



## Zoom app installation and usage

Create by: Green Education Group

Website: <https://www.greeneducationgroup.com/>

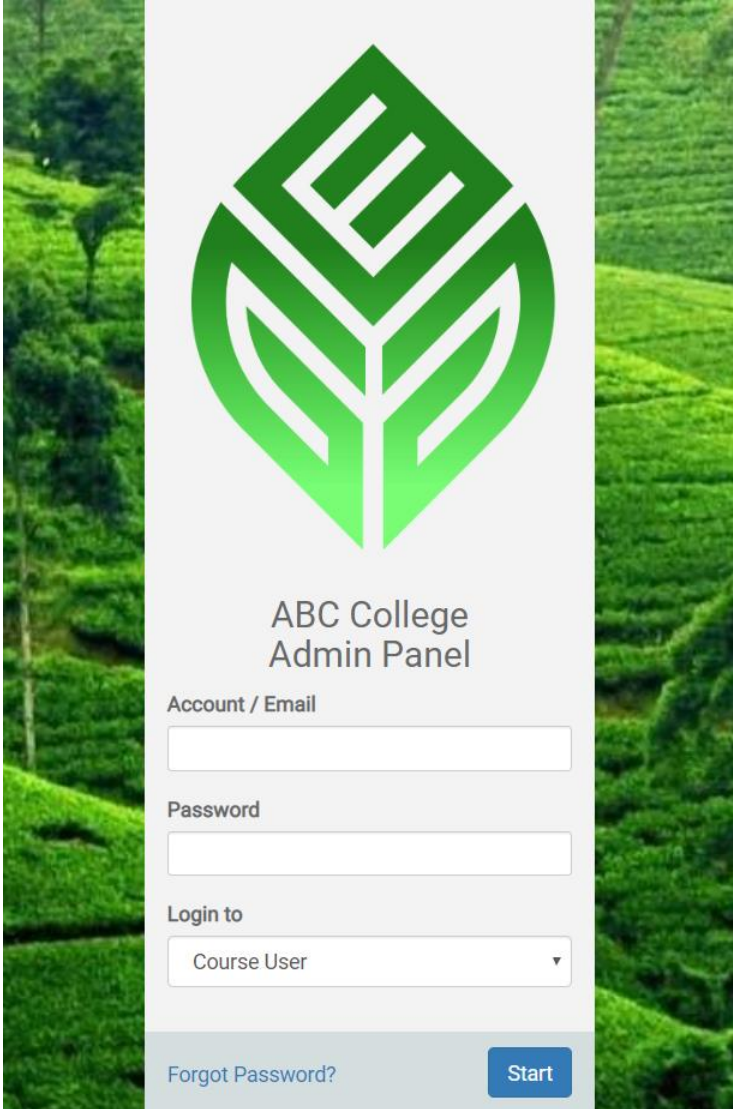
Please follow the steps to setup and use this app:

## 1 App installation

1.1 Login to the LMS admin panel provided by Green Education Group

For example:

<https://yourcompanyadmin.greeneducationgroup.com/admin>



ABC College  
Admin Panel

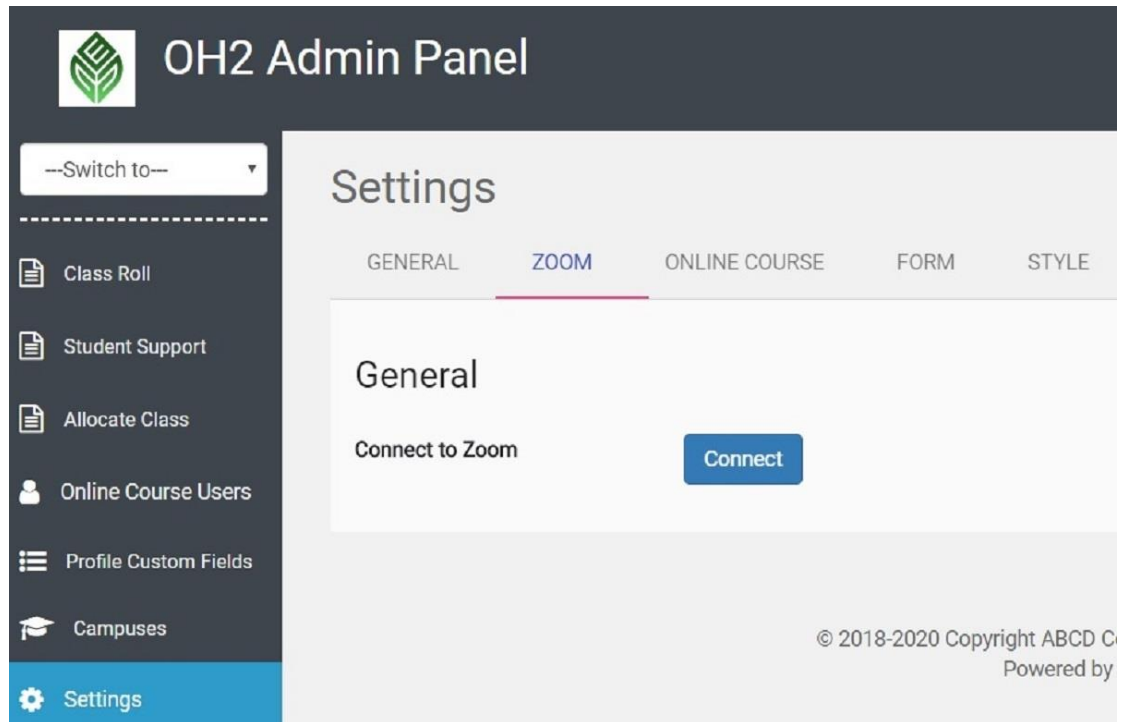
Account / Email

Password

Login to  
Course User ▼

[Forgot Password?](#) [Start](#)

- 1.2 Click the Settings menu on the left menu and click Connect button in the Zoom tab to open Zoom login page



- 1.3 An authorisation page will open after click Connect button. And click Authorize button.

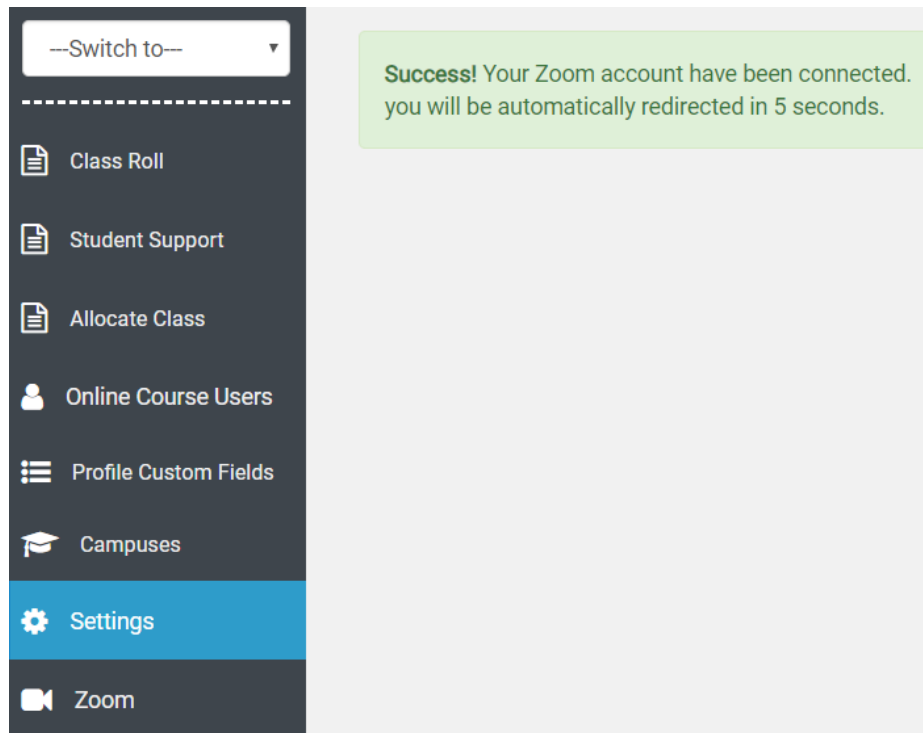


### OH2 is requesting access to your Zoom account

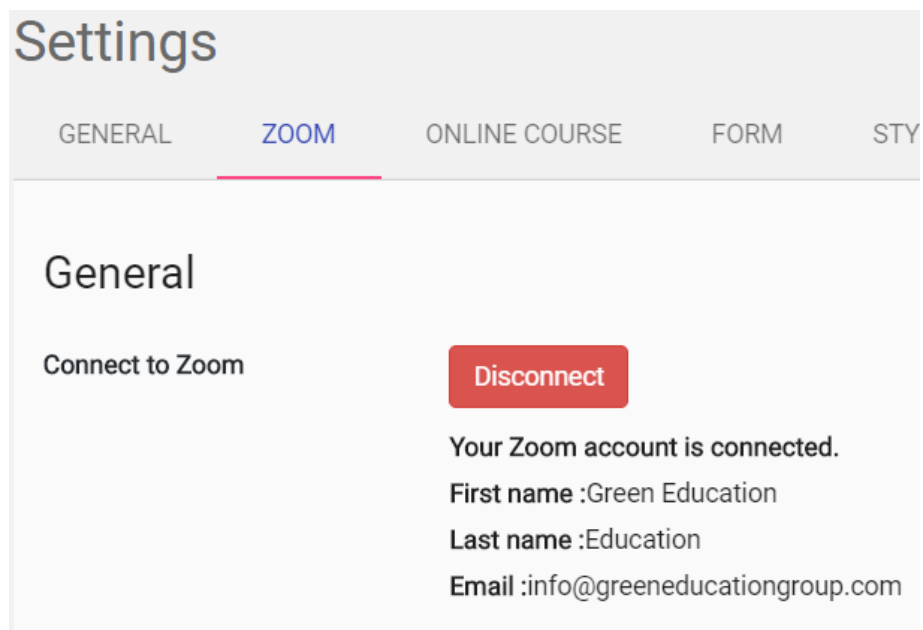
View account information
View and manage all user meetings
View all user information

You may be sharing sensitive info with this site or app. By clicking Authorize, you authorize this app to use your information in accordance with their [Privacy Policy](#). At any time you can revoke access for OH2 or any other app by visiting your [Installed Apps](#) page.

- 1.4 After you successfully authorise, you will see a success page and Zoom menu item on the left menu.

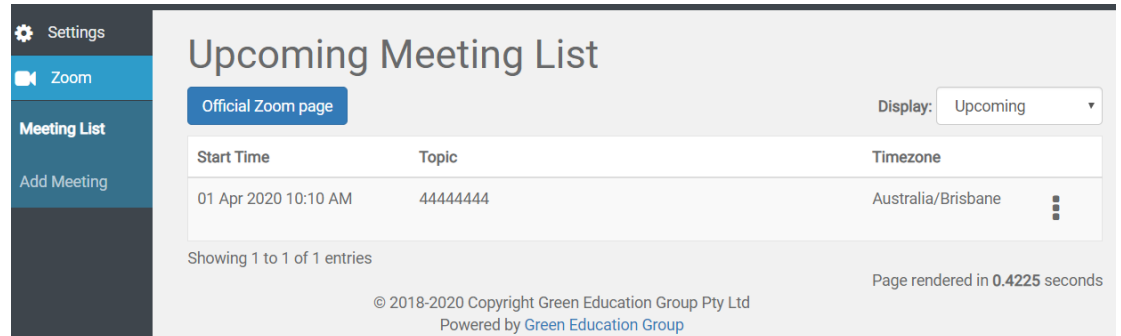


You will be redirect to Setting page in 5 seconds. If you see Disconnect button and your account info, you are successfully connected to Zoom.



## 2 View Meeting List

2.1 You can click Zoom or Meeting List on the left menu to view meetings. By default, upcoming meetings will show when you just in the page.



The screenshot shows a web interface with a dark sidebar on the left containing 'Settings', 'Zoom', 'Meeting List', and 'Add Meeting'. The main content area is titled 'Upcoming Meeting List' and features a table with one entry. The 'Display' dropdown is set to 'Upcoming'.

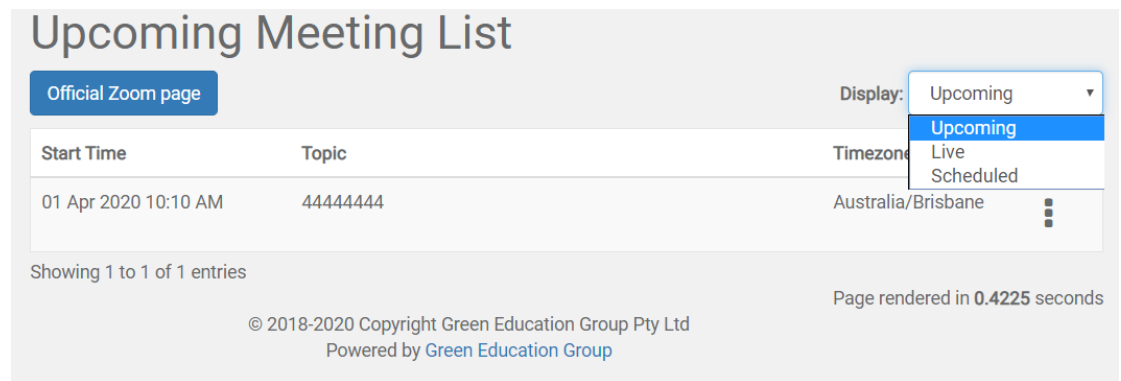
Start Time	Topic	Timezone
01 Apr 2020 10:10 AM	44444444	Australia/Brisbane

Showing 1 to 1 of 1 entries

Page rendered in 0.4225 seconds

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2.2 You can switch the Display type between Upcoming, Live and Scheduled.



The screenshot shows the same interface as above, but the 'Display' dropdown menu is open, showing three options: 'Upcoming' (selected), 'Live', and 'Scheduled'.

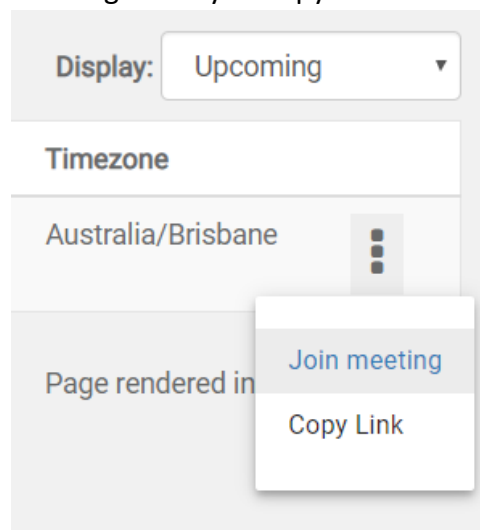
Start Time	Topic	Timezone
01 Apr 2020 10:10 AM	44444444	Australia/Brisbane

Showing 1 to 1 of 1 entries

Page rendered in 0.4225 seconds

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2.3 By clicking the three dots on the right side of Time zone, you can Join the meeting directly or copy the link of the meeting.



This close-up shows the 'Display' dropdown set to 'Upcoming' and the 'Timezone' row with 'Australia/Brisbane'. A dropdown menu is open over the three dots, showing 'Join meeting' and 'Copy Link'.

Display: Upcoming

Timezone

Australia/Brisbane

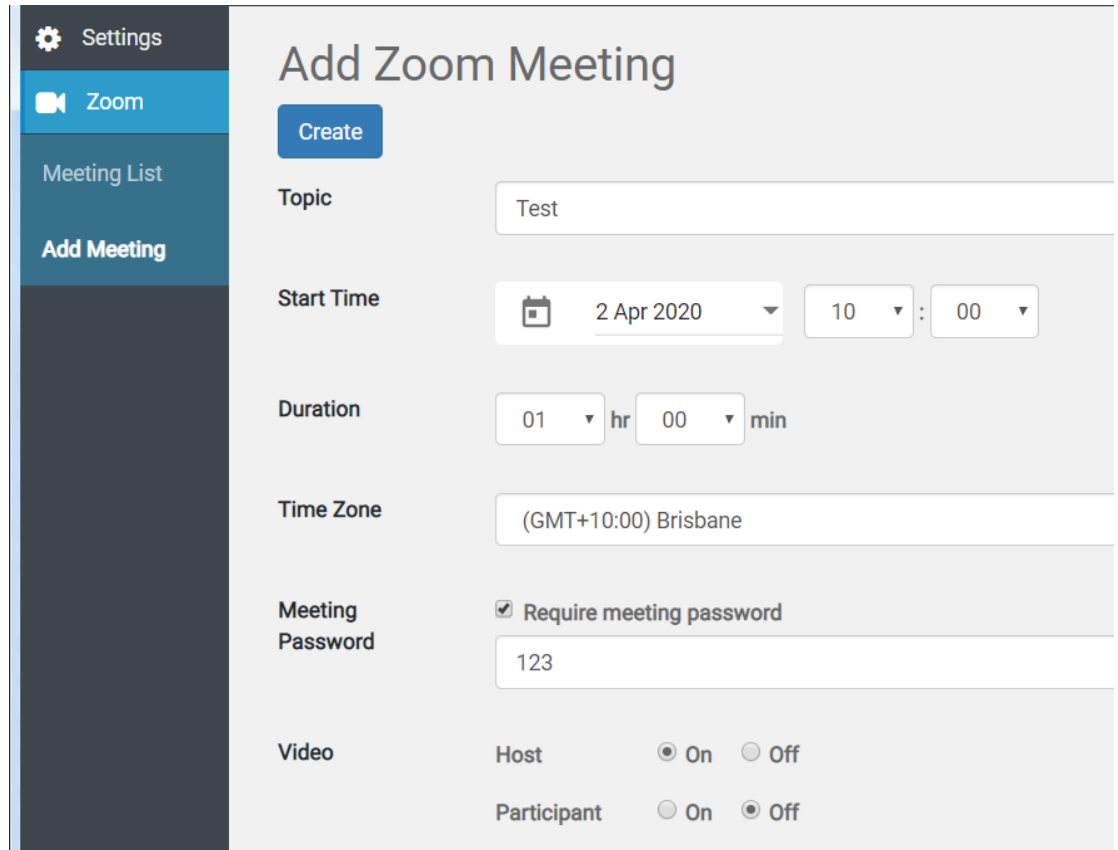
Join meeting

Copy Link

Page rendered in

### 3 Create a Meeting

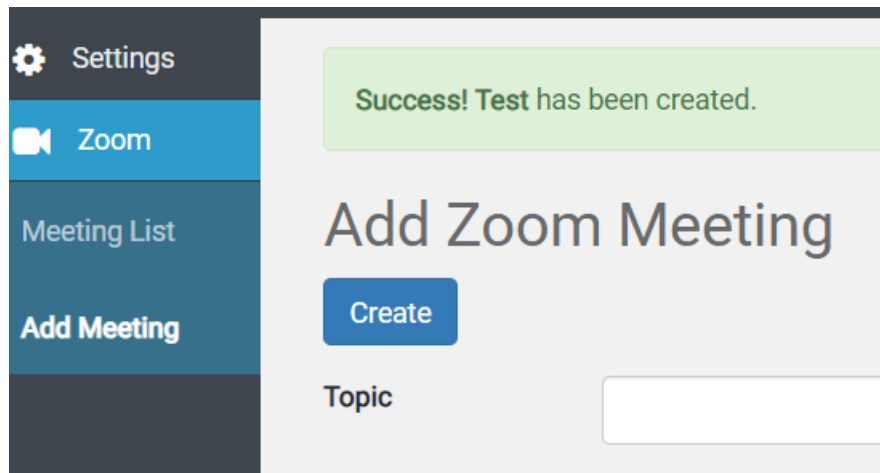
- 3.1 By clicking Add Meeting on the left menu, you can start to create a meeting in your Zoom account.



The screenshot shows the 'Add Zoom Meeting' form in the Zoom settings interface. The left sidebar contains a menu with 'Settings', 'Zoom', 'Meeting List', and 'Add Meeting'. The main content area is titled 'Add Zoom Meeting' and features a 'Create' button. The form fields are as follows:

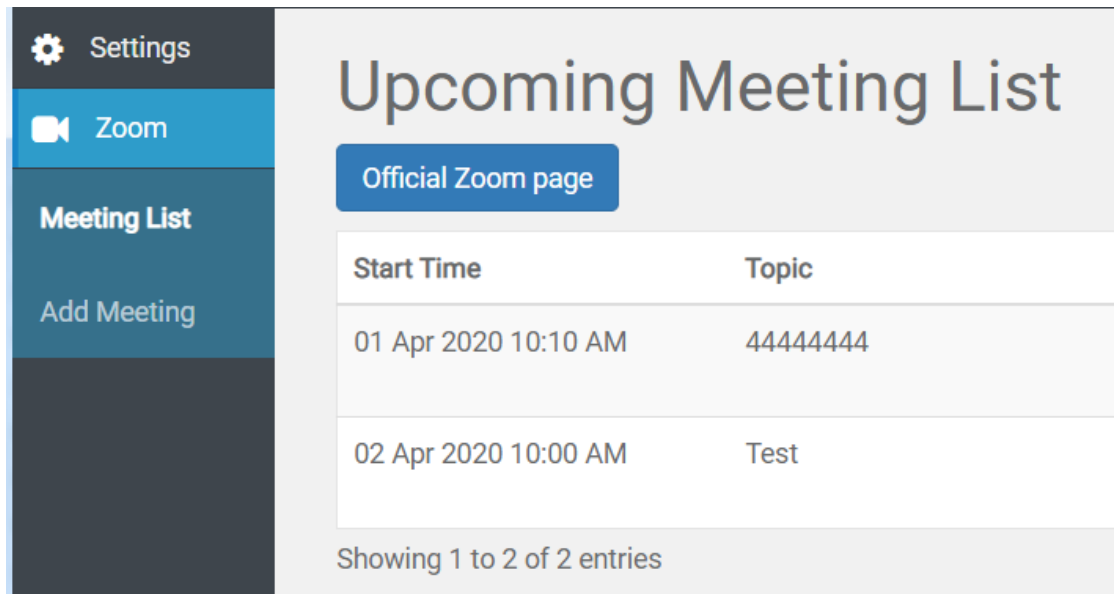
- Topic:** Text input field containing 'Test'.
- Start Time:** Date and time picker showing '2 Apr 2020' at '10:00'.
- Duration:** Time picker showing '01 hr' and '00 min'.
- Time Zone:** Dropdown menu showing '(GMT+10:00) Brisbane'.
- Meeting Password:** A checked checkbox for 'Require meeting password' and a text input field containing '123'.
- Video:** Radio buttons for 'Host' (selected 'On') and 'Participant' (selected 'Off').

- 3.2 After you fill up all fields, you can click Create button. If the meeting successfully created, you will see the success message.



The screenshot shows the 'Add Zoom Meeting' form after a successful creation. A green success message banner at the top reads 'Success! Test has been created.' The 'Create' button is now disabled. The 'Topic' field is empty.

You will see the new meeting in the meeting list.

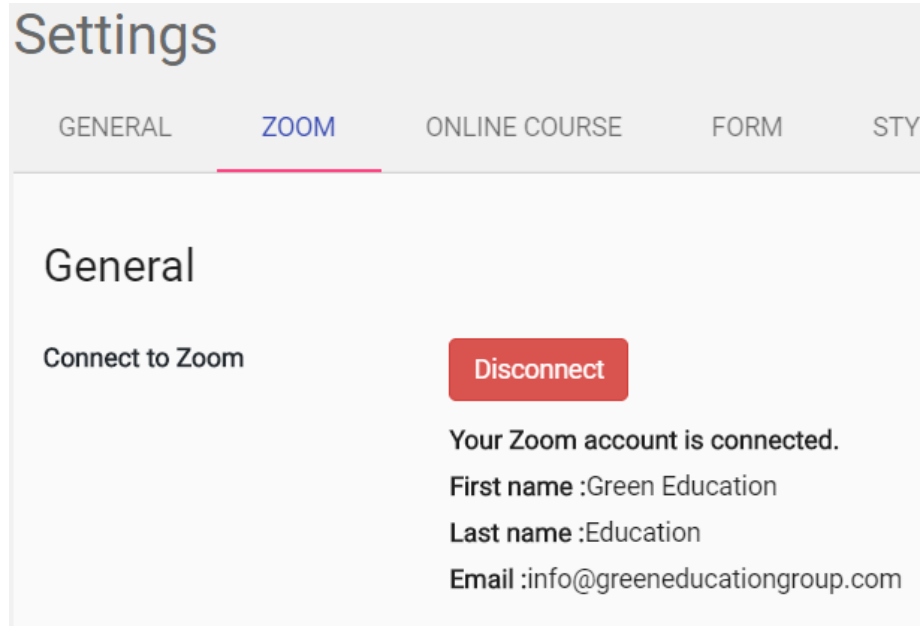


The screenshot shows the Zoom application interface. On the left is a dark sidebar with a menu containing 'Settings' (gear icon), 'Zoom' (video camera icon), 'Meeting List' (highlighted), and 'Add Meeting'. The main content area is titled 'Upcoming Meeting List' and features a blue button for 'Official Zoom page'. Below this is a table with two columns: 'Start Time' and 'Topic'. The table contains two entries: one for '01 Apr 2020 10:10 AM' with topic '44444444' and another for '02 Apr 2020 10:00 AM' with topic 'Test'. At the bottom, it says 'Showing 1 to 2 of 2 entries'.

Start Time	Topic
01 Apr 2020 10:10 AM	44444444
02 Apr 2020 10:00 AM	Test

## 4 Uninstall OH2 app

- 4.1 If you decide to uninstall the OH2 app, you can click Disconnect button in the Settings page



The screenshot shows the 'Settings' page with the 'ZOOM' tab selected. Under the 'General' section, there is a 'Connect to Zoom' status. A red 'Disconnect' button is visible. Below the button, the text indicates 'Your Zoom account is connected.' and lists the following details: 'First name :Green Education', 'Last name :Education', and 'Email :info@greeneducationgroup.com'.

After you successfully uninstall the app, please refresh the page and you won't see your Zoom account details and Zoom menu will disappear on the left side.

