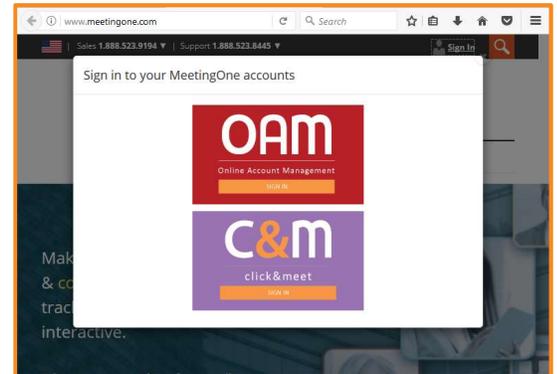


## Getting Started

OAM (Online Account Management) gives you the ability to manage your AudioOne Room and Audio Account Information

**Logging In** – Go to [www.meetingone.com](http://www.meetingone.com)

- Click **Sign In**
- Click **OAM, Sign In**
- Enter log in credentials from your welcome email (if you are logging in for the first time you will be asked to reset your password)
- Choose Roll if prompted
  - Admin – Full Account Access
  - End User – Room level Access



### Room Admin Tabs

- Home – Basic Room overview
- Settings – Room Settings (i.e. Mute All, Turn on/off doorbell, etc.)
- Recordings – Access audio room recordings
- Reports – Access usage reports
- Directory – List of contacts (OAM Only)
  - Software – MeetingOne Software (if purchased)
  - Resources - MeetingOne Software Documents

### Account Admin Tabs

- Account Profile – Overview of account information
- Invoice CDRs – Invoice Call Detail Reports
- Sub-Accounts – Subsidiary accounts
- User Profiles – Manage Users

