



ZoomSphere MCP Setup guide for Claude

Connect Claude to your ZoomSphere workspace so it can draft, schedule, approve and report on social media posts for you, in chat and in scheduled tasks.

Part A · Connect it for yourself from Claude's connector directory

Part B · Make it available to your whole organization (Team and Enterprise Owners)

Part C · Connect it after your Owner enabled it (Team and Enterprise members)

Part D · Moving from the early-access custom connector **NEW**

1 · What you get

ZoomSphere runs an MCP server. MCP is a standard that lets an AI assistant use real tools instead of guessing. Once it is connected, Claude works inside your ZoomSphere workspace directly: it does not hand you text to copy somewhere, it puts the post in your calendar and reads the real numbers.

WHAT YOU CAN ASK FOR	TOOLS CLAUDE USES
Create and schedule posts	Create Post Update Post Delete Post Get Post Job Status
Read what is planned	List Posts Get Post Get Posts Preview Get Scheduling Context
Respect each network's rules	Get Post Type Options Get Post Type Rules
Work with Ideas	List Ideas Create Idea Update Idea Delete Idea
Attach media	Upload Direct Upload From Url Upload By User Get Upload Status
Read analytics and build reports NEW	Get Posts Analytics Get Posts Analytics Summary Get Post Analytics By Ids Get Channel Analytics Get Channel Analytics Summary List Metrics
Tell us what is broken	Send Feedback

Now in Claude's connector directory. ZoomSphere is listed in Claude's official connector directory, so you no longer add it by hand. You find it, click Connect and sign in. It takes about two minutes.

What the "Community" badge means. Claude marks connectors built by the company behind the product as Community. They have passed Anthropic's automated review and are built and operated by ZoomSphere itself. Claude shows the same notice for every Community connector.

2 · Before you start

A ZoomSphere account	With access to the workspaces you want Claude to work in. Claude will only ever see what that account can see.
A Claude account	Free, Pro, Max, Team or Enterprise. Set-up works on claude.ai in a browser and in the Claude desktop app.
The direct link	<code>claude.ai/customize/connectors/id/zoomsphere</code> Opens the ZoomSphere page in Claude straight away.
Two minutes	Wherever the browser and the desktop app differ, this guide shows both.

No API keys, no tokens, nothing to copy out of ZoomSphere. You identify yourself by signing in to ZoomSphere the normal way. If any guide or any person ever asks you to paste a ZoomSphere API key into a chat window, stop, because that is not how this works.

3 · Which part is for you?

YOU ARE	GO TO	WHY
On Free, Pro or Max	Part A	You connect ZoomSphere from the directory to your own account.
A Team or Enterprise Owner who wants the whole company to have it	Part B	You add it once in admin settings. Every member then finds it ready to connect.
A Team or Enterprise member	Part C	You click Connect and sign in. If your Owner has not added it yet, Part A works for you too.
Already using ZoomSphere as a custom connector from early access	Part D	Switch to the directory version in five minutes, and check your scheduled tasks.

The one thing teams get wrong. Adding ZoomSphere at organization level (Part B) does not connect anyone. It only makes the connector available to every member. Each person still signs in to ZoomSphere themselves (Part C). That is deliberate: everybody acts under their own ZoomSphere permissions, and you can see who did what.

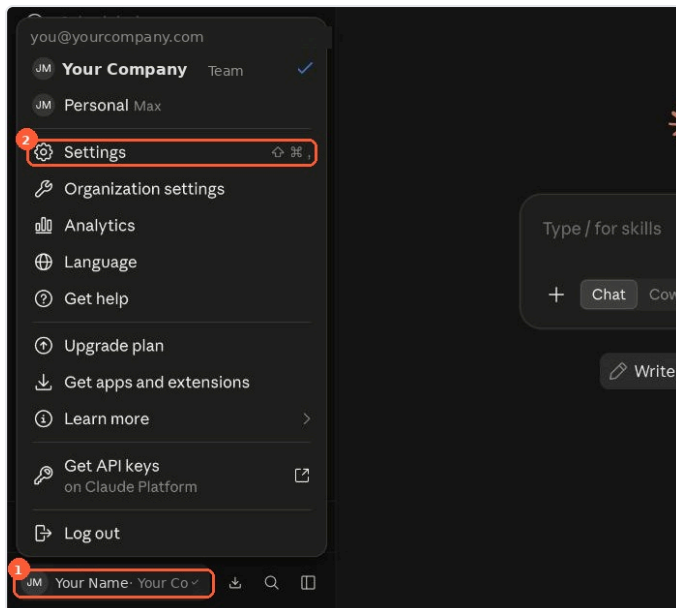
Part A · Connect it for yourself

For Free, Pro and Max users, and for Team or Enterprise members who connect it to their own account. Each step is marked **BROWSER** for `claude.ai`, **DESKTOP APP** for the Claude app, or **BOTH** when the screen is identical.

Fastest way: open `claude.ai/customize/connectors/id/zoomsphere` while signed in to Claude, then jump straight to step 2.

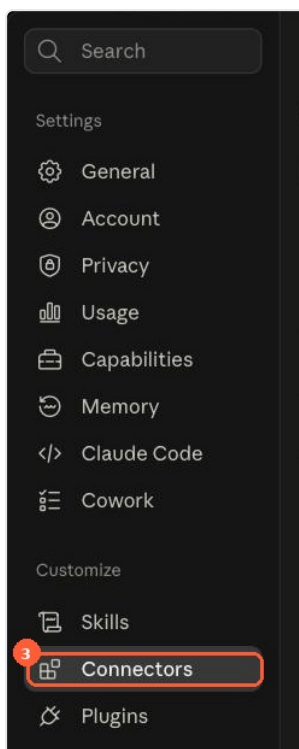
1 Find ZoomSphere in the directory **BROWSER**

- 1 Click your name in the **bottom-left corner** of the sidebar, then **Settings**.



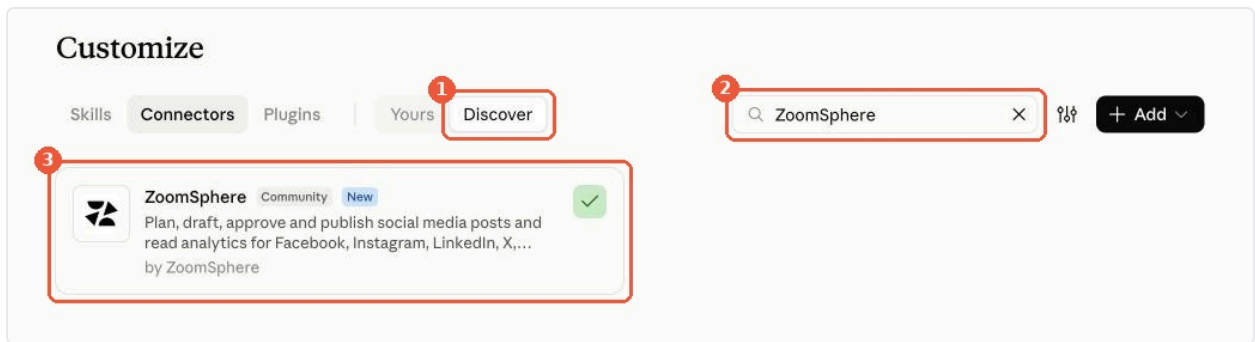
The account menu. The rows at the top are the Claude accounts you are signed in to. Note which one is ticked, it matters later.

- 2 In the left sidebar, find the group called **Customize** and click **Connectors**.



Connectors is in the Customize group, not in the Settings group above it.

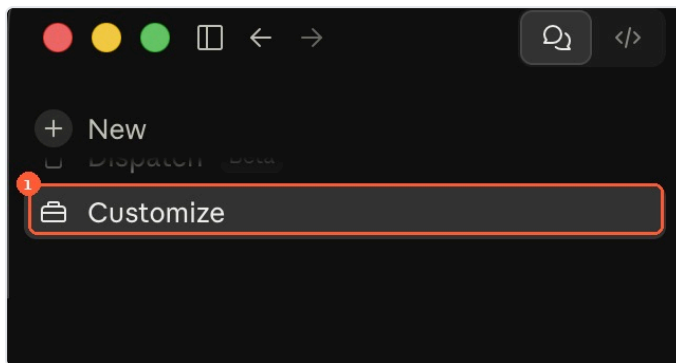
- 3 Select the **Discover** tab, type **ZoomSphere** into the search box and click the ZoomSphere card.



Discover is Claude's connector directory. ZoomSphere shows the Community badge. A green check on the card means you are already connected.

1 Find ZoomSphere in the directory DESKTOP APP

- 1 Click **Customize** in the left sidebar.

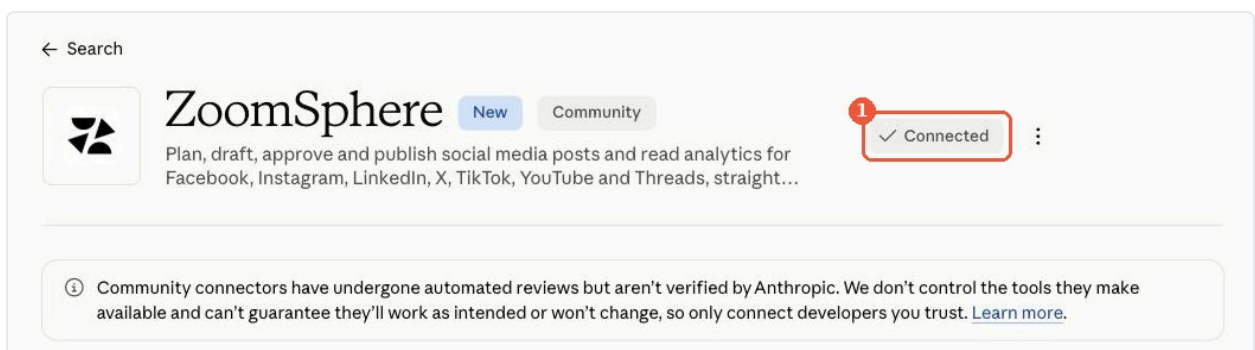


The top of the desktop app's left sidebar.

- 2 Select the **Connectors** tab and then **Discover**. Search for **ZoomSphere** and click the card. From here the desktop app shows the same screens as the browser, so the remaining steps are marked BOTH.

2 Click Connect BOTH

The ZoomSphere page shows what the connector does, the full list of tools and the server address. Click **Connect** in the top-right corner. Once you are connected, the same button says **Connected**.

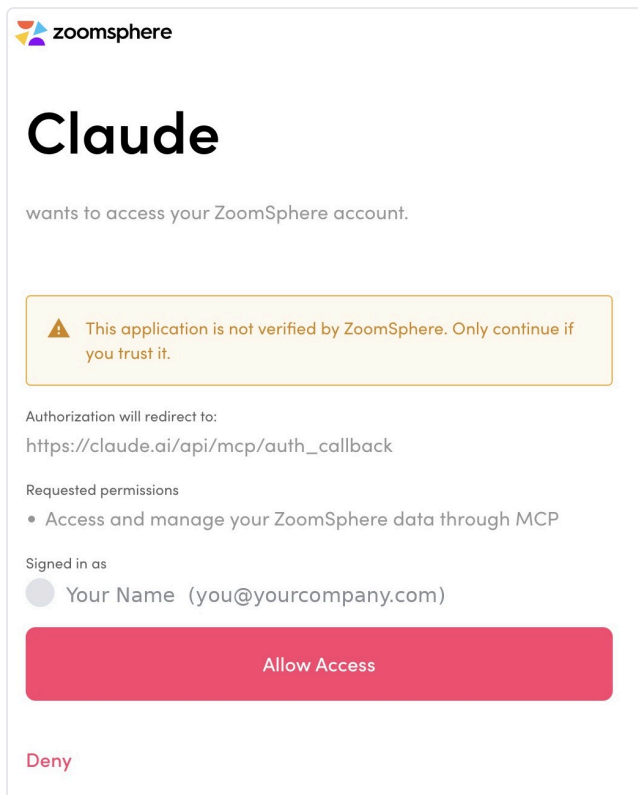


The ZoomSphere page in Claude's directory. Here it is already connected; before you connect, the button reads Connect.

3 BOTH

Sign in to ZoomSphere and allow access

Claude takes you to **app.zoomsphere.com**. If you are not signed in there, log in with your normal ZoomSphere account. Then you get this screen.



This page is served by ZoomSphere, not by Claude. The address bar must read app.zoomsphere.com. If it does not, close the window.

Check three things, then click **Allow Access**:

Redirects to	<code>https://claude.ai/api/mcp/auth_callback</code> and nothing else.
Permissions	"Access and manage your ZoomSphere data through MCP". Read and write, with your own account's rights. Nothing more.
Signed in as	Check that it is you, and the right ZoomSphere account. This is the identity Claude will act under.

4

Check that it says connected

BOTH

You land back in Claude with a small "Connected to ZoomSphere" message. The ZoomSphere page now shows **Connected**, and on the **Yours** tab the ZoomSphere row shows **Individual** under Authorization and a check mark under Status.

Nothing happened after Connect? Pop-up blockers are the usual culprit. Allow pop-ups for claude.ai, then click **Connect** again.

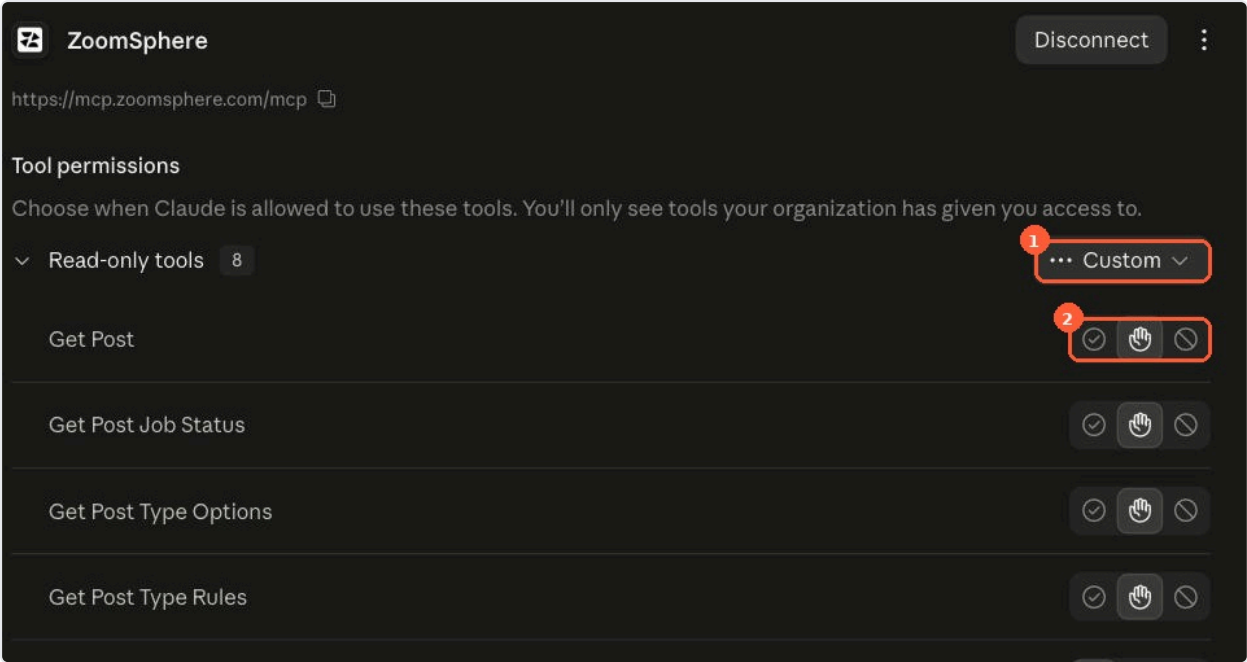
5

Decide what Claude may do without asking

BOTH

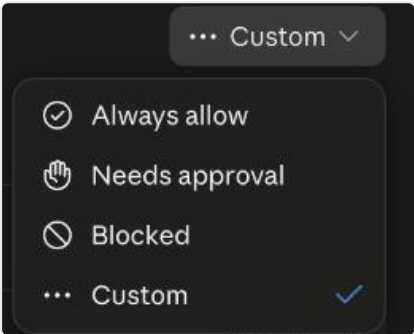
On the **Yours** tab, click the ZoomSphere row to open it. Under **Tool permissions** every tool is listed, split into **Read-only tools** and **Write/delete tools**. Two minutes here decide how much freedom Claude gets in your calendar.

- 1
- The dropdown on the right of a group sets every tool in that group at once.
- 2
- The three icons on a row set that one tool.



Tool permissions for a connected ZoomSphere connector.

Always allow	Claude uses the tool without asking. Sensible for read-only tools.
Needs approval	Claude stops and asks you every time. This is the default.
Blocked	Claude cannot use the tool at all.
Custom	Shown when the tools in a group are set individually.



The group dropdown.

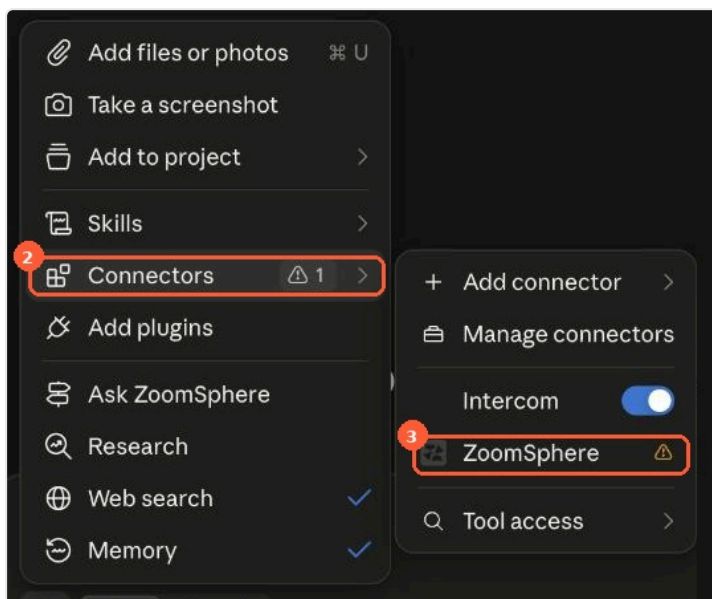
A good starting point: set **Read-only tools** to *Always allow* and leave **Write/delete tools** on *Needs approval*. Claude can then answer questions about your calendar and analytics freely, and still has to ask before it creates, changes or deletes anything.

Planning scheduled tasks? A task runs with nobody watching, so a tool on *Needs approval* makes it wait for a click that never comes. Set the tools the task needs to *Always allow*, and block anything you never want it to do.

6 Switch it on in your chat BROWSER

Connecting the account is not the same as using it in a conversation. These switches are per chat, so a brand new chat may start without ZoomSphere.

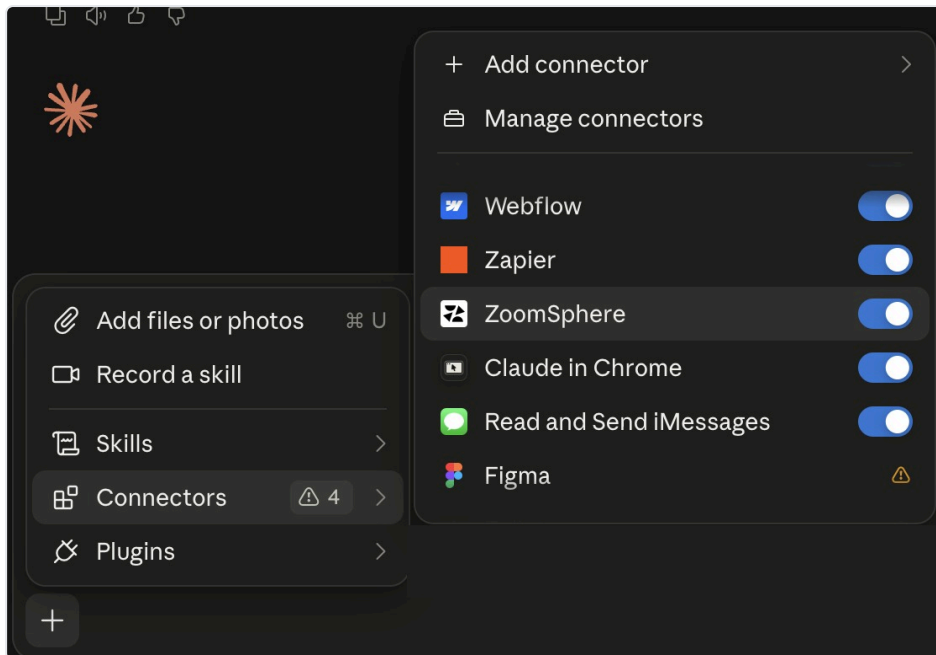
- 1 In any chat, click the **+** button at the left end of the message box.
- 2 Click **Connectors**.
- 3 Switch **ZoomSphere** on.



The same menu also gets you straight to Manage connectors.

6 Switch it on in your chat DESKTOP APP

Same three clicks. A couple of labels differ, the switches work exactly the same.



The desktop app. A warning badge next to Connectors counts connectors that need re-authorizing.

7

Try it **BOTH**

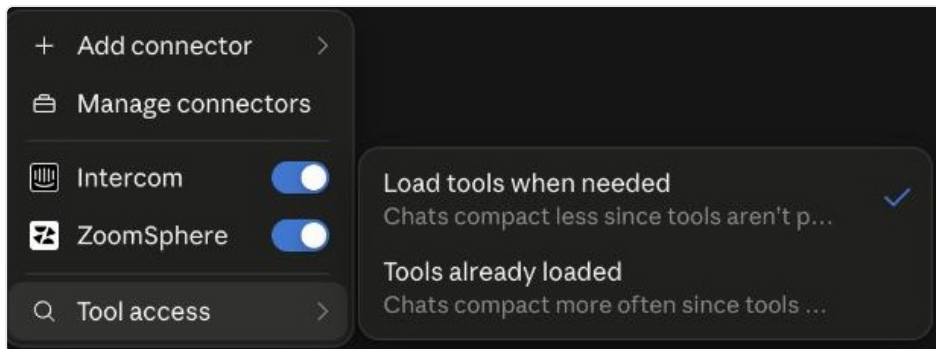
Start with something read-only, so you can see it really is talking to your workspace:

"What ZoomSphere channels do I have connected, and what is scheduled for next week?"
"Draft three LinkedIn posts about our new pricing and put them in ZoomSphere as ideas."
"How did our posts perform last month compared with the month before?"
"Schedule the approved carousel for Thursday 9:00 on Instagram and LinkedIn."

If you left write tools on *Needs approval*, Claude stops before the first one and asks. Read what it is about to do, then allow it. More than 30 ready prompts are at zoomsphere.com/mcp-prompts.

Optional · How tools are loaded **BOTH**

In the same + menu, **Tool access** controls when Claude loads the list of ZoomSphere tools. *Load tools when needed* is the default and keeps long conversations going for longer. Leave it on the default unless you notice Claude forgetting it has the connector.



Plus button, Connectors, Tool access.

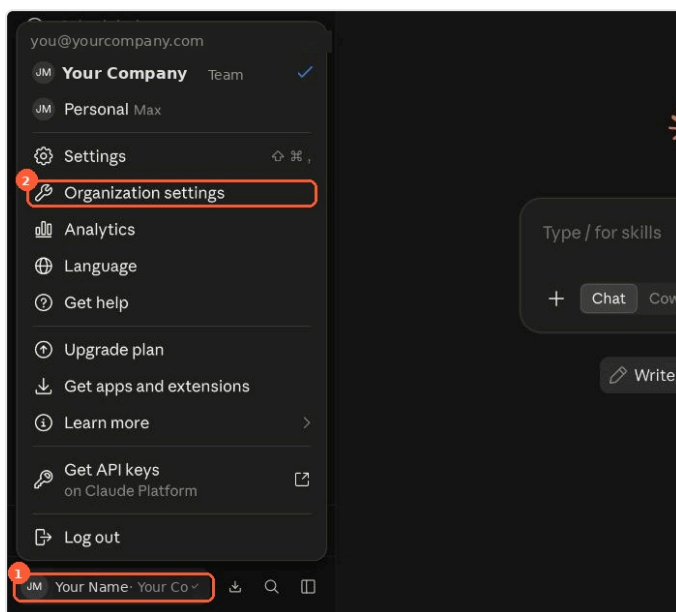
Part B · Make it available to your organization OWNER

Team and Enterprise plans only, and only for **Owners** and **Primary Owners**. Members go to Part C. Admin settings exist only in the browser, so everything here is BROWSER.

You do it because it gives you what Part A cannot: a connector that is already there when a new colleague joins, and per-tool limits for the whole organization.

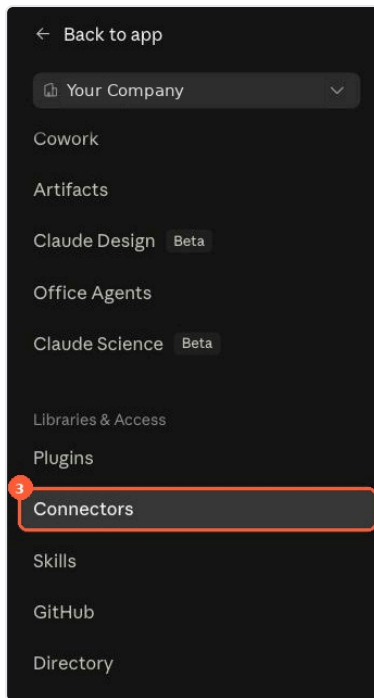
1 Open admin settings

- 1 Click your name in the **bottom-left corner**, then **Organization settings**. Only Owners see this item.



The account menu. Members do not have the Organization settings row.

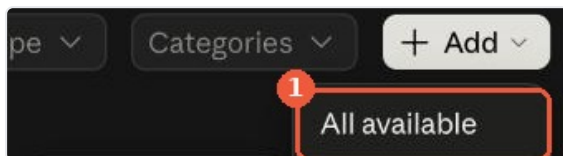
- 2 In the admin sidebar, scroll down to the group **Libraries & Access** and click **Connectors**.



Connectors sits between Plugins and Skills.

2 Add, then All available

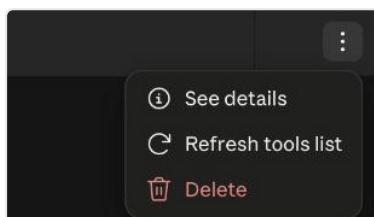
Click **Add** and choose **All available**, which opens the connector directory. Search for **ZoomSphere** and add it. You no longer need the *Custom* option or the server address.



All available is the directory. Custom is only for connectors that are not listed.

3 Check the connector in the list

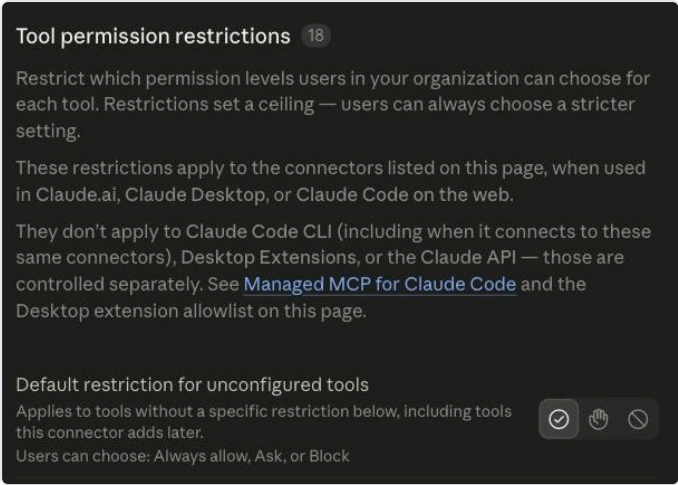
ZoomSphere is now in the organization list, and Authorization says **Individual**, which means every member signs in as themselves. The three dots at the end of the row hold **See details**, **Refresh tools list** (you will need it when we ship new tools) and **Delete**, which removes the connector for the whole organization.



Three dots on the ZoomSphere row.

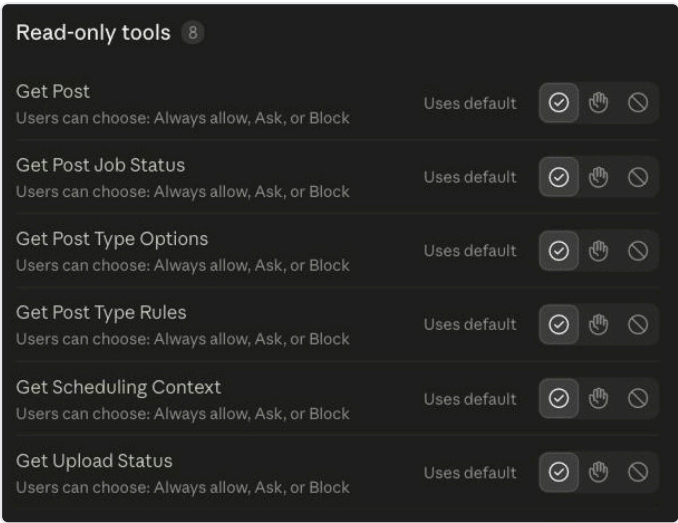
4 Set the organization-wide limits

Open the connector details and scroll to **Tool permission restrictions**. What you set here is a **ceiling**: a member can always choose something stricter for themselves (Part A, step 5), never looser.



Read the two middle paragraphs. They say where these limits apply and where they do not.

Default restriction for unconfigured tools	Set this one first. It covers every tool you do not configure by hand, including tools the connector gains later .
Per-tool rows	Grouped into read-only and write or delete, exactly like the personal view.



Each row also states what members are still free to choose.

These limits do not cover everything. They apply to claude.ai, the Claude desktop app and Claude Code on the web. They do *not* apply to the Claude Code CLI, to desktop extensions, or to the Claude API, even when those connect to ZoomSphere.

A sensible starting point for agencies: allow everything that reads or drafts, keep a human in the loop for anything that goes live, then let each person tune their own permissions in Part A, step 5. If your team uses scheduled tasks, ask whether "Always allow" is permitted for connector tools in your organization settings, otherwise tasks that create drafts ask for approval on every run.

5 Tell your team. They still have to connect.

ZoomSphere now appears in every member's list as *not connected*. Send them something like this:

ZoomSphere is now available in Claude

Open this link while signed in to Claude: claude.ai/customize/connectors/id/zoomsphere. Click **Connect** and sign in with your normal ZoomSphere account. Nothing to type.

Then, in any chat, click **+**, then **Connectors**, and switch ZoomSphere on. Try: *"What is scheduled in ZoomSphere for next week?"*

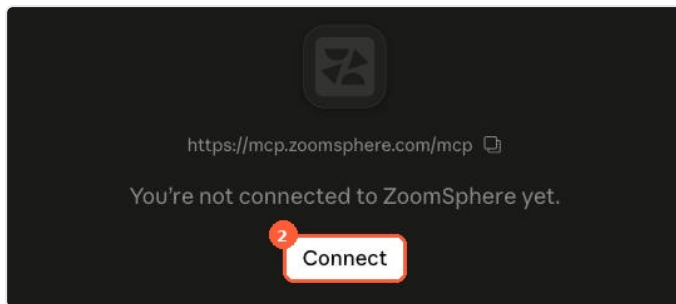
You are acting as yourself. Claude sees exactly the workspaces and channels your ZoomSphere account already has. If you used the early-access custom connector, follow Part D of the guide first.

Part C · Connect it after your Owner enabled it MEMBER

For Team and Enterprise members whose Owner has done Part B. Every screen below is BOTH browser and desktop app.

1 Open ZoomSphere and click Connect

Open `claude.ai/customize/connectors/id/zoomsphere`, or find ZoomSphere on the **Yours** tab of your connectors (filter set to **All**). Click **Connect**.



The connector's own page before you connect.

2 Sign in to ZoomSphere and allow access

The same authorization screen as in Part A, step 3. Check the redirect address, the permissions and the account, then click **Allow Access**.

3 Set your permissions and switch it on

Set tool permissions (Part A, step 5) and switch ZoomSphere on in a chat (Part A, step 6). If your Owner set an organization-wide limit for a tool, you can only pick something equal or stricter.

WHAT IS DIFFERENT FOR A MEMBER	DETAIL
No Organization settings	Your account menu has no Organization settings row. That is normal.
Cannot remove the connector	You can Disconnect yourself. Removing it for everyone is the Owner's job.
Permissions have a ceiling	Your Owner's limits apply. Stricter is always allowed, looser is not.

Part D · Moving from the early-access custom connector

NEW

If you added ZoomSphere by hand before it was listed in the directory, it still works, because it uses the same server. We recommend switching to the directory version so you get updates and a clean setup. It takes five minutes.

1 Check whether you have it twice

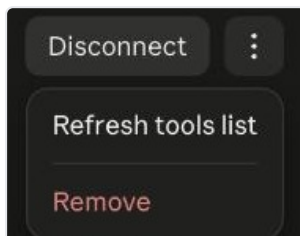
On the **Yours** tab with the filter on **All**, search for ZoomSphere. The early-access version has a **Custom** badge next to Web. If you see two ZoomSphere rows, Claude sees every tool twice, which makes it slower and less predictable.

2 Connect the directory version

Follow Part A, steps 1 to 4.

3 Remove the custom one

Open the row with the **Custom** badge, click the **three dots** next to Disconnect and choose **Remove**. Disconnect alone only signs you out and keeps the row.



Three dots, then Remove.

4 Set your tool permissions again

Permissions belong to a connector, so the new one starts with the defaults. Repeat Part A, step 5.

5 Update your scheduled tasks

A scheduled task uses the connectors that were switched on when it was created. Open every task that works with ZoomSphere and make sure the new ZoomSphere connector is switched on for it. Then run it once on demand and check the result.

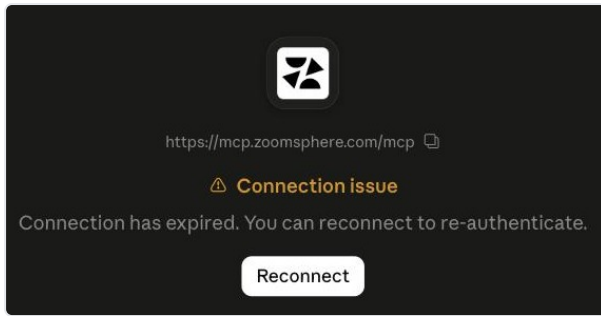
Team Owners: if you added ZoomSphere as a custom connector for the organization, add the directory version (Part B) and then delete the custom one in admin settings. Tell your team before you delete it, so nobody's scheduled tasks stop without warning.

4 · Desktop, mobile, Claude Code and scheduled tasks

Claude desktop app	Nothing extra to do as long as you are signed in to the same account. Connectors belong to an account, not to a device. You may need to restart the app once.
Claude mobile	The same, it follows your account. Switch it on per chat with the same + menu.
Claude Code	The CLI keeps its own list. Add it there with: <code>claude mcp add --transport http zoomsphere https://mcp.zoomsphere.com/mcp</code> then run <code>/mcp</code> inside Claude Code to authenticate. Organization limits from Part B do not apply to the CLI.
Other MCP clients	Use the server address <code>https://mcp.zoomsphere.com/mcp</code> and sign in with your ZoomSphere account.
Scheduled tasks	A scheduled task uses the connectors that were switched on when you created it. If a task stops touching ZoomSphere, open it and check the connector is still enabled and still connected. A full guide: zoomsphere.com/blog/social-media-autopilot-scheduled-ai-tasks

5 · Troubleshooting

WHAT YOU SEE	WHAT TO DO
There is no "Connectors" in Settings	It moved. Connectors now live in the Customize group of the same settings window, or use the direct link.
Connectors Connectors have moved to Customize. Head there to browse, connect, and manage them.	
The old Settings, Connectors page.	
I cannot find ZoomSphere in Discover	Type the full name into the search box, or open the direct link <code>claude.ai/customize/connectors/id/zoomsphere</code> .
ZoomSphere is in my list twice	One of them is the early-access custom connector. Follow Part D.
Connection issue: "Connection has expired"	Your ZoomSphere session timed out, which is normal after a while, and it also happens if you changed your ZoomSphere password. Open the connector and click Reconnect . Nothing is lost.



The connector when its authorization has lapsed.

Connected in the desktop app, but "Reconnect" in the browser, or the other way round

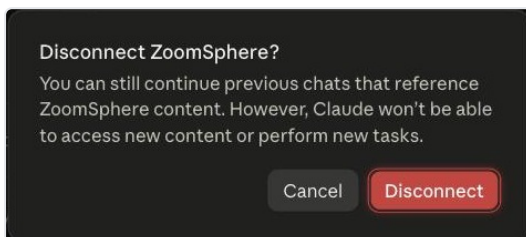
You are signed in to **two different Claude accounts**, for example a personal Pro or Max account on your laptop and your company's Team account in the browser. Each has its own ZoomSphere connection. Click your name at the bottom-left to see which account is ticked.

A tool we announced is not there

Open the connector, click the **three dots** next to Disconnect and choose **Refresh tools list**. Then start a new chat. On a Team plan the Owner may also need to do this in admin settings (Part B, step 3).

I clicked Disconnect by mistake

Claude asks first, so nothing happens until you confirm. If you did confirm, click **Connect** again and sign in. Your tool permissions are kept.



The confirmation you get before a disconnect.

Claude ignores ZoomSphere and answers from memory	The connector is switched off in that conversation. Click + , then Connectors , and switch ZoomSphere on. Switches are per chat.
Claude asks for permission on every single call	That is <i>Needs approval</i> doing its job. If it bothers you for reading, set Read-only tools to <i>Always allow</i> (Part A, step 5).
A scheduled task waits and never finishes	A tool it needs is on <i>Needs approval</i> . Set the tools that task uses to <i>Always allow</i> and block the risky ones.
"I cannot find that channel or those posts"	You are connected to a different ZoomSphere account than the one you are thinking of. Disconnect, click Connect again and sign in with the right ZoomSphere account.
Our network blocks things	It should not matter. The connection runs from Anthropic's servers to mcp.zoomsphere.com, not from your laptop. If it still fails, tell us, the problem is on our side and we want to know.
Something else	Ask Claude to use the <code>Send Feedback</code> tool and describe what happened. It reaches us with the technical context attached.

6 · What Claude can and cannot do

It acts as you	Claude reaches ZoomSphere with your account's permissions: the same workspaces, channels and rights you have when you log in yourself. It cannot see a workspace you cannot see.
You set the limits once	Tool permissions (Part A, step 5) decide what Claude may do silently, what it must ask about, and what it may never touch. On Team plans the Owner sets the ceiling (Part B, step 4).
Every tool call is visible	Each call Claude makes is shown in the conversation, whether you approved it individually or set it to always allow.
Publishing is still a decision	Claude can schedule and publish if you let it. Keep write and delete tools on <i>Needs approval</i> , or let Claude save posts as Private Draft, until you trust the workflow.
Disconnecting is one click	Open the connector and click Disconnect . Revoke the access in your ZoomSphere account settings as well if you want to be thorough.
Never paste credentials into a chat	The connector never needs an API key, a password or a token. Anyone who asks you for one is not us.

Questions, bugs, ideas?

ZoomSphere Pioneers on Discord: our community of early users, with use cases, recipes and a direct line to the team.

Product support: the chat inside ZoomSphere.

Inside Claude: ask it to use the Send Feedback tool.

Video walkthroughs and 30+ prompts: zoomsphere.com/video-tutorials and zoomsphere.com/mcp-prompts