



only from

**MeetingOne**  
conferencing

*Your Meetings, Your Schedule, Your Way.*



**ScheduleOne**

## ScheduleOne - Help Guide

Only from MeetingOne

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## Table of Contents

<b>ScheduleOne Installation Instructions</b>	<b>2</b>
Basic Installation Instructions	2
Silent / Reduced UI Installation Instructions (Systems Administrators Only)	4
ScheduleOne Uninstallation Instructions	5
<b>ScheduleOne First-Use Instructions</b>	<b>6</b>
<b>ScheduleOne Customization and Configuration</b>	<b>8</b>
Updating MeetingOne and Adobe Connect Account Credentials	8
<b>Meeting Invite Template Configuration</b>	<b>11</b>
Creating New Meeting Invite Templates	11
Customizing Meeting Invite Templates	16
Deleting Meeting Invite Templates	19
Associating Meeting Invite Templates to Meeting Rooms	20
Room Pooling Settings and Configuration	21
On Demand Web Room Creation Settings and Configuration	24
Click&Meet Settings and Configuration	29
Check For Updates Settings and Configuration	31
<b>ScheduleOne Operations Guide</b>	<b>32</b>
Feature Overview	32
<b>Creating Meeting Invites</b>	<b>34</b>
Method 1: Creating invites utilizing the main ScheduleOne Ribbon Bar.	34
Method 2: Creating invites utilizing the Microsoft Outlook Meeting Invite Ribbon Bar.	34
Method 3: Creating invites utilizing the Microsoft Outlook Calendar View.	36
Method 4: Creating invites from the Microsoft Outlook 'New Items' menu.	36
Using On Demand Web Room Creation during the Creation of a Meeting Invite.	37
Using Room Pooling during the Creation of a Meeting Invite.	39
Creating a New Room Pooled Meeting Invite	39
Resolving Room Pooled Meeting Invite Conflicts	40
Start an Adobe Connect based Conference from Microsoft Outlook	42
Start a Click&Meet based Conference from Microsoft Outlook	43
<b>Creating and Managing Adobe Connect Meeting Rooms</b>	<b>44</b>
Creating New Adobe Connect Room	44
Modify an Existing Adobe Connect Room	45
Deleting an Existing Adobe Connect Room	47
Managing Adobe Connect Recordings and Archives	48
Adobe Connect Room Creation Option Descriptions	51

## ScheduleOne Installation Instructions

**Summary:** MeetingOne’s ScheduleOne can be installed a number of different ways. In its simplest form, ScheduleOne is installed using a stand-alone installer which consists of a single executable file which will install ScheduleOne on a per-user basis. Since ScheduleOne is installed on a per-user basis, multiple users that utilize a single PC can install and configure ScheduleOne accordingly.

The stand-alone installer for ScheduleOne supports silent and reduced UI installations so an organization’s IT department can push and manage the ScheduleOne installation on PCs remotely using any flavor of mass deployment programs available in the industry that support deployments based on standard silent and reduced UI installations.

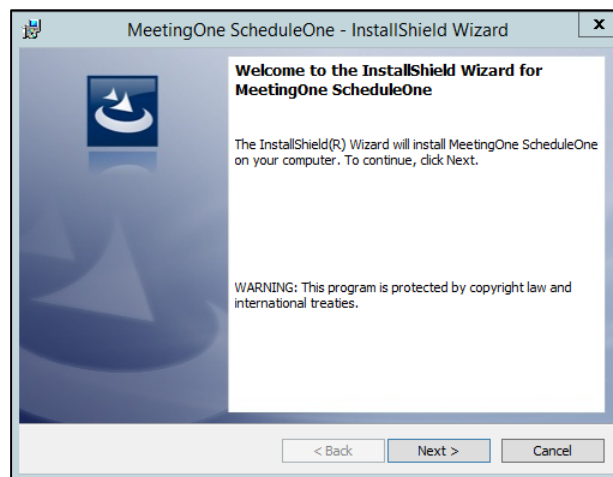
The following section details the steps necessary to install ScheduleOne both as a user as well as from an IT mass deployment and management perspective.

### Basic Installation Instructions

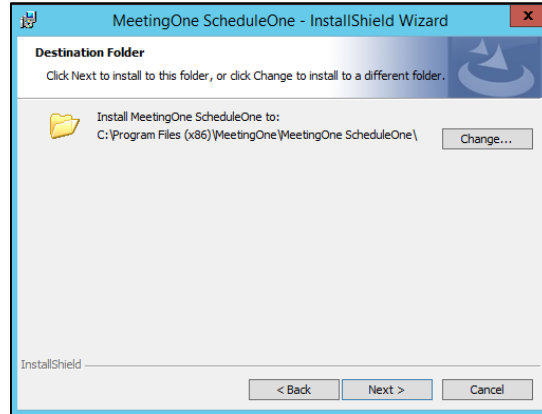
**Step 1:** Download the ScheduleOne installer from MeetingOne or a repository provided to you by your organization.

**Step 2:** Locate the installer file on your PC, the filename of the executable is ScheduleOne\_Installer.exe

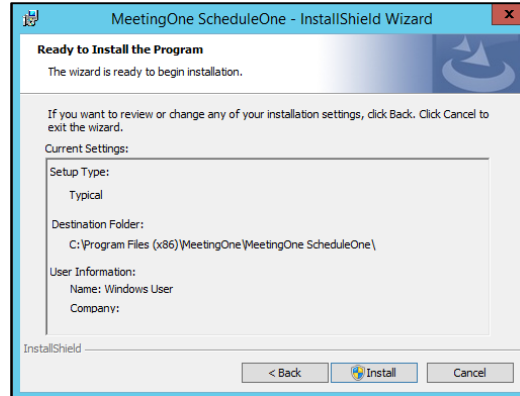
**Step 3:** Close Microsoft Outlook, followed by opening the SchedueOne\_Installer.exe file; you will be prompted with the installer welcome messages. Select the ‘Next’ button at the bottom of the dialog to continue with the installation; select the ‘Cancel’ button to cancel the installation.



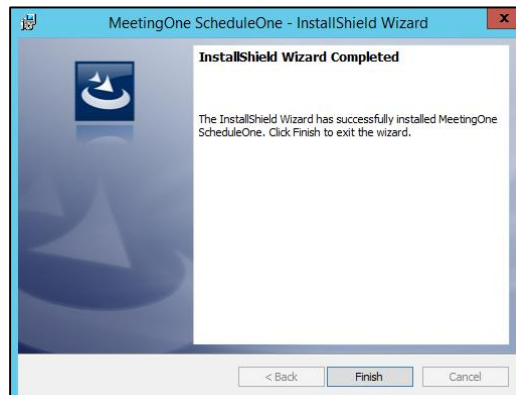
**Step 4:** You will be presented with the ‘Destination Folder’ dialog. You can change your installation location by selecting the ‘Change’ button and selecting the appropriate installation location of your choice, otherwise you can accept the default destination installation path by selecting the ‘Next’ button.



**Step 5:** The ScheduleOne Installer will present the 'Ready to Install' dialog which displays a summary of the actions that will be taken during the installation of ScheduleOne. Select the 'Install' button to proceed with the ScheduleOne installation.



**Step 6:** Once the installation of ScheduleOne is finished, the ScheduleOne installer will present an 'InstallShield Wizard Completed' dialog. Select the 'Finish' button to exit the ScheduleOne installation wizard.



## *Silent / Reduced UI Installation Instructions (Systems Administrators Only)*

**NOTE:** Silent installations are supported through normal industry supported methods using command-line switches in order to pass the appropriate instructions directly to the installer for installation. The following command-line switch options are given in order to support an organization's needs to remotely or automatic deploy ScheduleOne to a targeted group of end-users.

**Example:** ScheduleOne\_Installer.exe /v "/s"

- [/v : Pass command-line parameters to the .msi package](#)
- [/s : Silent](#)
- [/a : Administrative installation](#)
- [/x : Uninstall mode](#)
- [/f : Repair mode](#)
- [/ua : Install Windows 9x MSI Engine](#)
- [/uw : Install Windows NT MSI Engine](#)
- [/debuglog : Generate a log file for debugging](#)

## ScheduleOne Uninstallation Instructions

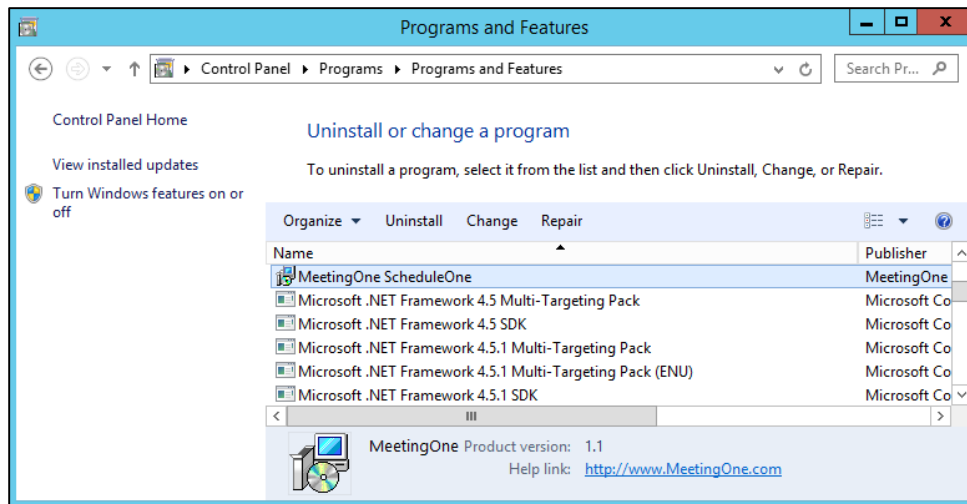
**Summary:** The following instructions detail the steps that are necessary to fully remove ScheduleOne from a client computer.

**Step 1:** Open the Microsoft Windows Control Panel.

**Step 2:** Select 'Uninstall Programs'



**Step 3:** Select 'MeetingOne ScheduleOne' from the list of programs to uninstall, followed by selecting the 'Uninstall' button.



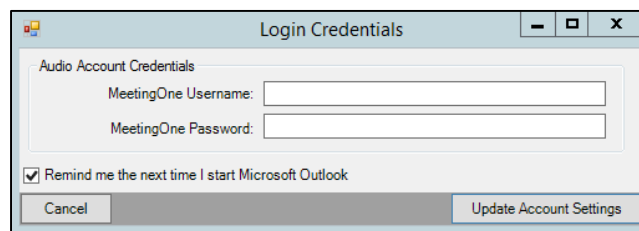
**Step 4:** If prompted, confirm the removal of MeetingOne ScheduleOne.

## ScheduleOne First-Use Instructions

**Summary:** This section of the ScheduleOne help guide details the initial steps that need to be performed in order to start using ScheduleOne.

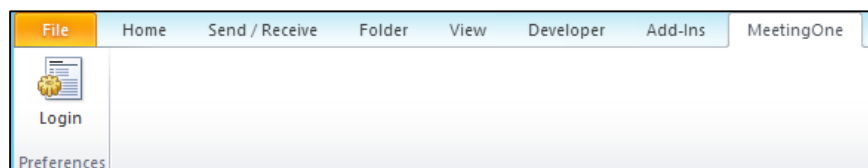
**Step 1:** Launch Microsoft Outlook.

**Step 2:** On first-use, ScheduleOne will display the following 'Login Credentials' dialog. Enter your MeetingOne Username and Password followed by selecting the 'Update Account Settings' button. If you don't have a MeetingOne username and password, please contact MeetingOne [support](#) to obtain your credentials before continuing.

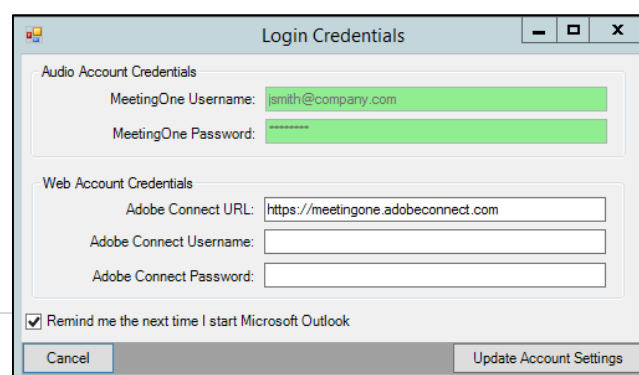


**IMPORTANT NOTE:** *If for any reason you decide not to setup ScheduleOne right after installation, ScheduleOne will remind you to enter your MeetingOne credentials the next time you open Microsoft Outlook. You can suppress this reminder by deselecting the 'Remind me the next time I start Microsoft Outlook' checkbox.*

*If you decide to suppress the reminder for entering your MeetingOne login information the next time you open Microsoft Outlook, you can navigate to the ScheduleOne Ribbon Bar within Microsoft Outlook where you will find a "Login" button.*



**Step 3:** If your organization purchased any portion of the Adobe Connect integration with ScheduleOne, you will be prompted with the following 'Login Credentials' dialog after your MeetingOne credentials are successfully validated. Enter your Adobe Connect URL if not already present and your Adobe Connect username and password respectively followed by the 'Update Account Settings' button.



'Update Account

**Step 4:** After you have successfully authenticated to MeetingOne and Adobe Connect, you will be prompted with the 'Account Settings' dialog where you can configure and customize ScheduleOne according to your needs. If you want to accept all of the default settings, simply select the 'Save & Close' button to exit and save your changes. If you wish to configure and customize ScheduleOne to meet your needs, proceed to the next section of this document, 'ScheduleOne Customization and Configuration'



## ScheduleOne Customization and Configuration

### Updating MeetingOne and Adobe Connect Account Credentials

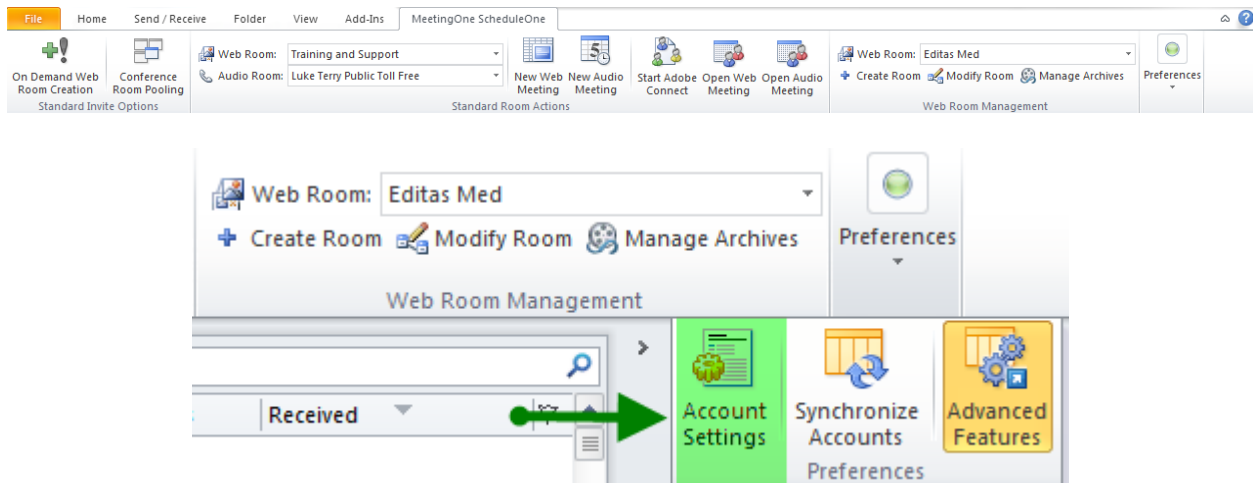
**Summary:** If you change your MeetingOne and/or Adobe Connect credentials or simply want to change your credentials to support a different user, you can do so through the 'Account Settings' dialog.

**IMPORTANT NOTE:** *Changing your MeetingOne and/or Adobe Connect credentials will change all your room information over to a new user and all previous room information will be removed, although all standard templates and configurations outside of those settings that apply directly to specific rooms will remain intact.*

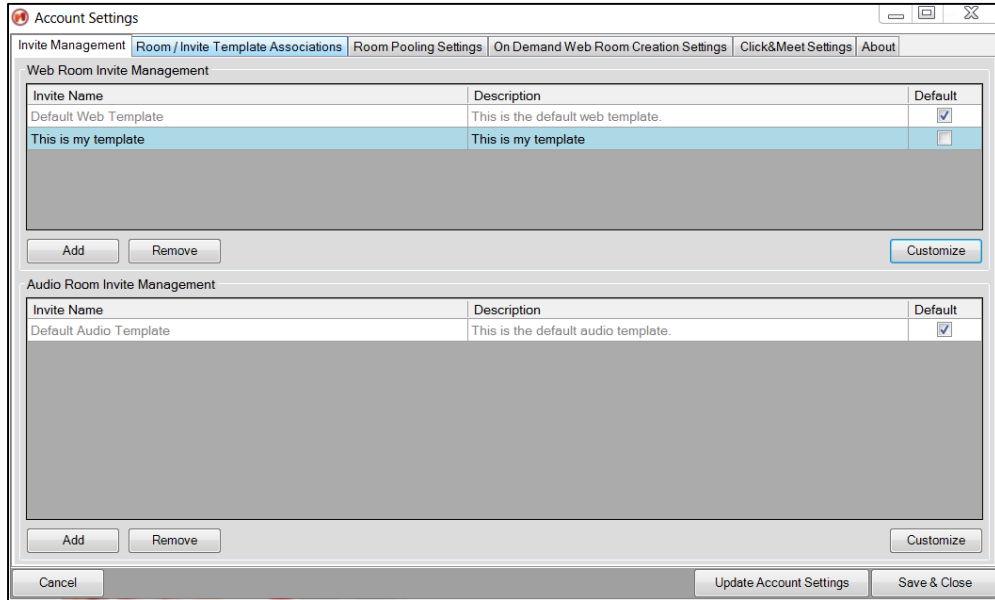
**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by select "Advanced Features"



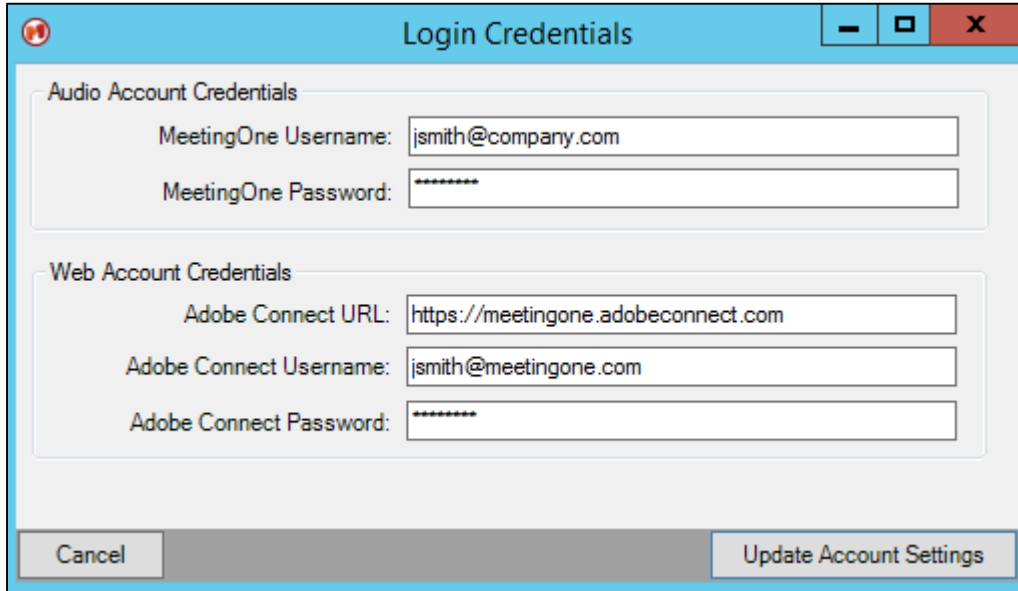
**Step 2:** Then select the "Preferences" screen, and then "Account Settings"



**Step 2:** Select the 'Update Account Settings' button at the bottom of the 'Account Settings' dialog.

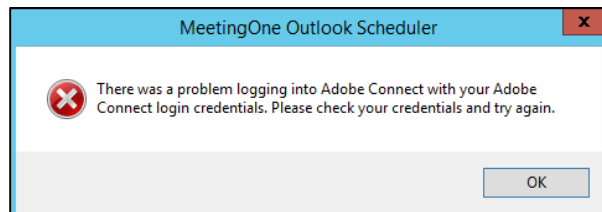


**Step 3:** After selecting the 'Update Account Settings' button at the bottom of the 'Account Settings' dialog, the 'Login Credentials' dialog is displayed as is illustrated below.



**Step 4:** Update your credentials for MeetingOne and Adobe Connect accordingly, followed by selecting the 'Update Account Settings' button.

**Step 5:** The 'Login Credentials' dialog will automatically close after the update is complete. If the new credentials are invalid, ScheduleOne will prompt you accordingly with the credentials that are invalid as presented below.

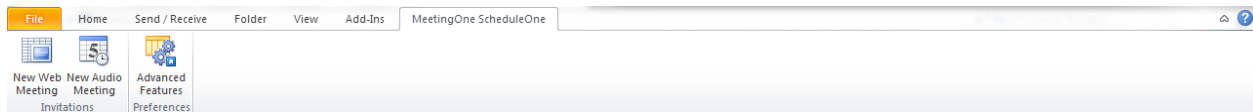


## Meeting Invite Template Configuration

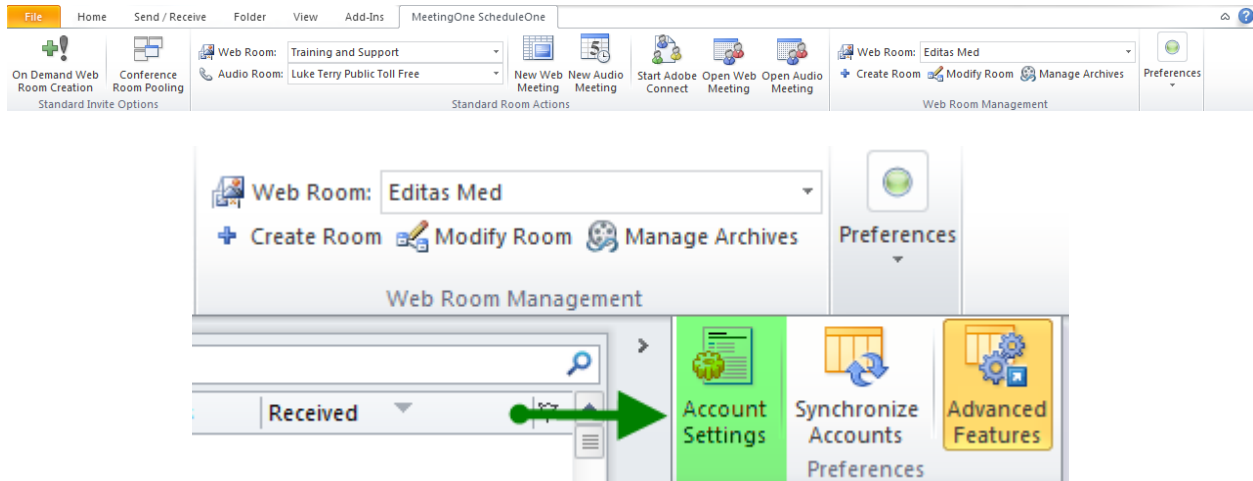
### Creating New Meeting Invite Templates

**Summary:** Meeting invites are customized through ScheduleOne’s ‘Account Settings Invite Management’ dialog. There are no limits to the number of invites that can be created by the end-user. The following section outlines how to create, modify, and remove a customized meeting invite.

**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the ‘Advanced Features’ button, followed by ‘Preferences’



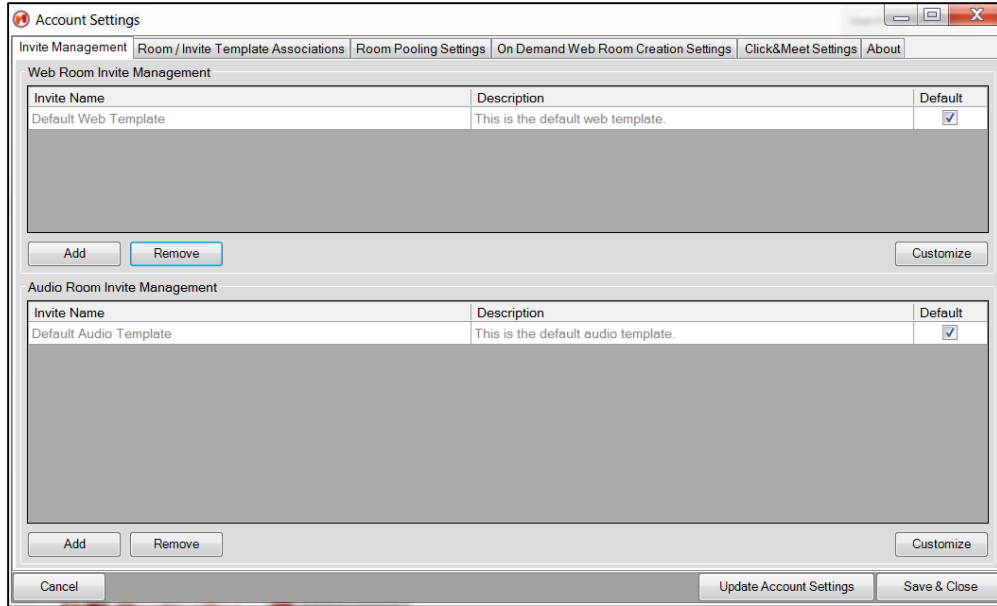
**Step 2:** Then select the “Preferences” screen, and then “Account Settings”



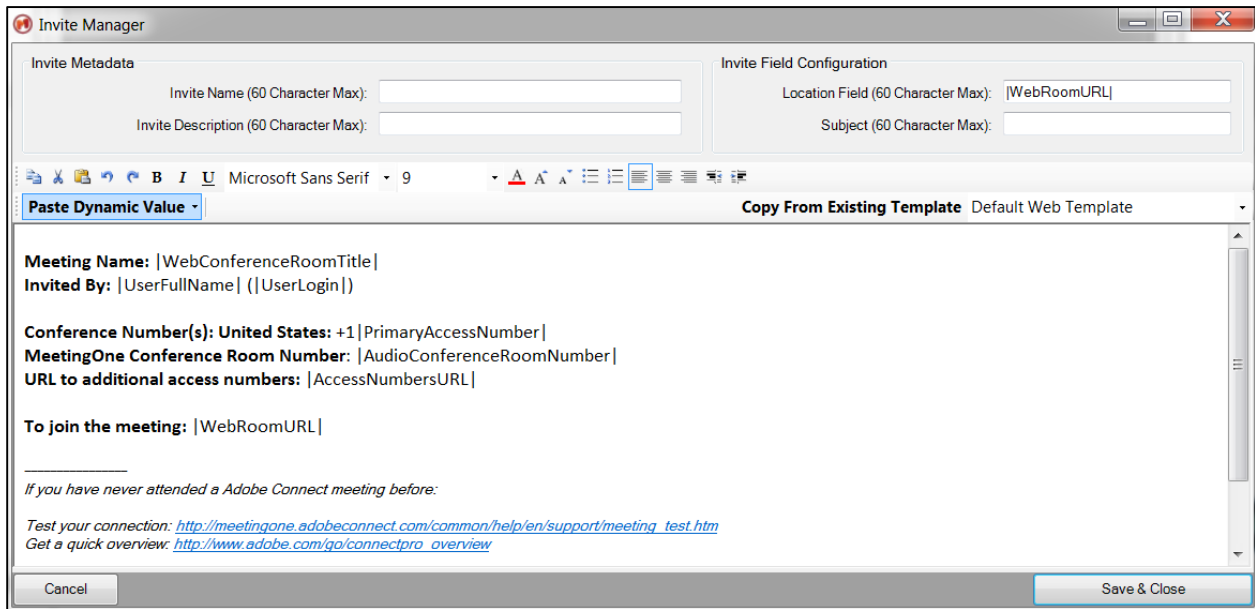
**Step 2:** The ‘Invite Management’ tab will be the default tab shown when you open the ‘Account Settings’ dialog. At least one default template will be installed with ScheduleOne, although your organization may have configured multiple default templates to be installed with ScheduleOne.

**IMPORTANT NOTE:** *There will be two grid view controls displayed as shown below if ‘Adobe Connect’ integration was purchased with ScheduleOne, otherwise, only ‘Audio Room Invite Management’ will be displayed.*

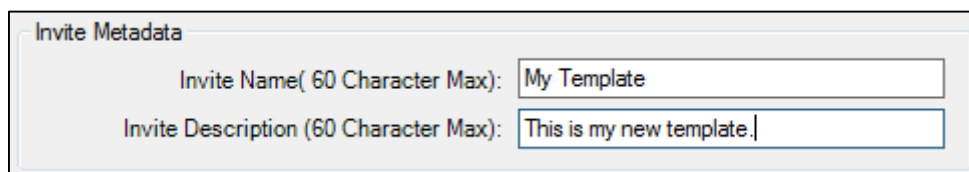
*The default invite templates cannot be customized; if you want to customize the default template, start by creating a new template by selecting the ‘Add’ button and then appropriately selecting the template to copy through the ‘Copy From Existing Template’ drop-down control.*



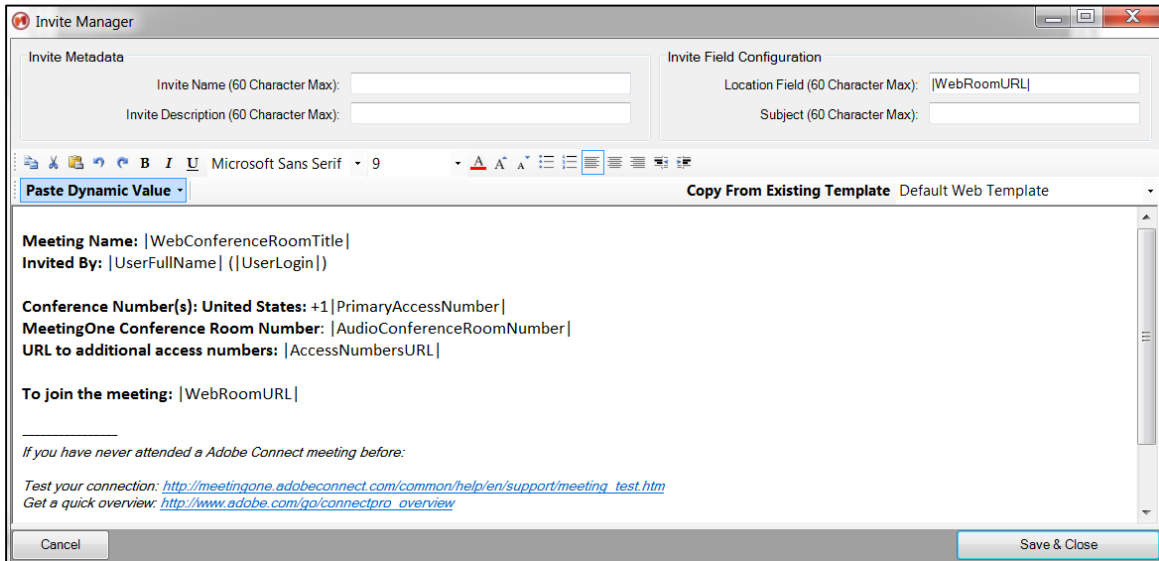
**Step 3:** Select the 'Add' button to create a new meeting invite template. You can choose to create specific templates for audio and web respectively as is shown in the above screenshot. Selecting the 'Add' button displays the following 'Invite Manager' dialog.



**Step 4:** Give your new invite template a unique 'Invite Name' and 'Invite Description;' both fields are required and the Invite Name cannot match an existing template name.



**Step 4:** Once the 'Invite Manager' is displayed, you can quickly get started by creating a new template or you can choose an existing template to copy which then could be customized (the Default Web Template will default unless you select another template to copy). In order to customize an existing template, select the 'Copy From Existing Template' drop down control and select the existing template in which you want to start with. The following screenshot depicts the result of copying an existing template to start with.



The screenshot shows the 'Invite Manager' window with the following content:

**Invite Metadata**

Invite Name (60 Character Max):

Invite Description (60 Character Max):

**Invite Field Configuration**

Location Field (60 Character Max):

Subject (60 Character Max):

Microsoft Sans Serif 9

Paste Dynamic Value ▾ Copy From Existing Template Default Web Template ▾

**Meeting Name:** |WebConferenceRoomTitle|  
**Invited By:** |UserFullName| (|UserLogin|)

**Conference Number(s):** United States: +1|PrimaryAccessNumber|  
**MeetingOne Conference Room Number:** |AudioConferenceRoomNumber|  
**URL to additional access numbers:** |AccessNumbersURL|

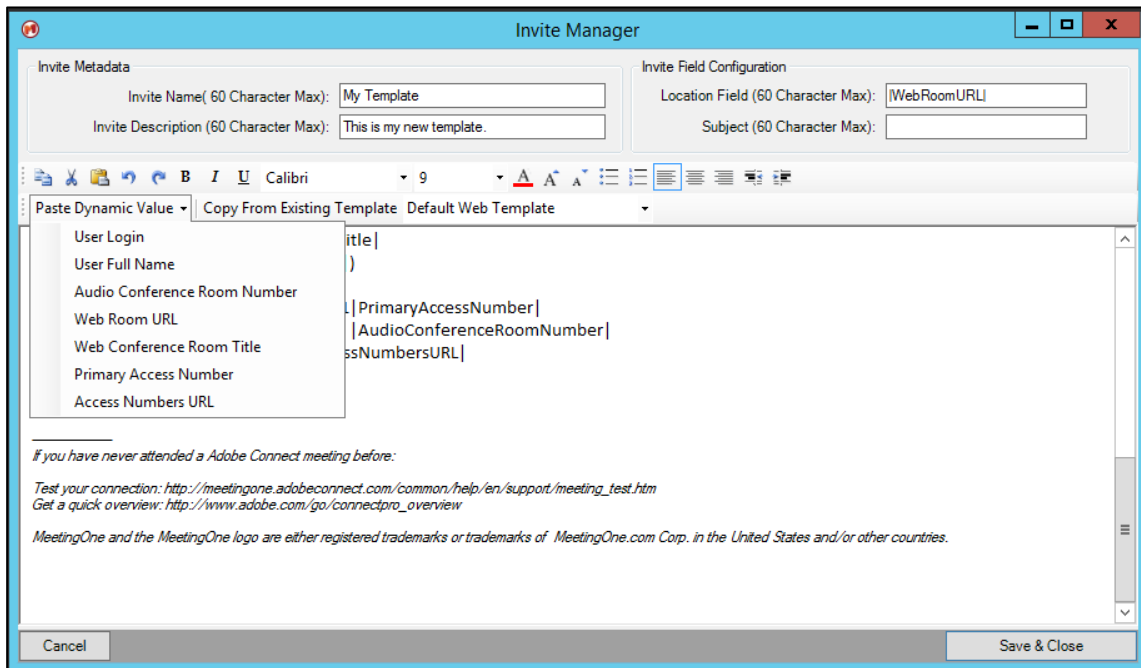
**To join the meeting:** |WebRoomURL|

*If you have never attended a Adobe Connect meeting before:*  
Test your connection: [http://meetingone.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://meetingone.adobeconnect.com/common/help/en/support/meeting_test.htm)  
Get a quick overview: [http://www.adobe.com/go/connectpro\\_overview](http://www.adobe.com/go/connectpro_overview)

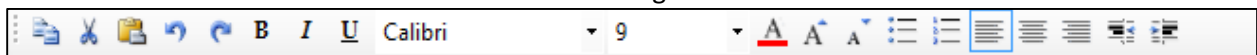
Cancel Save & Close

**Step 5:** While you are customizing your new invite template, you can choose from a number of dynamically replaceable fields to be populated when a new invite is created from Microsoft Outlook. Simply place your mouse cursor within the body of the invite at the location in which you want to have a dynamically replaceable value, then select 'Paste Dynamic Value' drop down control and select from the available options.

**NOTE:** The 'Location Field' and the 'Subject Field' can accept dynamic parameters in addition to the body.



**Step 6:** Finish customizing your new invite by entering any amount of data, images, and using the rich text controls that are available within the 'Invite Manager' toolbars as is illustrated below.



**Step 7:** In order to save your new invite, select the 'Save & Close' button and you will be returned to the 'Invite Management' tab within the 'Account Settings' dialog where you will see your new invite displayed accordingly.

**IMPORTANT NOTE:** Your invite will not be completely saved until you select 'Save & Close' on the 'Account Settings' dialog. If you select the 'Cancel' button on the 'Account Settings' dialog, your newly created invite and/or customizations will be discarded.

Account Settings

Invite Management | Room / Invite Template Associations | Room Pooling Settings | On Demand Web Room Creation Settings | Click&Meet Settings | About

### Web Room Invite Management

Invite Name	Description	Default
Default Web Template	This is the default web template.	<input checked="" type="checkbox"/>
My Web Template	This is my new web template	<input type="checkbox"/>

### Audio Room Invite Management

Invite Name	Description	Default
Default Audio Template	This is the default audio template.	<input checked="" type="checkbox"/>
My AudioTemplate	This is my new audio template	<input type="checkbox"/>



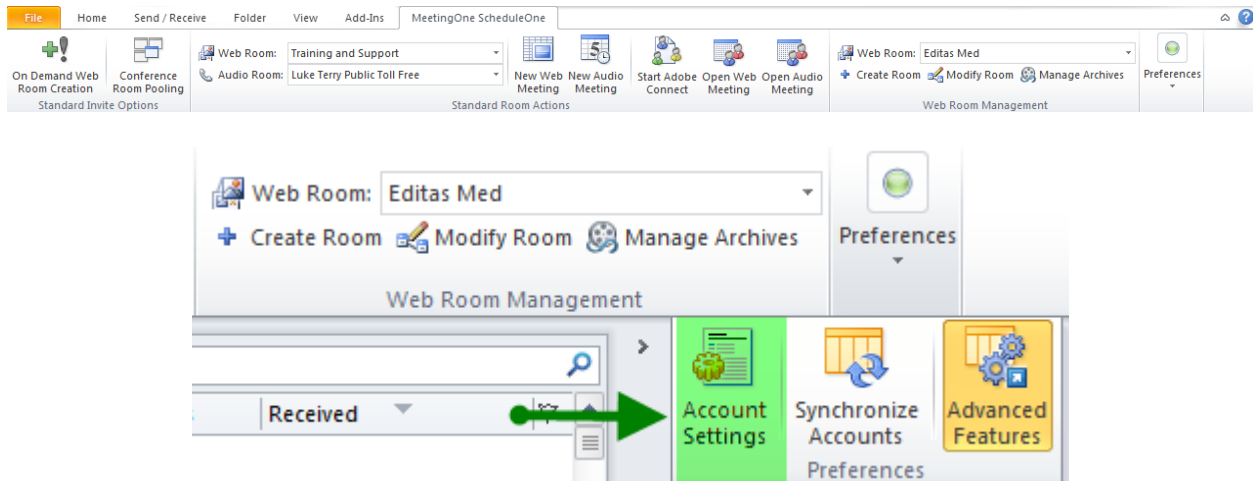
## Customizing Existing Meeting Invite Templates

**Summary:** In addition to creating new invite templates, you can also return to a template in order to further customize it without having to generate a brand new template. The following section illustrates the steps required in order to customize existing meeting invite templates.

**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the ‘Advanced Features’ button, followed by ‘Preferences’



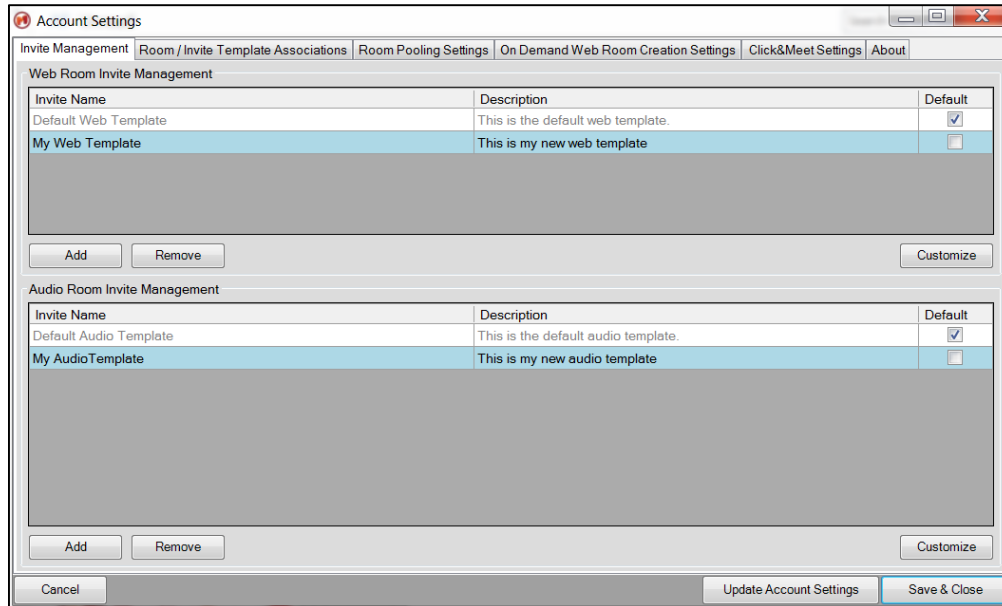
Then select the “Preferences” screen, and then “Account Settings”



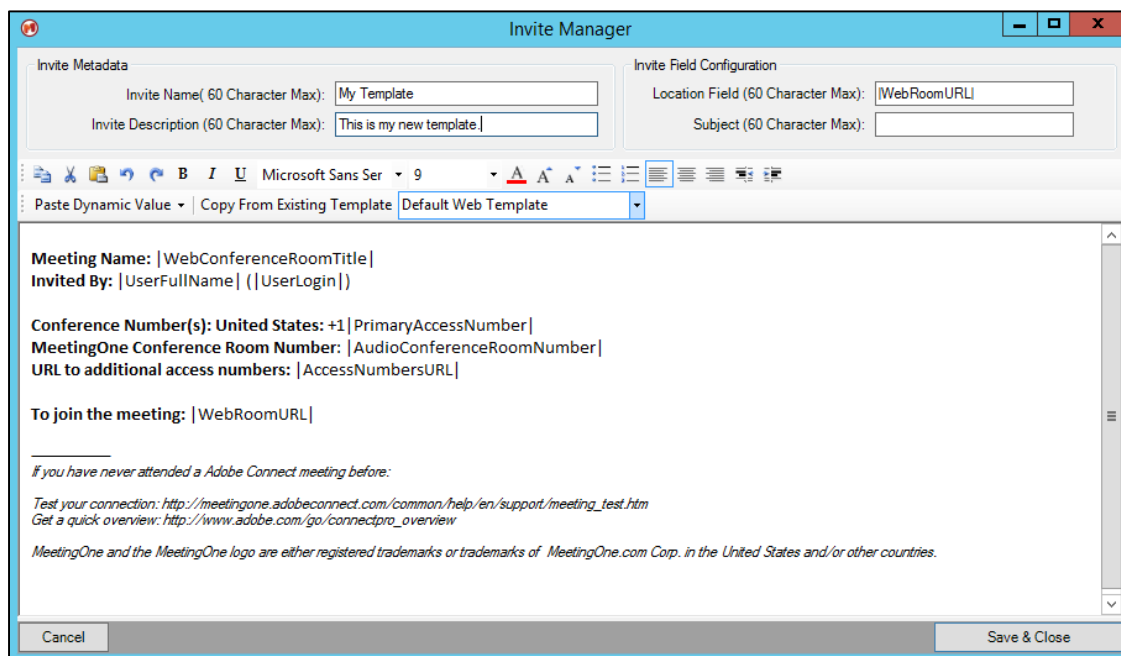
**Step 2:** The ‘Invite Management’ tab will be the default tab shown when you open the ‘Account Settings’ dialog. At least one default template will be installed with ScheduleOne, although your organization may have configured multiple default profiles to be installed with ScheduleOne.

**IMPORTANT NOTE:** *There will be two grid view controls displayed as shown below if ‘Adobe Connect’ integration was purchased with ScheduleOne, otherwise, only ‘Audio Room Invite Management’ will be displayed.*

*The default invite templates cannot be customized; if you want to customize the default template, start by creating a new template by selecting the ‘Add’ button and then appropriately selecting the template to copy through the ‘Copy From Existing Template’ drop-down control.*



**Step 3:** Select the appropriate template you want to customize and select the ‘Customize’ button to display the current meeting invite template within the ‘Invite Manager’ dialog as illustrated below.



**Step 4:** Customize the invite according to your requirements. All fields including the ‘Invite Name’ and ‘Invite Description’ can be changed while you are customizing an invite.

**Step 5:** In order to save your new invite, select the ‘Save & Close’ button and you will be returned to the ‘Invite Management’ tab within the ‘Account Settings’ dialog where you will see your customized meeting invite displayed accordingly.



**IMPORTANT NOTE:** *Your invite will not be completely saved until you select 'Save & Close' on the 'Account Settings' dialog. If you select the 'Cancel' button on the 'Account Settings' dialog, your newly created invite and/or customizations will be discarded.*

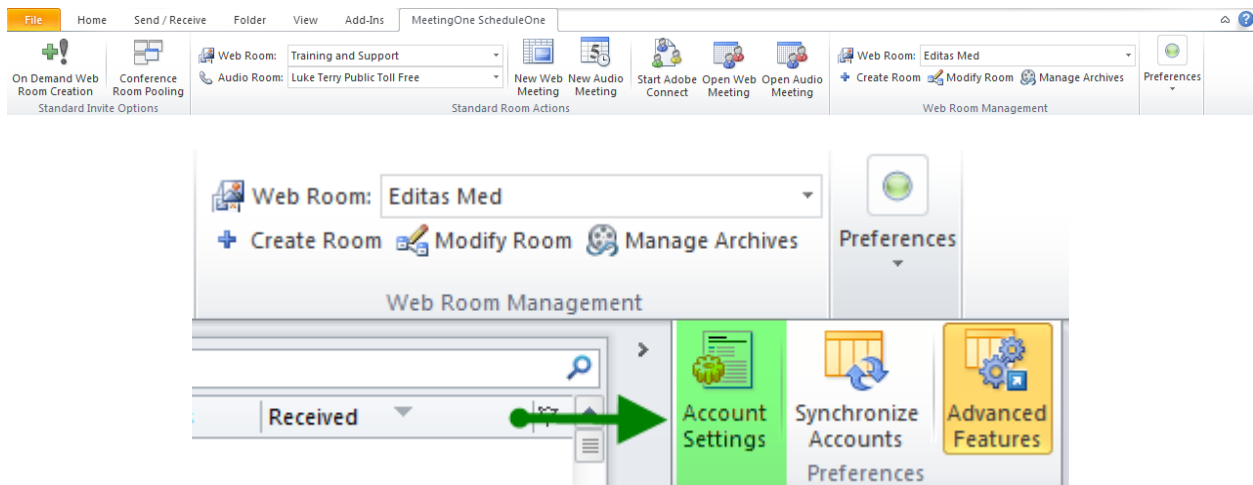
## Deleting Meeting Invite Templates

**Summary:** Any user created meeting invite template can be removed from ScheduleOne quickly and easily. The only restriction is that default templates that are installed with ScheduleOne cannot be removed. The following section illustrates how to remove an existing user created template from ScheduleOne.

**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the 'Advanced Features' button, followed by 'Preferences'

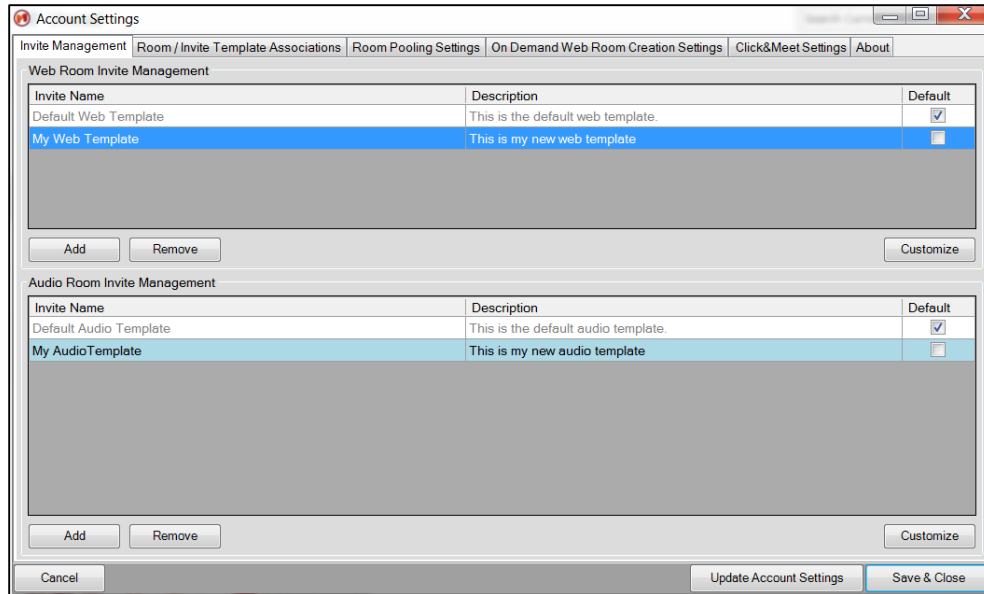


Then select the "Preferences" screen, and then "Account Settings"



**Step 2:** The 'Invite Management' tab will be the default tab shown when you open the 'Account Settings' dialog. At least one default template will be installed with ScheduleOne, although your organization may have configured multiple default profiles to be installed with ScheduleOne.

**IMPORTANT NOTE:** *There will be two grid view controls displayed as shown below if 'Adobe Connect' integration was purchased with ScheduleOne, otherwise, only 'Audio Room Invite Management' will be displayed.*

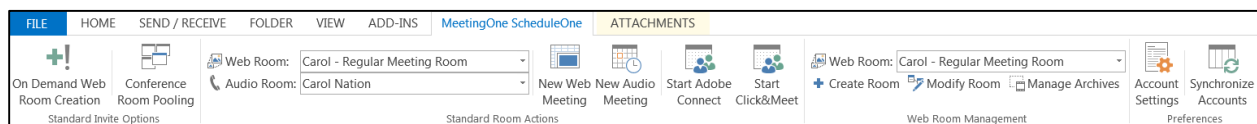


**Step 3:** Select the appropriate template you want to remove and then select the 'Remove' button to remove the selected template. The template is removed immediately without any confirmation of removal. If you wish to cancel the remove operation, simply select the 'Cancel' button on the 'Account Settings' dialog. **(Default templates are templates installed with ScheduleOne and cannot be removed or deleted.)**

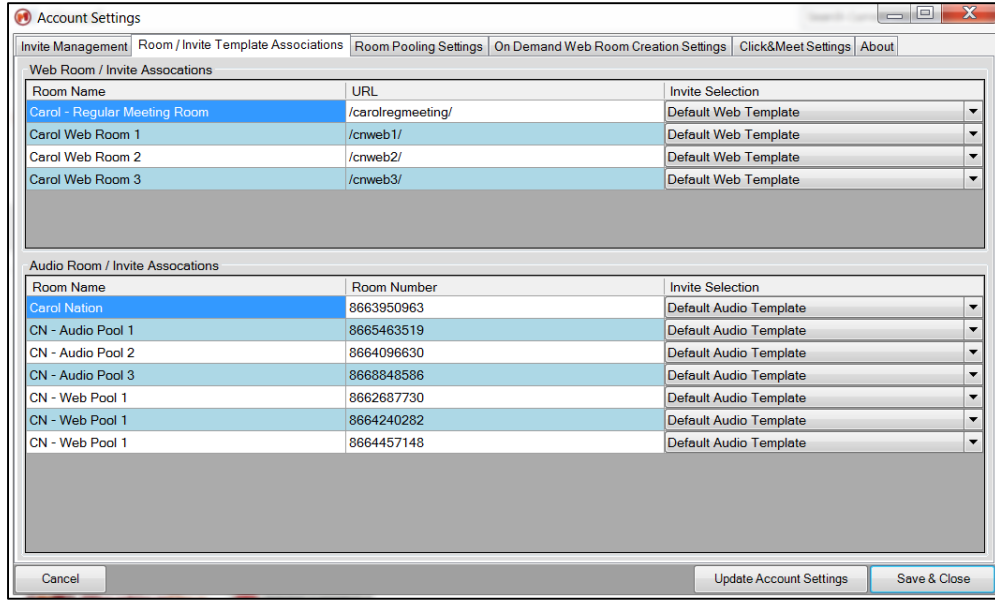
### Associating Meeting Invite Templates to Meeting Rooms

**Summary:** Once you have created a new meeting invite template, the next step is to associate the newly created meeting invite template to an actual meeting room. The following section illustrates the steps in order to associate meeting invite templates to Adobe Connect or MeetingOne meeting rooms.

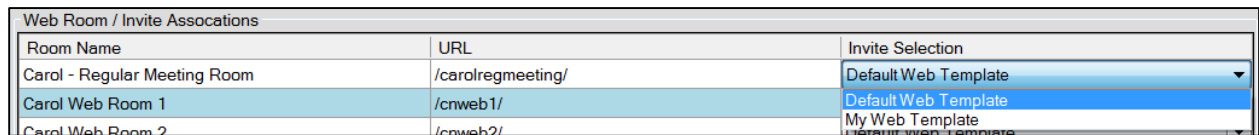
**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the 'Account Settings' button.



**Step 2:** Select the 'Room / Invite Template Associations' tab within the 'Account Settings' dialog in order to proceed with associating meeting invite templates to actual meeting rooms.



**Step 3:** Select the appropriate 'Invite Selection' drop-down control associated to the respective room that you desire to change, followed by selecting the appropriate invite template that you want to associate to the meeting room.



**Step 4:** Select the 'Save & Close' button on the 'Account Settings' dialog in order to save your changes.

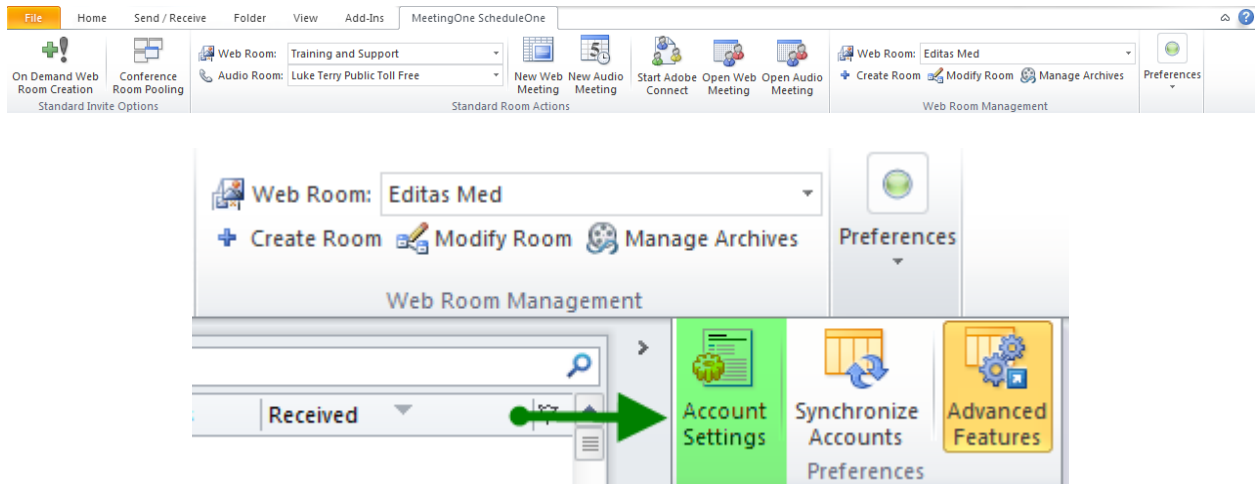
## Room Pooling Settings and Configuration

**Summary:** ScheduleOne supports a concept called 'Room Pooling.' Room pooling prevents the scheduling of back-to-back meetings with the same Adobe Connect room and/or MeetingOne audio room respectively. This feature can be extremely beneficial for those organizations that are security sensitive and are seeking a convenient way to schedule meetings so that consecutive scheduled meeting participants don't attempt to join an ongoing meeting from a previously scheduled event. The following section illustrates how to configure the 'Room Pooling' feature within ScheduleOne.

**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the 'Advanced Features' button, followed by 'Preferences'

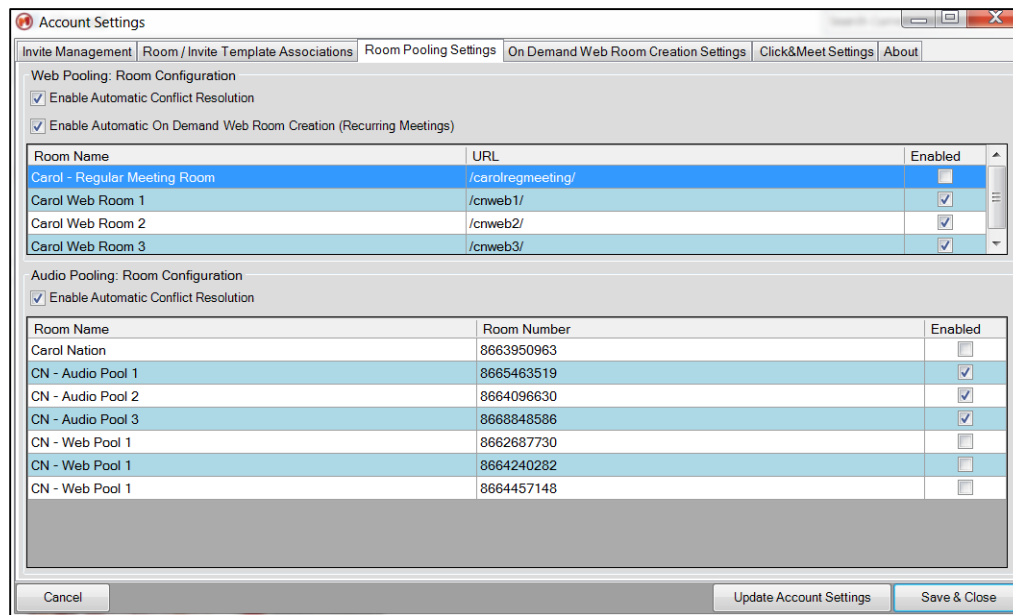


Then select the "Preferences" screen, and then "Account Settings"



**Step 2:** Select the 'Room Pooling Settings' tab within the 'Account Settings' dialog in order to proceed with the configuration of 'Room Pooling.'

**IMPORTANT NOTE:** *There will be two respective views displayed as shown below if 'Adobe Connect' integration was purchased with ScheduleOne, otherwise, only the 'Audio Pooling' views will be displayed.*



**Step 3:** In order to configure room pooling it is suggested that you have at least three available Adobe Connect rooms that will be dedicated to room pooling along with at least three available MeetingOne audio rooms that will be dedicated to room pooling respectively and if applicable. In the example above, three specific Adobe Connect rooms and audio rooms were created to accommodate the room pooling scenario.

**Step 4:** Select the appropriate Adobe Connect rooms if applicable and enable room pooling on each room respectively by selecting the 'Enable Room Pooling' checkbox on each room to be part of the 'Room Pooling' scenario.

Web Pooling: Room Configuration		
<input checked="" type="checkbox"/> Enable Automatic Conflict Resolution		
<input checked="" type="checkbox"/> Enable Automatic On Demand Web Room Creation (Recurring Meetings)		
Room Name	URL	Enabled
Carol - Regular Meeting Room	/carolregmeeting/	<input type="checkbox"/>
Carol Web Room 1	/cnweb1/	<input checked="" type="checkbox"/>
Carol Web Room 2	/cnweb2/	<input checked="" type="checkbox"/>
Carol Web Room 3	/cnweb3/	<input checked="" type="checkbox"/>

**Step 5:** During the creation of room pooled meeting invites, if a conflict exists, ScheduleOne prompts the user to resolve the conflict either by changing the current invite with a different pooled room which will not conflict with the adjacent meeting or a user can allow the conflict. If you want ScheduleOne to automatically resolve room pooling conflicts, you can select the 'Enable Automatic Conflict Resolution' checkbox for web and/or audio room pooling respectively. If automatic conflict resolution is enabled, the conflicts are resolved without further action necessary from the end-user.

Web Pooling: Automatic Conflict Resolution

Enable Automatic Conflict Resolution

Audio Pooling: Automatic Conflict Resolution

Enable Automatic Conflict Resolution



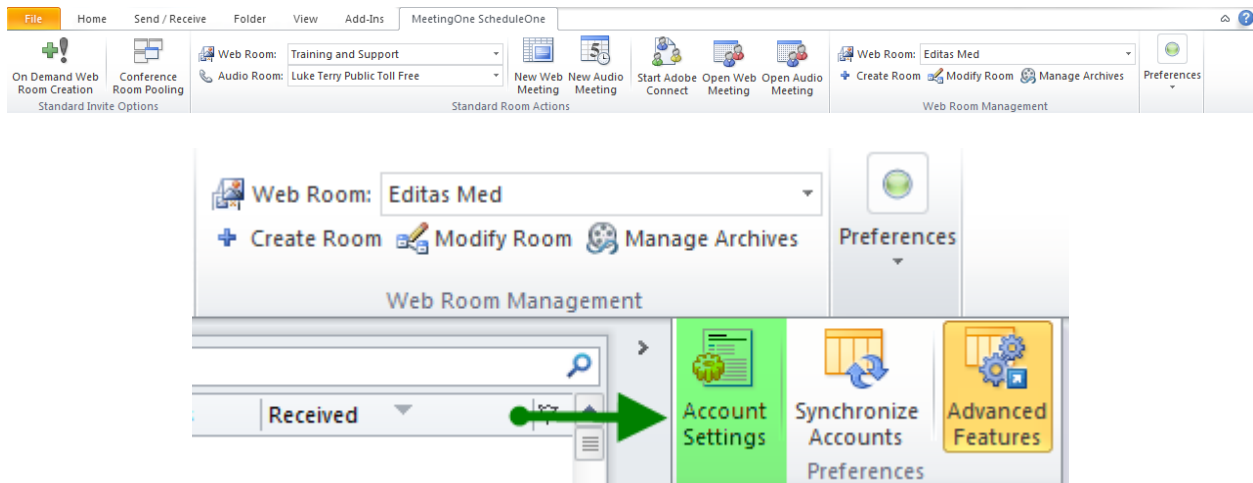
## On Demand Web Room Creation Settings and Configuration

**Summary:** ‘On Demand Web Room Creation’ is a feature that allows Adobe Connect hosts to generate new meeting rooms on the fly when a new web meeting invite is created. In addition to simply creating new Adobe Connect rooms, templates can be created that instruct ScheduleOne on how the room should be created. All options to create a room through the Adobe Connect portal are supported in creating templates for generating on demand web rooms.

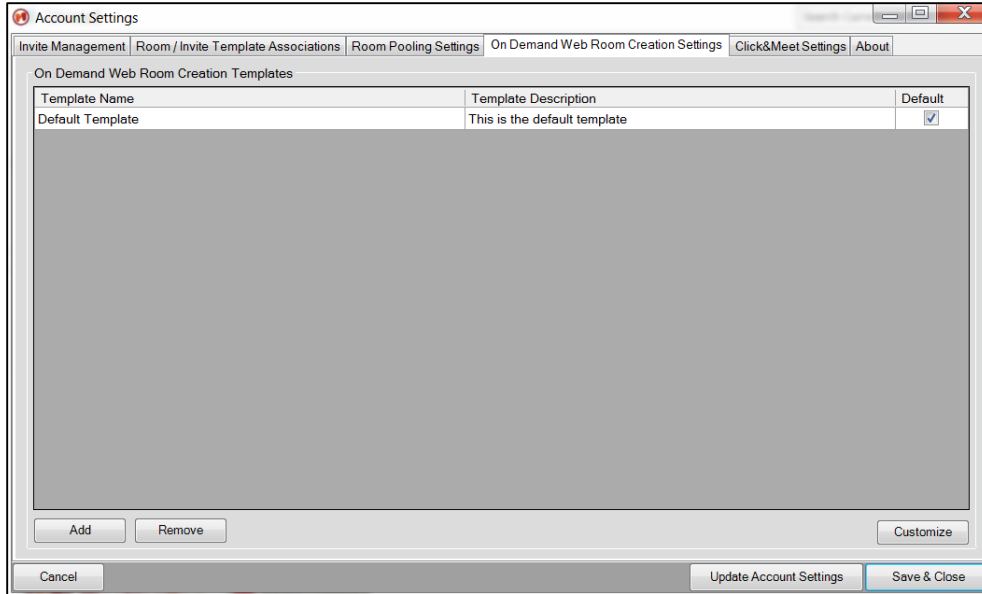
**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the ‘Advanced Features’ button, followed by ‘Preferences’



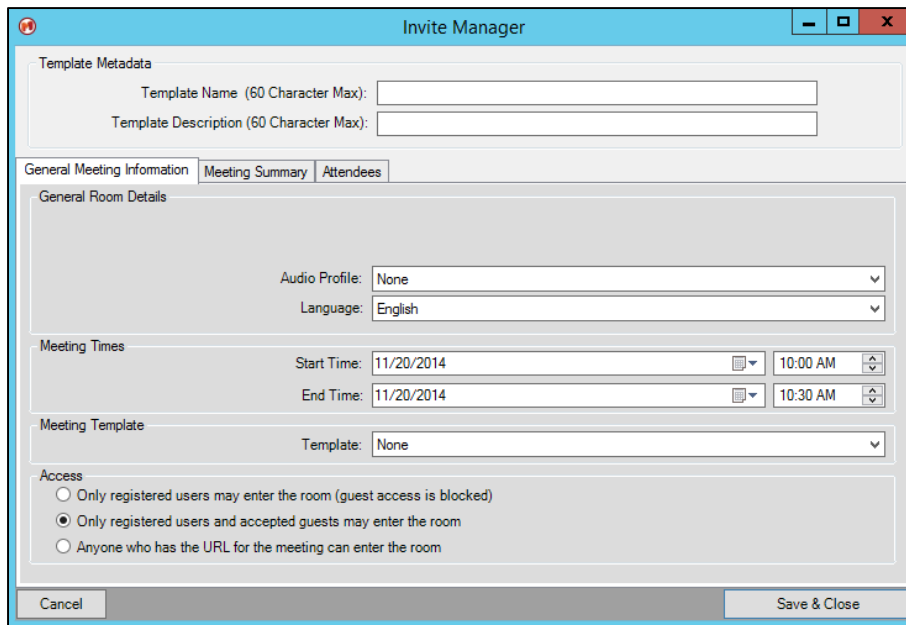
Then select the “Preferences” screen, and then “Account Settings”



**Step 2:** Select the ‘On Demand Web Room Creation Settings’ tab within the ‘Account Settings’ dialog in order to proceed.



**Step 3:** ScheduleOne will contain a single default template for on demand web room creation which can be customized. In addition, new templates can be created and selected accordingly during new meeting invite creation. In order to create a new on demand web room creation template, select the 'Add' button.



**Step 4:** Name your new template by populating the 'Template Name' textbox along with a description for your new template. 'Template Names' must be unique, but 'Template Description' can be anything of your choice including a duplicate description matching a previously created template.

Template Metadata

Template Name (60 Character Max):

Template Description (60 Character Max):

**Step 5:** Select all template options of your choice related to creating a new room. A description of each corresponding field option and its application is listed at end of this section.

**Step 6:** Once you have configured the template according to your requirements, select 'Save & Close' to save your newly created template.

**IMPORTANT NOTE:** *Your template will not be completely saved until you select 'Save & Close' on the 'Account Settings' dialog. If you select the 'Cancel' button on the 'Account Settings' dialog, your newly created template will be discarded.*

General Meeting Information | Meeting Summary | Attendees

General Room Details

1 ————— Audio Profile:

2 ————— Language:

Meeting Times

3 ————— Start Time:

4 ————— End Time:

Meeting Template

5 ————— Template:

Access

Only registered users may enter the room (guest access is blocked) ————— 6

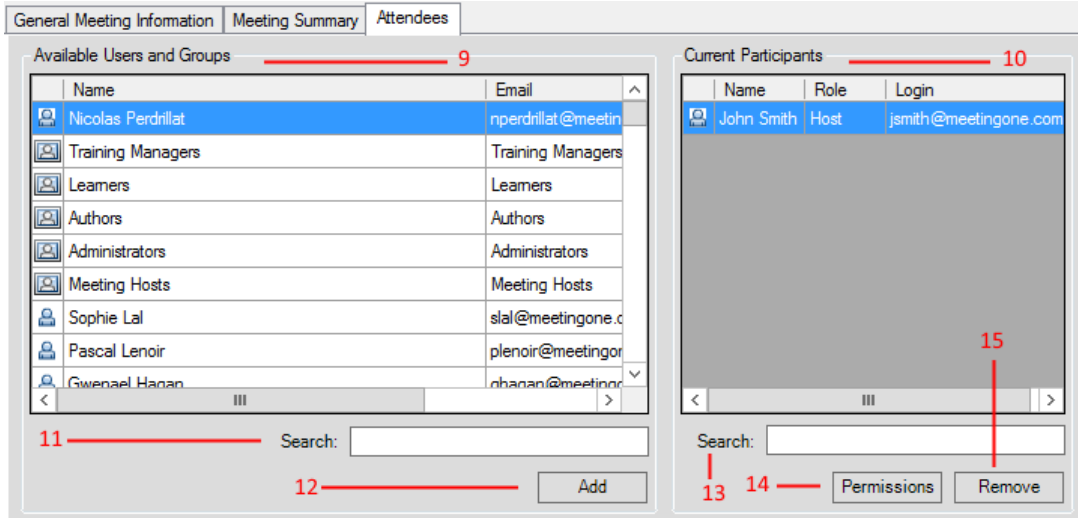
Only registered users and accepted guests may enter the room ————— 7

Anyone who has the URL for the meeting can enter the room ————— 8

General Meeting Information | Meeting Summary | Attendees

Summary

Max Length = 4000 Characters ————— 8



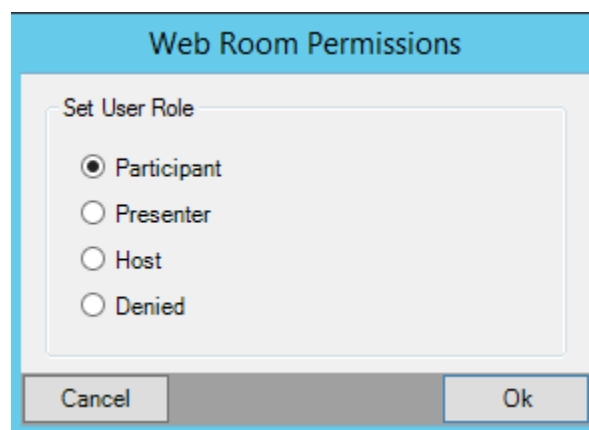
The screenshot shows the 'Attendees' tab in the MeetingOne interface. It features two main panels: 'Available Users and Groups' on the left and 'Current Participants' on the right. The 'Available Users and Groups' panel includes a table with columns for Name and Email, listing various roles like Training Managers, Learners, Authors, Administrators, and Meeting Hosts, along with individual users like Sophie Lal and Pascal Lenoir. Below this table is a search field (11) and an 'Add' button (12). The 'Current Participants' panel includes a table with columns for Name, Role, and Login, showing John Smith as a Host. Below this table is a search field (13), a 'Permissions' button (14), and a 'Remove' button (15). Red lines with numbers 9 through 15 point to these specific UI elements.

1. **Audio Profile:** This drop-down control lists all available audio profiles that can be associated to an Adobe Connect meeting room. 'None' stipulates that an audio room should not be associated with this Adobe Connect room; the 'None' value is used when an Adobe Connect room will use VOIP-based audio only.
2. **Language:** Specifies the default language to be used for this Adobe Connect room.
3. **Start Time:** The start time of the newly created Adobe Connect meeting room.
4. **End Time:** The end time of the newly created Adobe Connect meeting room.

**NOTE:** *Although this value holds no real value when dynamically generating Adobe Connect rooms, it is important that a start time and end time be associated to a newly created meeting room to avoid notification problems when sending invites to participants through the Adobe Connect portal. This value can remain unchanged with no impact to the newly created room.*

5. **Access: Only registered users may enter the room. (guest access is blocked)** This is the most restrictive option when setting up security access for an Adobe Connect room. This access type stipulates that only users that are in the 'Attendees' list which is populated on the 'Attendees' tab will be able to enter the conference.
6. **Access: Only registered users and accepted guests may enter the room.** This access type allows all attendees that are populated on the 'Attendees' tab to enter the conference room automatically. Guest access will need to be approved by the meeting host in order to enter the Adobe Connect conference room.
7. **Access: Anyone who has the URL for the meeting can enter the room.** This access type allows anyone that accesses the meeting room URL to enter the room regardless of attendees being populated in the 'Attendees' tab. If this option is set, there is open access to the Adobe Connect conference room.

8. **Meeting Summary:** Provides a summary or agenda for the Adobe Connect meeting room. This field can be used to provide a description for the meeting room or it could be populated with an agenda which will be displayed to participants when a meeting invite is sent from the Adobe Connect portal.
9. **Available Users and Groups:** This is a complete list of existing users and groups that currently exist within your organization's Adobe Connect instance. You can add any number of the available users and groups to the 'Current Participants' list. This list is especially important when restricting access to an Adobe Connect meeting room. Reference points 5, 6, and 7 within this section for description of access types and how attendees are impacted based on access type.
10. **Current Participants:** Current participants are participants that have been currently added as attendees to the Adobe Connect meeting room. Any creation of a meeting room automatically will associate the host or creator of the meeting room to the 'Current Participant' list automatically with the role of 'Host'.  
**NOTE:** *Multiple users can be added and removed from the 'Current Participants' grid by holding down the 'Ctrl' key while selecting attendees from the list. You can also select a block of users to add to the attendees list by holding down the 'Shift' key while selecting attendees from the list.*
11. **Available Users and Groups – Search:** Allows the ability to search for attendees in the available users and groups list.
12. **Available Users and Groups – Add:** Adds participants to the 'Current Participants' list.
13. **Current Participants – Search:** Allows the ability to search for attendees in the 'Current Participants' list.
14. **Current Participants – Permissions:** This option allows the ability to change the role of a meeting attendee. Below is an illustration of the dialog with the ability to change attendee roles. Adobe Connect currently supports four different attendee roles: Host, Presenter, Participant, and Denied.



**NOTE:** *You can change multiple attendee roles at the same time by using the 'Ctrl' or 'Shift' key respectively to select multiple participants prior to selecting the 'Permissions' button.*

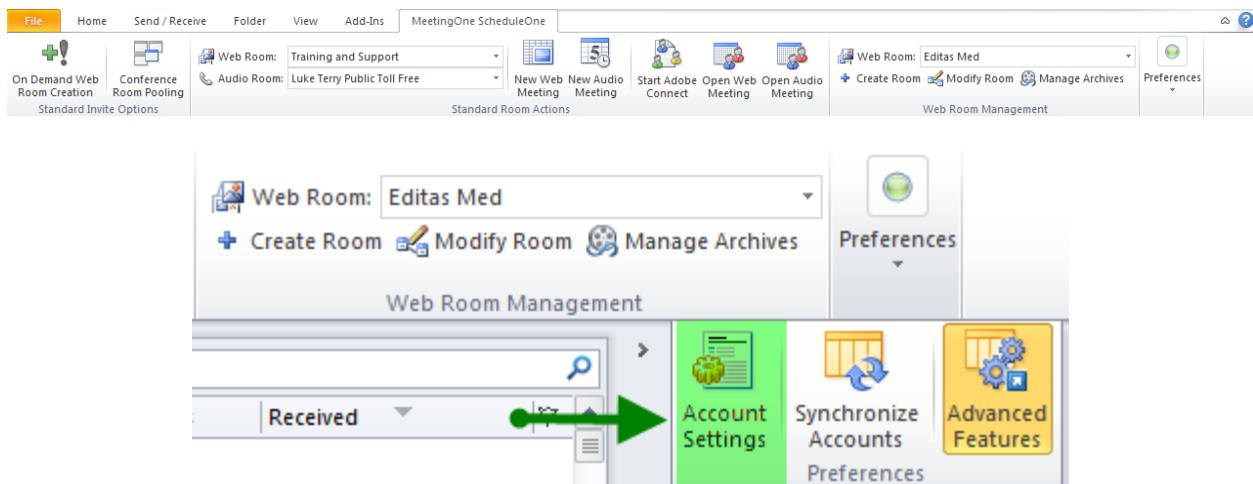
## Click&Meet Settings and Configuration

**Summary:** Click & Meet is MeetingOne’s web-based advanced audio management platform that allows the controlling of audio-based calls without the use of DTMF commands. ScheduleOne supports the ability to launch Click&Meet with single sign-on and single-click capability.

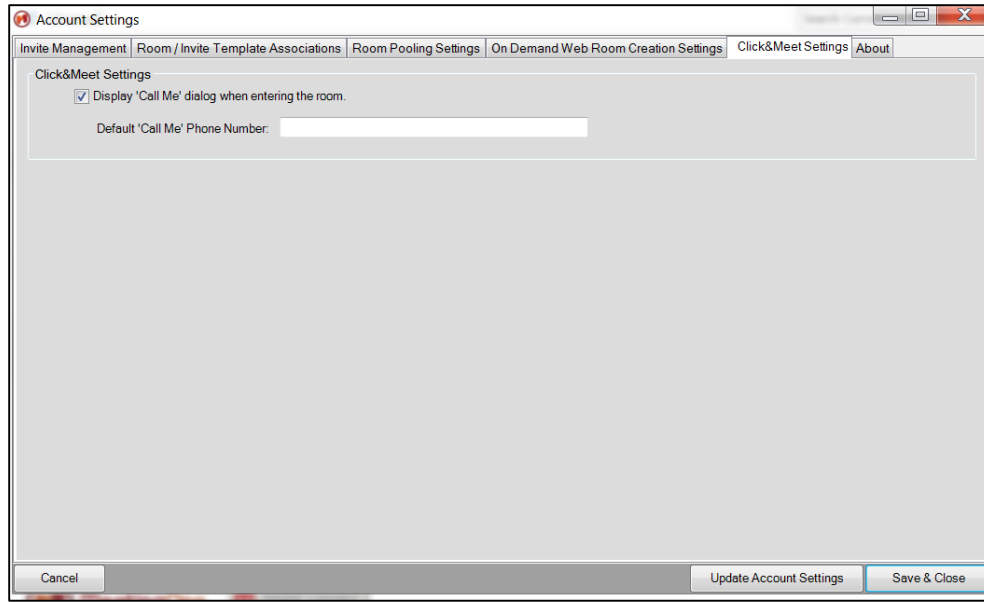
**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the ‘Advanced Features’ button, followed by ‘Preferences’



Then select the “Preferences” screen, and then “Account Settings”



**Step 2:** Select the ‘Click&Meet Settings’ tab within the ‘Account Settings’ dialog in order to proceed.



**Step 3:** Select the 'Display 'Call Me' dialog when entering the room' in order to have Click&Meet automatically prompt you to dial-out to yourself upon entering the web portal.

**Step 4:** You can input a default phone number that will be populated in the 'Call Me' dialog within Click&Meet once launched. If this field is left blank, the 'Call Me' dialog will display and a phone number will have to be entered for dial-out.

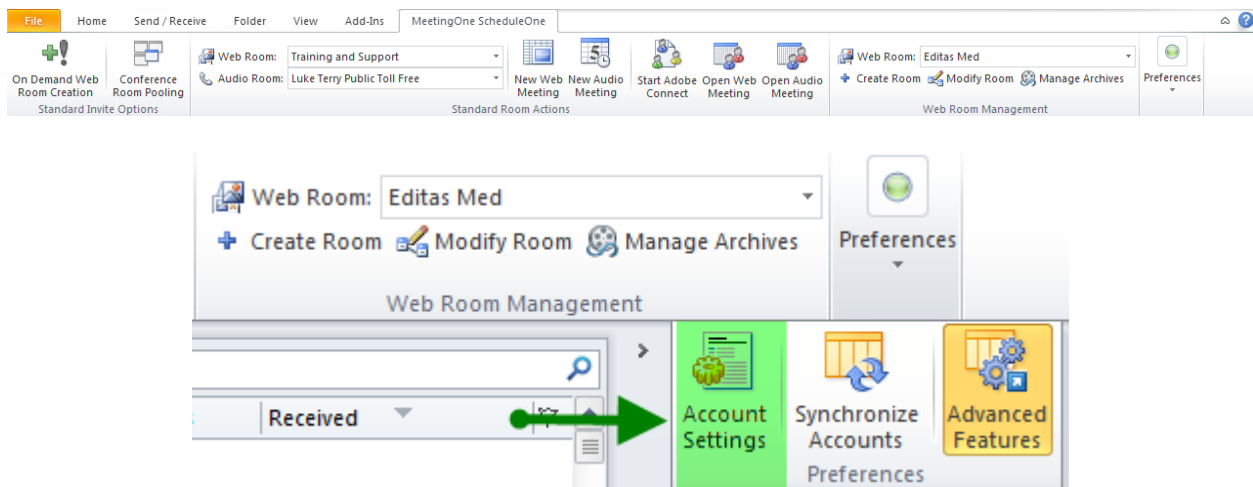
## Check for Updates Settings and Configuration

**Summary:** The ‘About’ tab within the ‘Account Settings’ details general versioning information about ScheduleOne in addition to configuring how and if updates are installed for ScheduleOne.

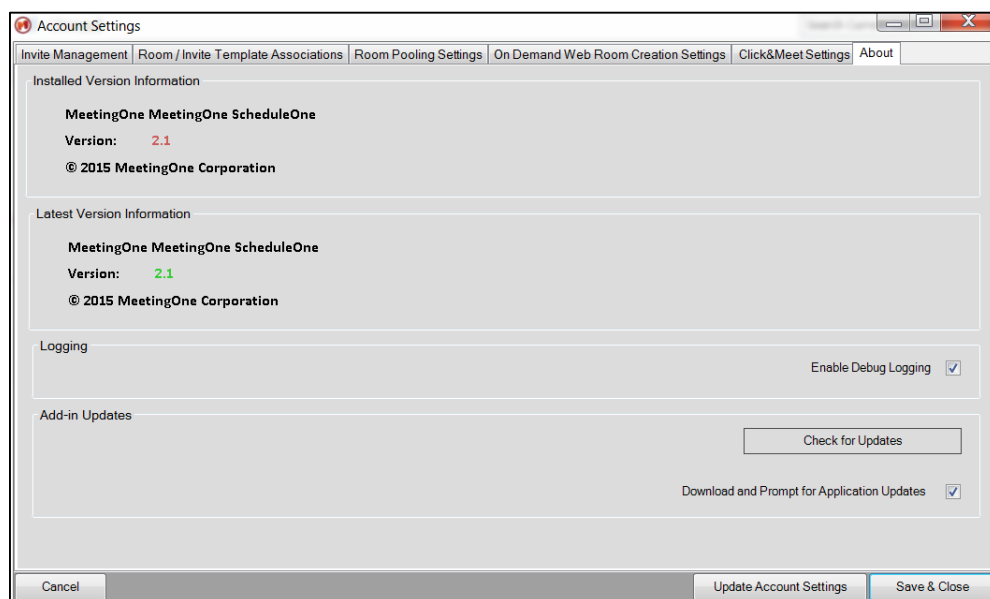
**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the ‘Advanced Features’ button, followed by ‘Preferences’



Then select the “Preferences” screen, and then “Account Settings”



**Step 2:** Select the ‘About’ tab within the ‘Account Settings’ dialog in order to proceed.





**Step 3:** The ‘Installed Version Information’ displays the current version of ScheduleOne that is currently installed on the client PC. The ‘Latest Version Information’ displays the current version release of ScheduleOne. If the ‘Latest Version Information’ displays a higher version number than the ‘Installed Version Information,’ a new version of ScheduleOne is available for download.

**Step 4:** Select ‘Download and Prompt for Application Updates’ if you wish to be notified when a new version is available for download.

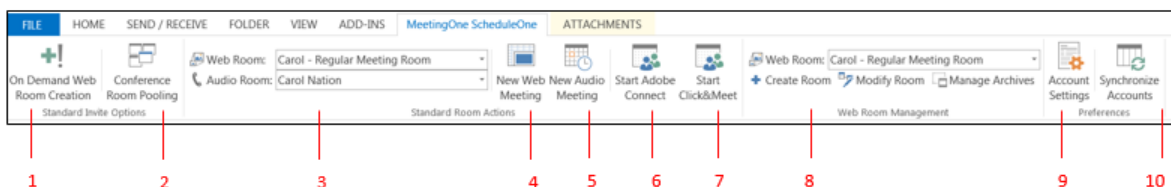
**NOTE:** This setting could be displayed and configured at the organization level which may prevent you from changing this value.

**Step 5:** Select ‘Check For Updates’ if you wish to verify you have the latest version of ScheduleOne and if a new version is available for download, the new version will be downloaded immediately for installation. **NOTE:** This setting could be displayed and configured at the organization level which may prevent you from changing this value.

## ScheduleOne Operations Guide

### Feature Overview

**Summary:** ScheduleOne aims to create a simplistic way to manage Adobe Connect meeting rooms and create meeting invites. The following section details the major functions available through ScheduleOne along with how to use these respective features. Below you will find a general summary of actions available on the ScheduleOne Ribbon Bar.



1. **On Demand Web Room Creation Toggle Button:** This button is a toggle button which when enabled will prompt you to create a new Adobe Connect room when selecting the ‘New Web Meeting’ function.
2. **Conference Room Pooling Toggle Button:** Enables and disables the ‘Conference Room Pooling’ function. When enabled, the audio / web room drop-down selections named in point 3 below are not used when creating a ‘New Web Meeting’ or a ‘New Audio Meeting.’
3. **Web / Audio Room Drop-Down Controls:** The web and audio room drop-down controls set the default room that will be used for any of the standard room actions which include ‘New Web Meeting,’ ‘New Audio Meeting,’ ‘Start Adobe Connect,’ and ‘Start Click&Meet.’ If ‘On Demand Web Room Creation’ is enabled, the ‘Web Room’ drop-down control has no effect when selecting ‘New Web Meeting’ because ‘On Demand Web Room Creation’ assumes that a new room will be created when selecting to create a new web meeting invite. If ‘Conference Room

Pooling' is enabled, neither the 'Web Room' dropdown control nor the 'Audio Room' dropdown control will have an effect when creating new meeting invites.

4. **New Web Meeting Button:** Creates a new Adobe Connect-based meeting invite either using the default room selected in the 'Web Room' dropdown control or dynamically by generating a room as is described above in point 1, or 'Room Pooling' is enabled as is described in point 2.
5. **New Audio Meeting Button:** Creates a new audio only meeting invite either using the default room selected in the 'Audio Room' dropdown control or 'Room Pooling' is enabled as is described in point 2.
6. **Start Adobe Connect:** Starts an Adobe Connect conference room which can be selected by using the 'Web Room' drop-down control as described in point 3 above. This option uses your previously stored Adobe Connect credentials to log into the meeting room with a single-click and with single sign-on functionality.
7. **Start Click&Meet:** Starts an audio conference utilizing the Click&Meet web application. The audio room is selected by using the 'Audio Room' drop-down control as described in point 3 above. This option uses your previously stored MeetingOne credentials to log into the meeting room with a single-click and with single sign-on functionality.
8. **Web Room Management:** Allows the creation, modification, and deletion of Adobe Connect meeting rooms. In addition, this feature allows the viewing of Adobe Connect room recordings, content, and the ability to download Adobe Connect room content where applicable.
9. **Account Settings:** Displays dialogs related to the configuration and customization of ScheduleOne.
10. **Synchronize Button:** Immediately synchronizes MeetingOne and Adobe Connect settings, meeting rooms, and related.

## Creating Meeting Invites

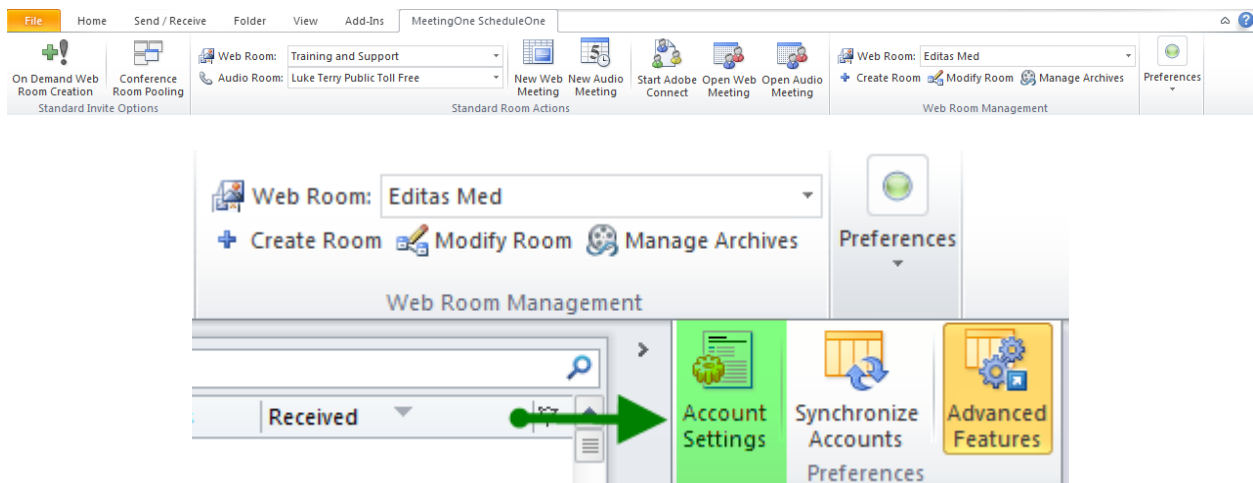
**Summary:** ScheduleOne allows for the creation of standard meeting invites through a number of interfaces. This section details the steps and options available for creating standard web or audio meeting invites.

### Method 1: Creating invites utilizing the main ScheduleOne Ribbon Bar.

**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the ‘Advanced Features’ button, followed by ‘Preferences’



Then select the “Preferences” screen, and then “Account Settings”

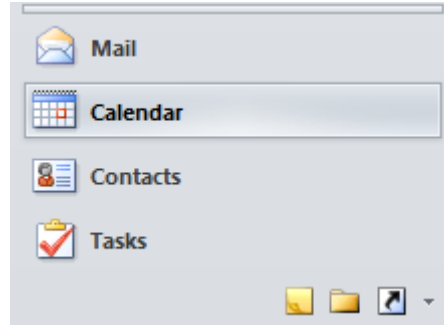


**Step 2:** Select the ‘Web Room’ or ‘Audio Room’ you want to use for the new meeting invite.

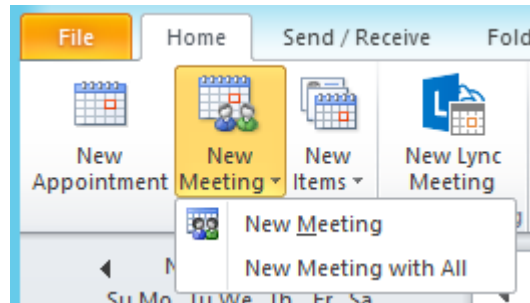
**Step 3:** Select the ‘New Web Meeting’ or ‘New Audio Meeting’ button and a new meeting invite is creating accordingly.

### Method 2: Creating invites utilizing the Microsoft Outlook Meeting Invite Ribbon Bar.

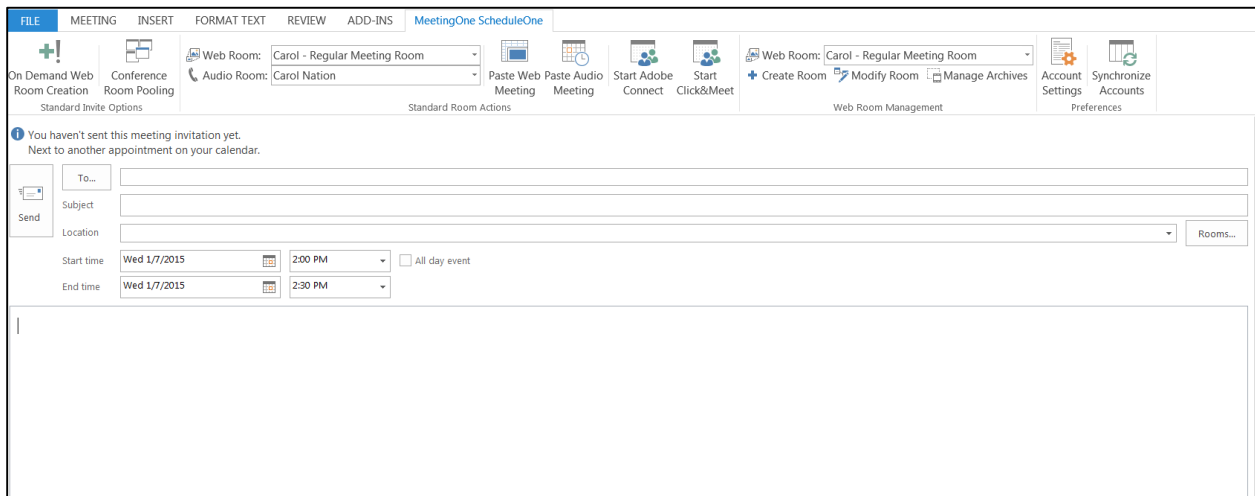
**Step 1:** Open Microsoft Outlook and select the ‘Calendar’ accordion control as depicted below.



**Step 2:** Select 'New Meeting' from the Microsoft Outlook home tab.



**Step 3:** Select the ScheduleOne Ribbon Bar, followed by selecting the 'Audio Room' or 'Web Room' you want to use for the new web meeting invite if not the currently selected room.

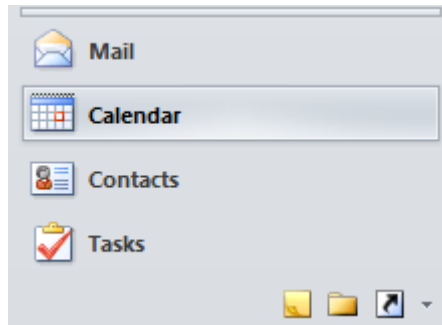


**Step 4:** Select the 'Paste Audio Meeting' or 'Paste Web Meeting' button respectively and a new meeting invite is creating accordingly.

**IMPORTANT NOTE:** When the 'Pate Audio Meeting' or 'Paste Web Meeting' is used, any current contents of the invite will be erased, so this function should be used prior to adding any customized information for the invite.

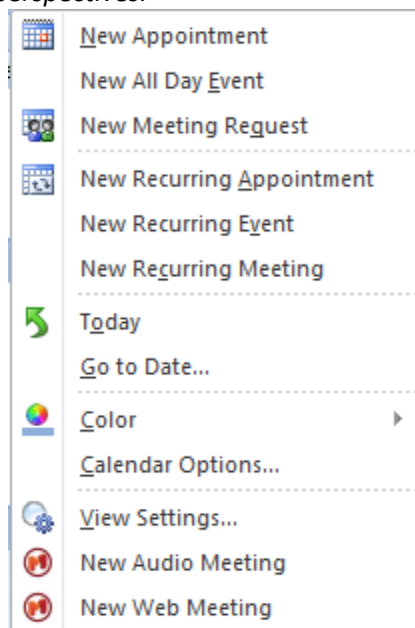
### Method 3: Creating invites utilizing the Microsoft Outlook Calendar View.

**Step 1:** Open Microsoft Outlook and select the 'Calendar' accordion control as depicted below.



**Step 2:** Right-click on the date or time range in which you want to create a new audio or web meeting invite.

**NOTE:** All Microsoft Outlook calendar views are supported for this method which includes the day, work week, week, and month calendar perspectives.

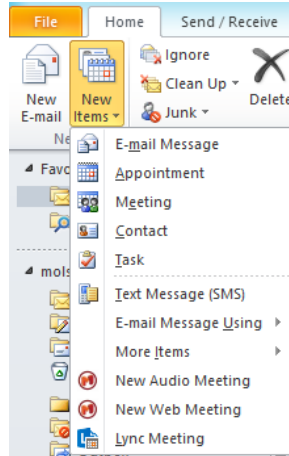


**Step 3:** Select the 'New Audio Meeting' or 'New Web Meeting' button on the calendar context menu and a new invite is created accordingly.

---

### Method 4: Creating invites from the Microsoft Outlook 'New Items' menu.

**Step 1:** Open Microsoft Outlook and select the 'New Items' drop-down button control.



**Step 2:** Select the ‘New Audio Meeting’ or ‘New Web Meeting’ button and a new invite is created accordingly.

### Using On Demand Web Room Creation during the Creation of a Meeting Invite.

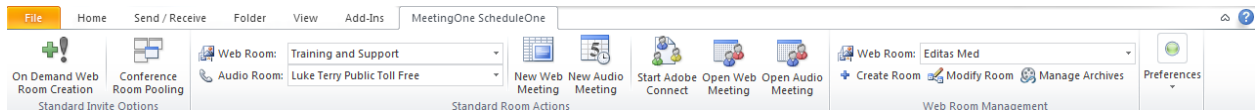
**Summary:** ‘On Demand Web Room Creation’ is a feature that allows Adobe Connect hosts to generate new meeting rooms on the fly when a new web meeting invite is created. In addition to simply creating new Adobe Connect rooms, templates can be created that instruct ScheduleOne on how the room should be created. All options to create a room through the Adobe Connect portal are supported in creating templates for generating dynamic web rooms.

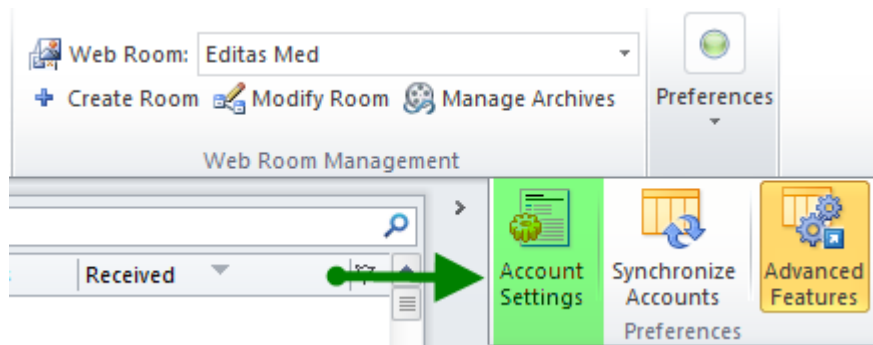
**NOTE:** Reference [‘On Demand Web Room Creation Settings and Configuration’](#) within this document in order to create or customize on demand web room creation templates.

**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the ‘Advanced Features’ button, followed by ‘Preferences’



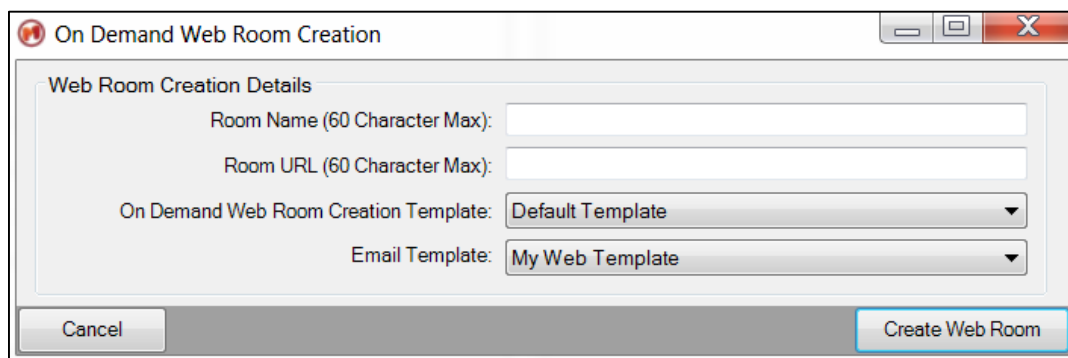
Then select the “Preferences” screen, and then “Account Settings”





**Step 2:** Use any number of methods mentioned in the preceding section, '[Creating Meeting Invites](#)' in order to create an Adobe Connect-based invite.

**Step 3:** You will be prompted with the 'On Demand Web Room Creation' dialog box as illustrated below. Enter the 'Room Name' and 'Room URL.'



**Step 4:** Select the 'On Demand Web Room Creation Template' you want to use for the Adobe Connect room creation process if not the default.

**Step 5:** Select the appropriate 'Email Template' you want to use for this newly created room.

**Step 6:** Select the 'Create Web Room' button to create the Adobe Connect room and display the newly created invite with your new Adobe Connect room information.

## Using Room Pooling during the Creation of a Meeting Invite.

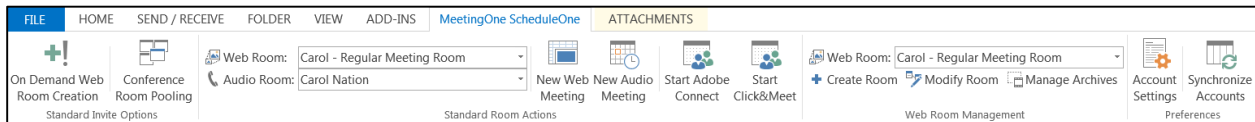
### Creating a New Room Pooled Meeting Invite

**Summary:** ScheduleOne supports a concept called ‘Room Pooling.’ Room pooling prevents the scheduling of back-to-back meetings with the same Adobe Connect room and/or MeetingOne audio room respectively. This feature can be extremely beneficial for those organizations that are security sensitive and are seeking a convenient way to schedule meetings so that consecutive scheduled meeting participants don’t attempt to join an ongoing meeting from a previously scheduled event. The following section illustrates how to use the ‘Room Pooling’ feature within ScheduleOne.

**NOTE:** Reference [‘Room Pooling Settings and Configuration’](#) within this document in order to configure audio and/or web rooms for room pooling.

**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the ‘Conference Room Pooling’ toggle button.

**IMPORTANT NOTE:** ‘On Demand Web Room Creation’ and ‘Conference Room Pooling’ cannot be enabled at the same time. If you select ‘Conference Room Pooling,’ ‘On Demand Web Room Creation’ will toggle to disabled and vice versa.



**Step 2:** Use any number of methods mentioned in the [‘Creating Meeting Invites’](#) section of this document in order to create a new invite. Notice that the room chosen for the invite is a room specifically created by you for room pooling and that your default room was overridden with a pooled room chosen by ScheduleOne.

Send	To...	
	Subject:	
	Location:	<a href="https://meetingone.adobeconnect.com/johnsmithpoolweb1/">https://meetingone.adobeconnect.com/johnsmithpoolweb1/</a>
Start time:	Tue 11/25/2014	2:00 PM <input type="checkbox"/> All day event
End time:	Tue 11/25/2014	2:30 PM

**Meeting Name:** John Smith Pool Web 1  
**Invited By:** John Smith ([jsmith@company.com](mailto:jsmith@company.com))

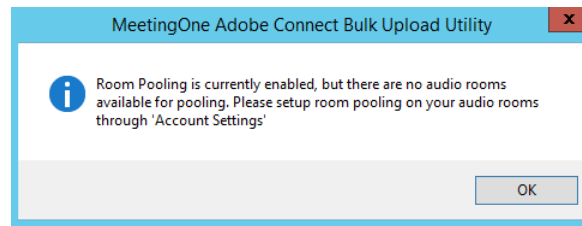
**Conference Number(s):** United States: +1 (888)-888-8888  
**MeetingOne Conference Room Number:** 888-888-8888  
**URL to additional access numbers:** [http://www.meetingone.com/Access\\_Phone\\_Numbers](http://www.meetingone.com/Access_Phone_Numbers)

**To join the meeting:** <https://meetingone.adobeconnect.com/johnsmithpoolweb1/>

*If you have never attended a Adobe Connect meeting before:*  
 Test your connection: [http://meetingone.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://meetingone.adobeconnect.com/common/help/en/support/meeting_test.htm)  
 Get a quick overview: [http://www.adobe.com/go/connectpro\\_overview](http://www.adobe.com/go/connectpro_overview)



**NOTE:** If you have not setup any web or audio rooms for room pooling, you will receive the below warning message. Reference [‘Room Pooling Settings and Configuration’](#) within this document in order to configure audio and/or web rooms for room pooling.



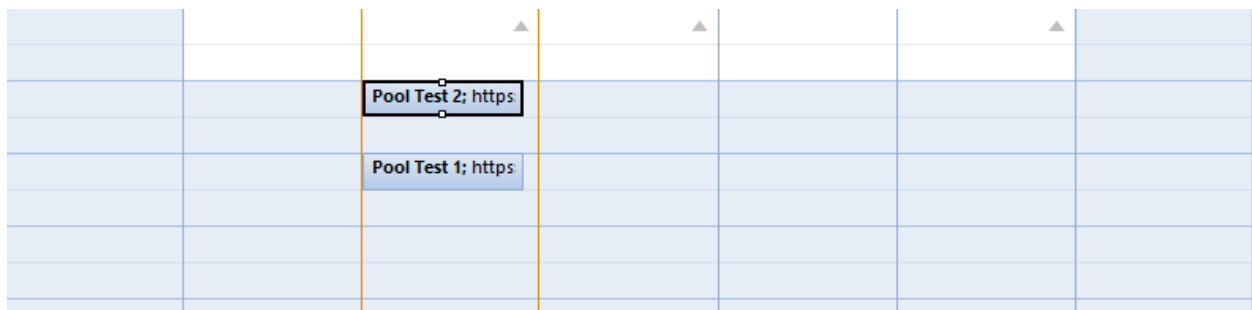
**Step 3:** Add any additional information to the meeting invite along with selecting the corresponding attendees and the date/time for the new meeting invite followed by selecting the ‘Send’ button.

### Resolving Room Pooled Meeting Invite Conflicts

**Summary:** When a room pooled meeting invite is scheduled or re-scheduled, ScheduleOne examines any adjacent meeting invites to determine if the adjacent meeting is a room pooled invite along with determining if room pooling is currently enabled. If room pooling is currently enabled and an adjacent invite is in direct conflict with the currently open meeting invite, ScheduleOne will either prompt you to determine what course of action is necessary to resolve the conflict or ScheduleOne will resolve the conflict automatically if ‘Enable Automatic Conflict Resolution’ is enabled within the ‘Room Pooling Settings’ configuration; reference [‘Room Pooling Settings and Configuration’](#) in order to configure automatic conflict resolution. The following section describes the scenarios and workflow for room pooling conflict resolution.

**Step 1:** Follow the steps in the preceding section, [‘Creating a New Room Pooled Meeting Invite’](#) in order to create an initial room pooled meeting invite.

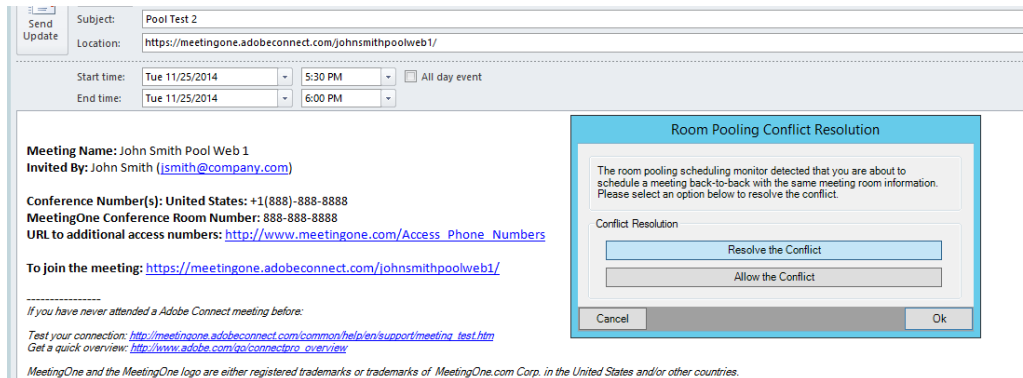
**Step 2:** Create another room pooled invite in the same manner as step 1, but for purposes of this exercise ensuring that the newly created meeting invite is scheduled at least an hour away from the initial invite created in Step 1. You will notice that if you look at the details of each meeting invite, that the room information is identical.



**NOTE:** If you create a new meeting in Step 2 and the start/end times happen to line-up back-to-back with Step 1’s newly created meeting invite, you will notice that when the new meeting invite was created in Step 2, it was created ensuring that the room information from Step 1 is not the same room information

that is presented in Step 2. This is by design and since this was a new meeting invite and not a re-scheduled meeting invite, conflict resolution steps were not necessary.

**Step 3:** Open the room pooled invite that was created in Step 1, followed by changing the scheduled start or end time to line-up against the opposite meeting invite created in Step 2.



**Send Update** Subject: Pool Test 2  
Location: <https://meetingone.adobeconnect.com/johnsmithpoolweb1/>

Start time: Tue 11/25/2014 5:30 PM  All day event  
End time: Tue 11/25/2014 6:00 PM

**Meeting Name:** John Smith Pool Web 1  
**Invited By:** John Smith ([jsmith@company.com](mailto:jsmith@company.com))

**Conference Number(s):** United States: +1(888)-888-8888  
**MeetingOne Conference Room Number:** 888-888-8888  
**URL to additional access numbers:** [http://www.meetingone.com/Access\\_Phone\\_Numbers](http://www.meetingone.com/Access_Phone_Numbers)

**To join the meeting:** <https://meetingone.adobeconnect.com/johnsmithpoolweb1/>

*If you have never attended a Adobe Connect meeting before:*  
Test your connection: [http://meetingone.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://meetingone.adobeconnect.com/common/help/en/support/meeting_test.htm)  
Get a quick overview: [http://www.adobe.com/go/connectpro\\_overview](http://www.adobe.com/go/connectpro_overview)

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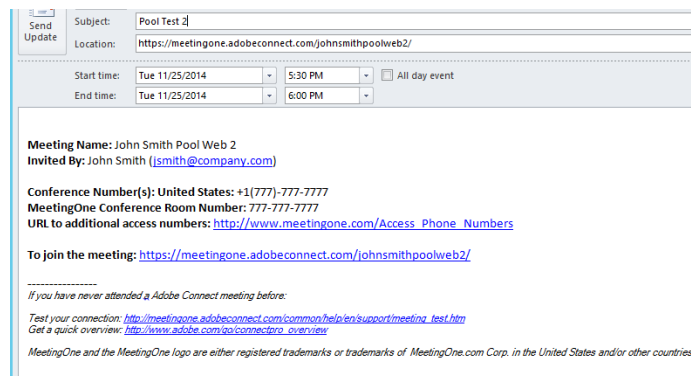
**Room Pooling Conflict Resolution**

The room pooling scheduling monitor detected that you are about to schedule a meeting back-to-back with the same meeting room information. Please select an option below to resolve the conflict.

Conflict Resolution

**NOTE:** If you change one of your room pooled meeting invites so that the meeting overlaps another pooled invite, you will receive the same conflict resolution dialog as shown above. If automatic conflict resolution is enabled, you will notice that the room information changed immediately when you rescheduled the room pooled invite to either line up adjacent to another room pooled invite or the room pooled invite was scheduled to overlap an existing room pooled meeting invite.

**Step 4:** You can either choose to resolve the conflict or allow the conflict to take place. If you choose the 'Allow the Conflict' button, followed by the 'Ok' button, no changes will be made by ScheduleOne to your meeting invite. If you choose the 'Resolve the Conflict' button followed by the 'Ok' button, the 'Room Pooling Conflict Resolution' dialog is closed and all room information and dynamic fields that were used within your email template will be modified and updated with the new room information as illustrated below. Select the 'Send Update' button in order to send the updated meeting room information to the meeting attendees.



**Send Update** Subject: Pool Test 2  
Location: <https://meetingone.adobeconnect.com/johnsmithpoolweb2/>

Start time: Tue 11/25/2014 5:30 PM  All day event  
End time: Tue 11/25/2014 6:00 PM

**Meeting Name:** John Smith Pool Web 2  
**Invited By:** John Smith ([jsmith@company.com](mailto:jsmith@company.com))

**Conference Number(s):** United States: +1(777)-777-7777  
**MeetingOne Conference Room Number:** 777-777-7777  
**URL to additional access numbers:** [http://www.meetingone.com/Access\\_Phone\\_Numbers](http://www.meetingone.com/Access_Phone_Numbers)

**To join the meeting:** <https://meetingone.adobeconnect.com/johnsmithpoolweb2/>

*If you have never attended a Adobe Connect meeting before:*  
Test your connection: [http://meetingone.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://meetingone.adobeconnect.com/common/help/en/support/meeting_test.htm)  
Get a quick overview: [http://www.adobe.com/go/connectpro\\_overview](http://www.adobe.com/go/connectpro_overview)

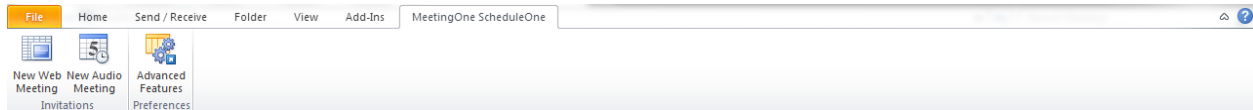
MeetingOne and the MeetingOne logo are either registered trademarks or trademarks of MeetingOne.com Corp. in the United States and/or other countries.

**IMPORTANT NOTE:** ScheduleOne monitors all room pooled meeting invites, so that in any calendar perspective within Microsoft Outlook and in any way the room pooled meeting invite is changed or updated, the 'Room Pooling Conflict Resolution' dialog will be displayed or the conflict will be automatically resolved if 'Enable Automatic Conflict Resolution' is enabled. The above steps are just to illustrate how room pooling works and what to expect when a conflict does occur.

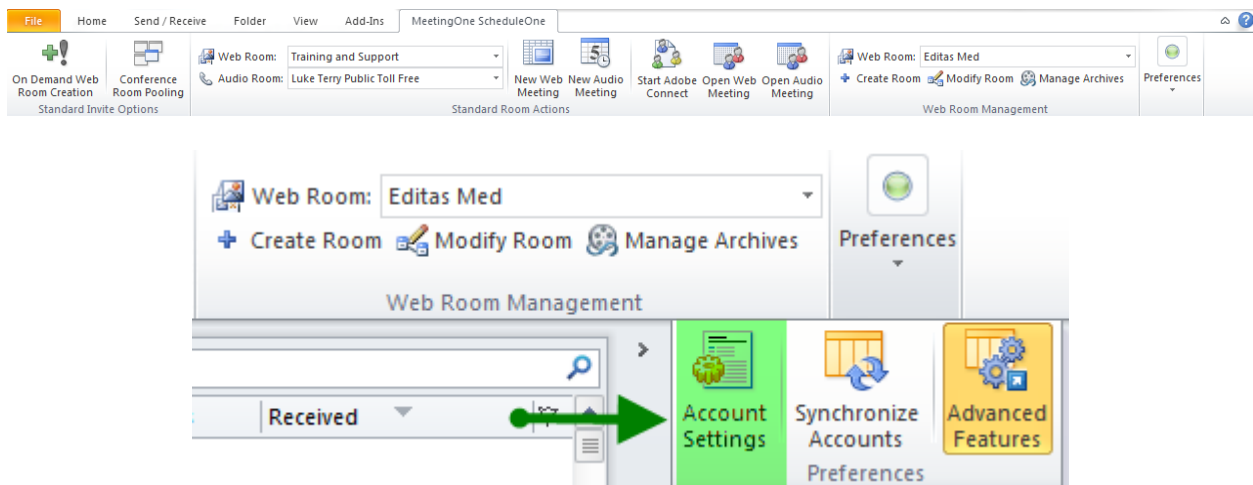
## Start an Adobe Connect based Conference from Microsoft Outlook

**Summary:** ScheduleOne supports the ability to start an Adobe Connect conference room right from Microsoft Outlook. This option uses your previously stored Adobe Connect credentials to log into the meeting room with a single-click and with single sign-on functionality. The following steps detail the workflow necessary to automatically start an Adobe Connect conference room of your choice.

**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the ‘Advanced Features’ button, followed by ‘Preferences’



Then select the “Preferences” screen, and then “Account Settings”



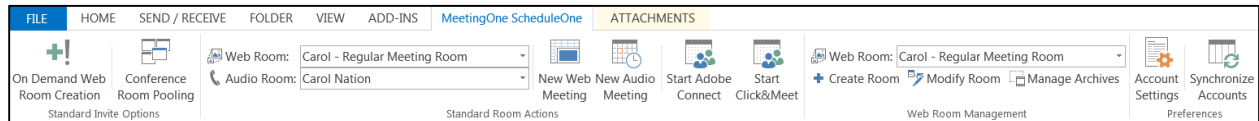
**Step 2:** Select the ‘Web Room’ that you want to have startup when you select the ‘Start Adobe Connect’ button on the ScheduleOne Ribbon Bar.

**Step 3:** Select the ‘Start Adobe Connect’ button on the ScheduleOne Ribbon Bar. Immediately, your default browser will open and your Adobe Connect room will startup automatically without requiring credentials for access.

## Start a Click&Meet based Conference from Microsoft Outlook

**Summary:** ScheduleOne supports the ability to start a Click&Meet based audio conference room right from Microsoft Outlook. This option uses your previously stored MeetingOne credentials to log into the meeting room with a single-click and with single sign-on functionality. The following steps detail the workflow necessary to automatically start a Click&Meet audio conference room of your choice.

**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below.



**Step 2:** Select the 'Audio Room' that you want to have startup when you select the 'Start Click&Meet' button on the ScheduleOne Ribbon Bar.

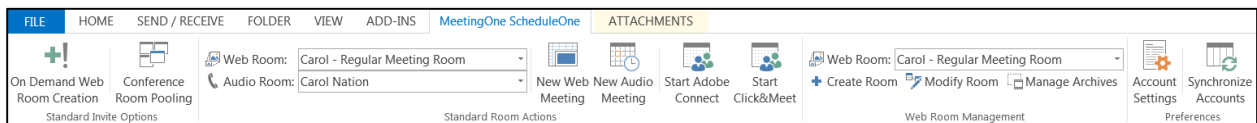
**Step 3:** Select the 'Start Click&Meet' button on the ScheduleOne Ribbon Bar. Immediately, your default browser will open and your Click&Meet based audio conference room will startup automatically without requiring credentials for access.

## Creating and Managing Adobe Connect Meeting Rooms

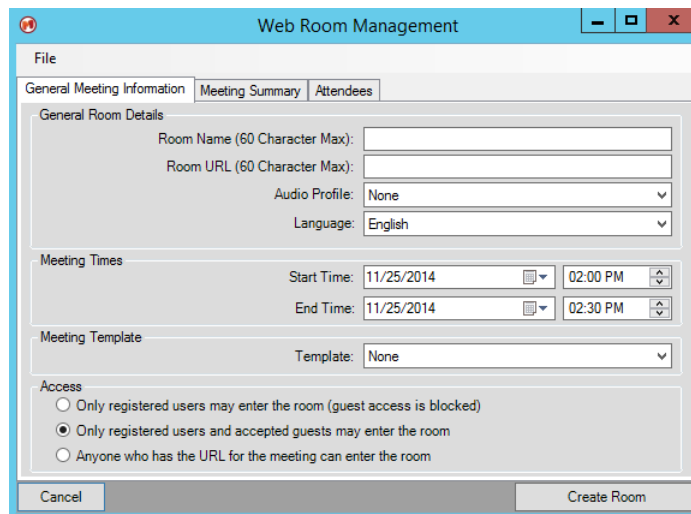
**Summary:** ScheduleOne supports the ability to create and manage Adobe Connect meeting rooms directly from Microsoft Outlook. In addition to creating and managing Adobe Connect rooms, you can also manage and view Adobe Connect meeting recordings and archives. The following sections detail the options and steps necessary to create and manage your Adobe Connect meeting rooms, recordings, and archives.

### Creating New Adobe Connect Room

**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below. Examine the ‘Web Room Management’ grouping within the ScheduleOne Ribbon Bar as illustrated below. Select the ‘Create Room’ button to start creating a new Adobe Connect room.



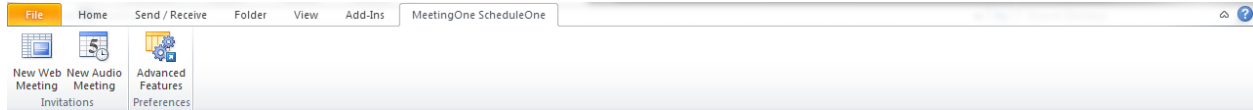
**Step 2:** After you select the ‘Create Room’ button on the ScheduleOne Ribbon Bar, the ‘Web Room Management’ dialog will appear as illustrated below. Navigate through all the tabs as necessary selecting all pertinent options for your new Adobe Connect room. Reference ‘[Adobe Connect Room Creation Option Descriptions](#)’ within this document to view a brief description of all options and their purpose.



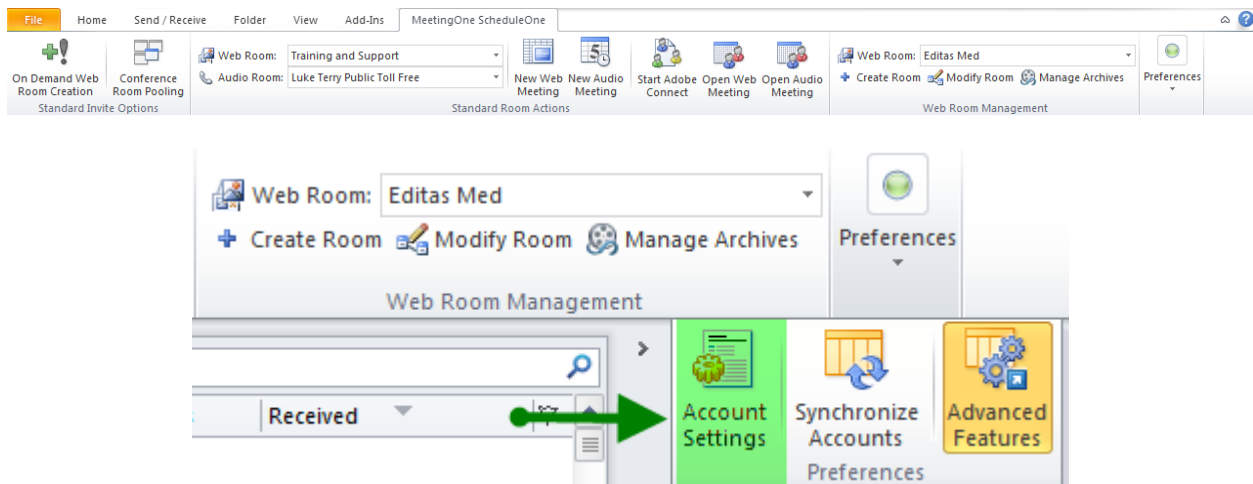
**Step 3:** Select the ‘Create Room’ button on the ‘Web Room Management’ dialog in order to create your new Adobe Connect room within your Adobe Connect instance. After the room is successfully created, the ‘Web Room Management’ dialog will automatically close and you will be able to locate your newly created room in all areas of ScheduleOne respectively and where applicable.

## Modify an Existing Adobe Connect Room

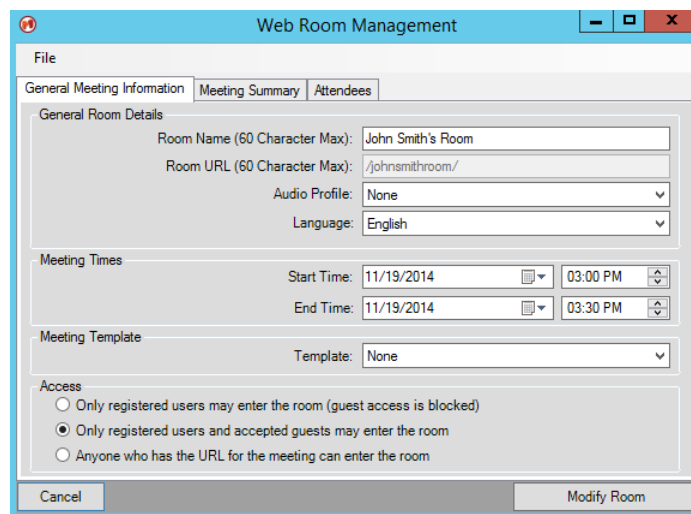
**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the 'Advanced Features' button, followed by 'Preferences'



Then select the "Preferences" screen, and then "Account Settings"



**Step 2:** After you select the 'Modify Room' button on the ScheduleOne Ribbon Bar, the 'Web Room Management' dialog will appear as illustrated below. Navigate through all the tabs as necessary modifying all pertinent options for your existing Adobe Connect room. Reference '[Adobe Connect Room Creation Option Descriptions](#)' within this document to view a brief description of all options and their purpose.



**Web Room Management**

File

General Meeting Information | Meeting Summary | Attendees

General Room Details

Room Name (60 Character Max): John Smith's Room

Room URL (60 Character Max): /johnsmithroom/

Audio Profile: None

Language: English

Meeting Times

Start Time: 11/19/2014 03:00 PM

End Time: 11/19/2014 03:30 PM

Meeting Template

Template: None

Access

Only registered users may enter the room (guest access is blocked)

Only registered users and accepted guests may enter the room

Anyone who has the URL for the meeting can enter the room

Cancel Modify Room

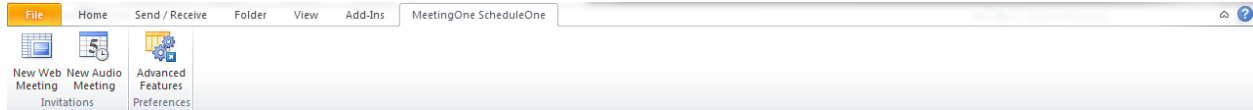


**Step 3:** Select the 'Modify Room' button on the 'Web Room Management' dialog in order to save your modifications of your Adobe Connect room within your Adobe Connect instance. After the room is successfully modified, the 'Web Room Management' dialog will automatically close.

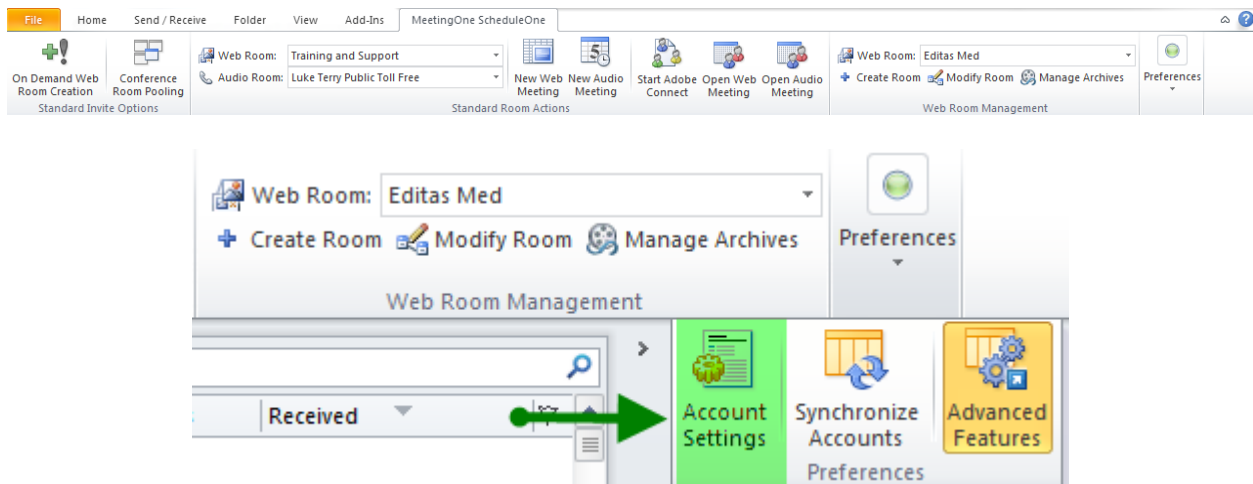
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## Deleting an Existing Adobe Connect Room

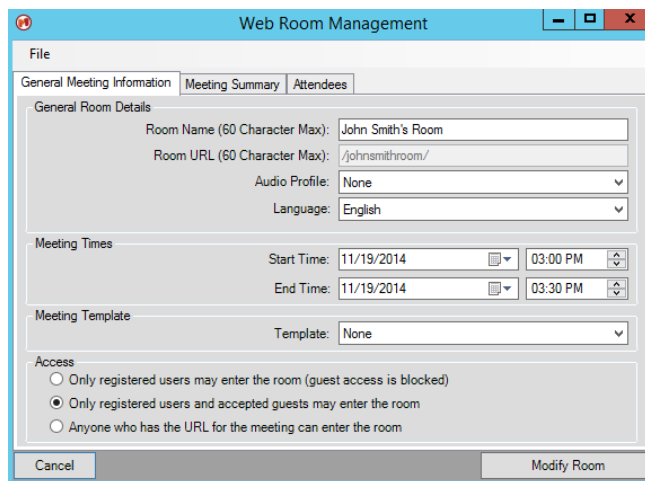
**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the 'Advanced Features' button, followed by 'Preferences'



Then select the "Preferences" screen, and then "Account Settings"



**Step 2:** After you select the 'Modify Room' button on the ScheduleOne Ribbon Bar, the 'Web Room Management' dialog will appear as illustrated below with all the current details of your existing room.



**Web Room Management**

File

General Meeting Information | Meeting Summary | Attendees

General Room Details

Room Name (60 Character Max): John Smith's Room

Room URL (60 Character Max): /johnsmithroom/

Audio Profile: None

Language: English

Meeting Times

Start Time: 11/19/2014 03:00 PM

End Time: 11/19/2014 03:30 PM

Meeting Template

Template: None

Access

Only registered users may enter the room (guest access is blocked)

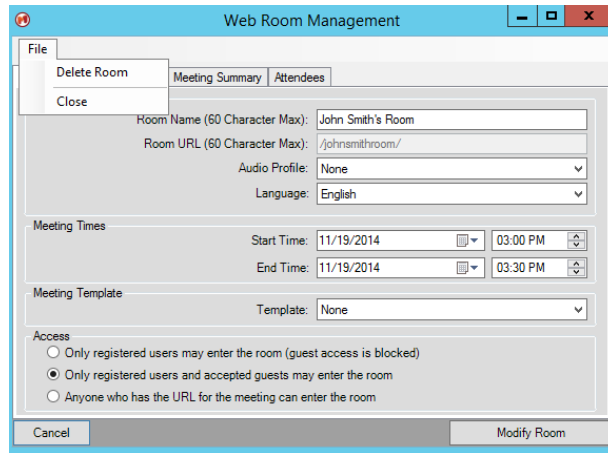
Only registered users and accepted guests may enter the room

Anyone who has the URL for the meeting can enter the room

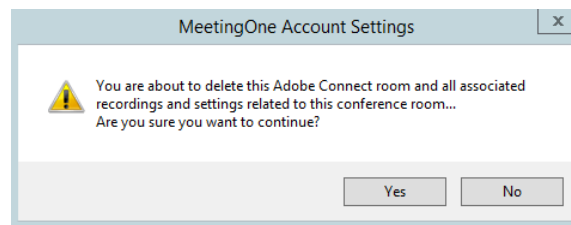
Cancel Modify Room

**Step 3:** Select the 'File' menu button at the top of the 'Web Room Management' dialog followed by selecting the 'Delete Room' button.





**Step 4:** You will be prompted to confirm the room deletion with the following confirmation dialog. Select the 'Yes' button in order to permanently delete the room.

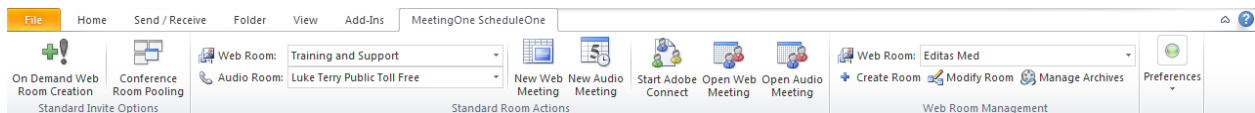


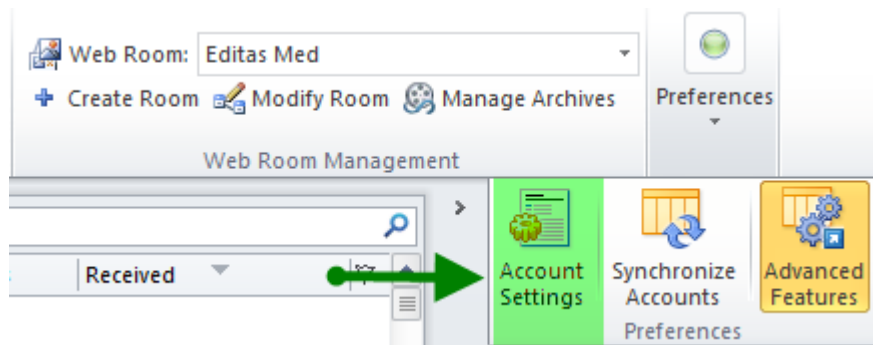
## Managing Adobe Connect Recordings and Archives

**Step 1:** Open Microsoft Outlook and navigate to the ScheduleOne Ribbon Bar as illustrated in the figure below, followed by selecting the 'Advanced Features' button, followed by 'Preferences'



Then select the "Preferences" screen, and then "Account Settings"

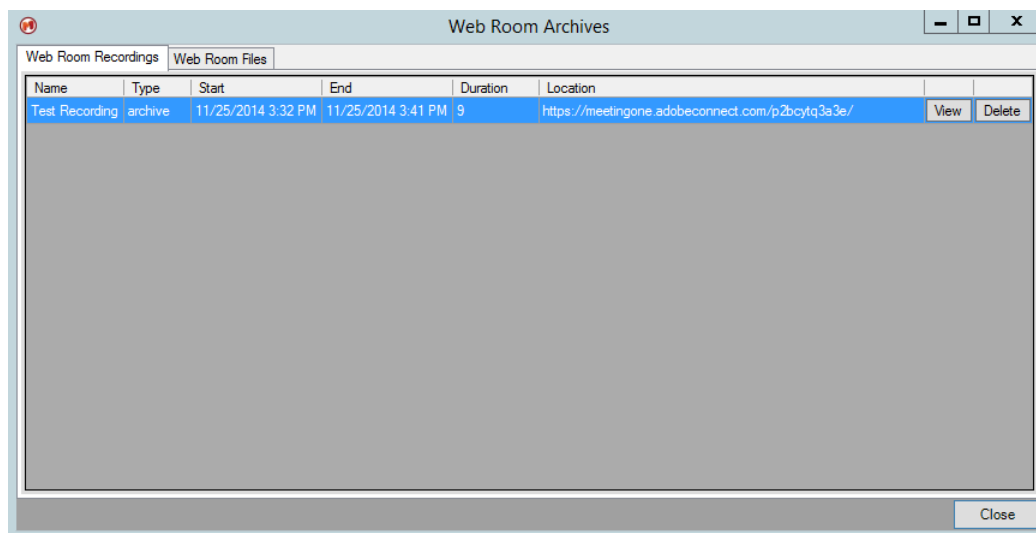




**Step 2:** Select the appropriate Adobe Connect room related to the recordings and archives you wish to view or manage by selecting the appropriate 'Web Room' under the 'Web Room Management' grouping on the ScheduleOne Ribbon Bar.

**Step 3:** Select the 'Manage Archives' button to start managing existing Adobe Connect room recordings and archives. There are two tabs within the 'Web Room Archives' dialog as illustrated below. The 'Web Room Recordings' tab allows you to view or delete recordings; the 'Web Room Files' tab allows you to view, download, or delete archives.

**NOTE:** *The following steps apply to both recordings and archives. Simply select the appropriate tab within the 'Manage Archives' dialog to either manage archives or recordings respectively.*

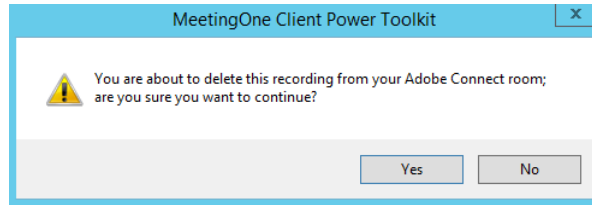


**Step 4:** To view a recording or archive, select the 'View' button within the grid view on the appropriate tab next to the recording or archive you want to view. When you select the 'View' button, your default browser will automatically open and you will be logged into your recording single sign-on with your previously stored Adobe Connect credentials; the recording will auto-play as soon as it's opened.

**NOTE:** *Some archives are not directly viewable, such as .zip files. In some cases, the button will serve to download the content versus actually viewing the content.*

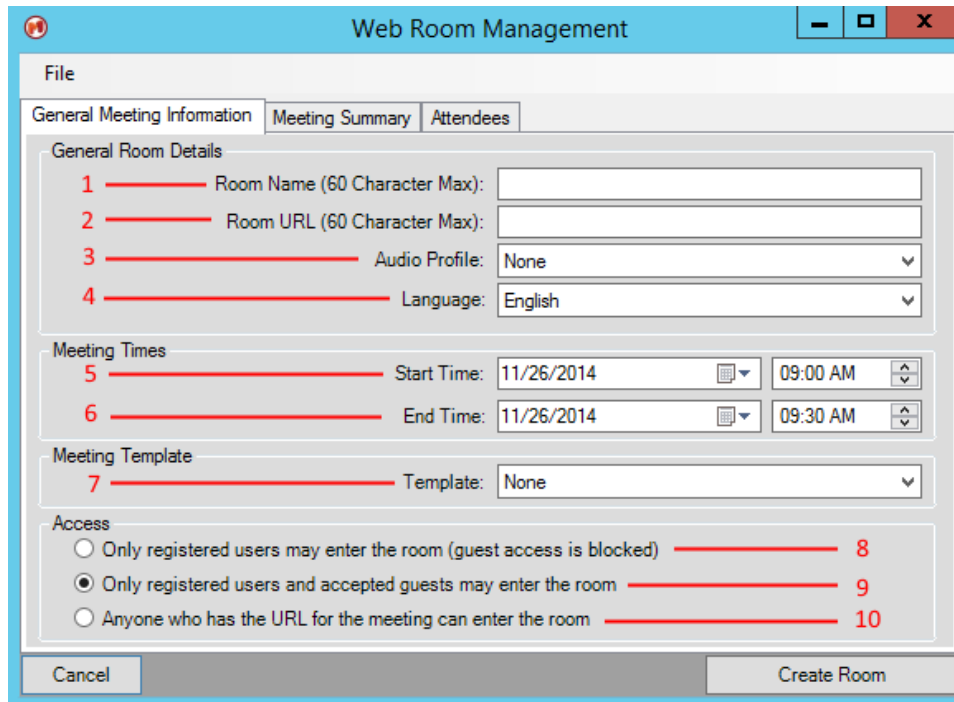
**Step 5:** You can delete a recording or archive by selecting the 'Delete' button next to the recording or archive you want to delete. You will be prompted with a confirmation dialog as shown below; select the

'Yes' button to confirm the deletion and your respective recording or archive will then be removed from the grid view and your Adobe Connect instance accordingly.



## Adobe Connect Room Creation Option Descriptions

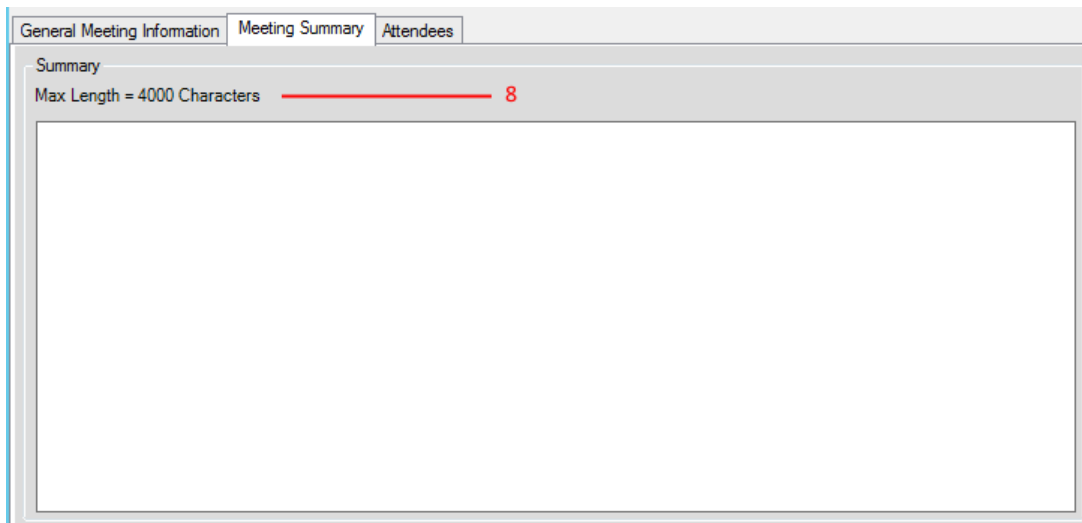
**Summary:** The following section defines all available options for creating an Adobe Connect room along with a brief description and definition of each option.



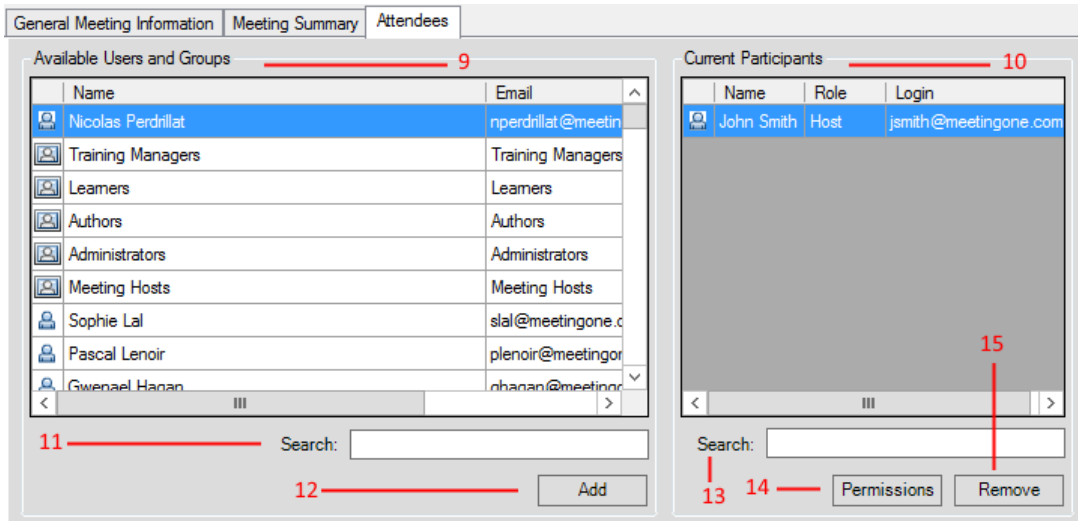
The screenshot shows the 'Web Room Management' dialog box with the 'General Meeting Information' tab selected. The dialog is titled 'Web Room Management' and has a 'File' menu. The 'General Meeting Information' tab is active, showing the following options:

- General Room Details:**
  - 1 Room Name (60 Character Max): [Text Field]
  - 2 Room URL (60 Character Max): [Text Field]
  - 3 Audio Profile: None [Dropdown]
  - 4 Language: English [Dropdown]
- Meeting Times:**
  - 5 Start Time: 11/26/2014 [Calendar] 09:00 AM [Time]
  - 6 End Time: 11/26/2014 [Calendar] 09:30 AM [Time]
- Meeting Template:**
  - 7 Template: None [Dropdown]
- Access:**
  - Only registered users may enter the room (guest access is blocked) 8
  - Only registered users and accepted guests may enter the room 9
  - Anyone who has the URL for the meeting can enter the room 10

Buttons: Cancel, Create Room



The screenshot shows the 'Meeting Summary' tab in the 'Web Room Management' dialog. The tab is titled 'Summary' and has a 'Max Length = 4000 Characters' label. A red line with the number '8' is positioned above the text area. The text area is empty.



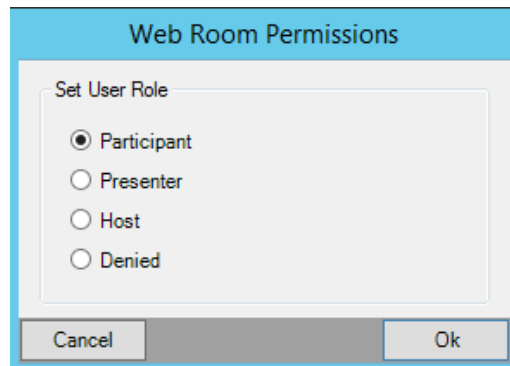
1. **Room Name:** Name of the newly created Adobe Connect meeting room.
2. **Room URL:** URL of the newly created Adobe Connect meeting room.
3. **Audio Profile:** This drop-down control lists all available audio profiles that can be associated to an Adobe Connect meeting room. 'None' stipulates that an audio room should not be associated with this Adobe Connect room; the 'None' value is used when an Adobe Connect room will use VOIP-based audio only.
4. **Language:** Specifies the default language to be used for this Adobe Connect room.
5. **Start Time:** The start time of the newly created Adobe Connect meeting room.
6. **End Time:** The end time of the newly created Adobe Connect meeting room.

**NOTE:** Although this value holds no real value when dynamically generating Adobe Connect rooms, it is important that a start time and end time be associated to a newly created meeting room to avoid notification problems when sending invites to participants through the Adobe Connect portal. This value can remain unchanged with no impact to the newly created room.

7. **Access: Only registered users may enter the room. (guest access is blocked)** This is the most restrictive option when setting up security access for an Adobe Connect room. This access type stipulates that only users that are in the 'Attendees' list which is populated on the 'Attendees' tab will be able to enter the conference.
8. **Access: Only registered users and accepted guests may enter the room.** This access type allows all attendees that are populated on the 'Attendees' tab to enter the conference room automatically. Guest access will need to be approved by the meeting host in order to enter the Adobe Connect conference room.
9. **Access: Anyone who has the URL for the meeting can enter the room.** This access type allows anyone that accesses the meeting room URL to enter the room regardless of attendees being

populated in the 'Attendees' tab. If this option is set, there is open access to the Adobe Connect conference room.

10. **Meeting Summary:** Provides a summary or agenda for the Adobe Connect meeting room. This field can be used to provide a description for the meeting room or it could be populated with an agenda which will be displayed to participants when a meeting invite is sent from the Adobe Connect portal.
11. **Available Users and Groups:** This is a complete list of existing users and groups that currently exist within your organization's Adobe Connect instance. You can add any number of the available users and groups to the 'Current Participants' list. This list is especially important when restricting access to an Adobe Connect meeting room. Reference points 5, 6, and 7 within this section for description of access types and how attendees are impacted based on access type.
12. **Current Participants:** Current participants are participants that have been currently added as attendees to the Adobe Connect meeting room. Any creation of a meeting room automatically will associate the host or creator of the meeting room to the 'Current Participant' list automatically with the role of 'Host'.  
**NOTE:** *Multiple users can be added and removed from the 'Current Participants' grid by holding down the 'Ctrl' key while selecting attendees from the list. You can also select a block of users to add to the attendees list by holding down the 'Shift' key while selecting attendees from the list.*
13. **Available Users and Groups – Search:** Allows the ability to search for attendees in the available users and groups list.
14. **Available Users and Groups – Add:** Adds participants to the 'Current Participants' list.
15. **Current Participants – Search:** Allows the ability to search for attendees in the 'Current Participants' list.
16. **Current Participants – Permissions:** This option allows the ability to change the role of a meeting attendee. Below is an illustration of the dialog with the ability to change attendee roles. Adobe Connect currently supports four different attendee roles: Host, Presenter, Participant, and Denied.



**NOTE:** *You can change multiple attendee roles at the same time by using the 'Ctrl' or 'Shift' key respectively to select multiple participants prior to selecting the 'Permissions' button.*