

Scheduling and managing Zoom meetings from Baya

Pre-requisites

To use Zoom, you will have to do a one-time setup as mentioned [here \(https://docs.mithi.com/home/how-to-configure-zoom-settings\)](https://docs.mithi.com/home/how-to-configure-zoom-settings).

Launch the Baya Zoom integration app

1. Go to the URL to access your account using Baya V4
2. [Log in to your account \(https://docs.mithi.com/home/email-application-in-baya#log-in-to-baya\)](https://docs.mithi.com/home/email-application-in-baya#log-in-to-baya) using the valid credentials (email id and password) and the Captcha if enabled
3. From the Application switch on the left, launch the **Zoom** application
4. If you are not logged into your zoom account, you will be prompted to log in using your zoom credentials
5. On successful login, the Baya Zoom integration app will be shown in the new browser tab.

Start a new meeting

To create a new meeting:

1. Click **New Meeting**
2. Select **Schedule for later** or **Start Now**
3. If you select Start now, a Zoom meeting tab will open up
 - Clicking **Meet now** will launch the Zoom meeting
 - Click **Open Zoom Meetings** on the dialog shown by your browser. If you don't see a dialog, click **Launch Meeting**
 - On a successful connection, a Zoom meeting window will be displayed. Application may confirm the permission to join the meeting using Computer audio. Click to **Join the meeting using computer audio**. You can select the checkbox to set this option as a default.
4. If you select Schedule for later, a form will pop-up. Enter the meeting details
 - a. **Topic**: Enter a topic or name for your meeting
 - b. **Description**: Enter meeting description
 - c. **Meeting Type**: Choose to schedule a meeting later or start instantly
 - d. **Start Date & Time**: Select a date and time for your meeting.
 - e. **Duration**: Enter meeting duration
 - f. **Password**: Enter a meeting password. Leave this box blank to generate the password automatically.
 - g. **Approval Type**: Choose how to approve users to join the meeting.
 - h. **Host Video**: Choose if you would like the host's video on or off when joining the meeting. Even if you

choose off, the host will have the option to start their video.

- i. **Participants Video**: Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
- j. **Automatically record meeting**: Select if you want to record Locally (to your computer) or In the cloud.
- k. **Waiting Room**: Enable Waiting Room for the meeting.
- l. Click **Save**
- m. The saved meeting will be listed under upcoming meetings

View, edit, or delete a meeting

1. Select the **Upcoming** option from the drop-down list on the top. This will display all the upcoming scheduled meetings
2. Clicking the three horizontal dots will open a window showing all the meeting details
3. Clicking the **Edit** icon will open a window showing all the meeting details. Edit the required details and save the updated meeting.
4. Clicking the **Delete** icon will pop up a confirmation window. Click ok to delete the scheduled meeting.

Send meeting invite through email

1. Select the **Upcoming** option from the drop-down list on the top. This will display all the upcoming scheduled meetings
2. Clicking the copy icon will copy the meeting invite to the clipboard.
3. Clicking the email icon will open a window showing meeting details.
4. On the top of the window, enter comma-separated email ids.
5. Click **Send** to send the invite through email.

Start a scheduled meeting

1. As a host, you have to start the scheduled meetings
2. Select to view the **Upcoming** scheduled meetings
3. Clicking the **Start Meeting** will launch the meeting
4. Click **Open Zoom Meetings** on the dialog shown by your browser. If you don't see a dialog, click Launch Meeting
5. On a successful connection, a Zoom meeting window will be displayed. Application may confirm the permission to join the meeting using Computer audio. Click to join the meeting using computer audio. You can select the checkbox to set this option as a default.

Invite more users

1. Start a Zoom meeting
2. On the Zoom meeting window, clicking the **Participants** icon will show an option to invite more users to

join the ongoing meeting.

3. Click Invite
4. Copy meeting invite link and share it through collaboration application

View Past meeting details

1. Select the **Past** option from the drop-down on the top pane
2. All the meetings scheduled in the past will be listed
3. Clicking the three horizontal dots will open a window showing all the meeting details

Join a Zoom meeting

1. Open an email or the collaboration application where you have received the Zoom meeting invitation
 2. Clicking the **Join link** will launch the Zoom meeting
 3. Click **Open Zoom Meetings** on the dialog shown by your browser. If you don't see a dialog, click **Launch Meeting**
 4. On a successful connection, a Zoom meeting window will be displayed. Application may confirm the permission to join the meeting using Computer audio. Click to join the meeting using computer audio. You can select the checkbox to set this option as a default.
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