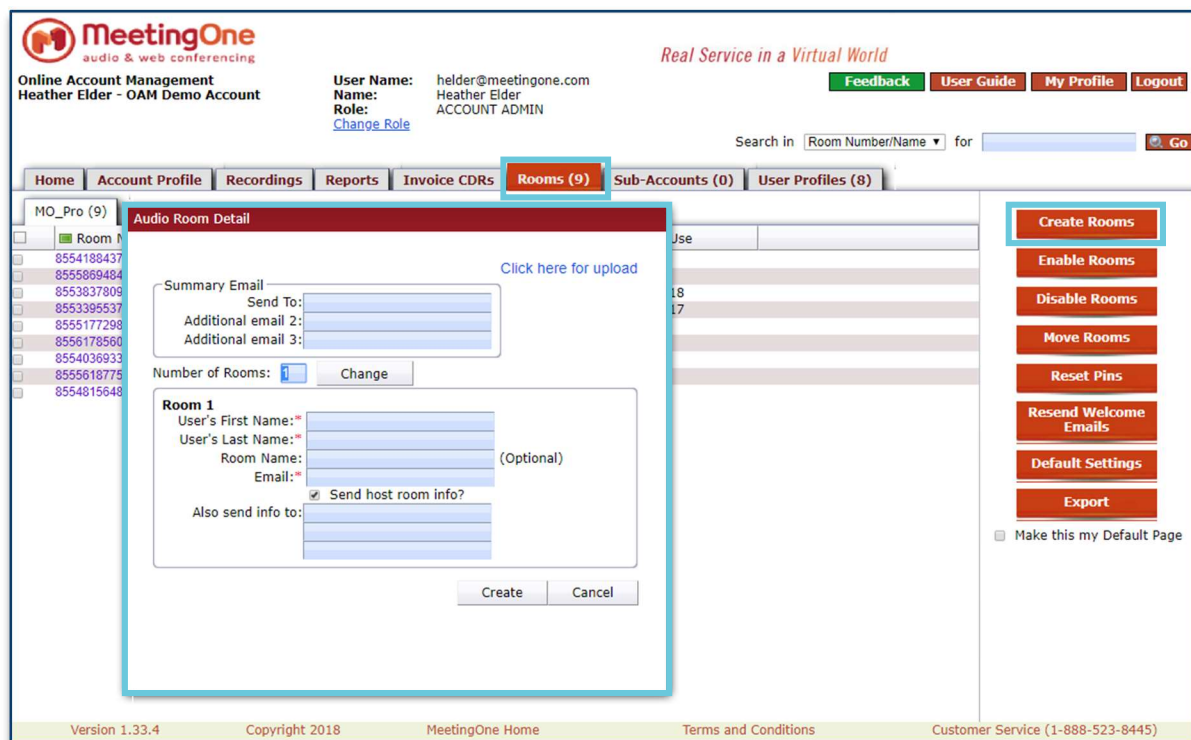# Create and Manage Rooms

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
  - o Click **Create Rooms**
  - o 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
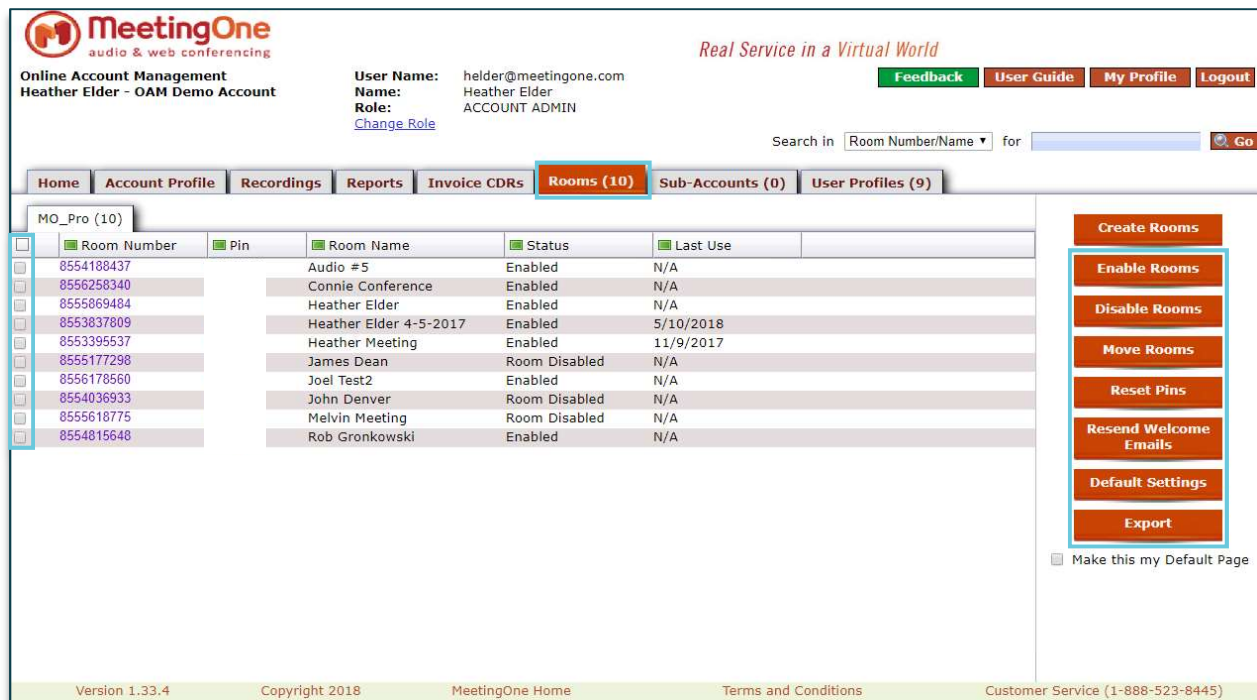   - ▪ Also send info to email (if necessary)
- Click **Create**

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**