How do I view unscheduled and in-progress conferences in the Web Portal?

📄 60   📅 Thu, Jan 28, 2021   📁 Conference Service

Question

How do I view unscheduled and in-progress conferences in the Web Portal?

Answer

The **conferences** tab allows you to view conferences which are currently scheduled, as well as conferences in-progress. This page will also be used to add conferences.

	Owner	Name	Start	Leader	Participant	Toggles grey or red to display if recording is activated (red = recorded.)
Owner		User that created the conference or was assigned the conference by the creator.				
Name		Name given to the conference.				
Start		Time and date that the conference scheduled to start. Labeled as YYYY/MM/DD and universal time.				
Leader		Leader code needed for the leader to enter the conference.				
Participant		Code needed for each participant to join the conference (if required.)				
☐		Toggles grey or red to display if recording is activated (red = recorded.)				
▭		Drop down menu that offers options such as *send invite, edit, delete, activate, and reset codes.*				
Participants		Displays the number of callers who are currently in the conference (only displays for in-progress conferences.)				