Grupo BMX Digital - Zoom Integration And Usage Manual
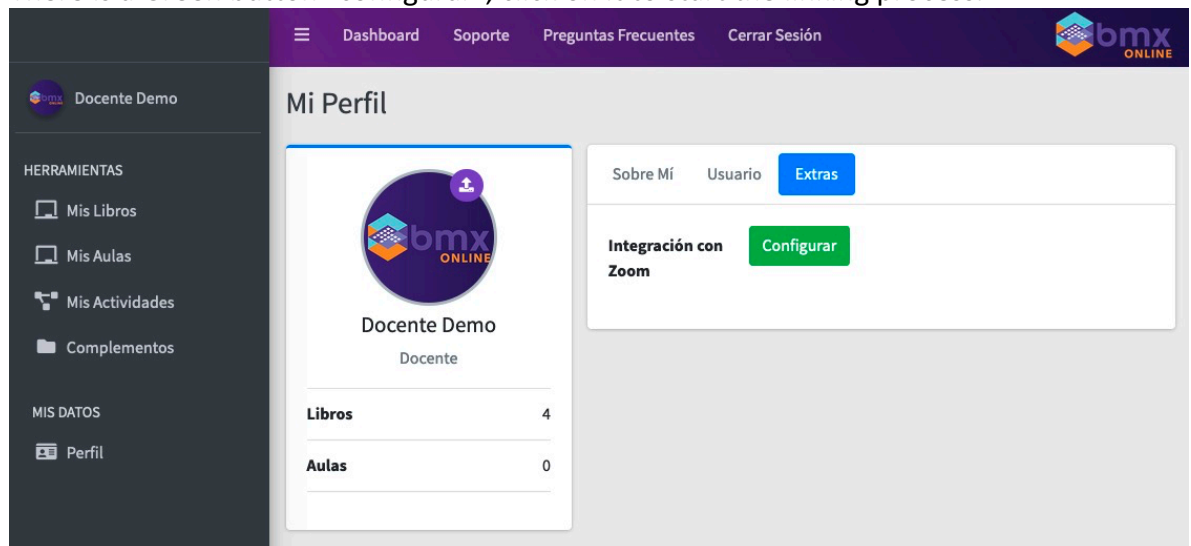
- **Linking to Zoom**

  In order to link your zoom account to the BMX Platform you have to follow the next steps:

  1. Login to https://grupobmx.digital
  2. Click on "Perfil" on the left navigation panel

  3. In the next Screen, Click on "Extras"
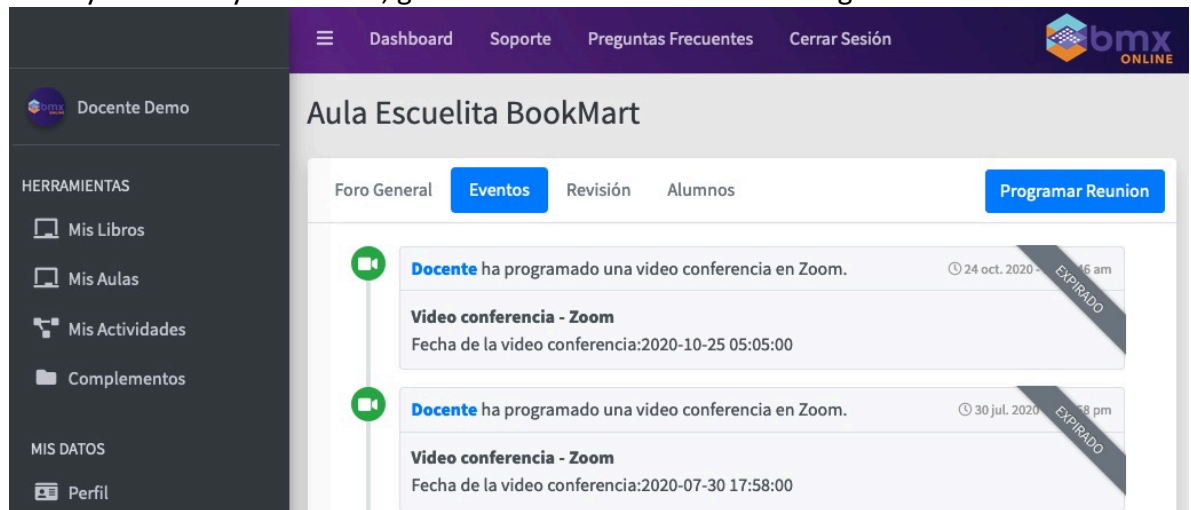 4. There is a Green button "configurar", click on it to start the linking process.

  5. You will be redirected to the Zoom website for you to log-in or sign-up in order to autorize us to use your Zoom account for creating, editing and deleting meeting rooms created with us.
  6. Click on "Autorizar", you will be redirected back to your profile page. That's it! Your account is now integrated with Grupo BMX Platform.
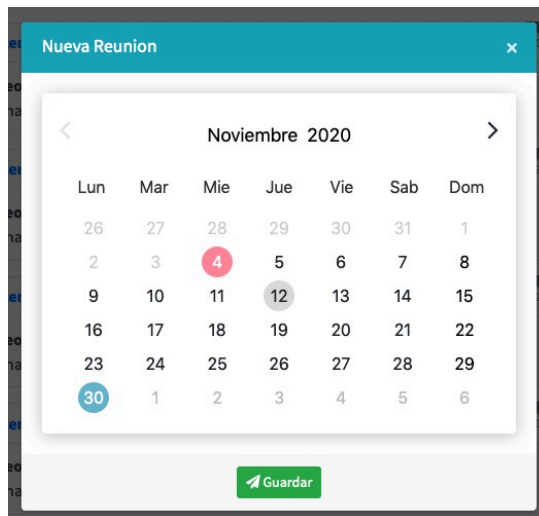
- **Creating a Zoom Meeting Room**
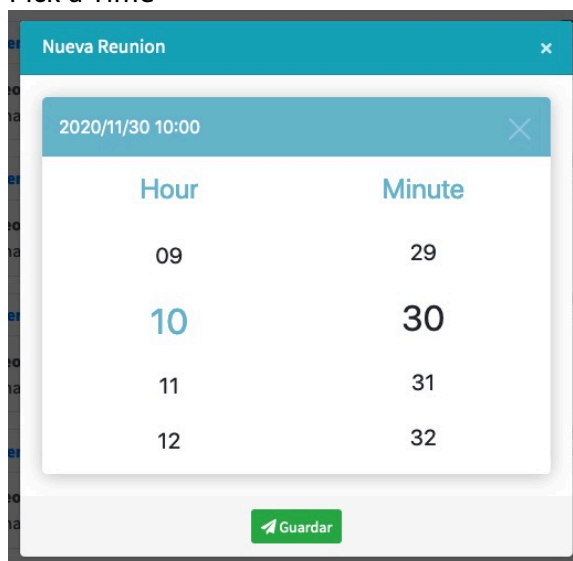 In order to create a zoom meeting, you have to do the next steps:

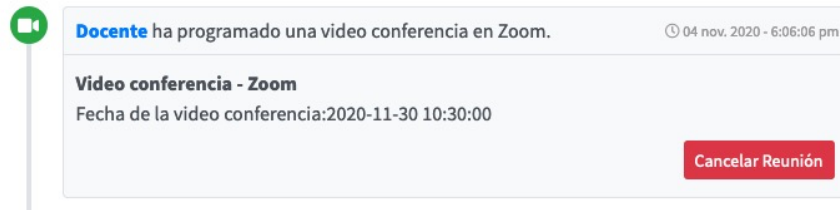 1. Once you are on your "Aula", go to "Eventos" then click on "Programar Reunión"

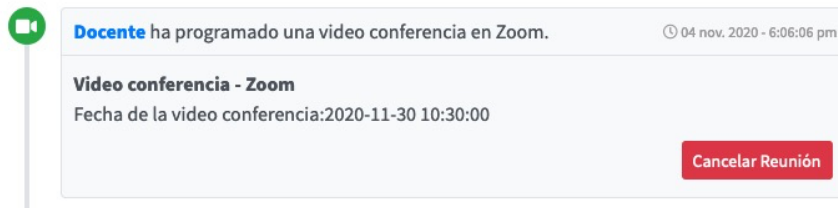 2. A popup will appear.
     a. Select a Date

     b. Pick a Time

c. Click on "Guardar" and is't done. Now the platform will show the meeting information to the students. (for the *Teacher*, there will be a button to Cancel the meeting. For the *Students*, 30 minutes before: there will be a button for joining the meeting)
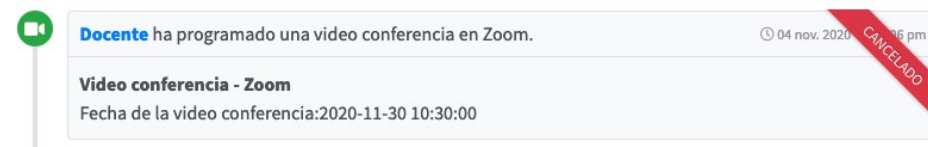

- **Cancel a Zoom Meeting Room**
  From the "Aula" screen, you will see "Eventos". There you have a list of the Meetings:
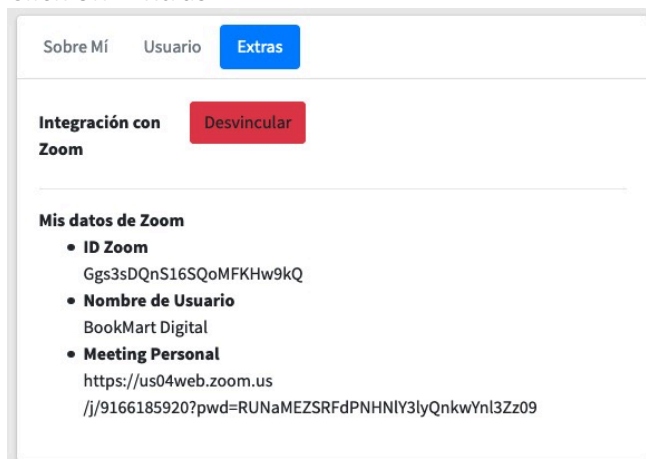 1. In order to cancel the meeting, click on "Cancelar Reunion".

  2. Done! Your Meeting is now Cancelled.

- **Unlink Zoom**
  How can I unlink my accout with Zoom?
  1. Login to https://grupobmx.digital/
  2. Click on "Perfil" on the left navigation bar
  3. Click on "Extras"

  4. Click on "Desvincular"
  5. It's done.

- **Deauthorize Zoom**
  In order to deauthorize Grupo BMX to use your Zoom Account to create meetings, follow the next steps:
  1. Login to your Zoom Account and navigate to the Zoom App Marketplace (https://marketplace.zoom.us/)
  2. Click **Manage > Installed Apps** or search for the **Grupo BMX Digital** app.
  3. Click the **Grupo BMX Digital** app.
  4. Click **Uninstall**.