Stucced Stacy to Tim the Tech:

Dear Tim the Tech,

I have a very important conference call next week that my boss can not be on the call. I want to record the call so he can hear what was discussed and for future reference. Is it possible for me to do this on my ShoreTel phone?

Tim the Tech:

Dear Stumped Stacy,

It is possible to record conference calls. Just follow these steps:

First, let’s create a new conference:

Click on the ‘MyConference’ option on your ShoreTel Communicator.
From the ‘My Conferences’ tab, select ‘Add a Conference’.

Create your conference. At the bottom click ‘Submit’.
You will now see the new conference listed under the ‘My Conferences’ tab. The options to ‘Join’, ‘Invite’, ‘Edit’ or ‘Delete’ the conference will also be visible.

**We are now ready to record the conference!**

Select ‘Join’ to record a conference for later viewing.

At the top left of your screen, click the drop-down arrow next to ‘More’. Choose ‘Record Conference’.
To stop the recording, choose ‘Stop Recording’.

Recordings are automatically added to the ‘Recordings’ list.
That’s all there is to it!

Wow! That was simple! Thank you for reading Stacy’s Tip of the Week!
Have a Great Weekend!

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