

ScheduleOne Overview

Professional

With the Professional version of ScheduleOne you get the standard features plus the ability to create an On Demand Web Room as well as Web Room Management directly from Outlook.





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

• To Access the On Demand Web Room Creation and Web Room Management options, Advanced Features must be open.



On Demand Web Room Creation Toggle: When enabled, you will be prompted to create a new Adobe Connect room when using the **New Web Meeting** function.

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Web Room Creation D	etails						1
Room Name (60 Character Max):			Room Name				-
Room URL (60 Character Max):			Optional URL				
On Demand Web Room Creation Template:			Default Template			~	
		_		-			-
Cancel					Create	Web Room	

On Demand Web Room Creation

- Toggle On: Click New Web Meeting
 - The On Demand Web Room Creation box will open
 - o Enter the Room Name
 - Enter a Custom URL(Optional)
 - Choose Template(Optional)
 - Click Create Web Room
- A New Adobe Connect Web room will be created
 - A New Web Meeting Invitation will open with the new room details
- Toggle Off: ScheduleOne uses room selected in the Web Room drop down to create Web Room Invite



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Web Room Managemen	Anage Archives delet	tion of Adobe Conr Allows the view content, and the content where	nect meeting rooms. ing of Adobe Connect room recordings, e ability to download Adobe Connect room applicable.
Web Room Management General Meeting Information Meeting Summary Attende General Room Details Room Name (60 Character Max): Room URL (60 Character Max): Audio Profile: Language: Meeting Times Start Time: End Time: Meeting Template Template Access ③ Only registered users may enter the room (gues Only registered users and accepted guests may Anyone who has the URL for the meeting can enter the room of the meeting	- □ s None English 9/27/2017 □ ▼ 10:00 AM 9/27/2017 □ ▼ 10:30 AM 9/27/2017 □ ▼ 10:30 AM None t access is blocked) enter the room ter the room	 Create Ro Click Create Ro Click Create Ro M M M Ac Click Ac Click Ac Click Ac Ac<th>te Room – A Web Room Management vill open Iter General Room Details eeting Times (Optional) eeting Template (Optional) ccess Type ick Create Room new Adobe Connect room will be created and ided to your room list</th>	te Room – A Web Room Management vill open Iter General Room Details eeting Times (Optional) eeting Template (Optional) ccess Type ick Create Room new Adobe Connect room will be created and ided to your room list
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General Neeting Information Meeting Summary General Room Details Room Name (60 Characte Room URL (60 Characte	Attendees r Max): Adobe Connect INT2 r Max): /rih6c9vc55o9/ Profile: MeetingOne AudioProfile 85	52808558	Click Modify Room To delete the room from ScheduleOne
Audio	nguage: English	~	AND Adaba Connect alial Delate Ream
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Manage Archives Click Manage Archives

Web Room Recordings

- Here you can Show Recordings for the room selected in the Web Room drop down or Show Recordings For All Rooms using the radio buttons
 - You can View or *Delete a recording from the buttons on the right of the screen

Web Room Files

- Here you can see all files that have been uploaded into the room selected in the Web Room drop down.
 - You can View or *Delete a recording from the buttons on the right of the screen

*Deleting items is permanent and will delete the item or recording from ScheduleOne AND Adobe Connect

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	archive	7/18/2017 12:34 PM	7/18/2017 1:31 PM	57	https://meetingone.adobeconnec	. View	Delete
	archive	7/6/2017 11:01 AM	7/6/2017 11:50 AM	49	https://meetingone.adobeconnec	View	Delete
	archive	7/17/2017 11:04 AM	7/17/2017 12:09 PM	65	https://meetingone.adobeconnec	View	Delete
	archive	6/14/2017 9:05 AM	6/14/2017 9:25 AM	20	https://meetingone.adobeconnec	View	Delete
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	archive	5/24/2017 10:44 AM	5/24/2017 10:47 AM	3	https://meetingone.adobeconnec	View	Delete
	archive	2/15/2017 9:30 AM	2/15/2017 9:34 AM	4	https://meetingone.adobeconnec	View	Delete
	archive	6/22/2017 9:49 AM	6/22/2017 9:51 AM	2	https://meetingone.adobeconnec	View	Delete
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