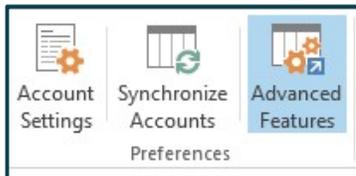
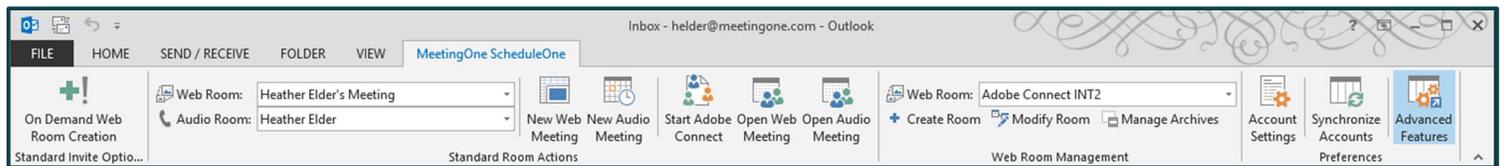


## ScheduleOne Overview Professional

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.

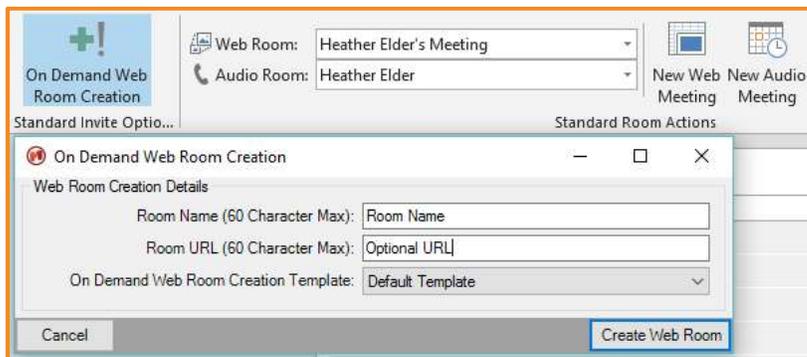


**Advanced Features:** Toggles the ScheduleOne menu between advanced and a basic only view.

- 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.



### On Demand Web Room Creation

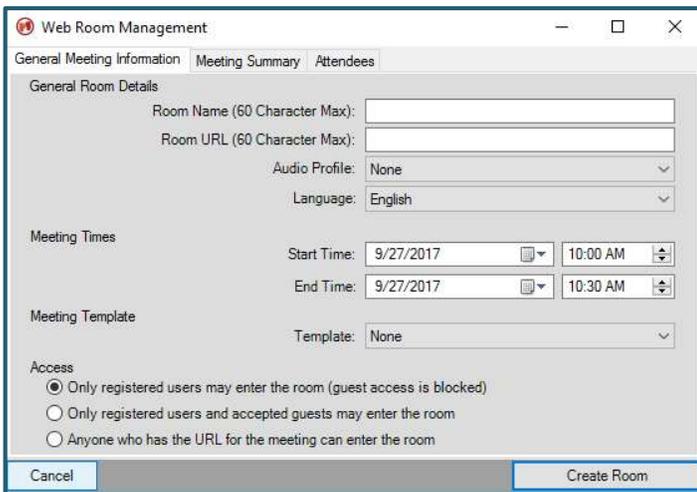
- Toggle On: Click **New Web Meeting**
  - The On Demand Web Room Creation box will open
  - Enter the **Room Name**
  - Enter a Custom URL(Optional)
  - Choose Template(Optional)
  - Click **Create Web Room**
- A New Adobe Connect Web room will be created
  - A New Web Meeting Invitation will open with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

## ScheduleOne Overview Professional, continued



**Web Room Management:** Allows the creation, modification, and deletion of Adobe Connect meeting rooms.

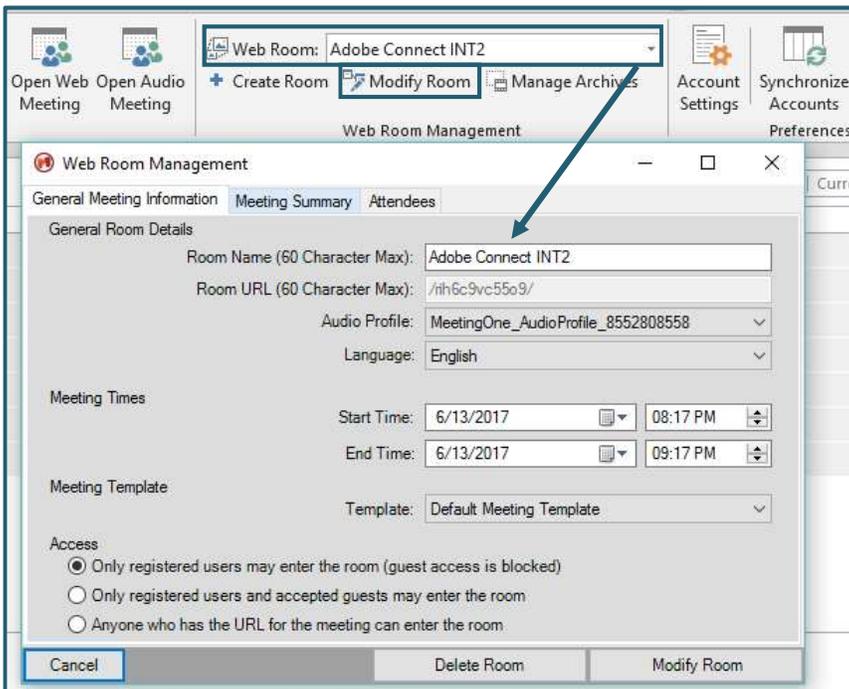
- Allows the viewing of Adobe Connect room recordings, content, and the ability to download Adobe Connect room content where applicable.



### Create Room

Click **Create Room** – A Web Room Management window will open

- Enter General Room Details
- Meeting Times (Optional)
- Meeting Template (Optional)
- Access Type
- Click Create Room
- A new Adobe Connect room will be created and added to your room list



### Modify Room

Click **Modify Room** – A Web Room Management window will open based on the Web Room drop down

- Enter Updated information
- Click **Modify Room**

To delete the room from ScheduleOne **AND** Adobe Connect click **Delete Room**

## ScheduleOne Overview Professional, continued

### Manage Archives

Click **Manage Archives**

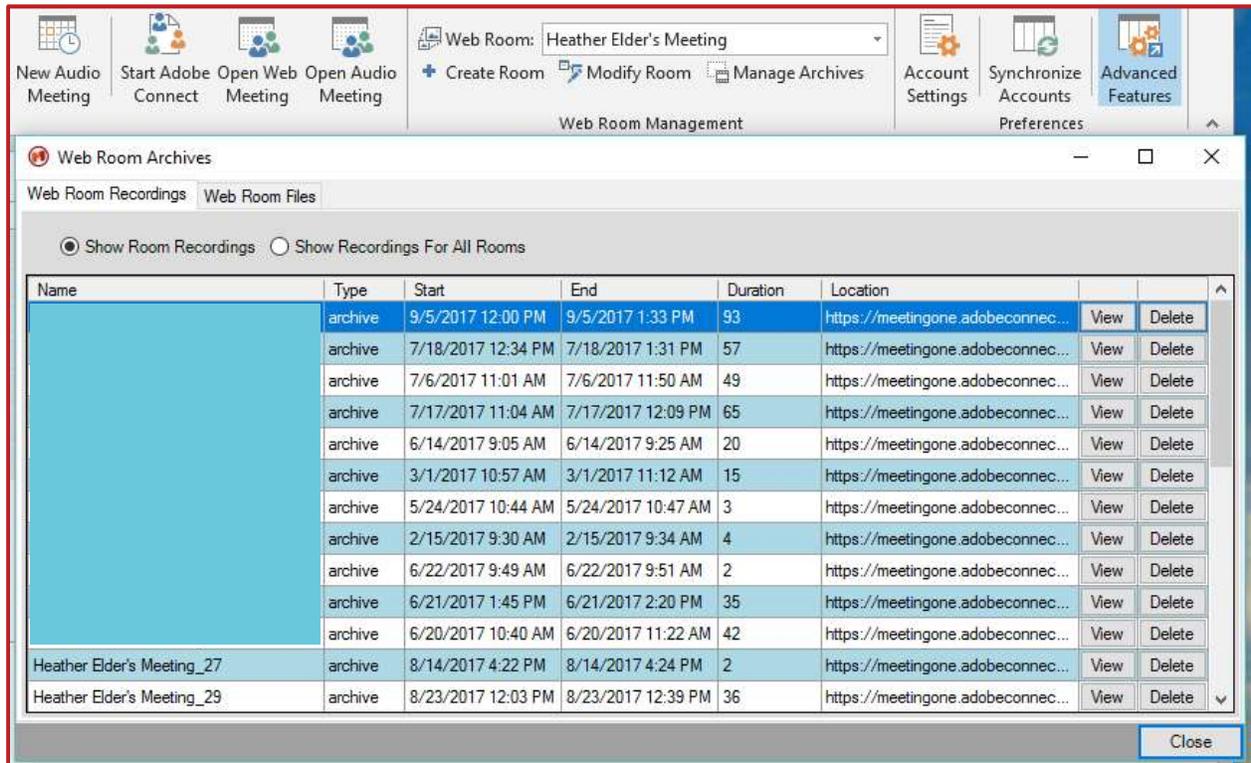
### Web Room Recordings

- 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*



The screenshot shows the 'Web Room Archives' window in the ScheduleOne Professional interface. The window title is 'Web Room Archives' and it has tabs for 'Web Room Recordings' and 'Web Room Files'. Below the tabs, there are radio buttons for 'Show Room Recordings' (selected) and 'Show Recordings For All Rooms'. The main area contains a table with the following data:

Name	Type	Start	End	Duration	Location	View	Delete
	archive	9/5/2017 12:00 PM	9/5/2017 1:33 PM	93	https://meetingone.adobeconnec...	View	Delete
	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
	archive	3/1/2017 10:57 AM	3/1/2017 11:12 AM	15	https://meetingone.adobeconnec...	View	Delete
	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
	archive	6/21/2017 1:45 PM	6/21/2017 2:20 PM	35	https://meetingone.adobeconnec...	View	Delete
	archive	6/20/2017 10:40 AM	6/20/2017 11:22 AM	42	https://meetingone.adobeconnec...	View	Delete
Heather Elder's Meeting_27	archive	8/14/2017 4:22 PM	8/14/2017 4:24 PM	2	https://meetingone.adobeconnec...	View	Delete
Heather Elder's Meeting_29	archive	8/23/2017 12:03 PM	8/23/2017 12:39 PM	36	https://meetingone.adobeconnec...	View	Delete

At the bottom right of the window is a 'Close' button.