In the UC Web Client, on the Conference pane, the Conference Management icon contains all the tools you'll need to join, view, and manage Conferences.

Join a Conference
To join a conference, click Join to Conference

You will receive a call from the system on your preferred device which will connect you

This opens the conference management window
View Conference Details
If you'd like to view an active conference without connecting, click View Conference.

On the left side of the conference management window is a list of connected users.

Conference Creator and Moderator Actions
Both conference creators and moderators can add new participants to a conference that’s in progress.

There are three ways to do this.

To add a participant using their phone number, enter the phone number in the New Call combo box and press ENTER, or click Call Number, and then select Add to Conference.
If you have someone saved as a contact, you can add them using their name instead.

To add someone from the Directory, click the Magnifying Glass to search.

Select the entry, and click Add to connect them to the conference.
Clicking the Lock icon will prevent any additional users from joining the conference.

Creators and moderators can also mute or disconnect individuals by clicking on the mute or disconnect icons next to a name.

The mute icon on the header mutes everyone other than yourself.

Clicking the disconnect icon on the header ends the conference for everyone.