

# 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.

### Scheduled Conferences

Show 10 entries

Group Search... Q Demo Lab + Add Conference

	Owner	Name	Start	Leader	Participant	Record	Action
	calvinridley@falcons.com	Team Exercises	2019-01-30 13:30	709199	388280		Action

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

### In-progress Conferences

Search... Q

	Owner	Name	Start	Leader	Participant	Record	#Participants
	mattryan@falcons.com	Sunday Night Brainstorm	2019-01-27 21:30	736344	634684		0

- 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.)
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- 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.)