

## ShoreTel Conferencing – Web Portal Quick Reference

Creating a conference via the web portal.

1. Open a browser window and type in the conference web link: **conf.bw.edu**. The Conference Web Portal appears:

The screenshot shows the top navigation bar with three tabs: **Public**, **My Conferences**, and **My Profile**. Below this is a secondary navigation bar with **Conferences**, **Recordings**, and **System Test**. A search area contains the text "Show: Today's conferences" with a dropdown arrow, a "Go" button, an empty search input field, and a "Search" button. Below the search area is a table header with columns **Name** and **Date**. At the bottom of the page, there is a time zone dropdown menu set to "(UTC-05:00) NA Eastern Time (US & Canada)" with a "Set default time zone" link next to it. Below the time zone menu, it says "0-0 Total: 0".

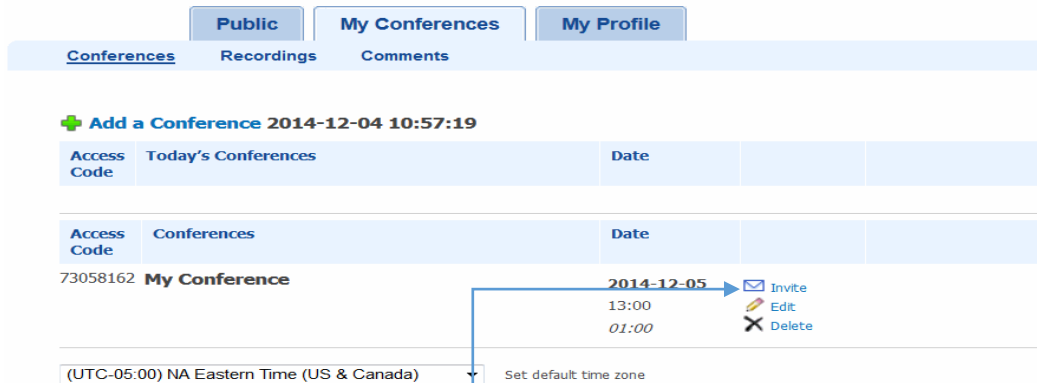
2. Click My Conferences tab and login with your BW user name and password.

The screenshot shows the **My Conferences** tab selected. Below the navigation bar, the heading "Enter your ShoreTel User ID and Password" is displayed. There are two input fields: "User ID:" and "Password:". Below the password field is a checkbox labeled "Stay signed in" and a "Sign In" button.

3. Add Time Zone via drop box.
4. Choose + Add a conference. Choose scheduled (not Reservationless)\*. Enter your date and time of the conference. Note the time is in military time.

The screenshot shows the "Add a Conference" form. At the top, the **My Conferences** tab is selected. Below the navigation bar, the heading "Add a Conference" is displayed. The form has a "Conference Name" field with the text "My Conference". Below this, there are two radio button options: "Reservation-less: Start the conference anytime." and "Scheduled:". The "Scheduled:" option is selected. Under "Scheduled:", there are three fields: "Start Date:" with a "Select Date..." dropdown and "YYYY / MM / DD" text; "Start Time:" with two dropdown menus showing "10" and "00" and the text "(UTC-05:00) NA Eastern Time (US & Canada)"; and "Duration:" with a dropdown menu showing "01:00".

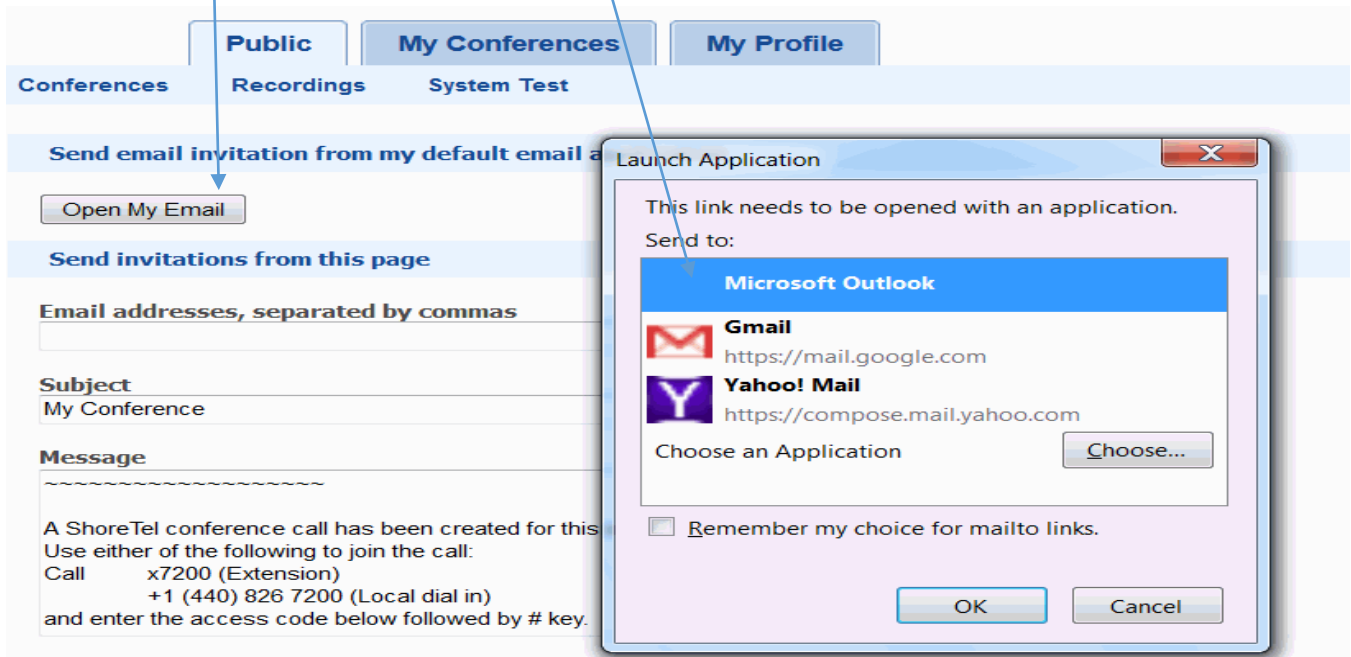
5. Click submit. On the next screen you will see your scheduled conference.



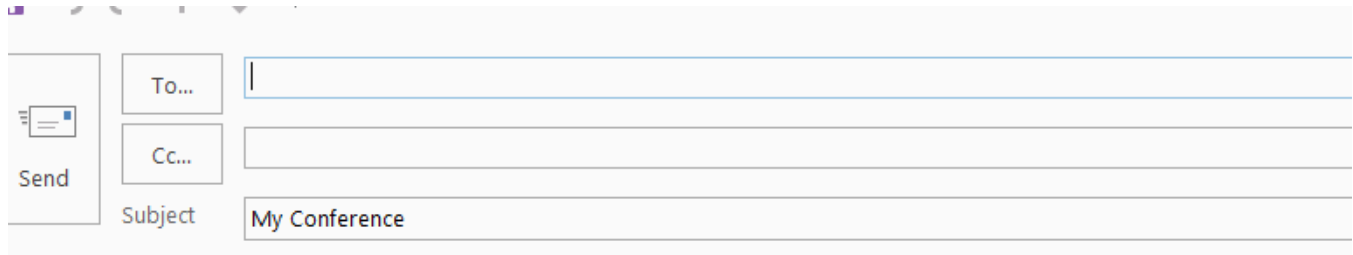
6. Now you can invite the attendees via email. Over to the right of the date of the conference you will see [Invite](#), [Edit](#), [Delete](#)

7. Choose [Invite](#)

8. Select Open My Email and choose Microsoft Outlook.



9. A new email window will open. Add the email addresses of your participants and SEND the email. The conference information will be populated in the body of the email as shown below.



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A ShoreTel conference call has been created for this conference.  
Use either of the following to join the call:  
Call       x7200 (Extension)  
          +1 (440) 826 7200 (Local dial in)  
and enter the access code below followed by # key.  
Participant code: 73058162

Mobile Auto Dial:  
VoIP: voip://+14408267200;73058162#  
iOS devices: +1 (440) 826 7200,73058162 and press #  
Other devices: +1 (440) 826 7200x73058162#

Additional Calling Information: (Note: extension 7200 is on-campus only)

Date/Time : Friday December 05, 2014, 13:00 (UTC-05:00) NA Eastern Time (US & Canada)  
Duration : 01:00