

How can I create a conference in the Web Portal?

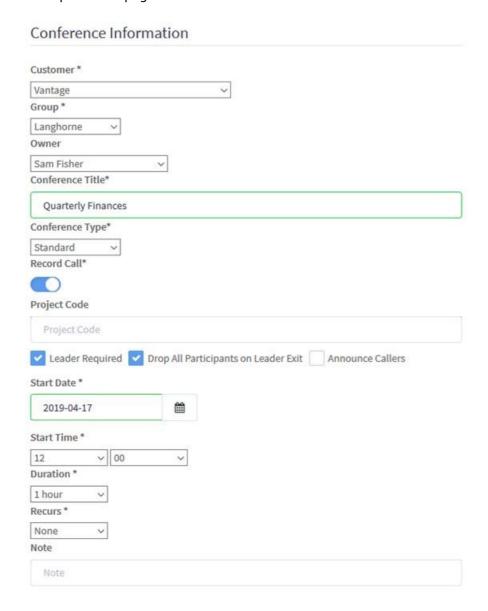


Question

How can I create a conference in the Web Portal?

Answer

The **conferences** tab allows you to add conferences. By pressing 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.





This will default to the customer to which the user belongs. Customer

You will have to choose the group to which this conference belongs. Choose this from Group

the dropdown.

Selected user within the group that is the leader of the created conference. **Owner**

Conference

Start Date

Name given to the conference that is occurring. **Title**

Record Call Toggle on or off to active/de-activate call recording.

Project Code This is an optional field created by the user. This field takes alphabetical and numerical entries.

Time and date that the conference will start. Labeled as YYYY/MM/DD.

Start Time Dropdown menus to set the time, using 24-hour format.

Duration The length of the conference.

Option set if the meeting will reoccur. An option must be selected; none, daily, weekly, **Recurs**

or monthly.

A note can be entered for the conference to briefly explain the conference. This is an Note

optional field.

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