

# Prevoi Zoom App – Installation & Usage Guide

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## 1. Introduction

Welcome to the Prevoi Zoom App guide. This document provides step-by-step instructions on how to add, use, and remove the Prevoi Zoom App from your Zoom account. The app enhances your meeting intelligence by capturing interaction metadata (e.g., meeting titles, attendees, durations) to power sales insights and customer timelines within the Prevoi platform.

## 2. Requirements

- A Zoom account with admin permissions (for company-wide installs) or personal permission (for individual use)
- A Prevoi account
- Google Calendar integration with Prevoi (for enhanced analytics)
- Zoom OAuth permissions for calendar and meeting data access

## 3. How to Add the Prevoi App in Zoom

Step 1: Go to <https://zoom.prevoi.com/install>

Step 2: Click “Add to Zoom”

Step 3: You’ll be redirected to Zoom’s OAuth permission screen. Review permissions and click “Authorize”

Step 4: You’ll be redirected back to Prevoi, confirming successful installation

## 4. How to Use the Prevoi Zoom App

Once installed, Prevoi will:

- Automatically sync meeting metadata (title, time, attendees, organizer)
- Display meetings on each contact or account timeline in Prevoi
- Provide insights on meeting frequency and stakeholder involvement across your sales process

To view Zoom-related insights:

- Log in to Prevoi
- Navigate to a deal, contact, or account timeline
- Look for Zoom icons on the activity feed
- Hover for details or click for a full meeting summary

## **5. How to Remove the Prevoi App**

Step 1: Go to your Zoom App Marketplace at <https://marketplace.zoom.us/user/installed>

Step 2: Find “Prevoi” in the installed apps list

Step 3: Click “Uninstall”

Step 4: Confirm the uninstallation and choose whether to report a reason to Zoom

Note: Removing the app revokes Zoom data access from Prevoi, and you will no longer see meeting data in your timelines.

## **6. Support**

If you experience issues or have questions, please contact our support team at contact us page. <https://prevoi.com/contact>.