

Connecting Binox to Zoom

Overview

This guide explains how to connect, use, and remove the Zoom integration within Binox. It is intended for end users who want to sync their Zoom account and manage meetings directly from Binox.

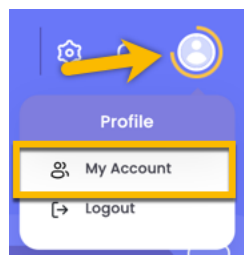
1. Adding the Zoom Integration

Prerequisites

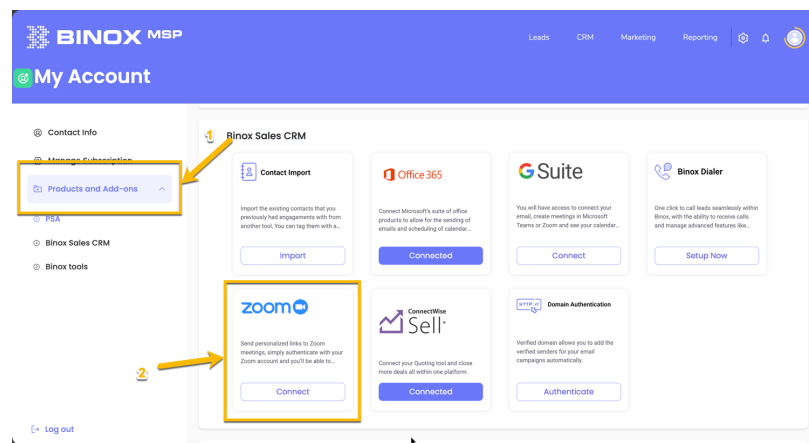
- A valid Zoom account
- An active Binox account
- Required permissions to install apps in Zoom (if applicable)

Steps to Connect Zoom

1. Log in to your Binox account.
2. Navigate to **My Account**



3. Now click on the **Products and Add-ons**
4. Find **Zoom** in the integrations in the lists



5. Click **Connect Zoom**.
6. You will be redirected to the Zoom authorization page.
7. Sign in to your Zoom account (if not already logged in).
8. Click **Authorize** to grant access.

Troubleshooting (Installation)

- If authorization fails, ensure pop-ups are enabled.
- Verify that your Zoom account allows third-party integrations.
- Try logging out and back into Zoom before reconnecting.



2. Using the Zoom Integration

Key Features

Create Meetings

- Schedule Zoom meetings directly from Binox.
- Automatically sync meeting details (date, time, participants).

To create a meeting inside Binox:

1. Click on Meeting section to create a meeting.
2. Make sure to select Zoom in the Event type field

The screenshot shows the 'New Activity' form in Binox. At the top, there is a 'New Activity' header with a calendar icon. Below it, there are several buttons: 'Task', 'Meeting', 'Call', 'Email', 'Vmail', and 'SMS'. The 'Meeting' button is highlighted with a yellow box and a yellow arrow labeled '1'. Below these buttons is the 'Schedule a Meeting' section, which includes a 'Meet Now >' link. The 'Event Type' dropdown menu is highlighted with a yellow box and a yellow arrow labeled '2', and it shows 'Zoom' selected. Other fields in the form include 'Title' (with 'Zoom Meeting' entered), 'Schedule As', 'Walter Contreras' (selected), 'Required attendees', 'Remind me' (30 minutes before), 'Select your date' (03/31/2026), 'Select your start time' (10:00 am), and 'Select your end time' (10:30 am).

Example Use Case

A user schedules a meeting in Binox → the meeting is automatically created in Zoom → participants receive Zoom invitations.

Notes

- Ensure your Zoom account has the required permissions for scheduling meetings.
- Some features may depend on your Zoom plan.



3. Removing the Zoom Integration

Steps to Disconnect

1. Go to **My Account** → **Products and Add-onx** in Binox.
2. Click **Disconnect** in the **Zoom** box

Data Handling After Removal

- Binox will no longer access your Zoom data.
- Previously synced data may remain stored in Binox (depending on your data retention policy).
- No new data will be collected after disconnection.

4. Troubleshooting

Common Issues

- **Cannot connect Zoom**
→ Check permissions and reauthorize
- **Meetings not syncing**
→ Verify Zoom scopes and account permissions
- **Authorization expired**
→ Reconnect your Zoom account

5. FAQ

Q: What permissions does Binox request?

A: Only the minimum required scopes to create and manage meetings.

Q: Can I reconnect after removing the app?

A: Yes, you can reconnect at any time.

Q: Does Binox store Zoom credentials?

A: No, authentication is handled securely via OAuth.