

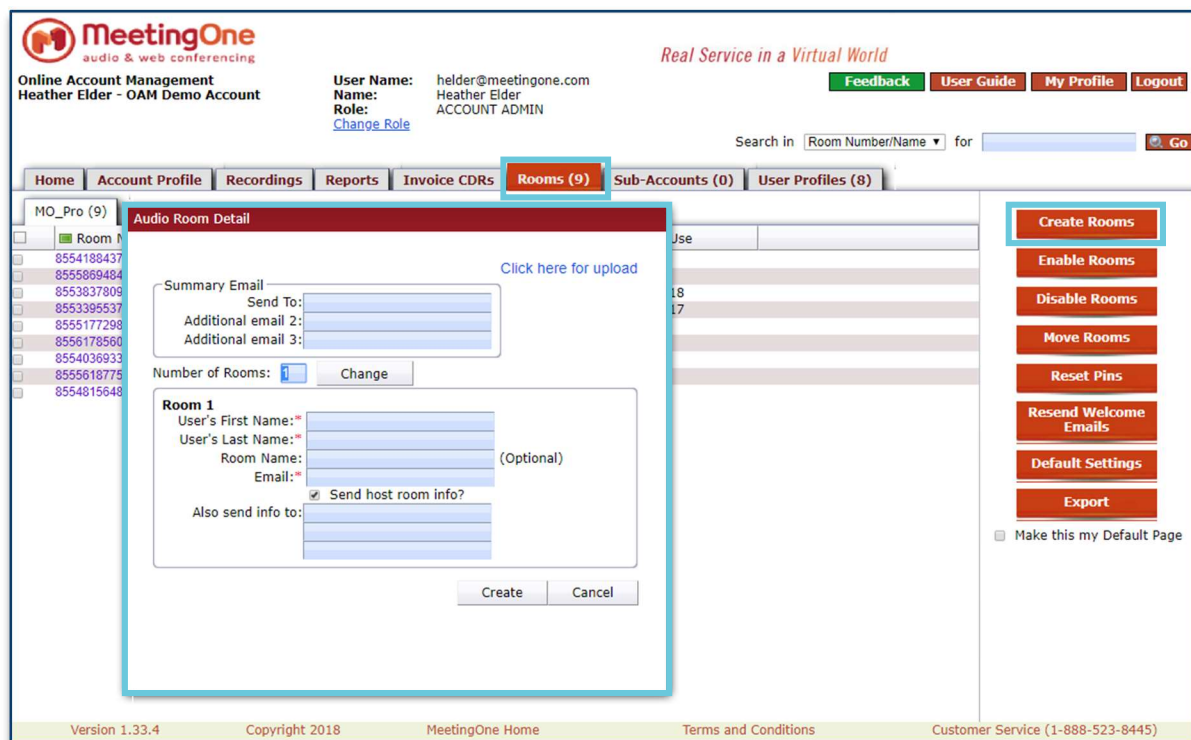
Create and Manage Rooms

OAM (Online Account Management) allows you to create, maintain and manage your own Audio rooms.

Create Rooms

Adding a new audio room

- Click the **Rooms** tab
 - Click **Create Rooms**
 - Enter the following:
 - Summary Email information (if necessary)
 - Number of Rooms (if more than one)
 - Click **Change** (if more than one)
 - User's First Name (required)
 - User's Last Name (required)
 - Email
 - ✓ Send host room info? – Leaving this checked will send out an automated email to the email address above with the room credentials
 - Also send info to email (if necessary)
- Click **Create**



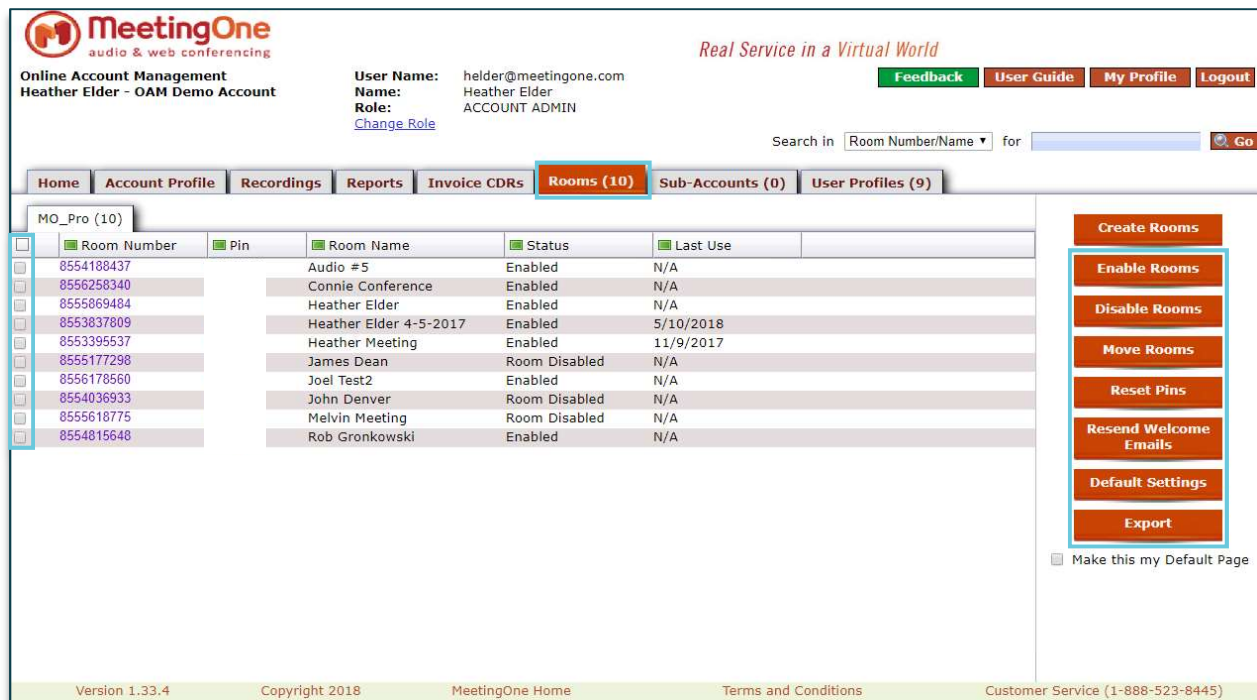
The screenshot displays the MeetingOne OAM interface. At the top, the user is identified as Heather Elder - OAM Demo Account, with a role of ACCOUNT ADMIN. The 'Rooms (9)' tab is selected in the navigation menu. A modal window titled 'Audio Room Detail' is open, showing a form for creating a new room. The form includes fields for 'Summary Email' (with 'Send To', 'Additional email 2', and 'Additional email 3' sub-fields), 'Number of Rooms' (set to 1), and 'Room 1' details (User's First Name, User's Last Name, Room Name, and Email). A checkbox for 'Send host room info?' is checked. There are 'Create' and 'Cancel' buttons at the bottom of the form. On the right side of the interface, a vertical menu contains buttons for 'Create Rooms', 'Enable Rooms', 'Disable Rooms', 'Move Rooms', 'Reset Pins', 'Resend Welcome Emails', 'Default Settings', and 'Export'. The footer of the page shows 'Version 1.33.4', 'Copyright 2018', 'MeetingOne Home', 'Terms and Conditions', and 'Customer Service (1-888-523-8445)'.

Create and Manage Rooms

Manage Rooms

Manage audio rooms

- Click the **Rooms** tab
 - Select the check box in front the room number(s) you wish to Manage
 - Click the room management option:
 - **Enable Rooms**
 - **Disable Rooms**
 - **Reset Pins**
 - **Resend Welcome Emails**
 - **Export**



MeetingOne
audio & web conferencing

Real Service in a Virtual World

Online Account Management
Heather Elder - OAM Demo Account

User Name: helder@meetingone.com
Name: Heather Elder
Role: ACCOUNT ADMIN
[Change Role](#)

Feedback User Guide My Profile Logout

Search in Room Number/Name for Go

Home Account Profile Recordings Reports Invoice CDRs **Rooms (10)** Sub-Accounts (0) User Profiles (9)

MO_Pro (10)

<input type="checkbox"/>	Room Number	Pin	Room Name	Status	Last Use
<input type="checkbox"/>	8554188437		Audio #5	Enabled	N/A
<input type="checkbox"/>	8556258340		Connie Conference	Enabled	N/A
<input type="checkbox"/>	8555869484		Heather Elder	Enabled	N/A
<input type="checkbox"/>	8553837809		Heather Elder 4-5-2017	Enabled	5/10/2018
<input type="checkbox"/>	8553395537		Heather Meeting	Enabled	11/9/2017
<input type="checkbox"/>	8555177298		James Dean	Room Disabled	N/A
<input type="checkbox"/>	8556178560		Joel Test2	Enabled	N/A
<input type="checkbox"/>	8554036933		John Denver	Room Disabled	N/A
<input type="checkbox"/>	8555618775		Melvin Meeting	Room Disabled	N/A
<input type="checkbox"/>	8554815648		Rob Gronkowski	Enabled	N/A

Create Rooms
Enable Rooms
Disable Rooms
Move Rooms
Reset Pins
Resend Welcome Emails
Default Settings
Export

Make this my Default Page

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