Directory

> **OAM** (*Online Account Management*) allows you to create, maintain and use a directory of participants either at the audio room level or the AudioOne account level, valid for all the account rooms (**Rooms** tab > **Default Settings** button > **Directory** tab) that will be added to the room level Directory.

Create a Directory

**Adding Individual Participants in an AudioOne Room directory**

- Click the **Directory** tab, or the button **Manage Directory** from the **Home** tab.
  - o Click **Add**
  - o Enter participants information
  - o Select the following:
    - Language (if necessary)
    - Sub Conference (if necessary)
    - Access Authorized (should be checked to access to the room)
    - Muted (will mute participant upon entry into the room)
    - Individual Access Code (*****IAC** will be auto generated if you do not add one)
- Click **Save**
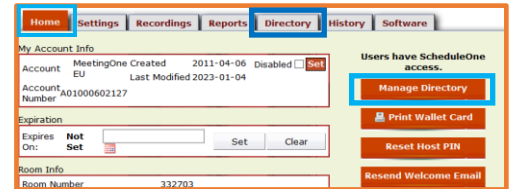
*****IAC** (*Individual Access Code*) serves as the contact's ID within OAM and Click&Meet and may also be used as an Access Mode (see Access Modes for more information)
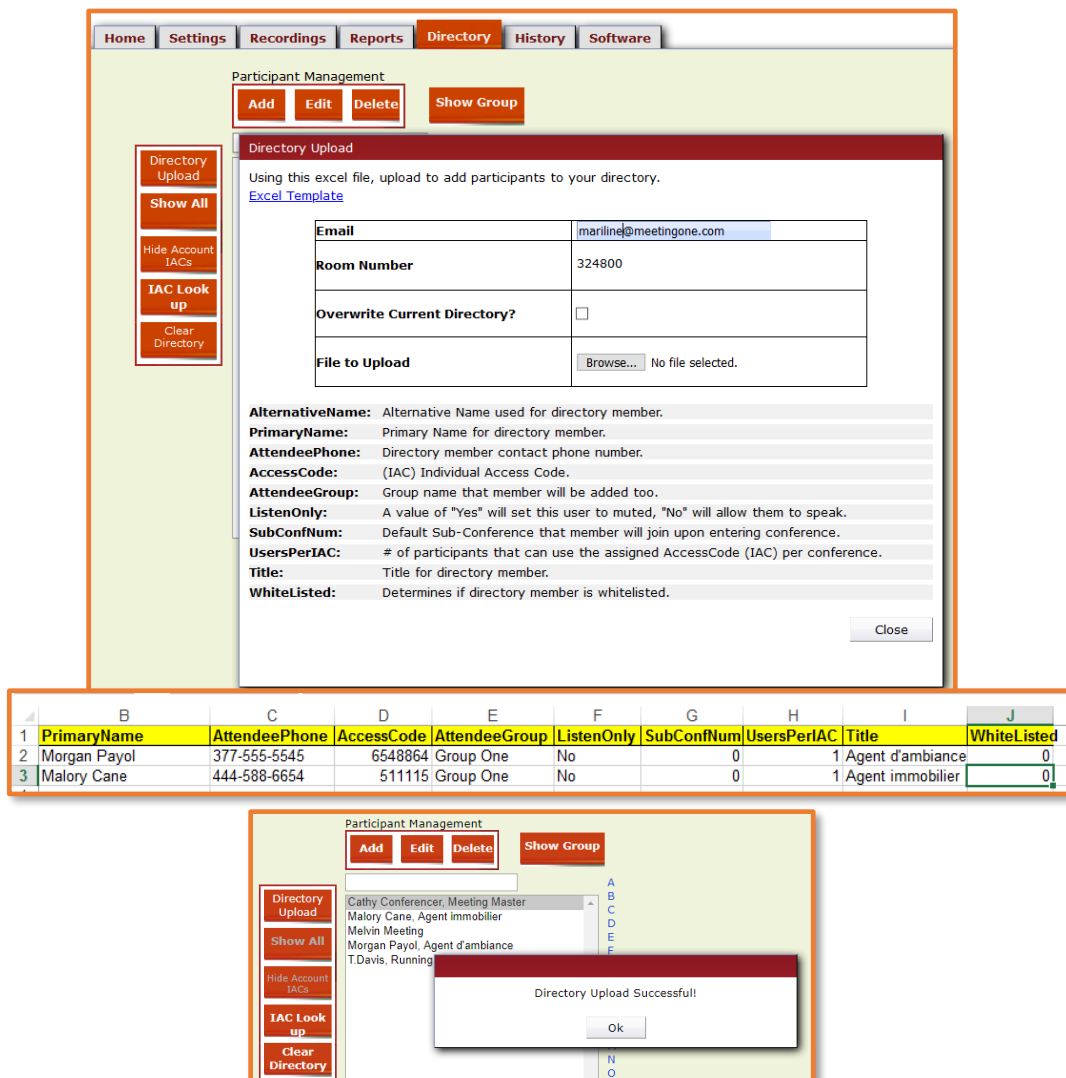
Edit/Delete Participants

- Highlight the participant you would like to Edit or Delete from the Directory
- Click **Edit** to change participants information and click **Save**
- Click **Delete** to delete the participant from the Directory and then **OK** to confirm
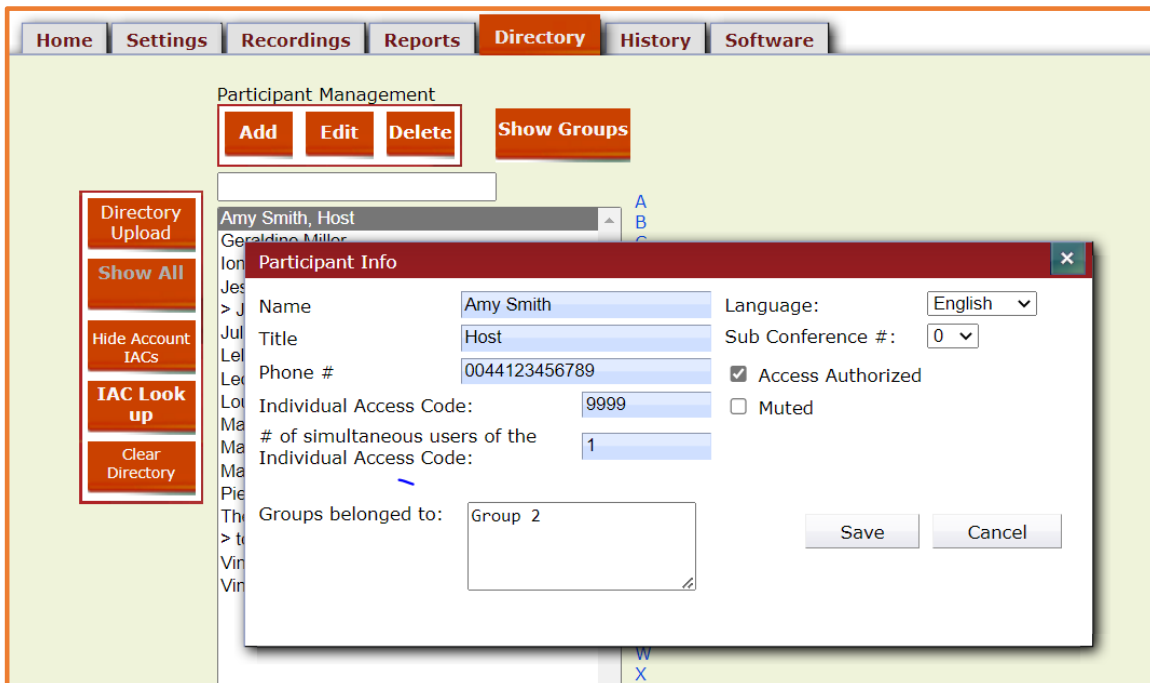
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Directory Upload

- Click the **Directory** Tab, or the button **Manage Directory** from the Home tab.
    - Click **Directory Upload**
    - Click **Excel Template** (to download the template to your computer)
    - Complete the required information on the spreadsheet and save it
- Click the **Directory** Tab
    - Click **Directory Upload**
    - Fill out the information needed in the table
    - Click **Choose File**
    - Select file from your computer
    - Click Open (upload will begin automatically)
- Once the Upload is complete, a notification of successful upload will appear, and your directory will be populated with the newly added participants