

Directory

OAM (Online Account Management) allows you to create, maintain and use a directory of participants.

Create a Directory

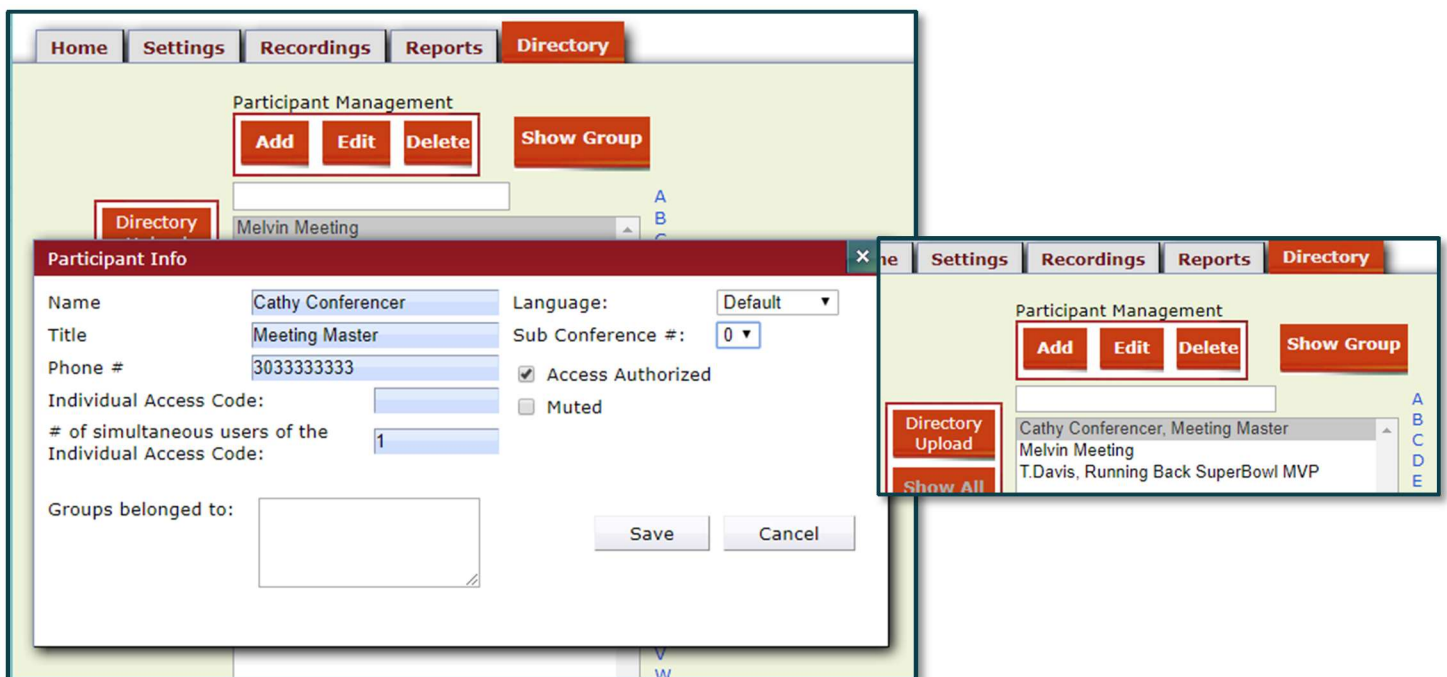
Adding Individual Participants

- Click the **Directory** tab
 - Click **Add**
 - Enter participants information
 - Select the following:
 - Language (if necessary)
 - Sub Conference (if necessary)
 - Access Authorized (should be checked for access to the room)
 - Muted (will mute participant upon entry into the room)
 - *Individual Access Code (this will auto populate if you do not add one)
- Click **Save**

*IAC (Individual Access Code) used as the contact's identifier within OAM and Click&Meet as well as can be used as an Access Mode as well (see Access Modes for more information)

Edit/Delete Participants

- Highlight the participant you would like to Edit or Delete
- Click **Edit** to change participants information
- Click **Delete** to delete the participant

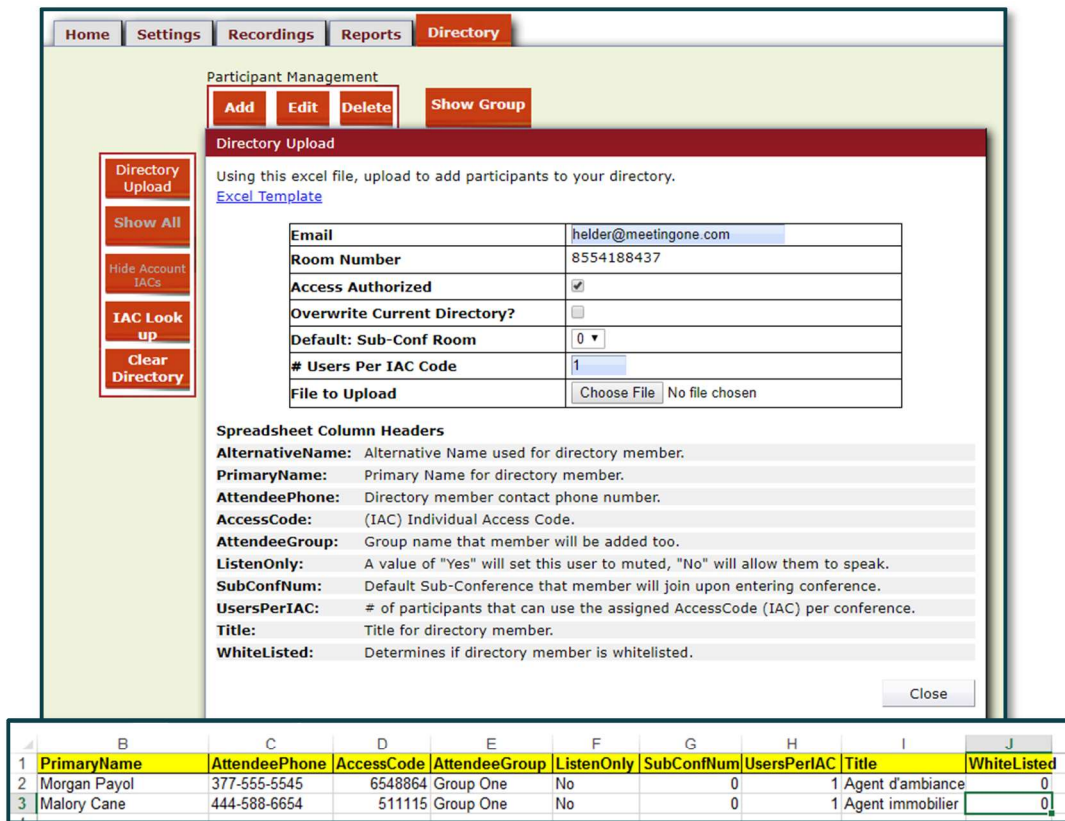


The screenshot displays the OAM interface with the 'Directory' tab selected. The 'Participant Management' section includes buttons for 'Add', 'Edit', 'Delete', and 'Show Group'. A 'Participant Info' modal is open, showing fields for Name, Title, Phone #, Individual Access Code, Language, Sub Conference #, Access Authorized, and Muted. The 'Participant Info' modal also has 'Save' and 'Cancel' buttons. A 'Directory Upload' button is visible in the bottom left of the modal. The background shows a list of participants with a search bar and a 'Show All' button.

Directory

Directory Upload

- Click the **Directory 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 completed you will see a success message and the new participants in your directory



Participant Management

Directory Upload

Using this excel file, upload to add participants to your directory.
[Excel Template](#)

Email	helder@meetingone.com
Room Number	8554188437
Access Authorized	<input checked="" type="checkbox"/>
Overwrite Current Directory?	<input type="checkbox"/>
Default: Sub-Conf Room	0
# Users Per IAC Code	1
File to Upload	<input type="button" value="Choose File"/> No file chosen

Spreadsheet Column Headers

AlternativeName: Alternative Name used for directory member.

PrimaryName: Primary Name for directory member.

AttendeePhone: Directory member contact phone number.

AccessCode: (IAC) Individual Access Code.

AttendeeGroup: Group name that member will be added too.

ListenOnly: A value of "Yes" will set this user to muted, "No" will allow them to speak.

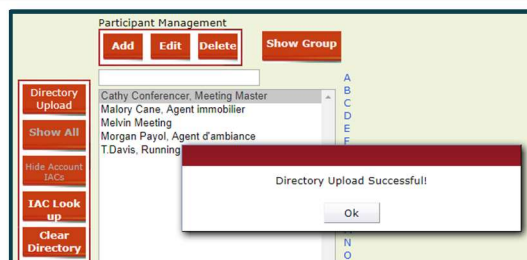
SubConfNum: Default Sub-Conference that member will join upon entering conference.

UsersPerIAC: # of participants that can use the assigned AccessCode (IAC) per conference.

Title: Title for directory member.

WhiteListed: Determines if directory member is whitelisted.

	B	C	D	E	F	G	H	I	J
	PrimaryName	AttendeePhone	AccessCode	AttendeeGroup	ListenOnly	SubConfNum	UsersPerIAC	Title	WhiteListed
1	Morgan Payol	377-555-5545	6548864	Group One	No	0	1	Agent d'ambiance	0
2	Malory Cane	444-588-6654	511115	Group One	No	0	1	Agent immobilier	0



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Cathy Conferencor, Meeting Master
Malory Cane, Agent immobilier
Melvin Meeting
Morgan Payol, Agent d'ambiance
T.Davis, Running

Directory Upload Successful!