Mitel Conferencing Walkthrough

**Personal Conference Through the Connect Client Application:**

To access your own personal Conferencing Information, select the highlighted area shown in the picture to the left.

This will expand the Connect Client to the right with your personal information including the “My Conference” section as seen on the next page.
In the picture above, you will see the following information:

- **Extension** – The extension dial-able from your Mitel desk phone.
- **Number** – The number for external callers to reach the conference bridge.
- **Organizer Code** – The code for you as the host to join in as.
- **Participant Code** – The code for all other members to join in as.
- **Link** – The link to the web portion of the Conference for external parties.
You will have the following options on this page:

**Edit** – You can modify the settings of your personal conference bridge.

**Copy** – Will copy the information listed to be paste over into chat, email, etc.

**Green Phone Icon** – This will activate your Mitel phone and automatically call you into your bridge.

**Green Computer Icon** – This will join you into your Conference through the Connect Client. This allows you to chat, record, and share screens with the other people in the conference.

**“Add New Conference Bridge”** – This creates a new Personal conference bridge.
Ad-Hoc Conference Through the Events tab:

To create an Ad-Hoc conference through the Connect Client, first navigate to the Events tab.

This will allow you to view your upcoming and past events in addition to allowing you to create one time conferences with an agenda.
To create a conference on this page, select the highlighted + icon in the top right to expand a new window.
You will have the following options on this page:

**Name** – This will be the title, or subject of the meeting and will appear in the header of the invite.

**Date and Time** – Select the time and date of the meeting as well as how long the meeting will last.

**On-Site Location** – You can add a conference room in the description to help people find the room.

**Use my own bridge** – You can elect to use your own conference that was set up in the steps prior.
**Organizers** – These are the users that will have access to modify the invite.

**Presenters** – These are people who will need to have the ability to present.

**Add additional participants** – This is the remainder of the people that will only need to be audio only.

**Agenda/Overview** – These are optional. You can specify the amount of time to spend on each item.
Files can also be shared from Dropbox for the meeting.

Upon selecting “More Settings,” it gives you additional customization options such as requiring a password or changing the tone played when a participant joins.
Pressing the create button will open up Outlook with the normal conference information, as well as the agenda you created.

The Mobile AutoDial section is provided for one-touch buttons to dial from cell phones. These will dial directly into the bridge without needing to enter the participant code.
Through the Outlook Add-ins:

Select “New Meeting” through Outlook –

Set up the meeting just like any other, you can configure reoccurrence if this will be a continuing conference call. Note the Mitel add-ins in the top right corner.

Click the conference button in the center to add a conference to the meeting invite.

Settings cannot be modified until the meeting has been created.
The following information will be populated in the meeting invite:

- **Dial-in Info:** +12167944850
- **Extension:** 150
- **Participant Code:** 829-7998

**Mobile AutoDial:**
- **VoIP:** webex://12167944850,8297998#
- **iOS Devices:** +12167944850,8297998 and press #
- **Other Devices:** +121679448508297998#
- **Additional Calling Info:** Or call 800-XXX-XXXX

The Mobile AutoDial section is provided for one-touch buttons to dial from cell phones. These will dial directly into the bridge without needing to enter the participant code.

After the conference is made, you can select the drop down under the Conference add-in in the top right of the screenshot above. This will allow you to customize the conference information.
Under the settings you can modify the following:

**Host Code and Participant Code** – These can be adjusted to your liking as long as they are not already valid conference codes. This must be between 4-7 digits.

**Collaborative Meeting settings** – You can choose permissions for each user that you invited. You can give them access to Present, be an Organizer, or simply just a participant.

**Advanced Options** –
- **Access** – You can protect your conference with a passcode to keep unwanted parties out.
- **Meeting Type** – Meetings can be configured to only bring together the parties after an organizer has joined.
- **Participants** – Preference options can be applied for when users join.