

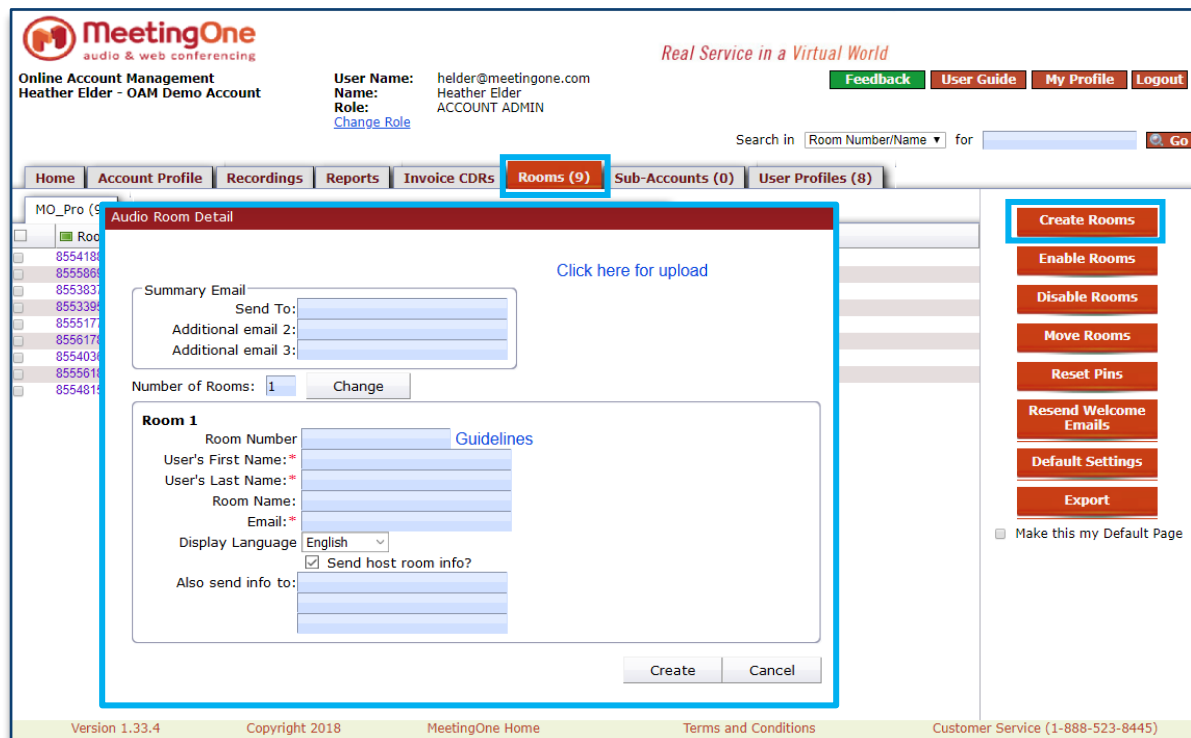
## Create and Manage Rooms

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

### Create Rooms

#### Adding a new AudioOne room

- Click the **Rooms** tab
  - Click the **Create Rooms** button
  - 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 (required)
        - ✓ 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**



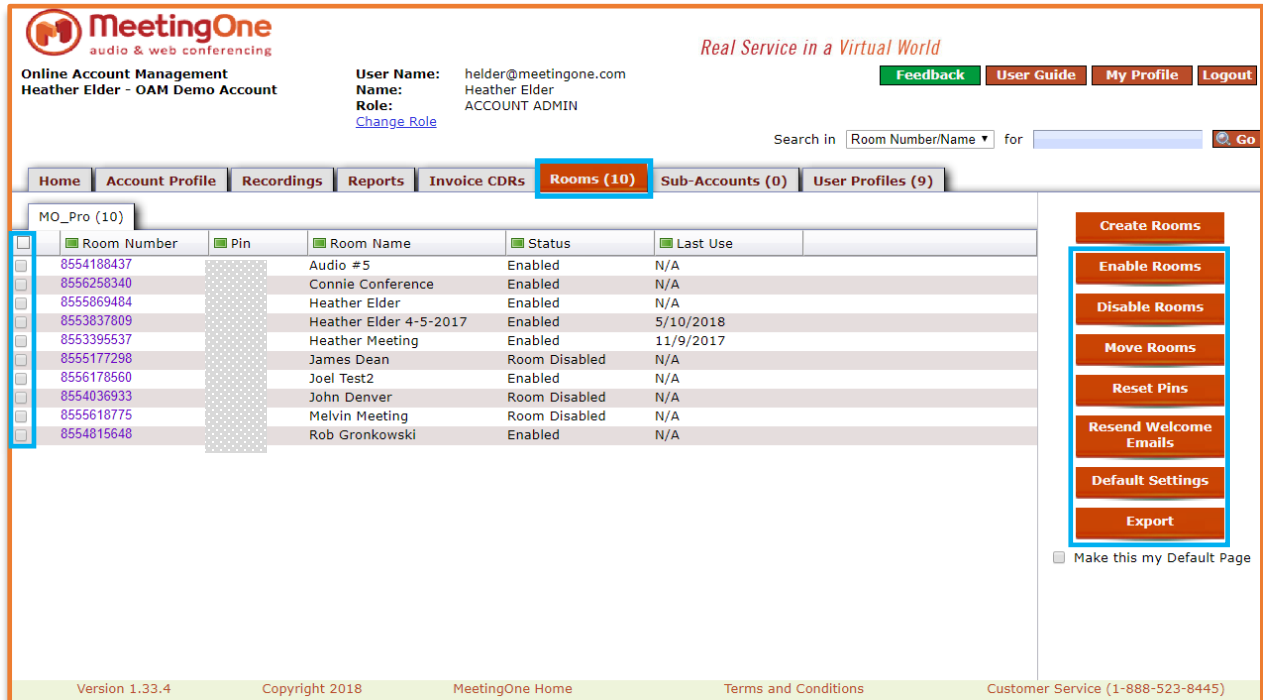
The screenshot displays the MeetingOne OAM interface. At the top, the user is logged in as Heather Elder (ACCOUNT ADMIN). The 'Rooms (9)' tab is selected in the navigation menu. A modal window titled 'Audio Room Detail' is open, showing the 'Create Rooms' form. The form includes a 'Summary Email' section with a 'Send To' field and two 'Additional email' fields. Below this is the 'Number of Rooms' field, currently set to '1', with a 'Change' button. The 'Room 1' section contains fields for 'Room Number', 'User's First Name', 'User's Last Name', 'Room Name', and 'Email'. The 'Display Language' is set to 'English'. A checkbox for 'Send host room info?' is checked. There is also an 'Also send info to:' field. At the bottom of the form are 'Create' and 'Cancel' buttons. The sidebar on the right 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 information and contact details.

## Create and Manage Rooms

### Manage Rooms

#### Manage audio rooms

- Click the **Rooms** tab
  - Select the check box in front the audio room(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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