

## Connecting to Zoom

Last Modified on Oct 18, 2022

Our [Zoom integration](#) completely automates the provisioning of Zoom sessions. Customers receive a single ScheduleOnce confirmation email including all of the meeting details in their local time zone.

In this article, you'll learn how to connect to your Zoom account.

In this article:

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- [Requesting pre-approval during connection](#)

### Connecting your Zoom account

1. Select your profile picture or initials in the top right-hand corner → **Profile settings** → **Video conferencing**.
2. In the **Zoom** box, click the **Connect** button (Figure 1).

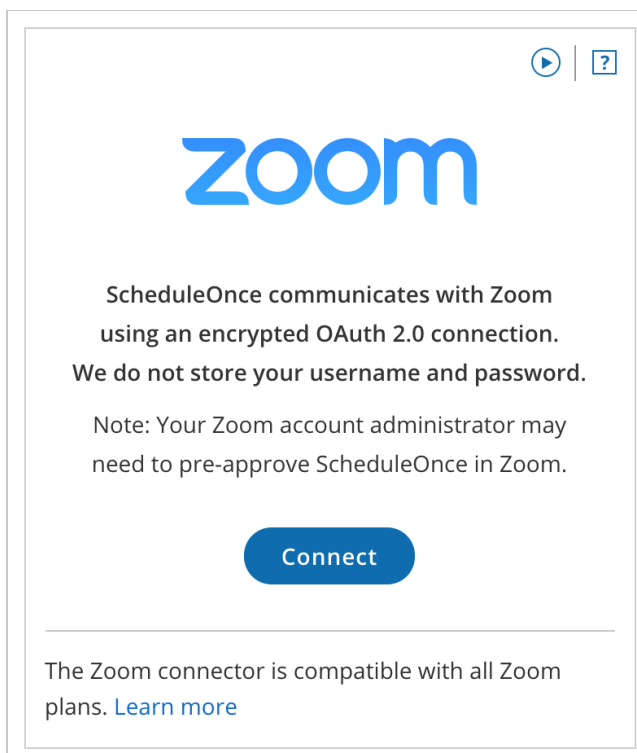


Figure 1: Connect to Zoom button

3. The Zoom Sign In page will open in a new tab.
4. Enter your **Email address** and **Password** in the Zoom authentication window and click **Sign In**.

**Note:**

Your credentials are known to Zoom only, and are never stored in ScheduleOnce. ScheduleOnce

communicates with Zoom using an encrypted OAuth 2.0 connection.

5. Click **Authorize** to authorize ScheduleOnce to access your Zoom account (Figure 2).

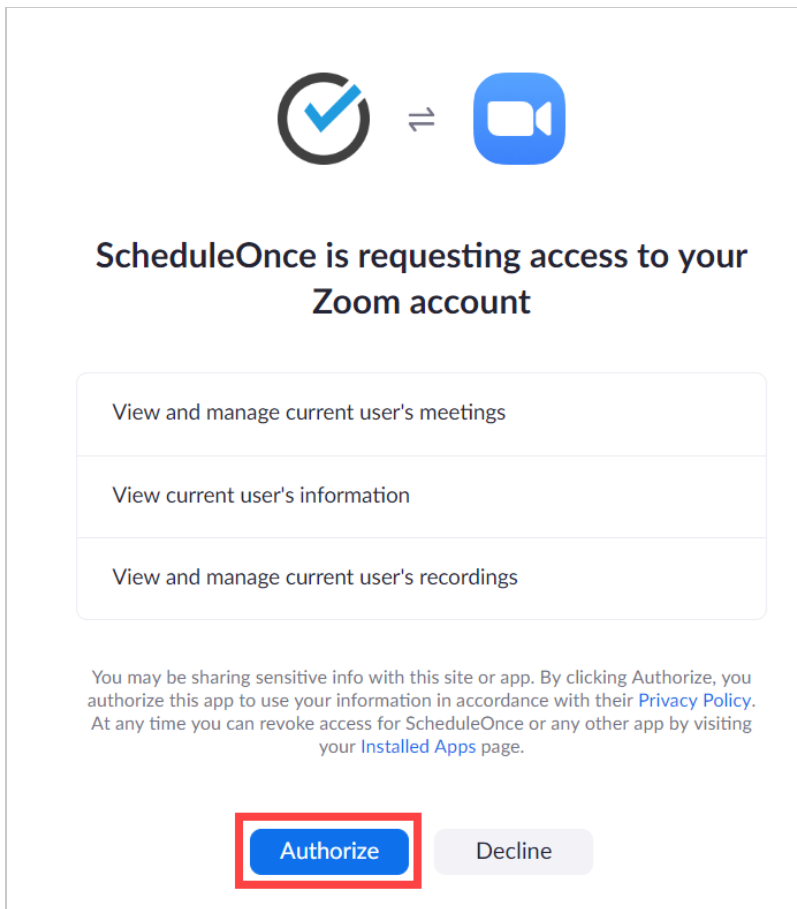


Figure 2: Authorize the ScheduleOnce app

6. You'll be redirected back to the ScheduleOnce **Video conferencing integration** page where you'll see the **Connected to Zoom** pop-up.

Congratulations! ScheduleOnce is now connected to your Zoom account. Next, you can [configure your Booking pages to use Zoom](#).

## Requesting pre-approval during connection

The ScheduleOnce app may need to be pre-approved by your Zoom Admin before you can authorize it. If it hasn't already been pre-approved, click **Request pre-approval** (Figure 3) to send a request to your Zoom Admin. You will not be able to connect until ScheduleOnce is pre-approved.

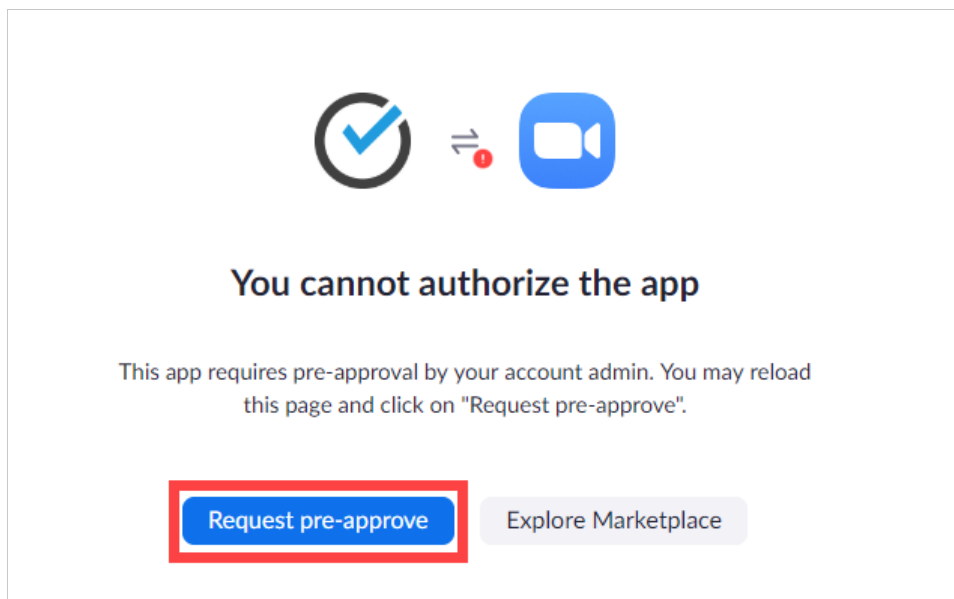



Figure 3: Request pre-approve

If you're the Zoom Admin for your account, you can pre-approve and authorize ScheduleOnce to access your Zoom account in one step. Click **Pre-approve** and then click **Authorize** (Figure 4).

✓ The app has been pre-approved successfully



### ScheduleOnce is requesting access to your Zoom account

This app requires your pre-approval ✓ Pre-approved

- View and manage current user's meetings
- View current user's information
- View and manage current user's recordings

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 ScheduleOnce or any other app by visiting your [Installed Apps](#) page.

**Authorize** Decline

Figure 4: Pre-approve and Authorize