

Creating a ShoreTel Conference Bridge

Note: You must have CPS login credentials to use this functionality. If your credentials do not work, please contact the Help Desk (ext. 25888)

Navigate to:

<https://conference.cpsk12.org/>

Sign In | Help
Access Code: Join

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Show: Today's conferences Go Search

Name	Date
------	------

(UTC-06:00) NA Central Time (US & Canada) Set default time zone

0-0 Total: 0

Click on “Sign In” link at top right. Use your AD username and password.

Sign In | Help
Access Code: Join

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Enter your ShoreTel User ID and Password

User ID:

Password:

Stay signed in

Sign In

Click on “My Conferences” Tab.

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[Add a Conference 2016-04-27 11:29:11](#) [Download Presenter Software](#)

Access Code	Today's Conferences	Date
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Access Code	Conferences	Date
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(UTC-06:00) NA Central Time (US & Canada) Set default time zone

Firefox only: Do not open multiple conference viewers on the same computer. The performance will degrade dramatically.

Click on the “Add a Conference” link:

Welcome, Brian Fitch | [Sign Out](#) | [Help](#)
Access Code:

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[Conferences](#) [Recordings](#) [Conference Options](#) [Comments](#)

Add a Conference

Conference Name

Date/Time Reservation-less: Start the conference anytime.
 Scheduled:

Description

Login Name: Participants need to enter a name.
 Name/Password: Participants need to enter a name and a password.

Dial-in number and Access Codes
Participant code:
Host code:
Phone: +1 (573) 214-3360

Participant Announcement Applies to audio conference only.
 None: No audio indication that a user has entered or left the conference.
 Tone: Audio tone when a user enters or leaves the conference.
 Detailed: Detailed message when user enters or leaves the conference. The user is prompted for their name.

[Show more options](#)

Name your conference

Is this a one-time, or do you want to be able to re-use it multiple times?

Participant code: Give this to those joining conference
Host Code: this is YOUR code
Phone: This is the number all parties dial to join

Click “Show More Options” to get advanced settings, or just hit “Submit”.

[Hide options](#)

Conference Type Start the conference only when host joins.
 Start the conference only when I join and list the conference on the public page.
 Start the conference when anyone joins.
 Start the conference when anyone joins and make everyone a presenter.

Mute On Entry Participants are not muted when entering the audio conference.
 Participants are muted when entering the audio conference.

Participant: Participant can see everyone's name
 Participant can send messages to everyone
 Participant can only send messages to the host
 Participant can only see the host's name

Outdial Prompt Require Prompt: Participants must press 1 to enter the audio conference.
 No Prompt: Participants are automatically added to the audio conference.

Comments Allow public comments: Participants can post a public comment for this conference.
 Private comments only: Participants can only send a private comment to me.
 Disable comments: Participants cannot post a comment for this conference.

After hitting "Submit" you should now have a bridge created:

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[Add a Conference](#) 2016-04-27 11:40:37 [Download Presenter Software](#)

Access Code	Today's Conferences	Date		
69330707	Brian Fitch Conference Room		<input type="checkbox"/> Invite <input type="checkbox"/> Edit <input type="checkbox"/> Delete	<input type="button" value="Join"/>

Access Code | Conferences | Date

(UTC-06:00) NA Central Time (US & Canada)

Firefox only: Do not open multiple conference viewers on the same computer. The performance will degrade dramatically.

From here you can adjust settings with the "edit" feature. Or you can share it out to others via email using the "Invite" link.

Welcome, Brian Fitch | [Sign Out](#) | [Help](#)
Access Code:

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URL to join Conference

<https://conference.cpsk12.org/conference/69330707>

Send email invitation from my default email application

Send invitations from this page

Email addresses, separated by commas

Subject

Message

```
~~~~~  
A ShoreTel conference call has been created for this conference.  
Use either of the following to join the call:  
Call +x25999 (Extension)  
+1 (573) 214-3360 (Local dial in)  
and enter the access code below followed by # key.  
Participant code: 69330707  
  
Or, click the link below:  
Participant: https://conference.cpsk12.org/conference/69330707  
  
Mobile Auto Dial:  
VoIP: voip://+15732143360:69330707#  
iOS devices: +1 (573) 214-3360:69330707 and press #  
Other devices: +1 (573) 214-3360x69330707#  
  
Test link: https://conference.cpsk12.org/test  
  
~~~~~
```

Public

You can edit the email directly from the web template, adjust who is receiving the invite, and the words in the message being sent. Once done, click "Send Email".

If you initially chose the “Reservation-less” conference option, you can re-use this same bridge for all future meetings you schedule.