

# Zoom App Marketplace - Installation and Management of the FirstDigital Application

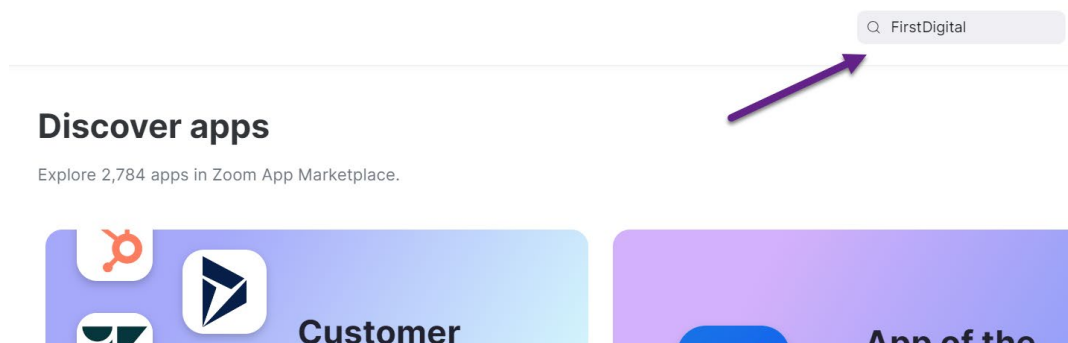
## Summary

Integrate Zoom with The Portal to use Zoom as your Unified Communications solution.

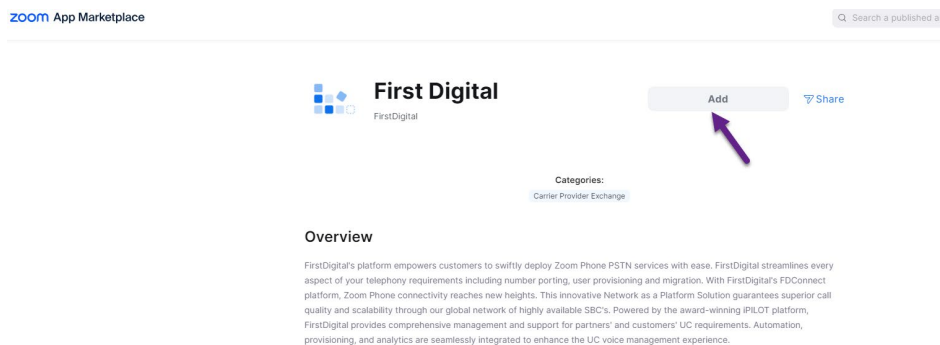
## How to

### Install

1. Navigate to the [Zoom App Marketplace](#) homepage.
2. Use the "Search for Published App" feature in the top right corner and enter "First Digital" in the search bar.



3. From the app page, enable the "Approve use of this app" toggle switch.

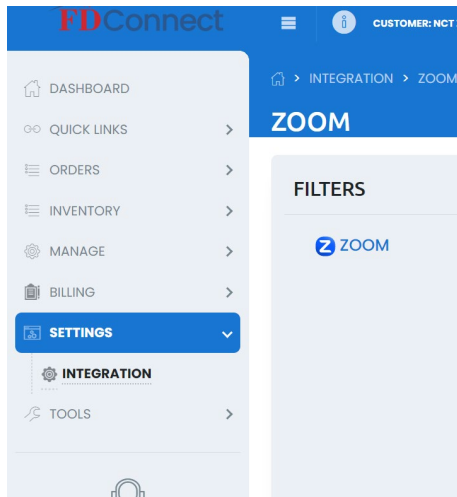


4. Select either "All users" or specific users for approval, then click "Add" to complete the installation.

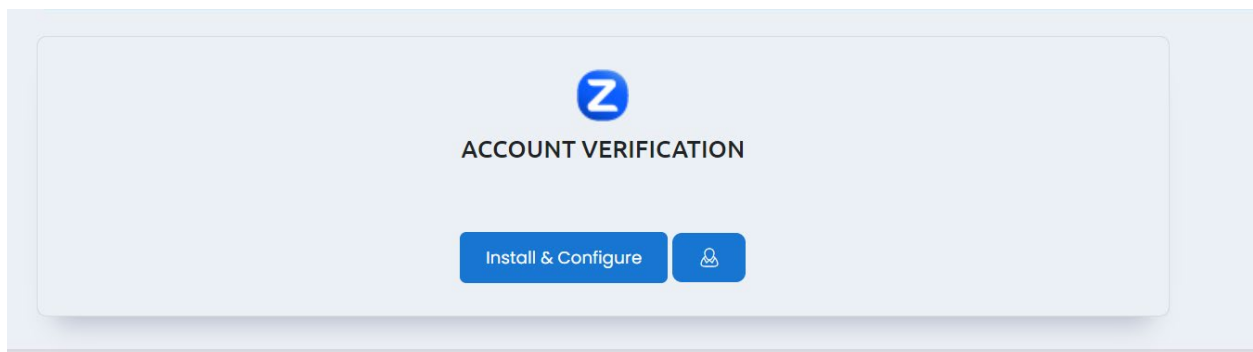
## Verify your account

Verify your account with The Portal to complete the Zoom app installation.

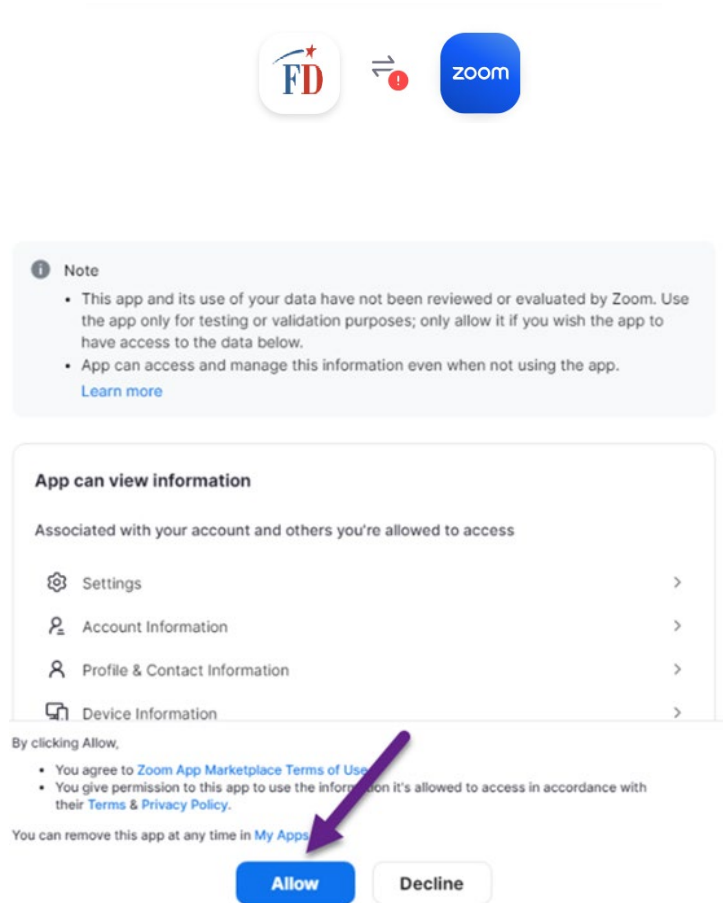
1. Log into The Portal
2. In the sidebar menu select Settings > Integration



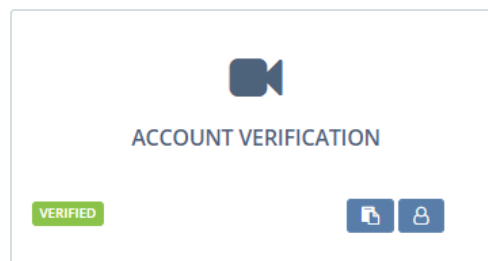
3. Click install and configure.



4. A new tab will open for you to authorize the application.
- Review each setting by clicking on the arrows.
  - Click Allow.



5. FD Connect will now refresh and an *Authorization Code* will auto populate below the green *Verified* badge.

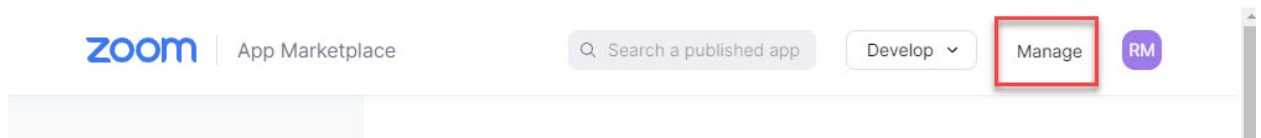


Your account is now active and ordering or uploading numbers along with provisioning is accessible for the Zoom product.

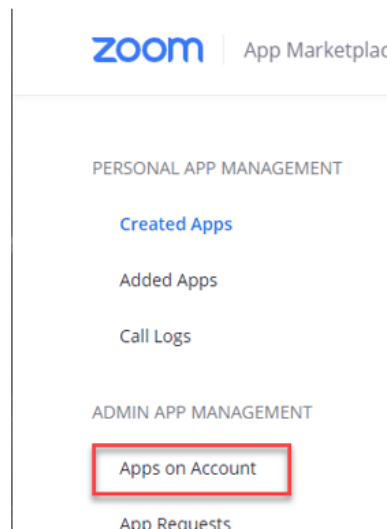
## Removing FD Connect Application Access

If you no longer wish to manage Zoom Phone with The Portal, you can remove it from Zoom. First, you must unassign and port numbers before removing the app.

1. Contact the support department letting them know you want to remove access to your Zoom Account.
2. Schedule your Port for any numbers you need to keep ownership of.
  - a. **NOTE:** Porting requires multiple documents and has strict timelines that will need to be met prior to disassociating the app.
3. Unassign any phone numbers assigned to users, call queues, auto receptionist, etc..
  - a. **NOTE:** You may need to wait until the day of your port to avoid any downtime.
4. Once all numbers have been unassigned and you have ported out, navigate to the Zoom Marketplace and select *Manage* in the top right.



5. Now select *Apps on Account* under the *Admin App Management* section.



6. Find FirstDigital in the list and select Remove.
7. Your Zoom account is now no longer associated with FD Connect.