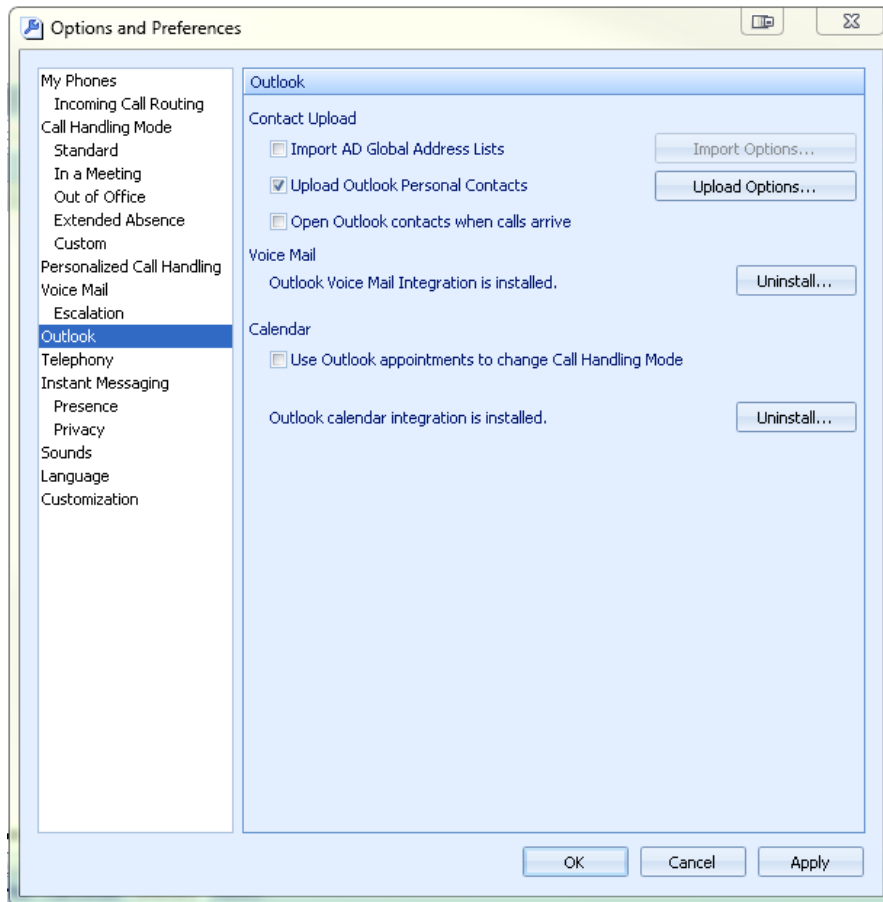


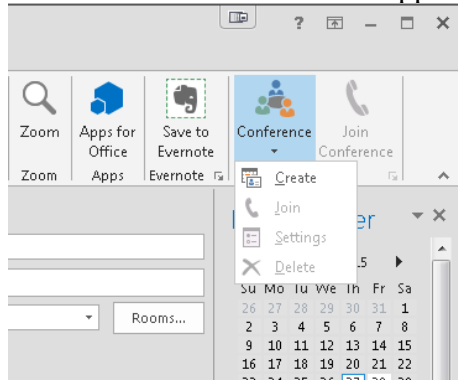
## ShoreTel Conferencing

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'

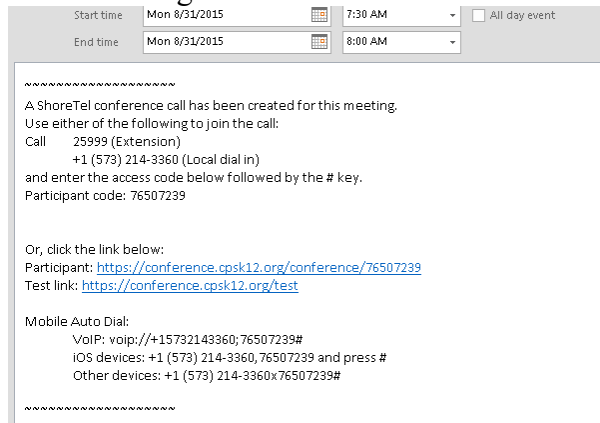


2. Inside of Outlook perform the following steps to create 'Conference'
  - a. Click on 'Calendar' and select 'New Meeting'

- 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

Conference Settings

Host code: 61104983 <https://conference.cpsk12.org/conference/61104983>

Participant code: 76507239 <https://conference.cpsk12.org/conference/76507239>

My extension: 11111

Advanced Options

**Conferencing**

- Start the conference only when I join
- Start the conference only when I join and list my conference in the Public page
- Start the conference when anyone joins
- Start the conference when anyone joins and make everyone a presenter

**Participants**

- Mute participants when entering audio conference
- Participants can see everyone's name
- Participants can send messages to everyone
- Participants must press 1 to enter the audio conference

**Comments**

- Allow public comments
- Private comments only
- Disable comments

**Access**

- Use a conference password:

**Entry and exit tone**

- None
- Tone
- Detailed

- g. After saving the meeting the conference call is finalized, and will be available during the scheduled time.