ShoreTel Conferencing

1. Make sure Outlook Calendar Integration is installed inside of ShoreTel Communicator
   a. Click ‘Tools’, then ‘Options’ inside of ShoreTel Communicator
   b. Select ‘Outlook’ in the left-hand pane
   c. Install ‘Outlook Calendar Integration’ if it is not already done.
   d. Uncheck ‘Use Outlook appointments to change Call Handling Mode’

2. Inside of Outlook perform the following steps to create ‘Conference’
   a. Click on ‘Calendar’ and select ‘New Meeting’
b. Click on ‘Conference’ in the upper-right corner of the ‘Meeting’ window

c. Select ‘Create’
d. This will setup the conference call and insert the access information into the body of the meeting.

e. To modify the appointment options click on the ‘Conference’ Icon a second time and select ‘Settings’
f. This will open the Conference Settings. Expand ‘Advanced Options’ to view all available options
g. After saving the meeting the conference call is finalized, and will be available during the scheduled time.