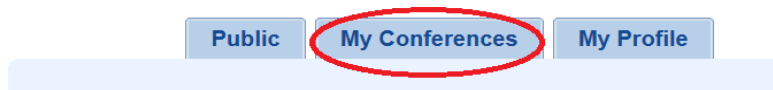


## Scheduling a Conference Call

1. From internet browser, go to website:

conference.jeffersoncountywv.org

2. Select "My Conferences" tab



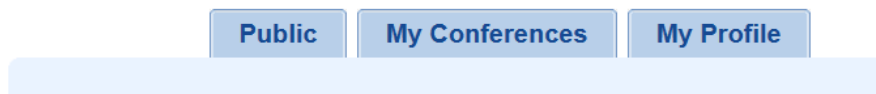
### Enter your ShoreTel User ID and Password

User ID:

Password:

Stay signed in

3. Log In:



### Enter your ShoreTel User ID and Password

User ID:  should be 1st initial & last name

Password:  changeme or changeme1

Stay signed in

4. The first time you sign in, you will need to select a time zone. Select "NA Eastern Time (US & Canada)"

5. Select "Add a Conference"

Public My Conferences My Profile

Conferences Recordings Comments

**+ Add a Conference 2013-11-21 09:38:33**

Access Code	Today's Conferences	Date
-------------	---------------------	------

Access Code	Conferences	Date
-------------	-------------	------

6. From here you can set up your conference call. Choose your options, and then select submit.

### Add a Conference

Conference Name

 **Date/Time**

Reservation-less: Start the conference anytime.

**Scheduled:**

Start Date:  YYYY / MM / DD

Start Time:   (UTC-05:00) NA Eastern Time (US & Canada)

Duration:

Enable recurrence

Add to my calendar (send an iCalendar file to me.)

Conference does not automatically start on the scheduled time.

**Description**

**Dial-in number and Access Codes**

Participant code:

Host code:

Phone: +1 (304) 724-8432

**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 their name.

▶ [Show more options](#)

7. From here you can edit or delete your conference or send invites:

Public My Conferences My Profile

Conferences Recordings Comments

**+ Add a Conference 2013-11-21 09:55:34**

Access Code	Today's Conferences	Date	
72565006	<b>Laura's Fake Conference</b> This is a pretend conference.	11:00 01:00	 Invite  Edit  Delete

Access Code	Conferences	Date	
-------------	-------------	------	--

(UTC-05:00) NA Eastern Time (US & Canada) Set default time zone

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

8. Click Invite. You can choose "Open My Email" to send the invites through your Outlook. Or enter the email addresses you wish to send to from this screen and choose "send email".

Public My Conferences My Profile

Conferences Recordings System Test

Send email invitation from my default email application

Open My Email

Send invitations from this page

Email addresses, separated by commas

Subject  
Laura's Fake Conference

Message

A ShoreTel conference call has been created for this conference.  
Use either of the following to join the call:  
Call x8432 (Extension)  
+1 (304) 724-8432 (Local dial in)

Send Email

9. If you have any questions about setting up a conference call or would like assistance, call Laura at ext. 2400 or email at [lkuhn@jeffersoncountywv.org](mailto:lkuhn@jeffersoncountywv.org)