Getting Started with "Element451 Admin" Zoom Integration

App Marketplace > **Element451 Admin**

Element451 Admin

By Element451

Works with: **Zoom Meetings**

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Create Zoom meetings from Element451.
Create Zoom meetings from Element451. When you build an event in Element a Zoom meeting will be created and your Zoom link will be added to event confirmations and reminders. Element will automatically mark who attended the Zoom event too.

Prerequisites

- Zoom feature enabled for the Element451 Client.
- Element451 dashboard administrator user with:
  - Permissions to manage events on Events451 feature
  - Permissions to manage the Zoom application.
- Zoom account admin with permission to manage users, meetings.

Overview

The Element451 Admin integration with Zoom allows you to create Zoom Meetings for your virtual events easily and from inside the Element451 Events dashboard. Users registered for your event will be automatically marked as attended as they join your event meeting.

Here are some terms to be familiar with as you read this document:
- **"Client"** refers to your School/Organization.
- **"Meeting"** will be used as a reference to a Zoom meeting.
- **"Date"** will be used as a reference to Element451 Event Dates.

How is your data used by Element451?

- **Meetings details**: allows us to display and update meeting details, including the advanced settings. We will only see details for meetings created through Element451.
- **Profile email**: used to display the account that is currently signed in for Zoom integration.

How to install the integration?

1. Access Element451 Client dashboard using your administrator credentials.
2. Navigate to the "Events" > "All Events" section on the side menu.
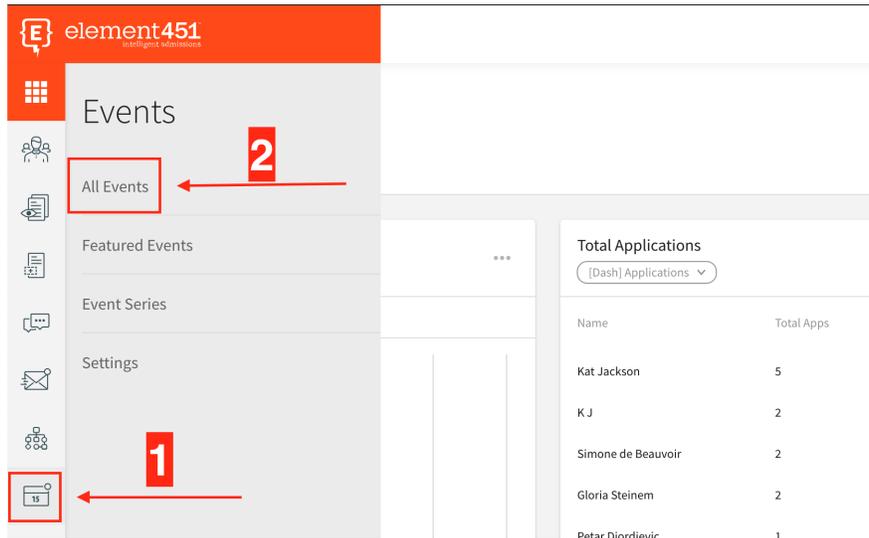
3. Click to create a new virtual Event and select "**Make it a Zoom**" option.

4. On Event view, navigate to "Event Overview" tab > "Event Date(s)".
5. Click the "Login to Zoom" button.

6. Authorization screen on the Zoom website will appear and you will be asked to grant Element451 access to your information.

Element451 Admin is requesting access to your Zoom account

View all user meetings ⑦
From app developer: List and show your Element Event meetings.

View and manage all user meetings ⑦
From app developer: Manage your Element Event meetings.

View all user information ⑦
From app developer: Display the current logged in account email.

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 Element451 Admin or any other app by visiting your Installed Apps page.

Authorize   Decline

7. Once authorized you will be redirected to the Element451 Client dashboard and now you will see a "Zoom" button with your Zoom account email displayed. Here is where you can later logout from zoom integration.

Now you are ready to start creating **Meetings** for your Element451 Events.

How to use the integration features?

1. Adding a new Meeting to your Event Date.

When adding a new **Date** or updating an existing **Date**, you will see the "Add Zoom Meeting" button on the **Date** editing form. By clicking the button Element451 will instantly create a new **Meeting** for you.

If you decide to discard a new **Date** instead of clicking "Add", Element451 will clean up the created **Meeting**. Once a **Meeting** has been added to an existing **Date** or the new **Date** has been added to your Event, you will have the option to update or unlink the **Meeting** using the "Delete" and "Manage" buttons under the event link in the **Date** editing form.

In case that your Element admin user email address matches a Zoom user email address from the available, then the **Meeting** will be added for that user automatically, you can still change this later by clicking on the "Manage" button.
In case an email address match is not found, then we will ask which user you want to add the **Meeting** for.

Don't forget to click the "Add" or "Update" button at the top of the **Date** editing form to save your changes.

2. Updating existing Date Meeting.

Once you create a **Meeting** for a **Date**, any change you make to the **Date** on the date or time will be automatically saved and reflected in the added **Meeting** when the **Date** changes are saved.

If you click on the "Manage" button the edit screen will appear and you will be able to adjust the **Meeting** settings, these changes will be saved and reflected in the added **Meeting** as soon as you click on the "Update" button for the **Date** changes.

Prerequisites

- Have an existing **Date** with a **Meeting** added.

3. Removing an existing Date Meeting.

You have the freedom to remove the **Meetings** added with your **Dates** whenever you want by clicking the "Delete" button.

This action will immediately remove the link between your **Date** and the **Meeting**, it's your decision if you also want to delete the **Meeting** associated.

You will get a confirmation dialog before proceeding with this action.

Prerequisites

- Have an existing **Date** with a **Meeting** added.

4. Tagging Event registrants as attended.

Once the **Meeting** has been started and users start joining it, Zoom will let Element451 know who is joining the **Meeting**. Element451 will match those users by email address and mark them as "Attended" for the **Date** that is taking place. In order to take advantage of this feature, users must be required to join the meeting by signing into Zoom.

Name	Email	Attended	Event Date	Number of People
Andrew Vest	oaloria+avest@element451.com	Yes	Mar 2, 2021 - 05:00 PM	1

Prerequisites

- A **Date** with a **Meeting** added.
- The Event must be live according to the **Date** date and time.
- The **Meeting** must have started.
- Users must be required to join the meeting by sign in to Zoom.

How to uninstall the integration?

1. Uninstalling the "Element451 Admin" Add-on

1. Login to your Zoom account and navigate to the Zoom App Marketplace.
2. Click "Manage" > "Installed Apps" or search for the Element451 Admin App.
3. Click the Element451 Admin App.
4. Click Uninstall.

Deauthorizing the "Element451" integration will immediately remove any link between Element Event Dates and Meetings, by removing all your Meeting references and the access details for your Zoom Account, however we will not delete the Meetings from Zoom.

2. Uninstalling the "Element451 Admin" Add-on from Element451 Dashboard

1. Access Element451 client dashboard using your administrator credentials.
2. Navigate to the "Events" > "All Events" section on the Element451 dashboard side menu.
3. Click to edit an existing Event, or create a new Event.
4. On Event view, navigate to "Event Overview" tab > "Event Date(s)".
5. Click on the "Zoom" button and select "Logout".

This action will also deauthorize "Element451 Admin" application from your zoom account.

Uninstalling the "Element451" integration will immediately remove any link between Element Event Dates and Meetings, by removing all your Meeting references and the access details for your Zoom Account, however we will not delete the Meetings from Zoom.

Troubleshooting

Common Installation Issues

- Cannot access Events:
    - You might not have permissions to see this module. Check with your Element451 administrator.
- Cannot see "Login to Zoom" button:
    - You might not have permissions to install this feature. Check with your Element451 administrator.
    - Your organization account might not have Zoom feature enabled. Check with Element451 customer support.

Other issues

- Event registrant is not tagged as attended: This action is limited to the user signing in to Zoom email address matching the email address they have on Element451.

How to get support?

If you experience any unexpected issues visit [Element451 help page](#) and see all the available contact channels.