



Key Benefits of Zoom Integration

Integrating Zoom offers significant productivity and user experience benefits. By automating meeting link creation, this feature reduces administrative tasks and enhances client engagement through real-time virtual interactions.

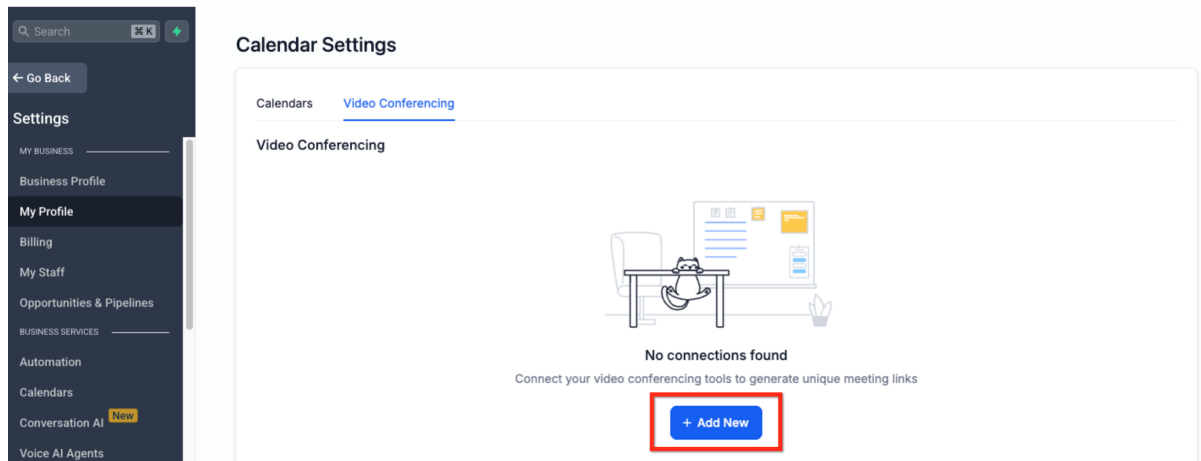
- **Automatic Zoom Link Generation:** Every calendar booking can automatically include a Zoom meeting link, removing the need for manual creation.
- **Fewer Manual Errors:** Minimizes mistakes from forgetting to include meeting details or links.
- **Saves Time:** Automates a previously manual process, freeing up time for users to focus on high-value tasks.
- **Streamlined Scheduling:** Makes appointment management more efficient and reliable.
- **Professional Experience for Clients:** Ensures every client receives a consistent and fully prepared meeting invite.

How To Set Up Zoom Integration with Calendars

MRR Systems provides two built-in methods to connect your Zoom account, both of which allow for automated meeting link generation on calendar bookings. Whether you prefer linking Zoom through your personal profile or directly through calendar settings, each method ensures that clients receive a Zoom link without manual input.

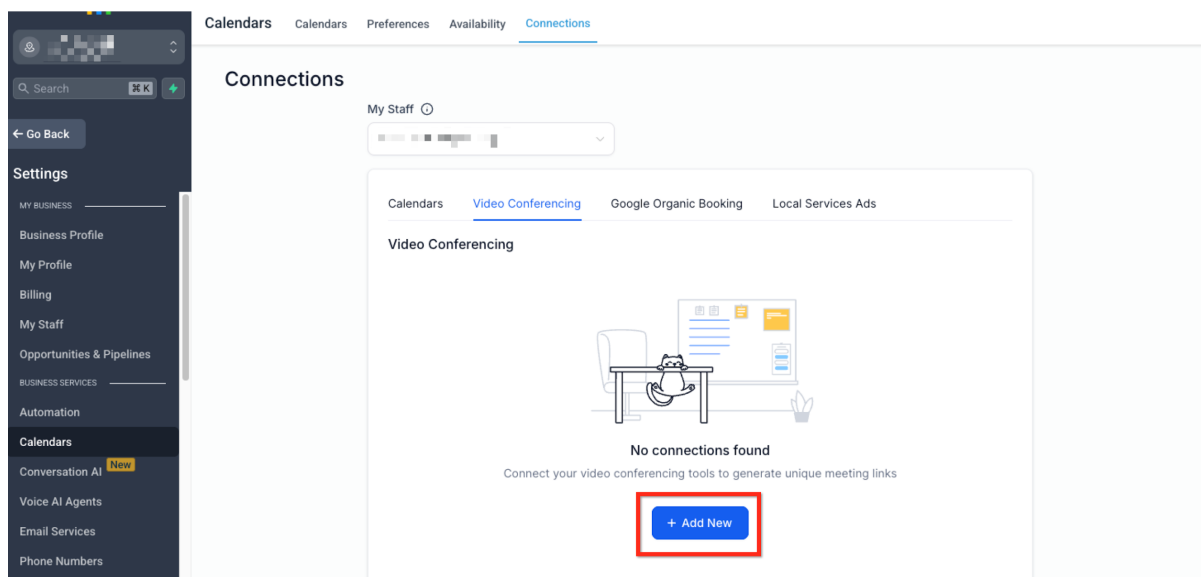
Method 1: Connect Zoom from “My Profile”

- Navigate to My Profile in the Settings navigation bar
- Navigate to the Calendar Section and click the tab labeled Video Conferencing in the secondary navigation ribbon.
- Click the blue button labeled + Add New.
- Click blue button labeled Connect next to Zoom. A Zoom login window will appear. Sign in to your Zoom account and authorize access.



Method 2: Connect Zoom via Calendar Settings

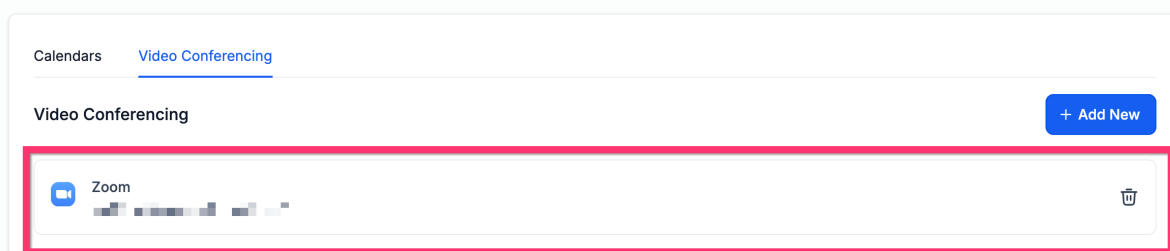
- Navigate to to Calendar Settings in the Settings navigation bar
- Click on the Connections tab in the secondary navigation ribbon.
- Select the Video Conferencing tab in the navigation bar under Connections
- Under the Video Conferencing section, click the blue button labeled Add New.
- Then click Connect next to Zoom. Sign in to your Zoom account and authorize access



Check Your Connection Status

To check if your Zoom account is connected, go to My Profile > Calendar Settings > Video Conferencing. If your account is connected, it will show up here.

Calendar Settings



Frequently Asked Questions (FAQs)

Q: Do I need a paid Zoom account to integrate?

No, a free Zoom account is sufficient for integration, but paid plans may offer extended meeting durations and additional features.

Q: Can I assign different Zoom accounts to different calendars?

Zoom integration is tied to the user profile, so only one Zoom account can be connected per user.

Q: How do I disconnect or change my Zoom account?

Go to Calendar Settings > Connections > Video Conferencing or My Profile > Calendar Settings > Video Conferencing. Click Disconnect next to Zoom, then reconnect with a different account.

Q: Will Zoom links be included automatically in appointment emails and SMS?

Yes, if Zoom is selected as the meeting location and the notification templates use the {{appointment.location}} merge field, the link will be included.

Q: Why is my Zoom meeting link missing from confirmation emails?

Ensure the meeting location is set to Zoom and the {{appointment.location}} merge field is present in the message template.

Q: Can I use both Zoom and Google Meet at the same time?

No, only one video conferencing platform can be active per user profile or calendar at a time.

Q: Which calendars support dynamic Zoom links?

Only round robin and collective calendars support Zoom integration and generate new Zoom links for each appointment booked.