

ScheduleOne

Installation & Setup Instructions

Congratulations and welcome to ScheduleOne! Simple scheduling is just a few steps away.

▲ Before we begin the installation you will need to make sure you have completed a few steps outside of Outlook and ScheduleOne to ensure a seamless installation process.

- If you are new to MeetingOne* or Adobe Connect you will need to log in to those applications and establish a new permanent password, **before** you install ScheduleOne.
 *If you don't have a MeetingOne username and password, please contact MeetingOne support to obtain your credentials before continuing.
- □ If you are not new to MeetingOne or Adobe Connect you will need your log in credentials for each application.
- Users who wish to use ScheduleOne must have permissions to the Shared Templates within Adobe Connect Central

Log In Credentials Ready?

Installation Instructions

Step 1: Download the <u>ScheduleOne installer</u> from MeetingOne or a repository provided to you by your organization.

Step 2: Locate the installer file on your PC, the filename of the executable is **ScheduleOne_Installer.exe**.

Step 3: Close Microsoft Outlook.

Step 4: Open the SchedueOne_Installer.exe file

 Click the Next button to continue with the installation or Click the Cancel button to cancel the installation.



ScheduleOne Installation

MeetingOne ScheduleOne - InstallShield Wizard

Click Next to install to this folder, or click Change to install to a different folder

C:\Program Files (x86)\MeetingOne\MeetingOne ScheduleOne\

Change...

Cancel

Install MeetingOne ScheduleOne to:



Installation Instructions, continued

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Destination Folder

Step 5: The Destination Folder set up will open.

 Click Change to choose the installation location or accept the default destination installation path by Clicking Next.



Step 6: The Ready to Install window will open and displays a summary of the actions that will be taken during installation.

 Click the Install button to proceed with the ScheduleOne installation.



Step 7: The InstallShield Wizard Completed window will appear.

 \circ $\;$ Click the Finish button to exit the installation wizard.





ScheduleOne Installation

Setup Instructions

Preform the steps below in order to start using ScheduleOne

Log In Credentials Ready?

Step 1: Launch Microsoft Outlook.

Step 2: ScheduleOne will ask for your MeetingOne Audio Login Credentials.

Enter your MeetingOne Username and Password, click
 Update Account Settings.

Step 3: If your organization purchased any portion of the Adobe
Connect integration with ScheduleOne, you will be prompted
with the following Login Credentials dialog after your
MeetingOne credentials are successfully validated.

 Enter your Adobe Connect URL (if not already present) and your Adobe Connect Username and Password, click Update Account Settings.

-	Login Credentials	_ 🗆 X
Audio Account Crede	ntials	
MeetingC)ne Username:	
Meeting	One Password:	
Remind me the nex	t time I start Microsoft Outlook	
Cancel		Update Account Settings

		Login Credenti	als	>
Audio Account C	redentials			
Meet	ingOne Username:	ismith@company.co	om	
Mee	tingOne Password:			
Web Account C	edentials			
Ad	Adobe Connect URL: https://meetingone			1
Adobe C	Connect Username:			
Adobe (Connect Password:			
Remind me the	next time I start Mi	crosoft Outlook		
Cancel			Lind	late Account Setting

After you have successfully authenticated your MeetingOne and Adobe Connect:

Step 4: The Account Settings box will appear. Here you can **configure** and **customize** ScheduleOne according to your needs.

- You can accept the default settings, by clicking
 Save & Close to exit and save your changes.
- If you wish to configure and customize
 ScheduleOne to meet your needs, refer to the
 MeetingOne ScheduleOne Help Guide.

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Web Room Invite Management		
Invite Name	Description	Default
Default Web (No Audio) Template	This is the default web template with no audio.	
Default Web Template	This is the default web template.	
Add Remove Audio Room Invite Management		Customize
Invite Name	Description	Default
Default Audio Template	This is the default audio template.	
Add Remove		Customize
Cancel	Update Account Settings	Save & Close