

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



Customer	This will default to the customer to which the user belongs.
Group	You will have to choose the group to which this conference belongs. Choose this from the dropdown.
Owner	Selected user within the group that is the leader of the created conference.
Conference Title	Name given to the conference that is occurring.
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.
Start Date	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.
Recurs	Option set if the meeting will reoccur. An option must be selected; none, daily, weekly, or monthly.
Note	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>