

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

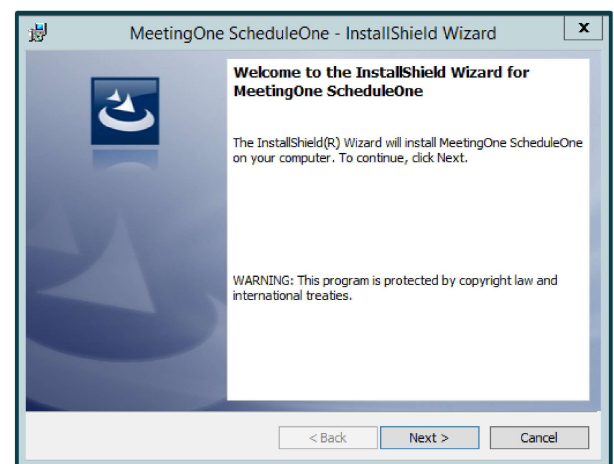
Step 1: Download the ScheduleOne installer from MeetingOne or a repository provided to you by your organization.

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 **ScheduleOne_Installer.exe** file

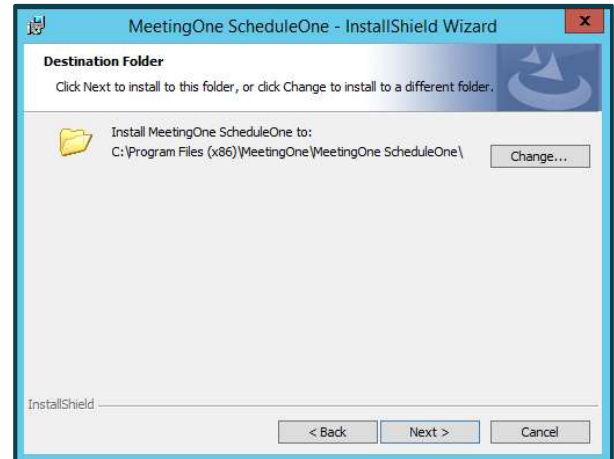
- Click the **Next** button to continue with the installation or Click the **Cancel** button to cancel the installation.



Installation Instructions, continued

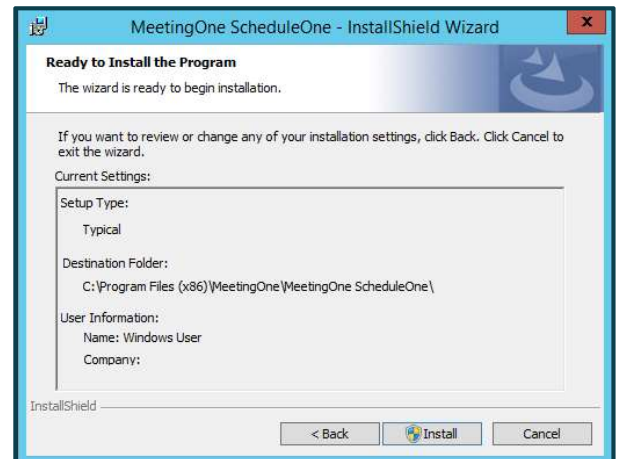
Step 5: The Destination Folder set up will open.

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



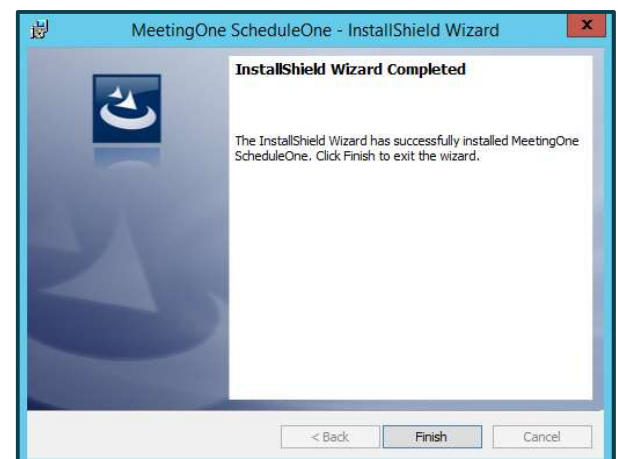
Step 6: The Ready to Install window will open and displays a summary of the actions that will be taken during installation.

- Click the **Install** button to proceed with the ScheduleOne installation.



Step 7: The InstallShield Wizard Completed window will appear.

- Click the **Finish** button to exit the installation wizard.



Setup Instructions

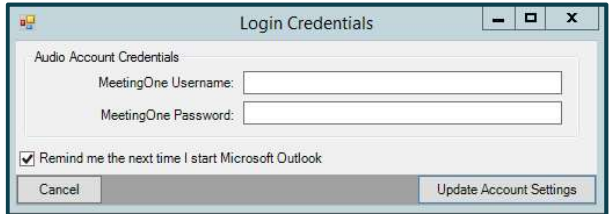
Perform the steps below in order to start using ScheduleOne

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**.



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.

