

Installation

Installation have to be performed from vmoso (<u>https://app.vmoso.com</u>) Once logged in to vmoso, you will need to activate the Zoom app. To do that:

- 1) Click on user icon.
- 2) Click on "Personal Settings".
- 3) Click on "APPLICATIONS" tab.
- 4) Click on "+ APPLICATION"
- 5) Then "Add Application".

The activation form will be displayed

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| ٦ | | 1W • Helena | PROFILE | NAME/LANGUAGE | DATE/TIME | NOTIFICATIONS | ACCOUNT | APPLICATIONS | ZONES |
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From integration apps available, select Zoom and submit the form.

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| Google Drive | Type, click the SUBMIT icon on the title bar to proceed. | |

- 1) Click on "CONFIGURE" button in order to start Zoom authorization flow. A new popup will be opened
- 2) You will need to sign in to Zoom if you are not already logged
- 3) Review permissions requested by Vmoso app on your Zoom items and click on "Authorize" button

| Add Application | zoon | Sign Up Free |
|-----------------------------------|-----------|--|
| Type Zoom | 2 Sign In | ZOOM SIGN OF |
| Authentication | Email | |
| CLICK TO CONFIGURE ZOOM AUTHENTIC | Password | 💶 ≒ 👽 |
| Settings | | |
| Language | | vmoso is requesting access to your Zoom account |
| | Sign in | v |
| | C Simula | View current user's meetings |
| | Sign in | View and manage current user's meetings |
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- 1) You will see email used to authorize
- 2) Set language to be used in some app notifications
- 3) Submit the form to finish Zoom app activation/installation from Vmoso

| Add Application | 3> | > |
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| 20011 | | |
| Authentication | ^ | |
| Login ID | | |
| pedro@broadvision.com | | |
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| | | |
| * Language | | |

You will see Zoom is now added as application

| + APPLICATION | |
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Usage

After Zoom app is activated, new Zoom related features are added to Vmoso

- 1) Click on "+" which is used to create new items in Vmoso
- 2) Under "Application" section you will see new entities available
- 3) "Scheduled Meeting" is used to create a Scheduled Meeting in Zoom
- 4) "Instant call" is used to create an Instant meeting in Zoom

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| | 22 User Group | (i) | |
| ۲ | +2 Invite People to Vmoso | (i) | |
| * | Ereate Enterprise Account | () | |
| | Application | ^ | |
| | EX Scheduled Meeting | (i) | |
| | Instant Call | ن آن | |

Creating a scheduled Meeting

The creation page includes most options available, similar to what you can see on Zoom interface. The "Invitees" field is used to invite your contacts on Vmoso.

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Instant Call

An instant call is just an instant meeting in Zoom. The creation page doesn't have time related fields. Field "Invitees" is also available

| Create Instant Call | =+ ► × |
|--------------------------------------|--------|
| * Topic: | - |
| Automatic (e.g., Jack D., Dianne S.) | |
| O Manual | |
| * Invitees | |
| Pedro Perez | + |
| Short meeting to show the demo | |
| Password | |
| Tags | |
| Additional Settings | |

The activity stream

Meeting objects in Vmoso will be displayed on Activity Stream for meeting creator and invitees, so you can click on activity tiles in order to know about the meetings and start/join them



In-context features

They are Zoom related features available from other Vmoso items.

Creating a scheduled meeting from a Vmoso task

- 1) Click on existing task tile
- 2) Click on Flyout menu
- 3) Click on "Schedule Meeting"
- 4) A creation page will be displayed with pre filled information

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| | | | 60 | | | | | _ | |

Starting a call (Instant meeting) from a Vmoso chat

- 1) Click on existing task tile
- 2) Click on Flyout menu
- 3) Click on "Start Call"
- 4) In this case, meeting start url is opened automatically and Instant Call entity is not visible in activity stream

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Meeting status and notifications

Events sent by Zoom are used to know meeting status and notify Vmoso users.

On Vmoso meeting assignment page you can see meeting status and users joined to the meeting

| https:// | us02web.zoom.us/s/81745592846?z |
|---|--|
| Phone nu | mbers |
| ••••••••••••••••••••••••••••••••••••••• | Chicago/US +1 3126266799 New York/US +1 6465588656 Germantown/US +1 3017158592 Houston/US +1 3462487799 San Jose/US +1 6699009128 Tacoma/US +1 2532158782 |
| Passw | ord |
| Meeting | status |
| Started | - |
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When an instant meeting is started by the host, Vmoso invited users are notified.

| Meeting | | |
|----------------------|--|--|
| Zoom app revision ca | | |

Meeting recordings

When record in the cloud option is selected (1), meeting recording links will be added to meeting assignment page (2)

| | Project Kick-off Assignment | | | | |
|--|---|--|--|--|--|
| Meeting settings Audio Both Telephony and VoIP VoIP only Telephony only | Pedro Perez Created: 06/07/2020 11:12 PM Last Updated: 06/07/2020 11:13 PM • Spain +34 917870058 • Spain +34 917873431 • Spain +34 843685025 • Italy +39 02124128823 • Italy +39 0694806488 • Italy +39 0200667245 | | | | |
| Countries Spain Italy | Password | | | | |
| Auto recording O Disabled | Finished • | | | | |
| Record on local | Users joined Meeting recording | | | | |
| Record on cloud Enable join before host Mute participants upon entry Use personal meeting ID Enable waiting room | Sun Jun 07 18:13:24 PDT 2020 Video MP4 Sun Jun 07 18:13:24 PDT 2020 Audio only M4A | | | | |

Uninstallation

Uninstalling Vmoso app from Zoom Account

- 1) Login to your Zoom account and navigate to the Zoom App Marketplace.
- 2) Click **Manage > Installed Apps** or search for the **Vmoso** app.
- 3) Click the **Vmoso** app.
- 4) Click Uninstall.

Uninstalling Zoom integration from Vmoso

- 1) Click on user icon.
- 2) Click on "Personal Settings".
- 3) Click on "INTEGRATIONS" tab.
- 4) Click on "-" button to remove Zoom integration

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