



Zoom Meetings Addon Documentation

<https://mid.as/zoom-meetings>
v1.00



...making your facilities work for you!





MIDAS

Zoom Meetings Addon

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Zoom Meetings Addon

Overview

[Zoom](#) is a popular video conferencing application offered by Zoom Communications, Inc, which was founded in 2011. Zoom rose to prominence during the global Covid pandemic, where face to face meetings were replaced with 'virtual' online meetings.

Our Zoom Meetings addon allows you to automatically schedule Zoom meetings for your bookings.

This extends the capabilities of your booking system past that of scheduling physical rooms or spaces.

With this addon, you can now use MIDAS to schedule 'virtual' bookings or meetings instead. In order to make use of the functionality offered by our Zoom Meetings addon, a number of [prerequisites](#) must first be met.

Prerequisites

In order to be able to use the Zoom Meetings addon offered by MIDAS, a couple of prerequisites must first be met:

- MIDAS - You must be running at least MIDAS v4.40 (or later).
- Zoom - You must have an active [Zoom](#) account. Both free and paid Zoom accounts are supported.

Installing the Addon

The Zoom Meetings addon is available as an option for MIDAS v4.40 (or later). It can be purchased along with MIDAS, or added at a later stage to an existing MIDAS booking system.

- To purchase MIDAS with the Zoom Meetings addon, please visit: <https://mid.as/pricing>
- To add the Zoom Meetings addon to an existing MIDAS installation, please go to MIDAS Admin Options → Manage Addons → Available Addons → Zoom Meetings

Once purchased, the Zoom Meetings addon will become available for one-click installation via MIDAS Admin Options → Manage Addons → Addons Ready To Install → Zoom Meetings



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Configuring Zoom

To be able to use this addon, you'll first need an active Zoom account. Our Zoom Meeting addon works with both free and paid Zoom account plans.

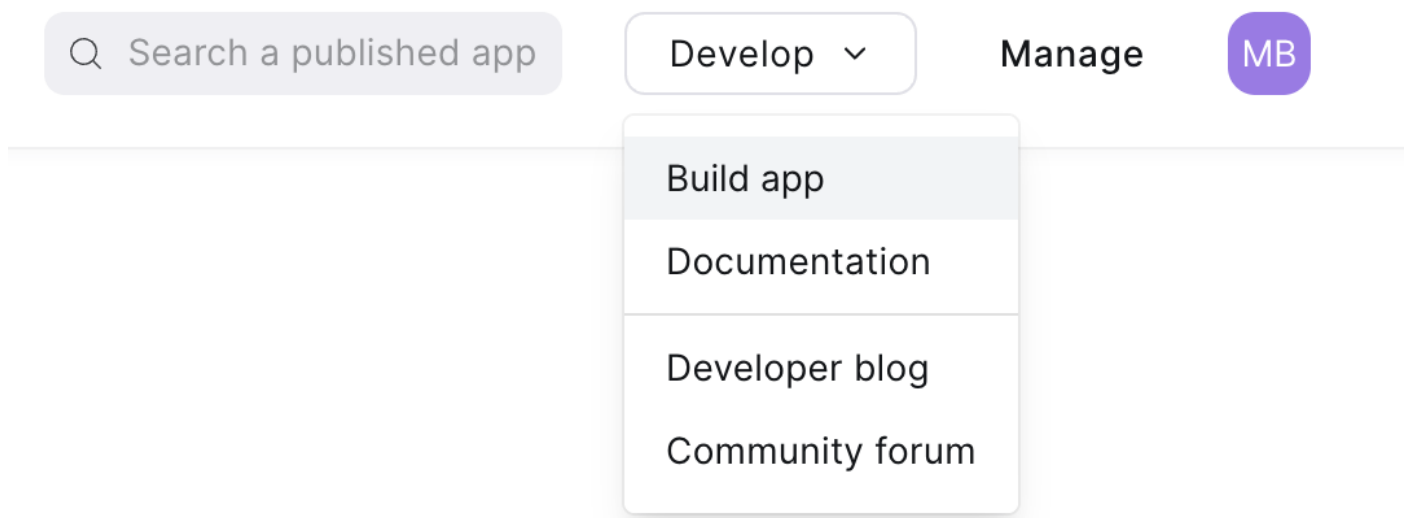
Once you have a Zoom account, you'll then need to configure it so that it can be used with our Zoom Meetings addon.

This article outlines the steps required to configure Zoom for MIDAS.

Step 1. Create a Zoom Server-to-Server OAuth App

Login to your Zoom account and go to the [Zoom App Marketplace](#).

In the upper-right corner select "Build App" from the "Develop" drop-down menu:





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When prompted as to what kind of app are you creating, select "Server to Server OAuth App" and click "Create":

What kind of app are you creating

☐ **General App**

Build a general app to integrate Zoom APIs and products using OAuth 2.0 to access authorized user data and/or connect with third-party services through Zoom platform via direct API interactions.

☒ **Server to Server OAuth App**

Build an app that provides server-to-server interaction with Zoom APIs.

☐ **Webhook Only App**

Build an app that can receive event-based notifications for Zoom account events.

Create

Cancel



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Next, give your app a name - we suggest "MIDAS", and click "Create":

Create a Server-to-Server OAuth app

App Name

5/50

MIDAS

Create

Cancel

Step 2: Note your app credentials

On the next screen, you'll be presented with your App Credentials. Note your **Account ID**, **Client ID**, and **Client Secret**, as you'll need these three pieces of information when you come to configure your [Zoom Meeting addon settings](#).

The screenshot shows the 'MIDAS' app configuration page in the Zoom App Marketplace. The page has a header with the 'zoom App Marketplace' logo, a search bar, and 'Develop' and 'Manage' tabs. The main content area is titled 'MIDAS' and includes a section for 'App Credentials'. On the left, there is a sidebar with an 'UPLOAD' button and a list of tabs: 'App Credentials' (selected), 'Information', 'Feature', 'Scopes', and 'Activation'. The 'App Credentials' section contains three fields: 'Account ID' with a 'Copy' button, 'Client ID' with a 'Copy' button, and 'Client Secret' with a 'Copy' button and a 'Regenerate' button. At the bottom, there are 'Back' and 'Continue' buttons.

Click 'Continue'.



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Step 3: Enter App Information

You'll then be prompted to enter some additional information about your app:

Basic Information

App Name

5/50

Short Description

Describe your app's core features in 1-2 sentences. This will show on the app listing card.

25/150

Company Name

Developer Contact Information

Provide your corporate email for announcements including new Marketplace/API updates, breaking changes, and other updates that have impact on your app.

Name

Email

Continue

- **App Name** - We suggest you set this to 'MIDAS'.
- **Short Description** - Set this to something like 'MIDAS Zoom Meetings Addon'.
- **Company Name** - Set this to the name of your business, company, or organization.
- **Developer Contact Information** - Set this to your own name and email address, or someone responsible for IT within your organization.

Click "Continue". You'll then be moved to the 'App Features' screen. You can leave this screen as it is, and click "Continue" once again.

<https://mid.as/zoom-meetings>



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Step 4: Set App Scope

On the "Add Scopes" screen, click the "+ Add Scopes" button, and in the resulting dialog search for **"meeting:write:meeting:admin"**:

Add Scopes



The following scopes are available based on your account privileges. For additional scopes, contact your account admin. [Learn more about Zoom's scopes](#)

meeting:write:meeting:admin

Product

Meeting

1

☐ Select All Meeting

View and manage all user meetings (1)



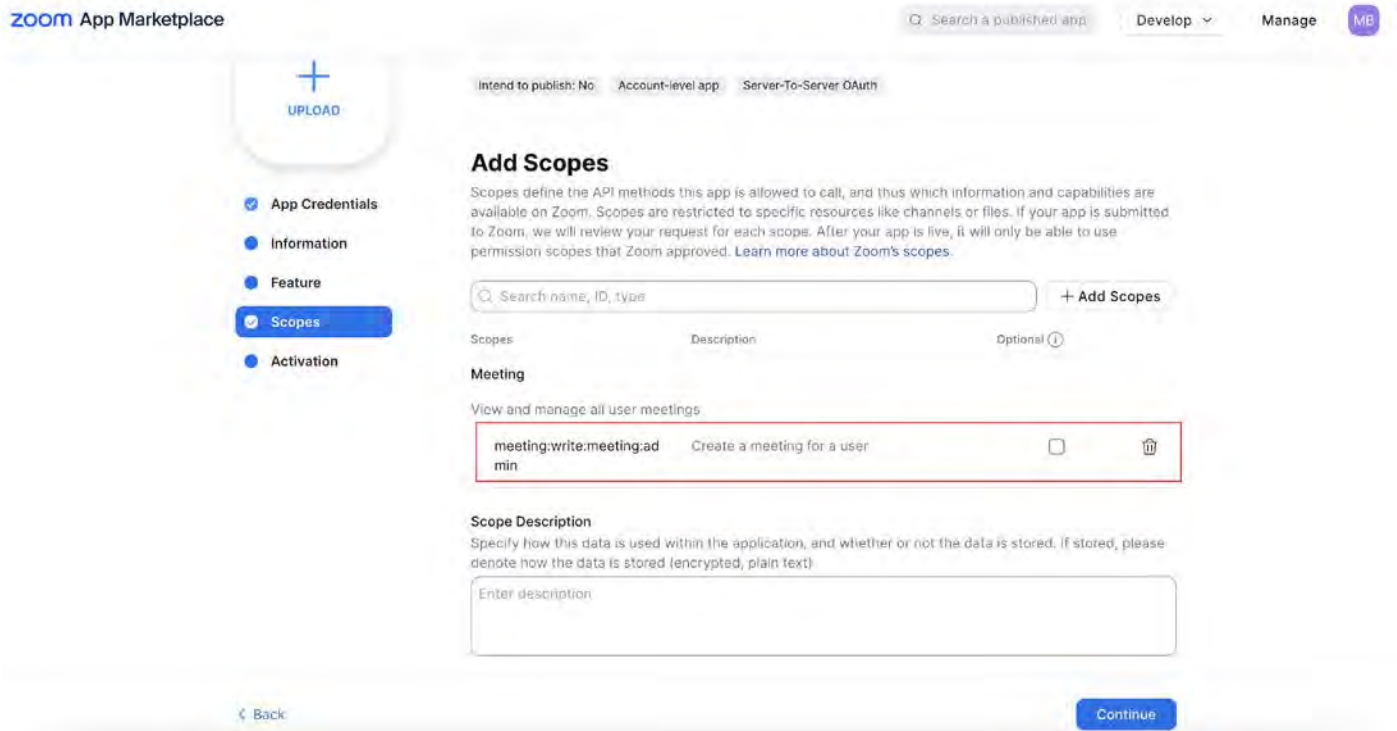
☒ Create a meeting for a user
meeting:write:meeting:admin

1 Selected

Done

Ensure that **"meeting:write:meeting:admin"** is selected and click "Done".

The dialog will close, and "meeting:write:meeting:admin" will be listed on screen:



zoom App Marketplace

Intend to publish: No Account-level app Server-To-Server OAuth

Add Scopes

Scopes define the API methods this app is allowed to call, and thus which information and capabilities are available on Zoom. Scopes are restricted to specific resources like channels or files. If your app is submitted to Zoom, we will review your request for each scope. After your app is live, it will only be able to use permission scopes that Zoom approved. [Learn more about Zoom's scopes.](#)

Search name, ID, type + Add Scopes

Scopes	Description	Optional ⓘ
meeting:write:meeting:admin	Create a meeting for a user	<input type="checkbox"/>

Scope Description

Specify how this data is used within the application, and whether or not the data is stored. If stored, please denote how the data is stored (encrypted, plain text)

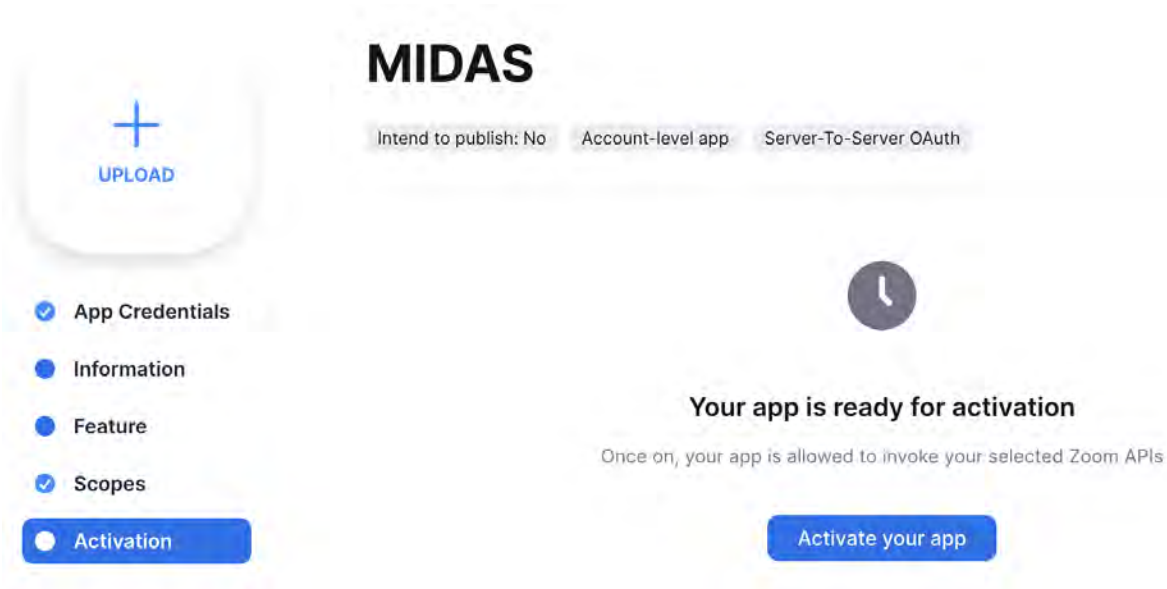
Enter description

Back Continue

Click "Continue".

Step 5: Activate your app

You'll then see a message that "Your app is ready for activation":



MIDAS

Intend to publish: No Account-level app Server-To-Server OAuth

UPLOAD

App Credentials Information Feature **Scopes** Activation

Your app is ready for activation

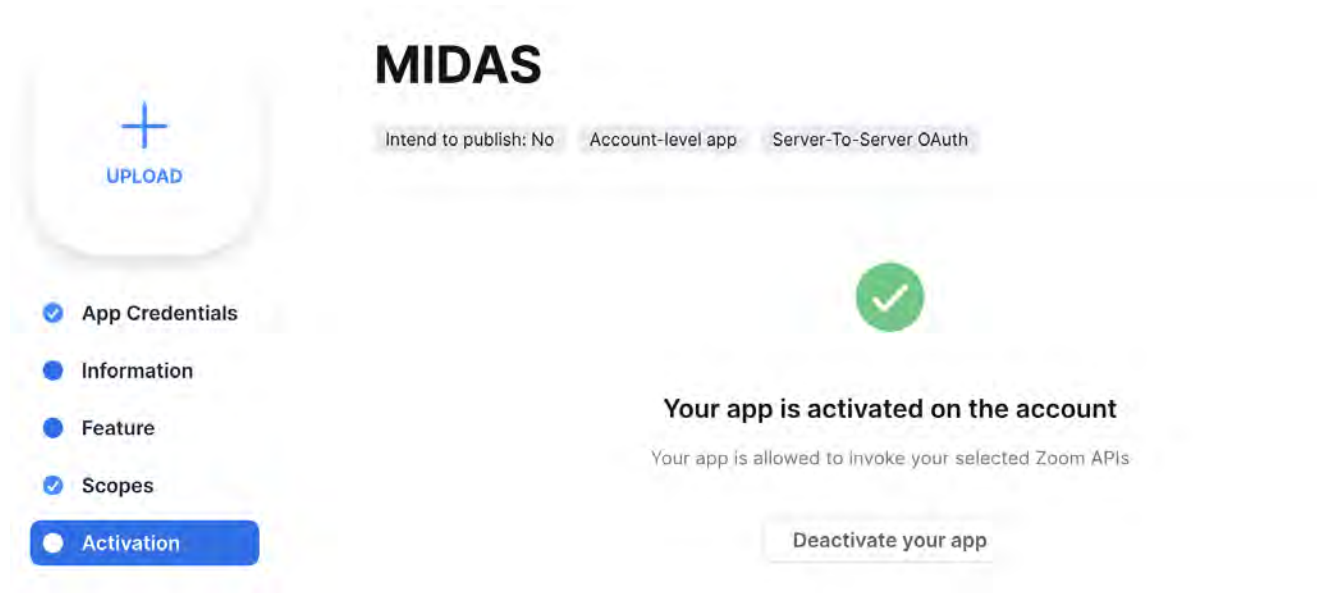
Once on, your app is allowed to invoke your selected Zoom APIs

Activate your app



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Click the "Activate your app" button to activate your app:



That's it! You're now ready to [start configuring the Zoom Meetings addon](https://mid.as/zoom-meetings) within your MIDAS system.

Addon Settings

The Zoom Meetings addon's settings may be configured via MIDAS Admin Options → Manage Addons → Zoom Meetings.

Zoom Meetings

☒ Enable Zoom Meetings

Zoom Account

Account ID: I5UgWdUAdMqXX3uVwoRbDA

Client ID: USyMQ77CmCO_CmR_vFJng

Client Secret: < Not Shown >

Meeting Settings

Create Zoom Meeting: On by default ▾

Meeting Host: Zoom Account Owner ▾

Meeting Topic: Topic ▾

Meeting Agenda: Agenda ▾

Meeting Duration: Minutes

Meeting Timezone: Europe/London ▾

Invite Client: ☒

Store Meeting Link: Zoom URL ▾

☒ Save Changes

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Enable Zoom Meetings

This setting enables or disables the Zoom Meetings addon.

Zoom Settings

Account ID

The Account ID from your Zoom App credentials. See [Configuring Zoom](#).

Client ID

The Client ID from your Zoom App credentials. See [Configuring Zoom](#).

Client Secret

The Client Secret from your Zoom App credentials. See [Configuring Zoom](#).

Meeting Settings

Create Zoom Meeting

When the Zoom Meetings addon is enabled, a "Create Zoom Meeting" tickbox appears on the Booking Availability screen when adding/modifying bookings.

The "Create Zoom Meeting" setting controls whether this tickbox should be initially unchecked ('Off by default') or checked ('On by default'). Note: This controls the initial state of the "Create Zoom Meeting" tickbox. The person making the booking can toggle its state before adding the booking.

Meeting Host

This setting defines who is the "owner" (host) of the Zoom meeting. In most cases you'll want to keep this set as "Zoom Account Owner".

If this setting is instead changed to "Booking Creator", then the 'host' of the meeting will be the user who added the booking to MIDAS.

Important: For the 'Booking Creator' value of this setting to work, the MIDAS user's email address must also be a valid Zoom user under your Zoom account.



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Meeting Topic

Allows you to assign a custom text or textarea booking field to hold the 'Topic' (title) of the Zoom meeting to be created.

Meeting Agenda

Allows you to assign a custom text or textarea booking field to hold the 'Agenda' (description) of the Zoom meeting to be created.

Meeting Duration

Allows specifying a fixed Zoom meeting duration for all created meetings. If this setting is left blank, then the length of the created Zoom meeting will match the duration of the booking(s) being added to MIDAS.

Tip: If you're on Zoom's free plan, there is a 40 minute maximum duration for each meeting. Therefore, you may wish to consider setting 'Meeting Duration' to be 40 Minutes.

Meeting Timezone

Specifies the timezone for the Zoom Meetings the addon will create. Setting this to "Zoom Account Default" will use the current timezone setting within your Zoom account.

Invite Client

If enabled, then the client that the booking(s) are being added for will receive an email notification from MIDAS containing a link to the created Zoom Meeting. The contents of this email notification may be customized via a dedicated template.

Store Meeting Link

Allows you to assign a custom URL booking field in which to store a link to the created Zoom meeting.

Clicking the "Save Changes" button will apply your settings.

Zoom Invite Template

The Zoom Meetings addon can be configured to send emails to clients when Zoom meetings are created for their bookings in MIDAS. These emails can include a link to the Zoom meeting.

A customizable email template is available via MIDAS Admin Options → Manage MIDAS → Templates → e-mail: Zoom Meeting Invite.



This template can be customized in a similar way to the other [customizable templates](#) available within MIDAS.

Placeholder Variables

There are a number of special "placeholder" variables which you can include in your Zoom Meeting Invite template. These will be substituted with live data each time the email template is used.

Here is a list of dedicated "placeholder" variables available in the Zoom Meeting Invite Template:

Variable	Substituted for..
%CLIENT%	The name of the client who the booking (and Zoom meeting) is for
%CLIENT_FIRSTNAME%	The first name of the client who the booking (and Zoom meeting) is for
%AGENDA%	The data contained within whichever custom booking field you've set to contain details of the Zoom meeting's agenda (description)
%LENGTH%	The duration (length) of the Zoom meeting. Unless explicitly set in the addon settings , this will be the same as the length of the booking(s) the Zoom meeting is for
%MEETING_ID%	The Zoom Meeting ID
%PASSCODE%	The Zoom Meeting Passcode
%START%	The start date and time of the Zoom meeting
%TOPIC%	The data contained within whichever custom booking field you've set to contain details of the Zoom meeting's topic (title)
%ZOOM_LINK%	The link to the Zoom meeting



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Frequently Asked Questions

If I add multiple bookings, are multiple Zoom meetings created?

MIDAS allows you to add bookings for multiple venue and date combinations in a single action. In the event that multiple bookings are added this way, one Zoom meeting will be created for all bookings which start at the same time.

For example, if the following four bookings are added in a single action...

- Room 1 - Monday @ 9am
- Room 2 - Monday @ 9am
- Room 1 - Tuesday @ 9am
- Room 2 - Tuesday @ 9am

...then a total of two Zoom meetings would be created - one for Monday at 9am, the other for Tuesday at 9am.

If I modify a booking in MIDAS, will any associated Zoom meeting be updated?

No, if you modify a booking in MIDAS which is associated with an existing Zoom meeting, the existing Zoom meeting will not be updated.

If you have configured the Zoom Meetings addon to set the value of a custom URL booking field to become a link to an associated Zoom meeting, then one of two things will happen should you modify the booking.

If you clear the contents of the custom URL booking field containing the Zoom link when modifying a booking, a new Zoom meeting (and link) will be created.

If you don't clear the contents of the custom URL booking field containing the Zoom link when modifying a booking, the original Zoom link will remain associated with the booking. A new Zoom meeting will be created however if the 'Create Zoom Meeting' option is subsequently selected on the Booking Availability screen, but the original Zoom meeting link will continue to be associated with the booking.

If I delete bookings in MIDAS, are associated Zoom meetings cancelled?

No, if you remove bookings in MIDAS which were associated with Zoom meetings, the Zoom meetings themselves will not be cancelled. Should you need to, you can cancel these Zoom meetings from within your Zoom account.

Troubleshooting

If MIDAS encounters issues when attempting to create a Zoom meeting, these will be logged to a file named "debug-zoom.dat". You'll find this file within your MIDAS installation directory on your server. Some common issues, their causes and resolutions are outlined in the table below...

Symptom	Possible Cause(s)	Resolution
Zoom meetings are not being created	Incorrect (or missing) Account ID, Client ID, or Client Secret values.	Check that App Credentials (Account ID, Client ID, and Client Secret) are correct in the addon settings page . To locate your Zoom App credentials go to marketplace.zoom.us , and select your created app .
	"Meeting Host" is set to "Booking Creator".	For the "Meeting Host" setting of "Booking Creator" to work, the email addresses of MIDAS users who are adding bookings must also be valid Zoom users under your Zoom account. To resolve, either add these users to your Zoom account, or change the "Meeting Host" setting to "Zoom Account Owner".
Zoom meetings are created for different times to their corresponding bookings in MIDAS	Incorrect timezone settings.	Adjust the "Timezone" setting in the addon settings page .
Zoom meeting links are not being saved with bookings	"Store Meeting Link" setting not set.	Assign the "Store Meeting Link" setting to a custom URL booking field in the addon settings page .
	Zoom meeting was not successfully created.	Review the "debug-zoom.dat" log for more information as to why the Zoom meeting was not created.

Clients are not receiving Zoom meeting links via email	"Invite Client" setting not enabled.	Enable the "Invite Client" option on the addon settings page .
	Ensure there is an email address stored in MIDAS for the client whom the booking(s) are for.	MIDAS can only send email to clients who have an email address associated with them. If the client you are adding bookings for doesn't have an email address associated with their client record, they will not be able to receive email from your MIDAS system.
	Your MIDAS system has not been correctly configured to send email.	Please check your email settings .
There's no "e-mail: Zoom Meeting Invite" template	You've not yet configured the addon settings .	Once you save settings on the addon settings page the Zoom Meeting Invite template will be automatically created.

For the most up-to-date Zoom Meetings addon documentation, please visit <https://mid.as/zoom-meetings>