

# How can I create a conference in the Web Portal?

61 Mon, Feb 5, 2024 Conference Service

## Question

How can I create a conference in the Web Portal?

## Answer

The **conferences** tab allows you to add conferences. By pressing [+ Add Conference](#) takes you to the **Create Conference** page. This page requires various input in order for a conference to be created. Below is an example of this page.

### Conference Information

Customer \*

Vantage

Group \*

Langhorne

Owner

Sam Fisher

Conference Title\*

Quarterly Finances

Conference Type\*

Standard

Record Call\*



Project Code

Project Code

Leader Required  Drop All Participants on Leader Exit  Announce Callers

Start Date \*

2019-04-17



Start Time \*

12 00

Duration \*

1 hour

Recurs \*

None

Note

Note



|                         |  |
|-------------------------|--|
| <b>Customer</b>         | This will default to the customer to which the user belongs.   |
| <b>Group</b>            | You will have to choose the group to which this conference belongs. Choose this from the dropdown.     |
| <b>Owner</b>            | Selected user within the group that is the leader of the created conference.                           |
| <b>Conference Title</b> | Name given to the conference that is occurring.  |
| <b>Record Call</b>      | Toggle on or off to active/de-activate call recording.   |
| <b>Project Code</b>     | This is an optional field created by the user. This field takes alphabetical and numerical entries.    |
| <b>Start Date</b>       | Time and date that the conference will start. Labeled as YYYY/MM/DD.                                   |
| <b>Start Time</b>       | Dropdown menus to set the time, using 24-hour format.  |
| <b>Duration</b>         | The length of the conference.  |
| <b>Recurs</b>           | Option set if the meeting will reoccur. An option must be selected; none, daily, weekly, or monthly.   |
| <b>Note</b>             | A note can be entered for the conference to briefly explain the conference. This is an optional field. |

Online URL: <https://help.maxcore.io/article-61.html>