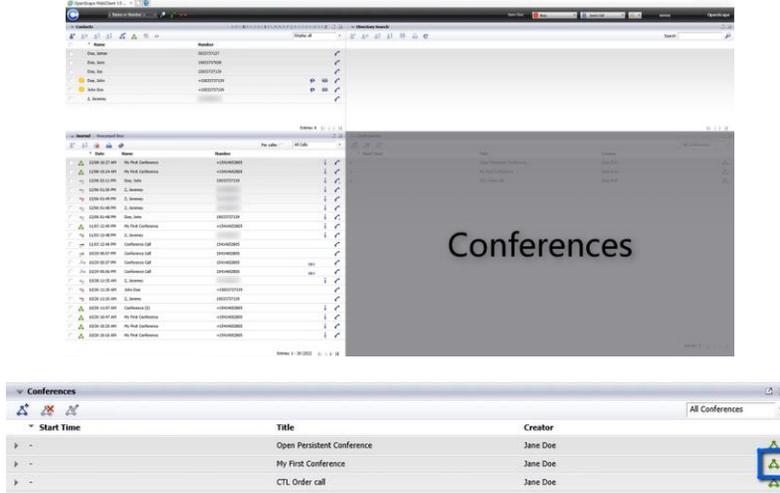




UC Web Client Conference Management

UC Web Client Training Series

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.

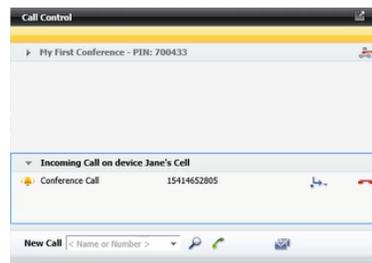


Join a Conference

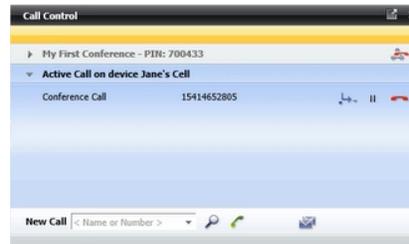
To join a conference, click Join to Conference



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



This opens the conference management window



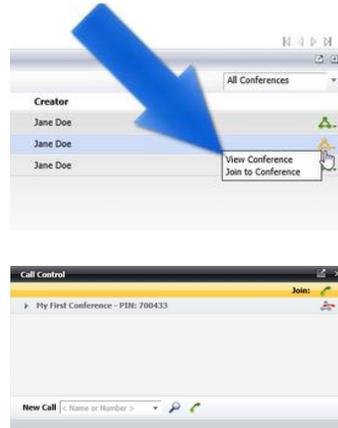


UC Web Client Conference Management

UC Web Client Training Series

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.

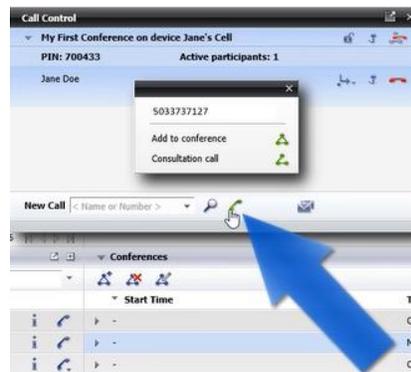
Conference Creator and Moderator Actions

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.





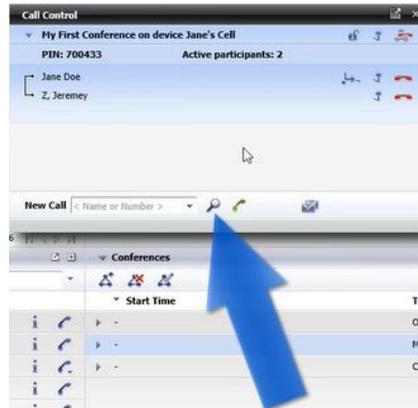
UC Web Client Conference Management

UC Web Client Training Series

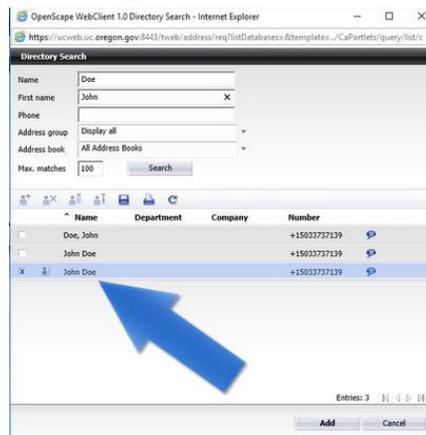
If you have someone saved as a contact, you can add them using their name instead



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



Select the entry, and click Add to connect them to the conference





UC Web Client Conference Management

UC Web Client Training Series

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

