

Basic Audio Conferencing

Admin

1. Sign into the Voice Services Portal website.
2. Click on Locations & Groups
3. Select Edit next to the location your Conferencing was added to and scroll down to **Conference Bridge List**:

Conference Bridge List

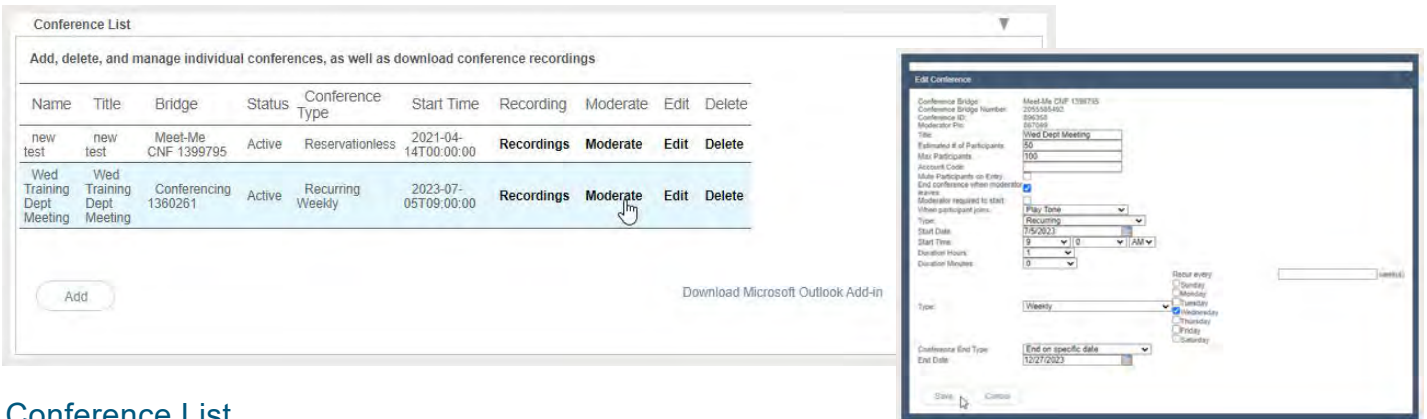
The Admin can define the Moderators for the Conferencing lines on the account.

1. Click on the drop-down adjacent to Conference Bridge List to view and modify these settings.
2. Click Edit next to the appropriate Conference Bridge line in the list.
3. Modify Name, Calling Line ID First and Last, and select from the list of users on the left and move to the right to assign conference moderator rights (or move a listing back to the left to un-assign those rights), as needed.
4. Click **Save** to finish.



User

1. Sign into the **Voice Services Portal** website. Example: <https://portal.momentumtelecom.com/>
2. Click on the [View All Features](#) link in the Basic Features widget on your Dashboard to view your Settings.
3. Scroll down to **Conference List** and click on the adjacent View/Edit drop-down to manage your conferences:



Conference List

Users can manage conferences and download conference recordings for their assigned audio conferencing license(s).

- Sign into the **Voice Services Portal** website URL provided to you.
- Click on the [View All Features](#) link in the Basic Features widget on your Dashboard to view your feature settings list.
- Scroll down to **Conference List** and click on the adjacent View/Edit drop-down to manage your conferences:

Add - Click the **Add** button to create a new conference call and define the setup for it including date/time, duration, number of attendees, tasks, (if assigned) and then click **Save** when finished.

View - Click the **View** button to view the details of a conference call including date/time, duration, number of attendees, tasks, (if assigned) and then click **Save** when finished.

Edit - Click the **Edit** button to edit the details of a conference call including date/time, duration, number of attendees, tasks, (if assigned) and then click **Save** when finished.

Delete - Click the **Delete** button to delete a conference call.

Download - Click the **Download** button to download a conference recording.