

ZOOM INTEGRATION DOCUMENTATION FOR PHD MEETINGS

ADDING THE APP

Login to Your Account:

1. Navigate to your PhD Meetings dashboard.
2. Go to the "Employer Meetings" tab.

Zoom Settings:

1. Click on the "Zoom Settings" button. This will open a popup titled "Zoom API Setting".
2. Enter your Zoom email, the Client ID, and Client Secret associated with your Zoom OAuth app.
3. Click on "Get Authorize with Zoom". A popup will appear prompting you to log into your Zoom account.

Authorize the App:

1. Log in to your Zoom account.
2. You will be asked to grant permissions to PhD Meetings. Click "Authorize" to allow the app to schedule meetings on your behalf.

Troubleshooting:

- If you encounter an error stating "Application not found", ensure that you've entered the correct Client ID and Client Secret.
- If you're redirected to an error page after logging into a different Zoom account, please contact our support.

USAGE

Scheduling Meetings:

1. Once the app is authorized, you can schedule meetings with job candidates directly from the PhD Meetings dashboard.
2. Meetings will be automatically linked to Zoom, and you can manage or reschedule them as needed.

Accessing Meetings:

1. In the "Employer Meetings" tab, you'll see a list of scheduled meetings.
2. Click on the "Zoom Meeting" button to access the Zoom meeting link.

Prerequisites:

- Ensure you have a valid Zoom account.
- Ensure your Zoom account has permissions to schedule meetings.

REMOVING THE APP

Login to Zoom:

1. Login to your Zoom Account and navigate to the Zoom App Marketplace.

Manage Apps:

1. Click "Manage" followed by "Added Apps", or search for the "PhD Meetings" app.

Remove the App:

1. Click on the "PhD Meetings" app.
2. Click "Remove" to deauthorize the app from accessing your Zoom account.

Implications:

- Removing the app will stop PhD Meetings from scheduling new Zoom meetings on your behalf.
- Any previously scheduled meetings will remain on your Zoom account, but you may need to manage them directly from Zoom.

TROUBLESHOOTING

Issues Adding the App:

- Ensure you've entered the correct Zoom email, Client ID, and Client Secret.
- If you're redirected to an error page after logging into a different Zoom account, ensure the app has been published on the Zoom App Marketplace.

Issues with Meetings:

- If a scheduled meeting doesn't appear in your Zoom account, check the meeting details in the PhD Meetings dashboard and ensure it's linked to Zoom.
- If you're unable to access a Zoom meeting link, ensure the meeting hasn't been deleted or rescheduled.

Accessing Recordings:

- PhD Meetings does not handle Zoom recordings directly. Access any recordings from your Zoom account.