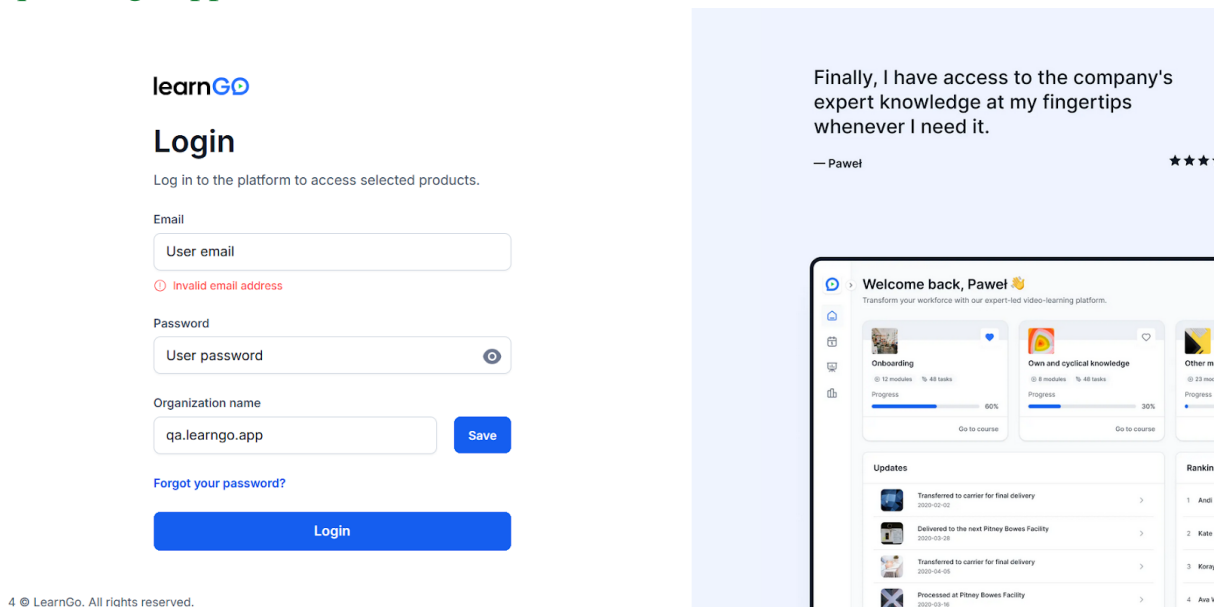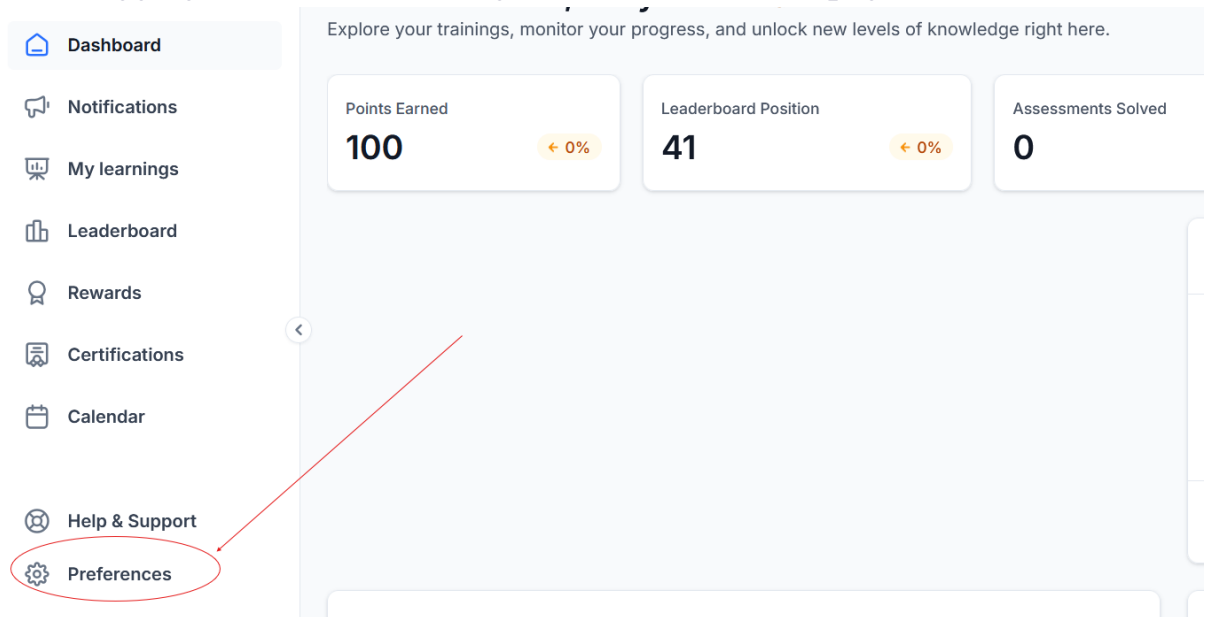# Adding the App

To add the application, users must log in. On the login screen, they need to provide their credentials. This is a multitenant application, so the user must also enter the correct URL to log in to the appropriate tenant.
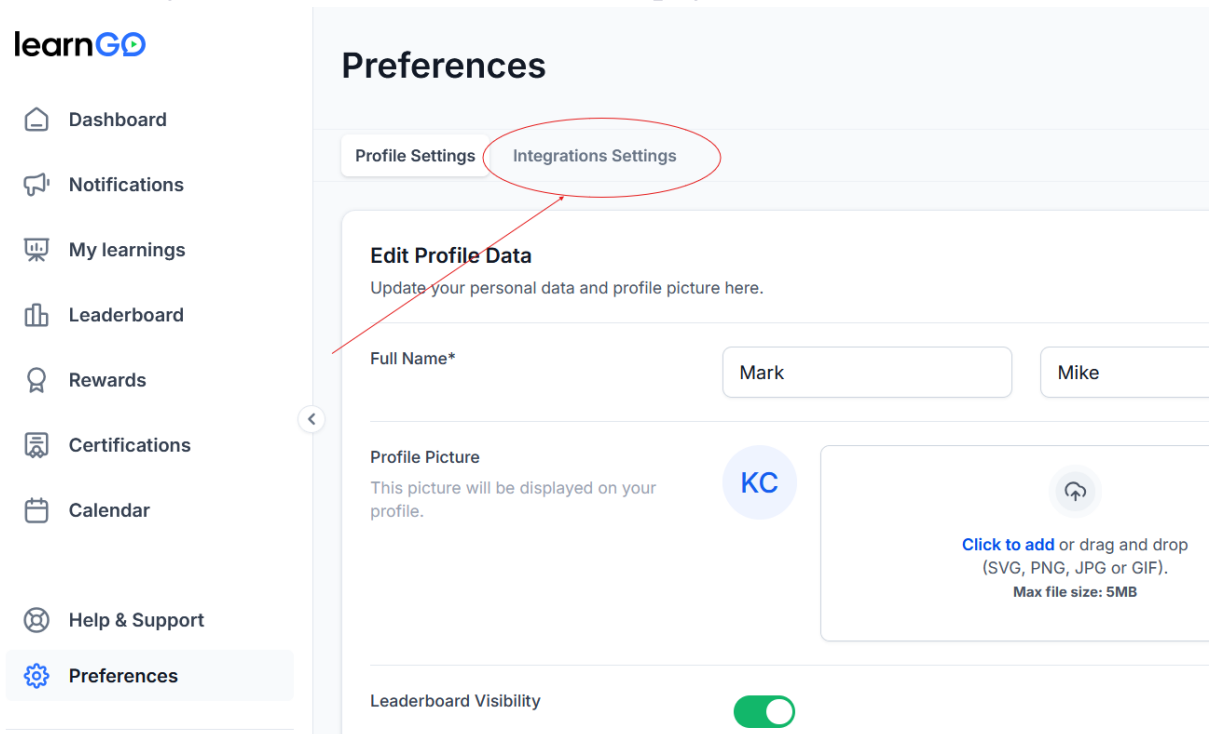
1. The user must provide valid credentials. If logging in for the first time, they will also need to provide the organization name. For testing, use qa.learngo.app.
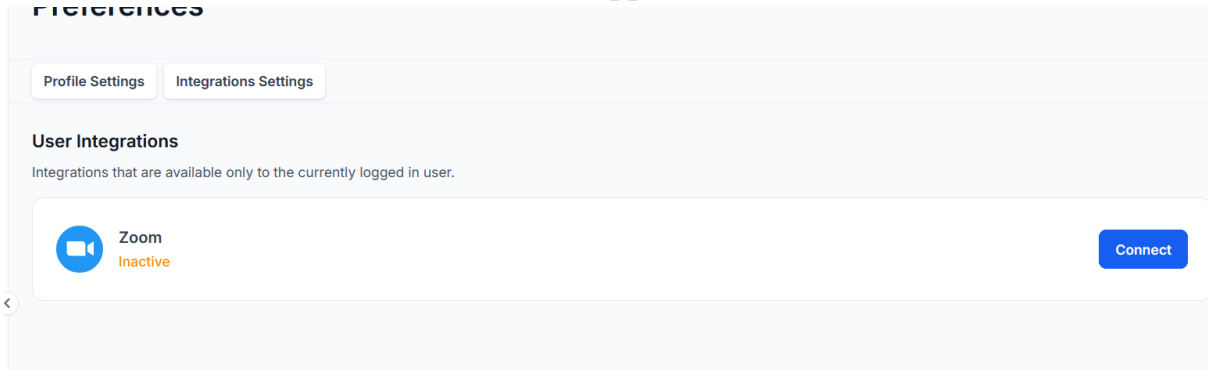
2. After logging in, the user should go to the **Preferences** page.


3. Then, navigate to the **Integration Settings** page.

4. The user can then connect to the Zoom application.

Removing the app

Removing the App: To remove the application, the user should follow the same process as adding it, but instead of connecting, they will disconnect.

1. Log in to the application if not already logged in.
2. Go to the **Preferences** tab.
3. In **Preferences**, navigate to the **Integration Settings**.
4. Under Zoom integration, click **Disconnect** to remove the user's Zoom data from the application.
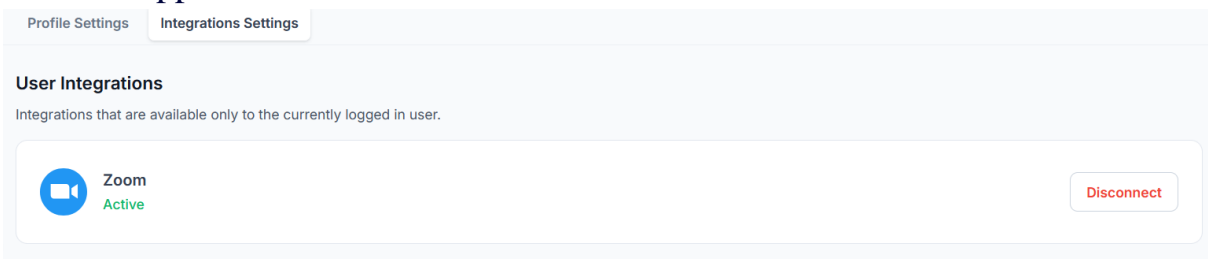
Usage of the application:
Adding a Zoom Meeting

In the left-hand tabs, select **Calendar**.

- **If you are a user**:
  You can only view the calendar events to which you have been invited.
- **If you are an admin**:
  You can view all calendar events and create new ones with details such as title, description, start date, end date, image, and participants. After creating a calendar event, all users will receive an email notification with the meeting details.

Updating a Zoom Meeting

In the left-hand tabs, select **Calendar**.

- **If you are a user**:
  You cannot update a calendar meeting. You can only view calendar events to which you have been invited.
- **If you are an admin**:
  You can click on the calendar events you have previously created and then click **Edit**. Make the necessary changes and click **Save** at the bottom of the screen to update the event.

Deleting a Zoom Meeting

In the left-hand tabs, select **Calendar**.

- **If you are a user**:
  You cannot delete a calendar meeting. You can only view calendar events to which you have been invited.
- **If you are an admin**:
  You can click on the calendar events you have previously created, then click **Edit** and select **Delete** at the bottom of the screen. Confirm the deletion when prompted, and the event will be removed.