

CHAPTER

1

ShoreTel Conference Web Overview

This Chapter provides information about the ShoreTel conference web and its features. It contains the following information:

Introduction	8
Hosting a Conference	8
Participating in a Conference	8
Conference Interface.....	8
Conference Viewer: Used primarily by hosts to schedule, start, delete conferences and access their recordings.	8
Conference Web Portal: Used primarily by hosts to schedule, start, delete conferences and access their recordings.	9
Conference Administration Site: Allows an Administrator to configure web site parameters, establish default conference parameters, and also view and generate web conference reports.	9
ShoreTel Web Conference Features.....	9

Introduction

ShoreTel Conference Web provides an easy-to-use tool to conference calls, share your desktop or applications with others, make presentations, and record conferences.

Conferences can be web and audio, web only, or audio only conferences.

ShoreTel Conference Web runs in a standard Web browser and does not require installation of any special software if your computer is running ShoreTel Communicator.

Hosting a Conference

As a ShoreTel Conference Host, you can:

- Create new conferences and edit and delete existing conferences.
- Lead a conference and give presentation rights.
- Browse a list of conferences and conference owners.
- Manage library content for conferences.
- View details about your conferences.
- Play or download recordings.

Participating in a Conference

As a ShoreTel Conference participant, you can:

- Access a conference by following instructions on a conference invite.
- Access and view listing of available public conferences.
- View and play available recordings.

Conference Interface

ShoreTel Conference Web is accessible through the following three user interfaces:

- Conference Viewer: Used primarily by hosts to schedule, start, delete conferences and access their recordings.

- Conference Web Portal: Used primarily by hosts to schedule, start, delete conferences and access their recordings.
- Conference Administration Site: Allows an Administrator to configure web site parameters, establish default conference parameters, and also view and generate web conference reports.



Note

You can also access the ShoreTel Conference Web Portal from Microsoft Outlook and ShoreTel Communicator for Windows.

ShoreTel Web Conference Features

The following table lists the ShoreTel web conference features:

Table 1: ShoreTel Web Conference Features

Conference Management	Conference Audio	Conference Web
<ul style="list-style-type: none"> ■ Scheduled, instant, and reservationless conference ■ Customizable host and participant access codes ■ Audio and Web conference Recordings/Playback ■ Secure Conference Web: ■ Encrypted Web conferences (HTTPS) ■ Encrypted audio conferences (SRTP) ■ 7-Digit access ■ Conference locking ■ Requiring a password to join a Web conference ■ Outlook scheduling 	<ul style="list-style-type: none"> ■ HD audio ■ Telephone user interface (TUI) with wide number of commands ■ Call participant ■ Integrated conference button on ShoreTel IP phone ■ Resilient Conference Web 	<ul style="list-style-type: none"> ■ Zero install for participants ■ Zero install for hosts using ShoreTel Communicator ■ Application and desktop sharing ■ Application and desktop sharing recording/playback ■ Shared and Private library ■ Whiteboard ■ File transfer ■ Conference Chat ■ Support for Microsoft PowerPoint and any Flash document ■ Resilient Conference Web