

Assigning Meeting Rooms to SedaoLive Rooms Account

Select the Exchange Icon from the toolbar on your profile page.



Exchange Settings

Select Office 365 or Custom.

Enter your Server Exchange Settings URL and Exchange Admin Email.

Enter password.

Click on the Save Button.

Rooms

Add New Room/s with Room Name and Mailbox Name.

Colour Scheme

Select the Style, Background Colour/Opacity and Text Colour – a preview enables you to see what this will look like.

Click on the Save Button.