

HPE MyRoom Rooms Quick Reference Guide

Create room

Create room

Either:

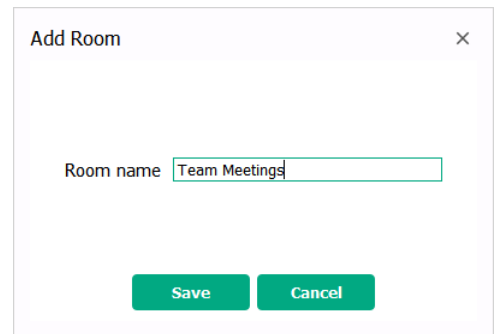
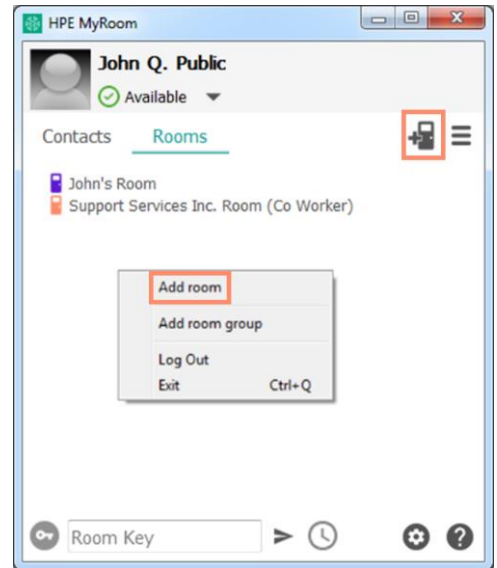
- Click **Create new room** icon at the upper right side of Rooms tab

Or:

- Right-click anywhere within the Rooms area
- Select **Add room** from the menu

Then:

- Type a name up to 64 characters long, including spaces
- Click **Save** button



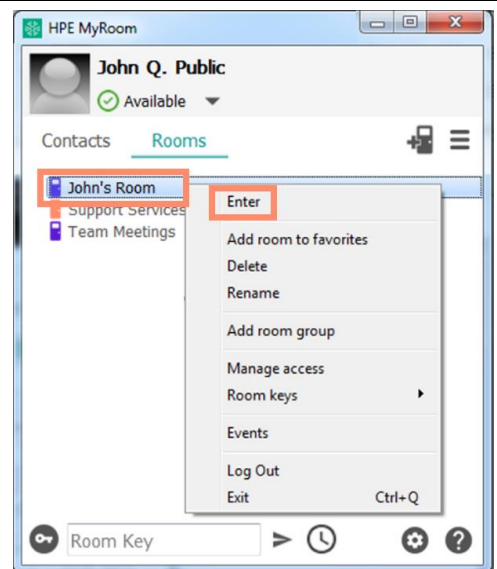
Open room

Either:

- Double click the room name

Or:

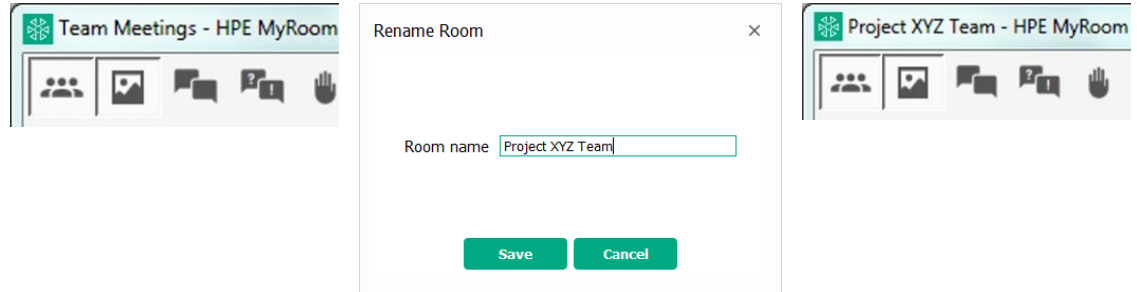
- Right-click the room name
- Select **Enter** from the menu



Rename room

Rename room

Room name is displayed along the top of the room when it is open



- Right-click the room name on Rooms tab
- Select **Rename** from the menu
- Enter a new Room Name
- Click **OK**

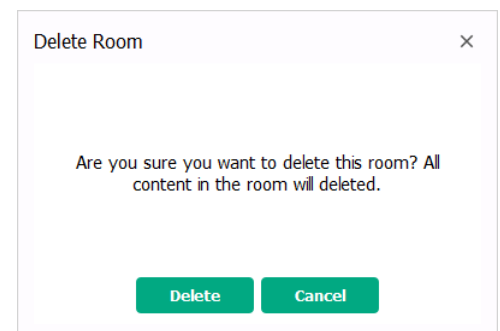
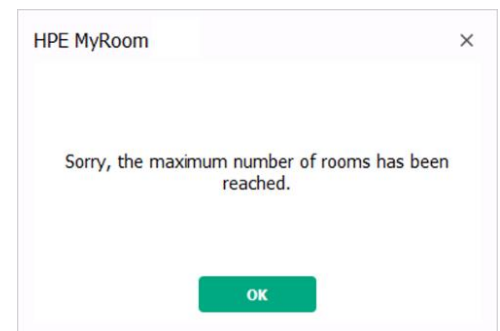
Delete room

Delete room

Delete a room when you

- No longer need it
- Have reached the maximum number of rooms for your account and want to add another room

- Right-click the room name on Rooms tab
- Select **Delete** from the menu
- Click **Delete** button to confirm



Content from a deleted room cannot be retrieved

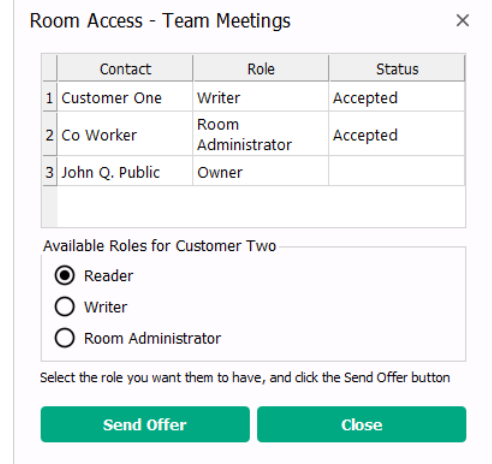
Deleted rooms are removed from Rooms tab for you and anyone to whom you granted access

Manage room access

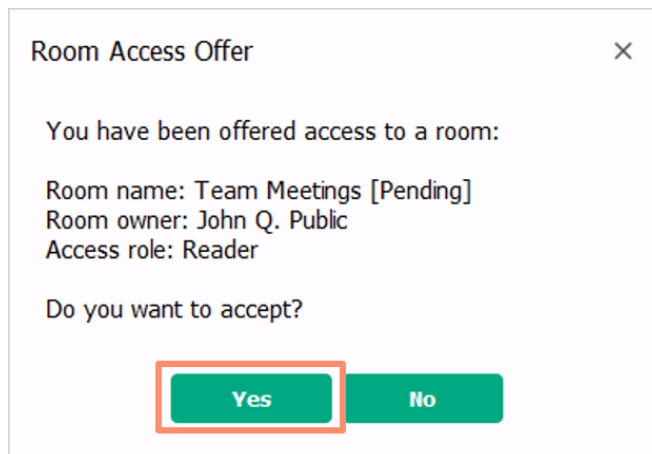
Consider granting contacts access to enter your room directly from their Rooms tab for regularly scheduled meetings or to help you prepare for a meeting

Room owner action

- Right-click on a room
- Select **Manage access** from the menu
- Drag contact from Contacts tab to Room Access window
- Choose Reader, Writer, or Room Administrator role
- Click **Send Offer** button



Contact action



Room roles

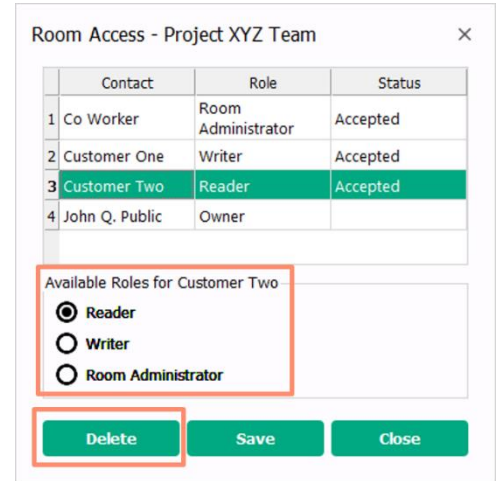
Different roles for different privileges:

- Reader
 - View and display content
 - E-mail attendees and view their profiles
- Writer
 - All Reader privileges
 - Import, create, modify, delete content
- Room Administrator
 - All Writer privileges
 - Delete Questions and Chat
 - Invite, eject, promote, demote users
 - Schedule events
 - Create keys

Manage room access (continued)

Room roles (continued)

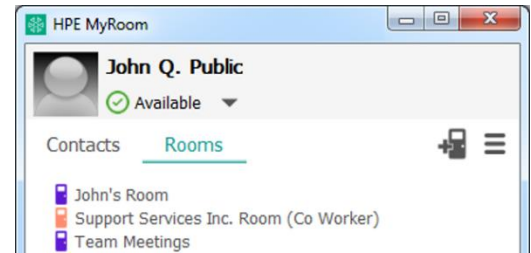
- Use the Room Access window to
- Change a contact's room role
 - Delete a contact's room access



Organize rooms

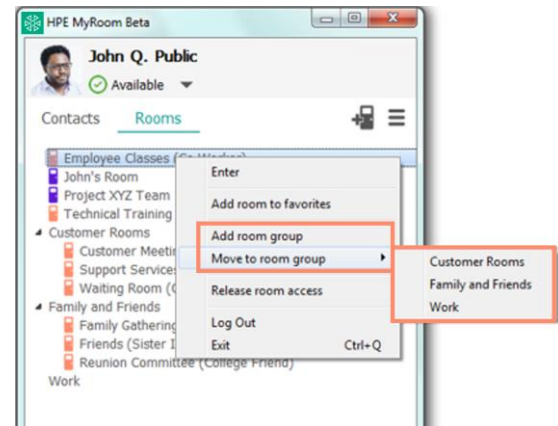
Rooms tab

- Purple door = your room
- Orange door = someone else's room to which you have access.
 - Hover over room name to see
 - Your role
 - Room owner's e-mail address
 - Right-click to select **Release Room Access**



Room groups

- To add a room group:
- Right-click in Rooms tab
 - Select **Add room group** from the menu
- To move a room into a group:
- Either:
 - Drag the room into a group
 - Or:
 - Right-click the room name
 - Select **Move to room group** from the menu
 - Select a room group from the submenu

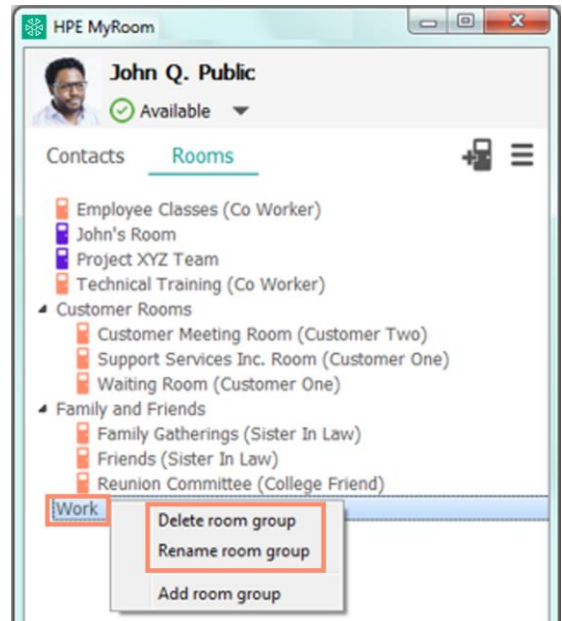


Organize rooms (continued)

Room groups (continued)

To delete or rename a room group:

- Right-click the room group
- Select **Delete room group** or **Rename room group** from the menu



Favorites

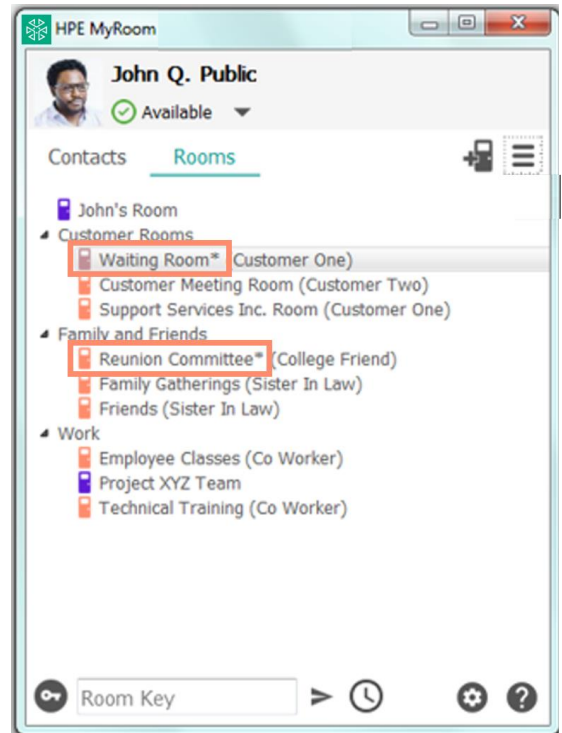
By default, room groups, and rooms within groups, appear in alphabetical order on your Rooms tab

To move a room to the top:

- Right-click the room name
- Select **Add room to favorites** from the menu
- An asterisk will appear after the room name

To return a room to alphabetical order:

- Right-click the room name
- Select **Remove room from favorites** from the menu



Click menu button at top right corner or Rooms tab:

- Check **Show Only Favorite Rooms** to see only favorite rooms
- Uncheck **Show Only Favorite Rooms** to see all rooms

