Bulletin #2022/3 (Indico.UN)

Zoom integration

06 December 2022
Indico.UN Team

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Introduction

The integration with Zoom allows meeting organizers to create public or restricted Zoom meetings for an event in Indico.UN. The Zoom meetings can be used for virtual and hybrid events. This functionality was integrated into Indico.UN in 2022.

Pre-requisites

The organization you work for should have a Zoom license and you have the API Key and API Secret. In addition, you need to have a Zoom organization account and be managed by the person who created the API key.

More details on how to create the required JWT app and get the API keys can be found on the Zoom support pages: https://marketplace.zoom.us/docs/guides/build/jwt-app/

Configuration on Indico.UN

Adding Zoom Credentials to a category

Go to the management area of the category.

Click **Zoom Settings.**

In the Zoom Settings window paste the API Key and API Secret.

At the same time give an Account Name i.e., your name.

By giving an account name, there is an indication on the category page which Zoom account is being used.

Click **Save**.

Creating a Videoconference

In the management area of the event, under *Services* click **Videoconference**.

In the *Current videoconference rooms* window, click **Create Zoom room**. *(If you get a message saying you do not have the privilege, please contact Indico.UN Support).*
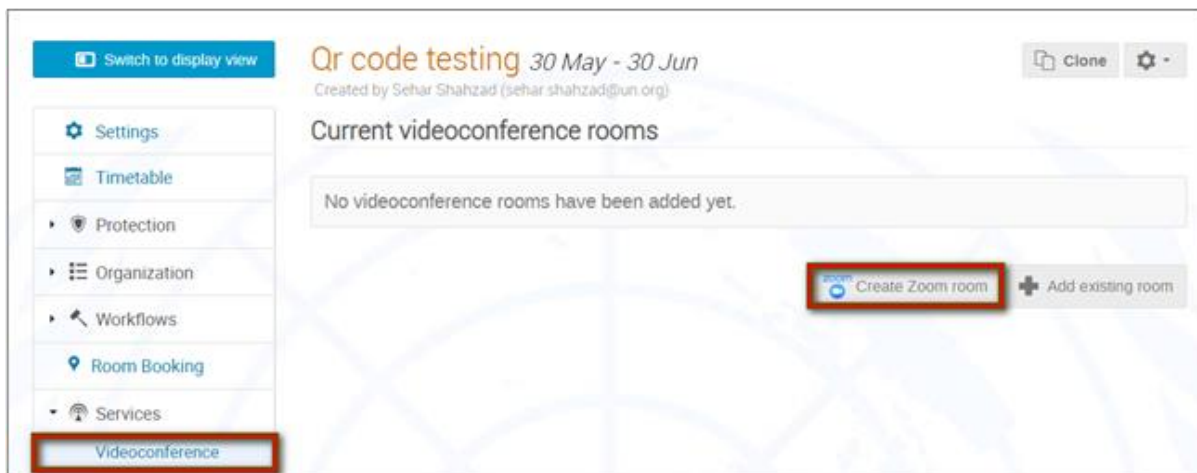
Enter values to the mandatory fields.

For Passcode visibility: if you set it **Logged-in users**, anyone with an Indico account and logged in can see the link to the videoconference. If you set it **Registered participants**, only approved registrants will be able to see the link to the videoconference. However, they may still be able to share the link with others.

The only way to control who enters the videoconference is to restrict it and that function is reserved for owners of a fully Zoom-licensed account.

Click **Save**.

The videoconference is created.

A link to the videoconference room is automatically added to the menu on the event page.

If, for some reason, **Videoconference Rooms** does not appear on the menu, return to the management area and under **Customization – Menu**, ensure that the option has been enabled.
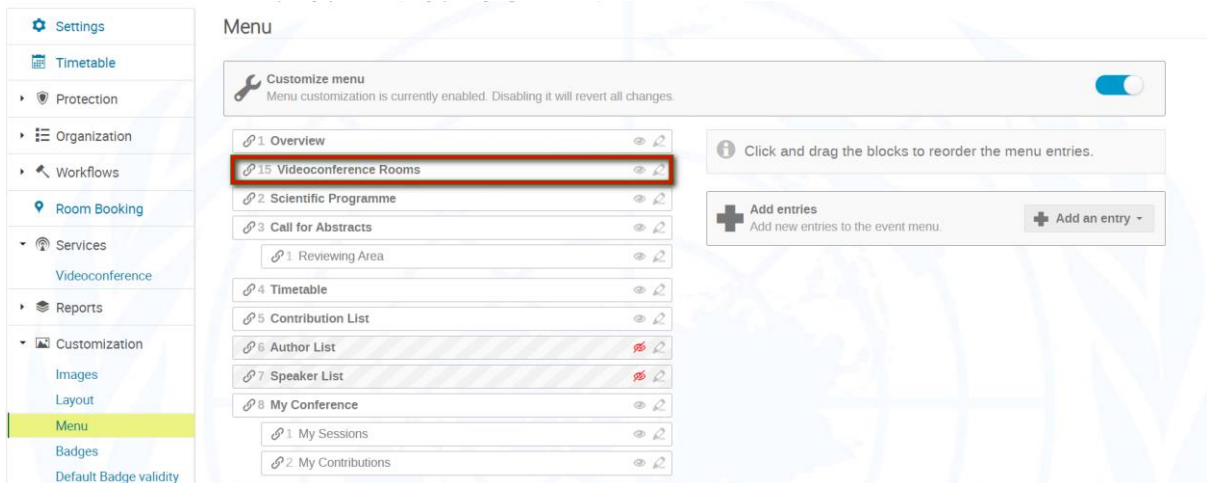
Creating a Restricted Videoconference

If you are a licensed user of Zoom, you may restrict participation at a videoconference to only those registrants who are approved and hold a Zoom account.

Approved registrants who do not have a Zoom account will be prompted to create a Zoom account before being able to proceed to the videoconference.

To set up; go to the event for which you are setting up a restricted videoconference room.

Create the videoconference room. During this step, enable **Restricted access room**.

Click **Save**.

Support

If you need support for the Zoom Module or any other Indico.UN functionality please [contact our helpdesk](#).

Please share your suggestions for improvement. We, in the Indico.UN team are at your service, and we look forward to hearing from you.