



## Documentation URL for Zoom

This section aims at guiding users through adding the Zoom app and usage.

- Adding the Zoom App —
  - a. Login into your account
  - b. Go to “My Profile” section.
  - c. Enable the “Zoom” button.
  - d. You will be redirected to a Zoom URL.
  - e. Follow the steps to connect your Zoom account.
  - f. Once connected you will be directed back to CoachBase website.
  - g. If you need any assistance, please contact us at [info@coachbase.io](mailto:info@coachbase.io)
  
- Usage
  - a. We offer our independent Coaches the ability to connect their personal Zoom account via our platform in order for them to be able to offer their personal meeting room Zoom link when end user clients book them on our platform.
  - b. The connection process to a Zoom meeting room is as per Zoom's.
  - c. Pre-requisite: The Coach must have their own Zoom account to connect it.
  
- Removing the App
  - a. Login into your account
  - b. Go to “My Profile” section.
  - c. Simply disable the “Zoom” button.
  - d. If you need any assistance, please contact us at [info@coachbase.io](mailto:info@coachbase.io)
  - e. By removing the app, Coaches will not be able to offer a Zoom link when end user clients book them on our platform. De-authorizing is handled by Zoom and CoachBase removes their data.
  - f. Another way to remove your App is to:
    - i. Login to your Zoom Account and navigate to the Zoom App Marketplace.
    - ii. Click Manage >> Added Apps or search for the "CoachBase" app.
    - iii. Click the "CoachBase" app.
    - iv. Click Remove.