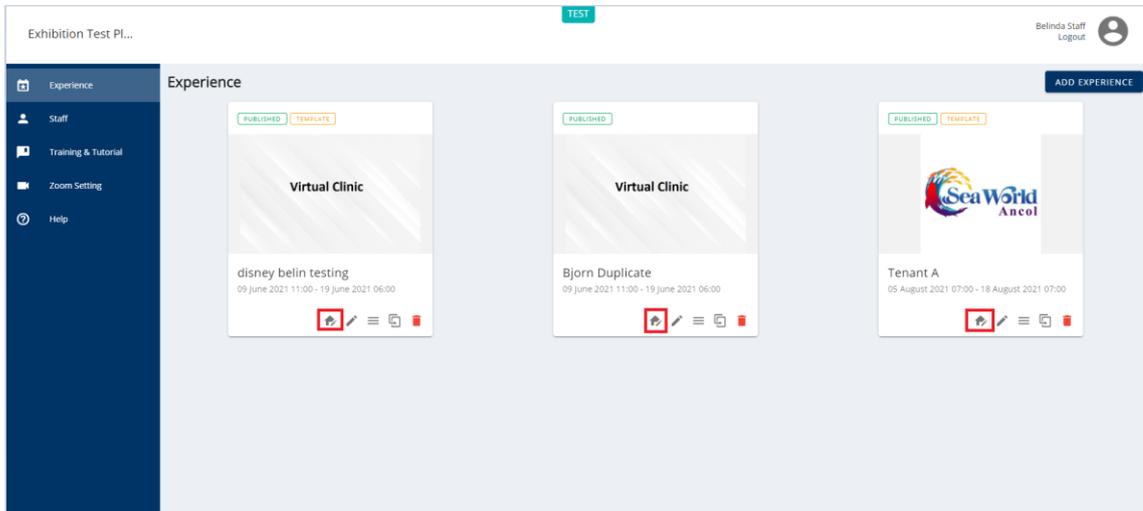
Manager:

Job Title:

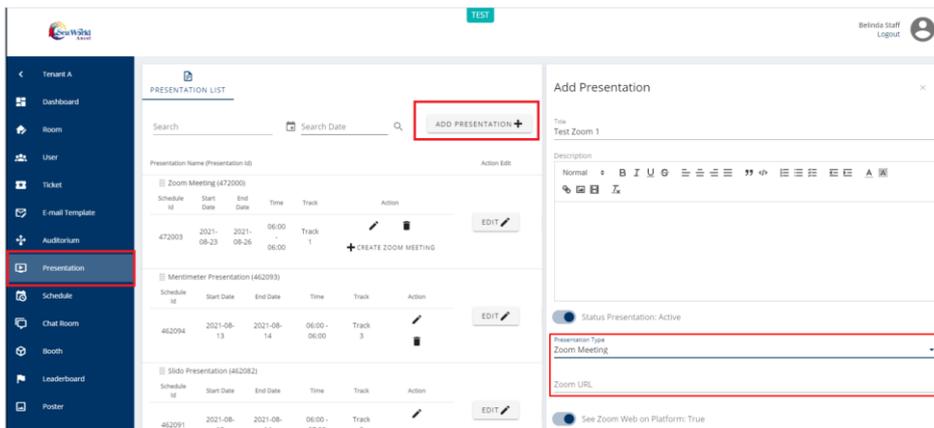
Location:

add any subscribed **Webinar Plan** then click **Save**.

3. Create/Delete Zoom Meeting & Webinar Link



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



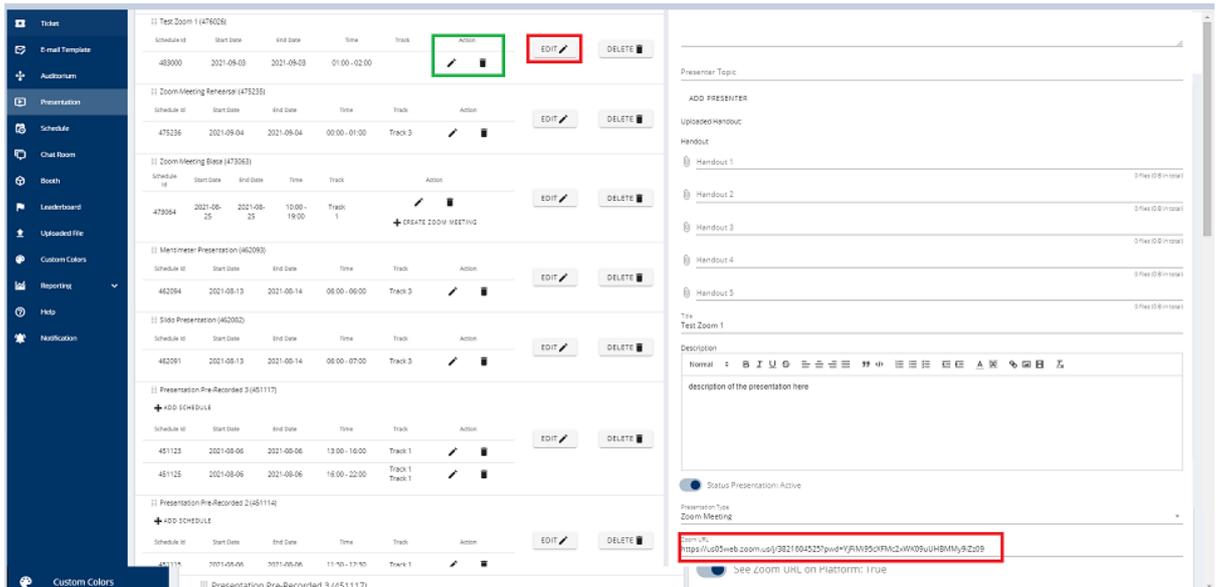
At experience configuration page, choose **Presentation** > click **Add Presentation**. Fill in the title. To use Zoom meeting feature, choose **Zoom Meeting** or **Zoom Webinar** (this determines what Zoom link type will be generated) and let the field **Zoom URL** blank. For the rest of form can leave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

The screenshot shows the 'Add Schedule' modal in the SciWorld system. The modal is open over the 'PRESENTATION LIST' table. The 'Add Schedule' form has fields for Start Date (3 September 2021 01:00), End Date (3 September 2021 02:00), and Timezone (Africa/Abidjan). A 'SAVE' button is highlighted in the bottom right corner.

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

The screenshot shows the 'Create Zoom Meeting' modal in the SciWorld system. The modal is open over the 'PRESENTATION LIST' table. The 'Create Zoom Meeting' form has fields for Topic, Meeting Agenda, Meeting Passcode, and Timezone (Africa/Abidjan). A 'SAVE' button is highlighted in the bottom right corner.

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.



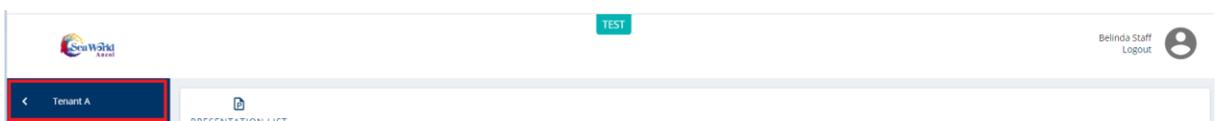
After Created, **Create Zoom Meeting/Webinar** action will disappear. To make sure Zoom link is generated. Click **Edit** then at **Zoom URL** form, the API Created link will be stored.

Delete Zoom Meeting/Webinar Link

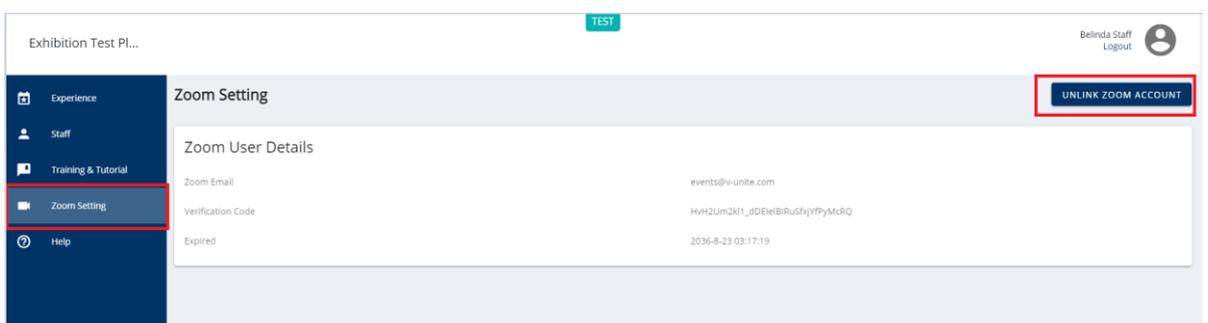
This only work if you generate meeting link through V-Unite **Create Zoom Meeting**. In presentation listing. Click - **Delete Zoom Meeting/Webinar** > Click **Yes**. By deleting link this way, Zoom meeting/webinar will also be deleted from your Zoom account.

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

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



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



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.