

Requirements for Enabling Zoom

To enable Zoom in your iSpring Learn account, make sure the following conditions are met:

1. Zoom meetings in iSpring Learn work **only** with the paid Zoom subscription. They won't work with the **Basic** plan. Check Zoom tariff plans on [the official website](#).
2. To host webinars, apart from a paid plan, purchase the **Webinar** add-on.

Available Add-ons

Webinar ▼

100 Participants ▼

1

host

Monthly

\$40.00 /mo/host

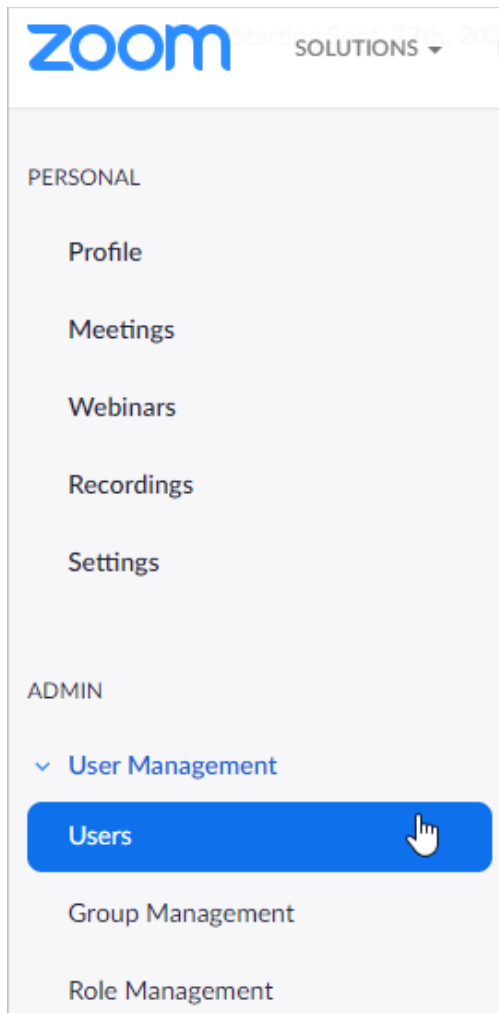
Billed monthly

Annual

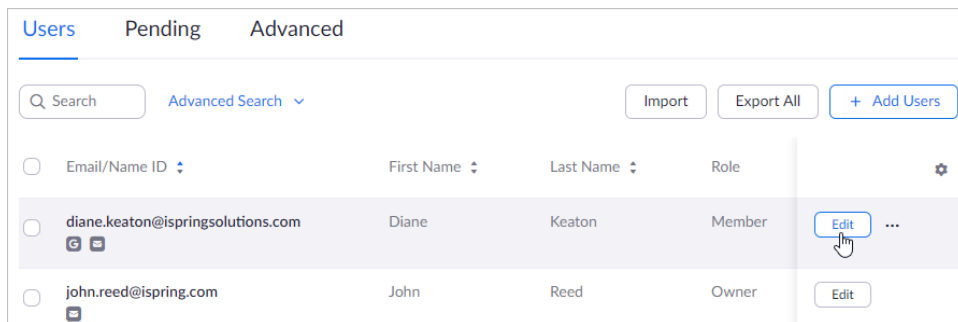
\$33.33 /mo/host

\$400.00 Billed annually

3. Only Zoom account owner and users assigned with the administrator role can connect Zoom to an iSpring Learn account.
 - a. Open the **User Management** section and click **Users**.



b. In the **Users** section, click **Edit** next to a needed user's name.



c. Finally, choose the **Admin** role and click **Save**.

Edit User

Emails diane.keaton@ispringsolutions.com

User Type [?] ☒ Basic ☐ Licensed ☐ On-Prem [?]

User Role role ^

Department Admin

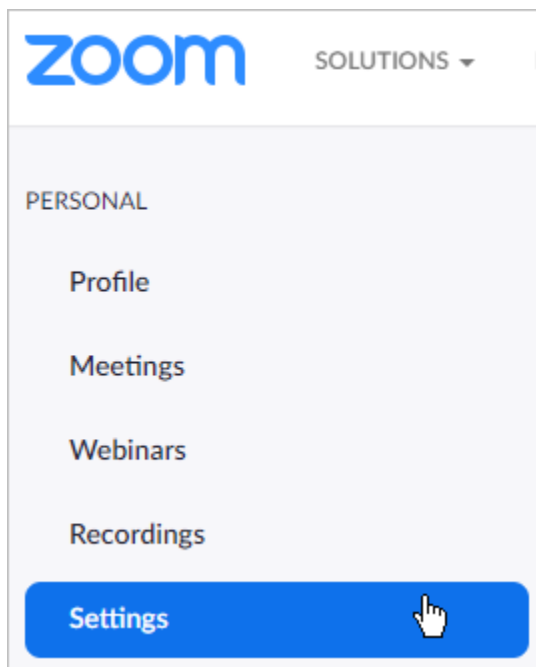
Job Title Member

Location e.g. San Jose

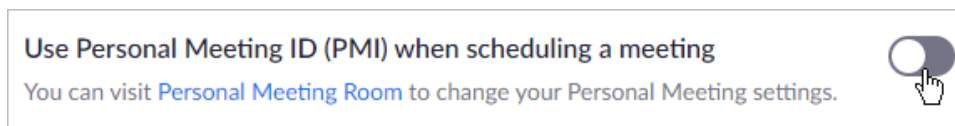
Save Cancel

4. Disable the option to plan new meetings with the personal meeting ID (PMI).

- a. Log in to your Zoom account and open the **Settings** tab.

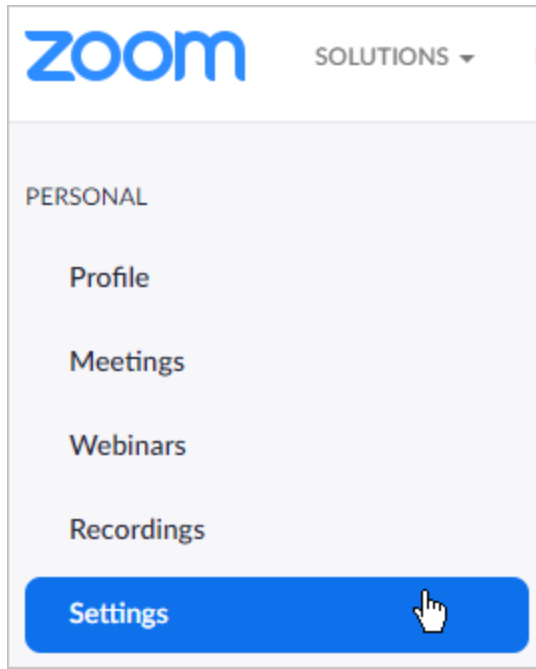


- b. Make sure that the **Use Personal Meeting ID (PMI) when scheduling a meeting** is disabled.

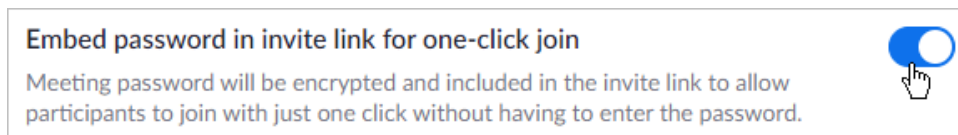


5. Enable the option to include an encrypted password in the invite link.

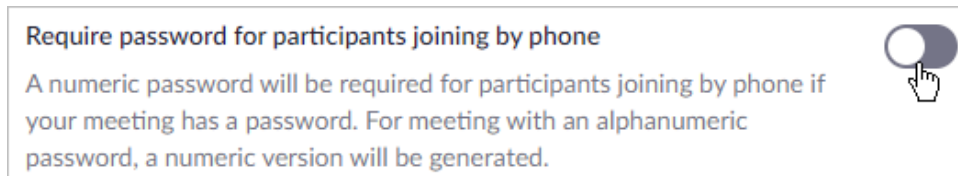
- a. Log in to your Zoom account and open the **Settings** tab.




- b. Enable the **Embed password in invite link for one-click join** option.



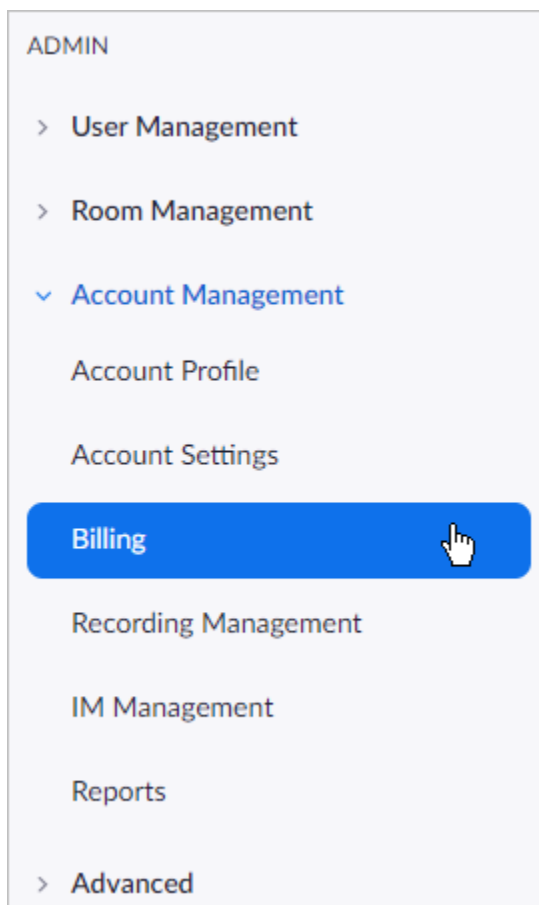
- c. Disable the **Require password for participants joining by phone** option. If you enable this option, all those who use their smartphones to join the meeting will need to enter a password.



6. Meetings added in iSpring Learn are always created with the registration enabled. **Don't disable** the registration for the Zoom meetings created in iSpring Learn. Otherwise, learners won't be able to join the meeting.

Topic	<input type="text" value="My Meeting"/>		
Description (Optional)	<input type="text" value="Enter your meeting description"/>		
When	<input type="text" value="05.06.2020"/> 	<input type="text" value="12:00"/> <input type="button" value="v"/>	<input type="text" value="AM"/> <input type="button" value="v"/>
Duration	<input type="text" value="1"/> <input type="button" value="v"/> hr	<input type="text" value="0"/> <input type="button" value="v"/> min	
Time Zone	<input type="text" value="(GMT-10:00) Hawaii"/> <input type="button" value="v"/>		
	<input type="checkbox"/> Recurring meeting		
Registration	<input checked="" type="checkbox"/> Required		

7. You can grant with [scheduling privilege](#) another user only if your and their types are **Licensed** or **On-Prem**. Make sure your membership plan allows you to add more than one user with the **Licensed** or **On-prem** types.
- a. To check this, go to the **Billing** section.



- b. Under the **Current Plans** tab, you will see which features and how many hosts your membership plan includes.

Current Plans Pending Plans Billing Information Invoice History								
Current Plans								
Your paid subscription start date is Jul 12, 2019 (UTC), and will automatically renew on Jul 12, 2020 (UTC).								
Plan Name	Quantity	Details	Billing Period	Service Effective Date	Next Invoice Date	Next Invoice Amount	Status	
Pro	1 host	100 participants	Annual	Jul 12, 2019	Jul 12, 2020	\$149.90	Active	Add/Edit Cancel Subscription

- c. To edit your membership plan, for example, add more hosts to it, click on the **Add/Edit** link.

Current Plans Pending Plans Billing Information Invoice History								
Current Plans								
Your paid subscription start date is Jul 12, 2019 (UTC), and will automatically renew on Jul 12, 2020 (UTC).								
Plan Name	Quantity	Details	Billing Period	Service Effective Date	Next Invoice Date	Next Invoice Amount	Status	
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