

# 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...		demo Lab	Add Conference	
	Owner	Name	Start	Leader	Participant	Record	Action
1	calvinridley@falcons.com	Team Exercises	2019-01-30 13:30	709199	388280		
Showing 1 to 1 of 1 entries							
				First		Previous	1
				Next		Last	

### In-progress Conferences

								Search...	
	Owner	Name	Start	Leader	Participant	Record	#Participants		
1	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.)

 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.)