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/

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

Click on “My Conferences” Tab.

Welcome, Brian Pitch | Sign Out | Help
Access Code: Join

Enter your ShoreTel User ID and Password

User ID
Password
Stay signed in
Sign In

Add a Conference 2016-04-27 11:29:11
Download Presenter Software

Access Code
Today’s Conferences
Date

Access Code
Conferences
Date

(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:

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 an 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 host
- Participant can only see the host’s name

Outcall 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.

Submit Cancel
After hitting “Submit” you should now have a bridge created:

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

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.