



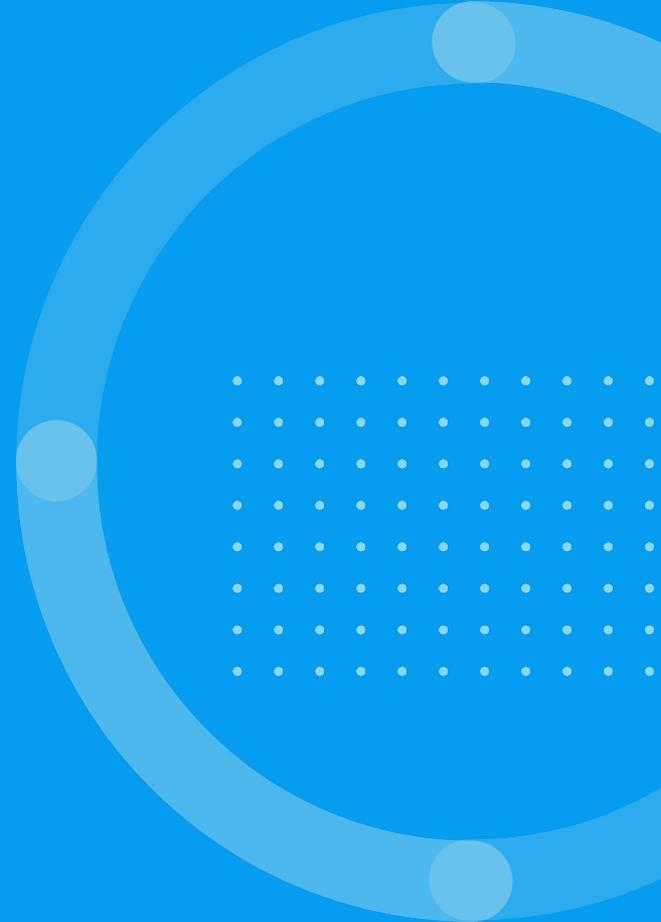
Scheduling by Optify:

Zoom Integration

Updated: July 7th, 2023

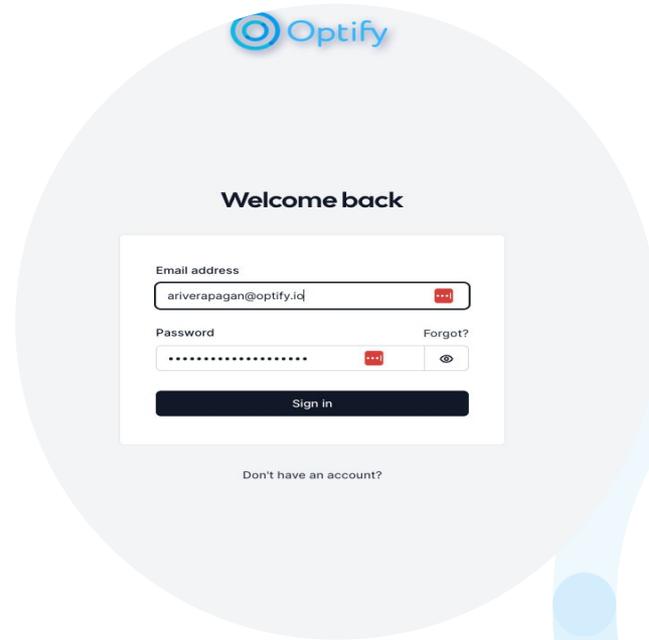


How to integrate Zoom?



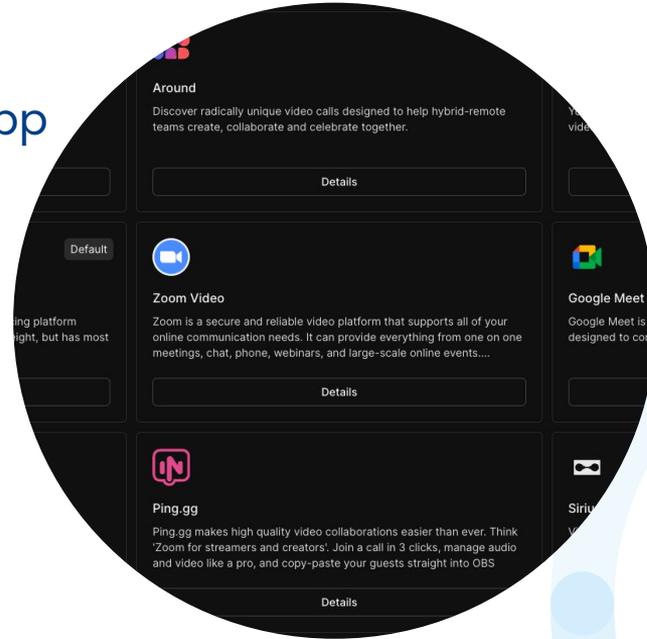
Login:

Please go to <https://cal.optify.io> and enter your coach credentials.



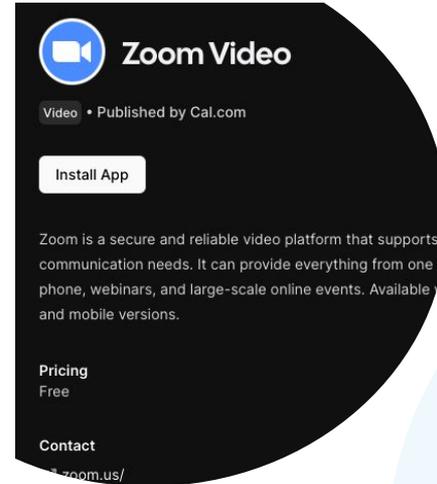
Install Zoom:

- On your left side menu, please select App Store
- Select Conferencing within the App Store menu
- Find Zoom Video
- Click Details

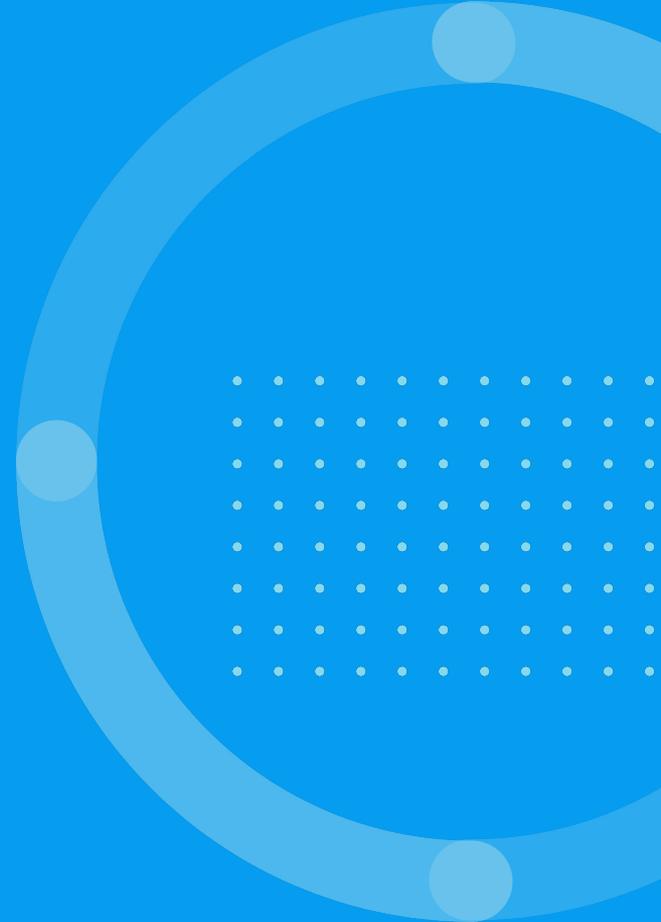


Install Zoom:

- Click Install App
- You will be redirected to a Zoom page, where you will be able to put your Zoom credentials
- If all is correct, you will be redirected to Scheduling by Optify
- Congratulations! Zoom was installed properly

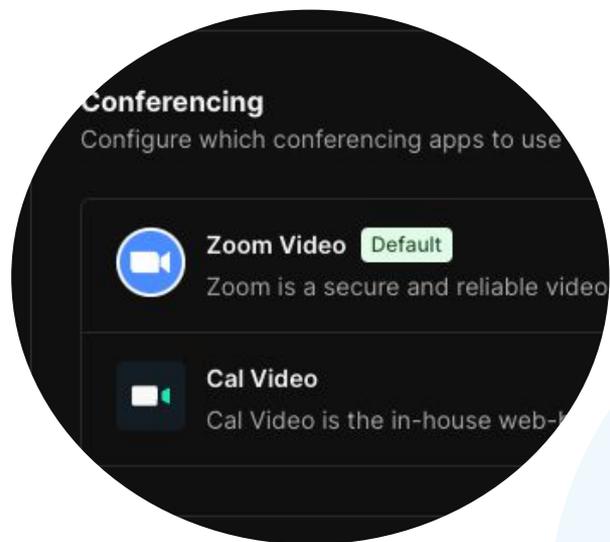


Make Zoom the default conferencing app

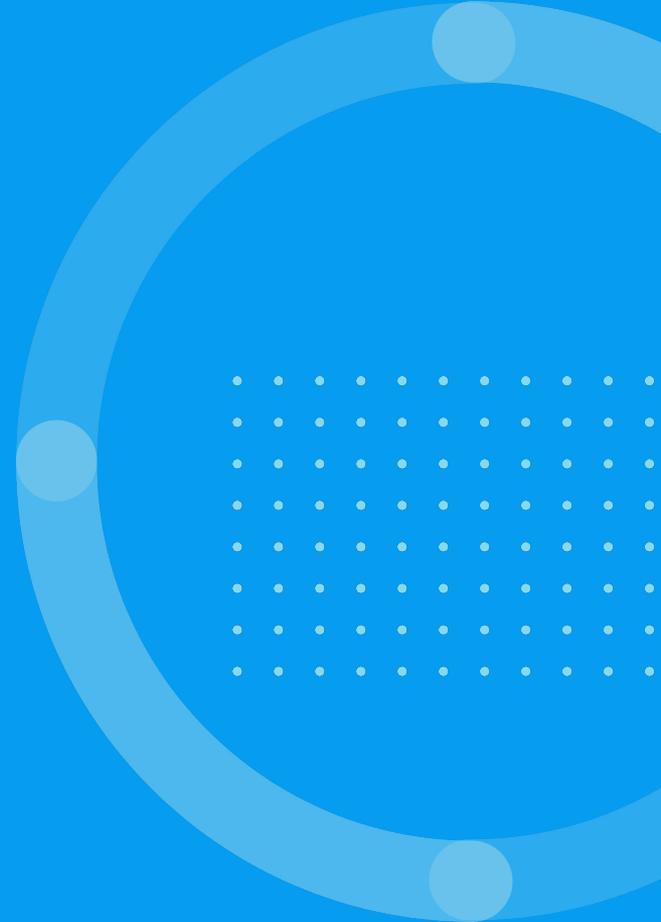


Make Zoom the default app:

- On your left side menu, please select Conferencing
- Find Zoom and click on the overflow menu and select Set as default
- Check Select All
- Click Update
- Congratulations! Zoom is now your default conferencing app

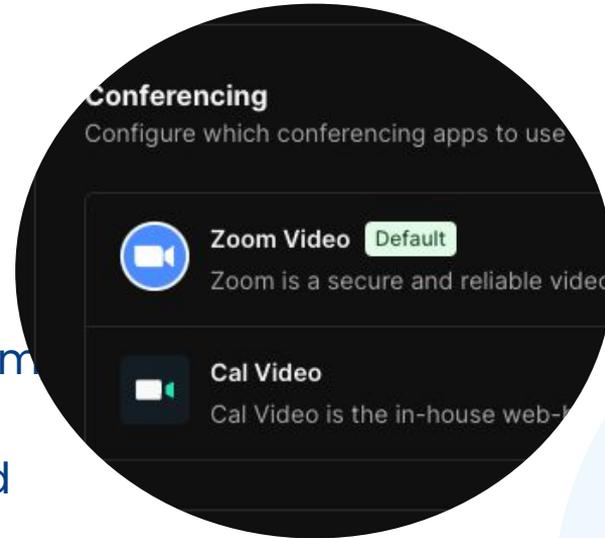


How to remove Zoom?



Remove app:

- On your left side menu, please select Conferencing
- Find Zoom and click on the overflow menu and select Remove app
- If you are sure you want to remove Zoom, confirm the pop up warning
- Congratulations! Zoom is now removed from your installed apps



Need more help?

Contact us:

- Chat with us: <https://optify.io>
- Email us: support@optify.io