How to reuse a room from a previous session?

1. Select the Online Meeting tool in your subject site. Not sure how to do this? Please read the first page of following help file: How do Hosts turn on the Online Meeting tool in Interact?

2. Online Meeting will now appear in the side menu of the Interact site. Refresh the page if it is not showing.

3. Click on “Online Meeting” in the side menu bar. The following page will appear.

4. Click on “Reuse Rooms”.

5. Select the site to reuse rooms from by clicking on the drop down arrow. The sites that show will be those in which you were a Subject Coordinator (Subject sites) or Project Owner (Project sites).

6. The following image will appear showing all the rooms that are available from that site.
Tick on the room or rooms you want to reuse.

7. Click “Continue”.

8. A message will appear. Please note:

- Room details will be imported into the current Interact site. Calendar entries, announcements and user access will not be imported.
- Recordings will also be imported into the site. If you delete a recording in a Reuse room then that recording will be deleted from the linked room as well and will not be available for use.
- Any information you edit about the room such as the room name will be reflected in all sites in which the room is linked.
- Any content changes or layout changes made in the reuse room will be reflected in the linked room.

9. Click “Confirm”.

10. The room will now be available for use.

**Important**

When a room is deleted, if the room has been reused in another site, it will not be deleted from Adobe Connect, but only removed from the site in which it is being deleted.

If the room is not reused in another site (or all reused occurrences are deleted), then the room will also be deleted from Adobe Connect.