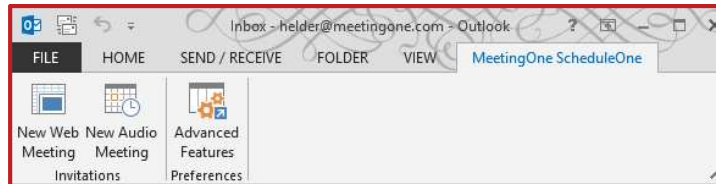
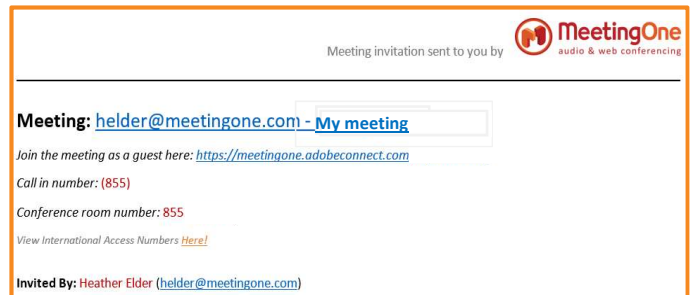


ScheduleOne Overview Standard

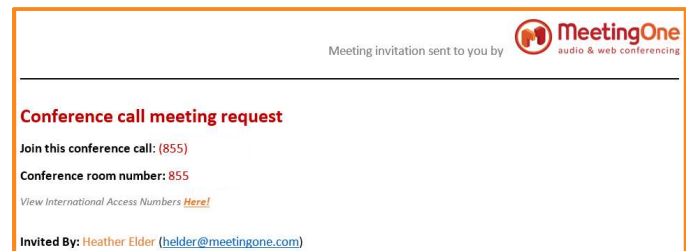
ScheduleOne is an Outlook plug in that gives you a way to make scheduling your meetings as simple as the click of a button!



New Web Meeting: Creates a new Adobe Connect - based meeting invite using the default room selected in the **Web Room** dropdown control. (See Web Invite Management for more details).

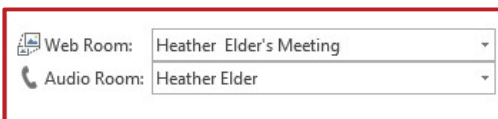


New Audio Meeting: Creates a new audio only meeting invite using the default room selected in the **Audio Room** dropdown control. (See Web Invite Management for more details).



Advanced Features: Toggles the ScheduleOne menu between advanced and a basic only view.

ScheduleOne Overview Advanced Features



Web/Audio Room Drop-Down Controls: Sets the default room that will be used the standard room actions: **New Web Meeting**, **New Audio Meeting**, **Start Adobe Connect**, **Open Web Meeting**, and **Open Audio Meeting**.



Open Web Meeting: Starts an Adobe Connect conference room which can be selected by using the **Web Room** drop-down control.

- This option uses your previously stored Adobe Connect credentials to log into the meeting room with a single-click/single sign-on functionality.



Open Audio Meeting: Starts an audio conference utilizing the Click&Meet web application.

- The audio room is selected by using the **Audio Room** drop-down control. This option uses your previously stored MeetingOne credentials to log into the meeting room with a single-click/single sign-on functionality.



Account Settings: Displays dialogs related to the configuration and customization of ScheduleOne (See Web Invite Management for more details).

Synchronize Button: Immediately synchronizes MeetingOne and Adobe Connect settings and rooms.

Advanced Features: Toggles the ScheduleOne menu between advanced and a basic only view.