

Step by step guide for integrating your ZOOM account to you e2grow app

1. Login to your e2grow account at www.e2grow.com
2. Click on My Profile in the navigation bar on the left
3. In your e2grow web profile, click on settings in your image at the top right
4. You will find an integration segment on the right side of the screen - click CONNECT next to the Zoom logo
5. Check which data e2grow can access and, if you agree, click on Authorize
6. You will now see a green "Connected" text next to the Integration ZOOM segment
7. That's it! You are set to go.

You can get a free Zoom account at <https://zoom.us/signup>

With the free Zoom account the same limitations apply for an e2grow integrated Zoom as for Zoom itself (e.g. 40 minutes limit on group meeting). For standard e2grow programs you will need a premium Zoom account.

If you stumble across any problems, feel free to contact the e2grow support at support@e2grow.com.

If you no longer wish to have e2grow and Zoom accounts connected, visit the Zoom web application, log in to your Zoom account, navigate to the Manage >Installed Apps section, locate the e2grow application and click Uninstall.

How to use ZOOM with e2grow app

e2grow integrates seamlessly with Zoom. Just link your Zoom account into your e2grow account. You can set an individual or team coaching session as a Zoom session, and everything else magically happens automatically:

- Zoom meeting is scheduled.
- Participants are automatically notified about the meeting.
- Participants join the session with a click of a button within the mobile e2grow app or at www.e2grow.com.

How to schedule an individual zoom session

- In MY COACHEES click Add new session.
- Set the date.
- Select ZOOM in the SESSION TYPE drop-down menu.
- Click Save.

How to schedule a team zoom session

- In TEAM SESSIONS click Add team session.
- Add participants.
- Set the date.
- Click Enable Zoom Meeting on the right.
- Click Save.

Important:

- e2grow schedules a Zoom meeting in the same time frame (date, start and end times) as you set it in e2grow.
- 15 minutes before the start participants are notified via e-mail and a red button appears within e2grow web and mobile apps.
- Participants access the Zoom meeting by following direct link in the email, or by pressing the button on the e2grow website or in the e2grow mobile app.

Troubleshooting & support

If you stumble across any problems, check the “Zoom integration into e2grow” Power Point and review the instruction videos. If that doesn’t answer your questions, feel free to contact the e2grow support at support@e2grow.com.

FAQ

What happens if I change existing coaching session?

If you change the date, start or finish date or coaching session title, the change is automatically applied to the Zoom meeting itself. The link to the Zoom meeting remains unchanged.