

## Installation

1. In the header, click **Browse > Spaces**.
2. Select a space.
3. Click **Calendar**.
4. Click the plus icon.
5. In the right-hand column, click the connect icon to connect Zoom.
6. Click **Authorize**.

## Usage

This app is used to create meetings in the intranet. Prerequisite: You must be logged in to the intranet.

1. In the header, click **Browse > Spaces**.
2. Select a space.
3. Click **Calendar**.
4. Click the plus icon.
5. Fill out the event details.
6. In **Create Online Meeting**, select Zoom.
7. Click **Save**.

## Uninstallation

1. Login to your Zoom Account and navigate to the Zoom App Marketplace.
2. Click **Manage > Installed Apps** or search for the My-Zoom-App\* app.
3. Click the My-Zoom-App\* app.
4. Click **Uninstall**.

**\*Replace My-Zoom-App with the name of your app.**