

HPE Organizations

Manage rooms

Quick reference guide

Log into MyRoom account to see organization




Organization administrator


- Navigate to www.myroom.hpe.com/Account
- Click the **Home** tab
- Login to your MyRoom account
- Click room group name in the **Rooms** tile


Wearable, Inc.

Have questions about MyRoom at Wearable, Inc.? **Contact: Organization Administrator** (organization.administrator@wearableinc.com)

 **Users**
3 Users [Manage Users](#)
4 Groups [Manage Groups](#)

 **Rooms**
[3 Instructor Rooms](#)

 **VRG Devices**
2 Devices [Manage Devices](#)

 **Organization Settings**
[View Subscription Details](#) (Expires Oct/31/2018)
[Edit Contact](#)
[Customize HPE MyRoom for Wearable, Inc.](#)

Add room



Organization administrator

Wearable, Inc. Instructor Rooms (3)

Add Room Generate Multiple Rooms ?

3 of 10 Room(s) used

Shift 1
Shift 2
Shift 3

Add Room ✕

Room Name : ✕

Save **Cancel**

Generate multiple rooms - numbered



Organization administrator

Wearable, Inc. Instructor Rooms (3)

Add Room

Generate Multiple Rooms



3 of 10 Room(s) used

Shift 1

Shift 2

Shift 3

Generate Rooms

Generation Type : Generate Numbered Rooms Upload CSV (Excel) file

Room Name Prefix

Training

Number of Rooms

2



Preview

Generate Rooms

Preview, then generate numbered rooms



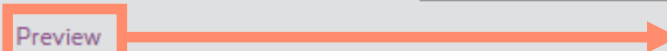
Organization administrator

Generate Rooms

Generation Type : Generate Numbered Rooms Upload CSV (Excel) file

Room Name Prefix

Number of Rooms

Preview 

Generate Rooms

Room Names Preview

- Training 1
- Training 2

Wearable, Inc. Instructor Rooms (5)

[Add Room](#) [Generate Multiple Rooms](#) ?

5 of 10 Room(s) used

Shift 1
Shift 2
Shift 3
Training 1
Training 2

Generate multiple rooms – upload CSV (Excel) file



Organization administrator

Wearable, Inc. Instructor Rooms (3)

Add Room

Generate Multiple Rooms



3 of 10 Room(s) used

Shift 1

Shift 2

Shift 3

Generate Rooms

Generation Type : Generate Numbered Rooms Upload CSV (Excel) file

Column header for room name column (in CSV file)

Browse

Upload

Upload text or CSV file



Organization administrator

	A	B
1	Region	Room Name
2	AMS	Training AMS
3	EMEA	Training EMEA
4	APJ	Training APJ

Generate Rooms

Generation Type : Generate Numbered Rooms Upload CSV (Excel) file

Column header for room name column (in CSV file)

Browse

Upload

Edit or delete room



Organization administrator

Wearable, Inc. Instructor Rooms (5)

[Add Room](#) [Generate Multiple Rooms](#) ?

5 of 10 Room(s) used

Shift 1
Shift 2
Shift 3
Training 1
Training 2

Wearable, Inc. Edit Room

Name :

Access : Users in the following groups will have access to this room :

- Trainers (with Full Access)

[Save](#) [Delete](#)