How to install outlook Calendar Integration for Shoretel
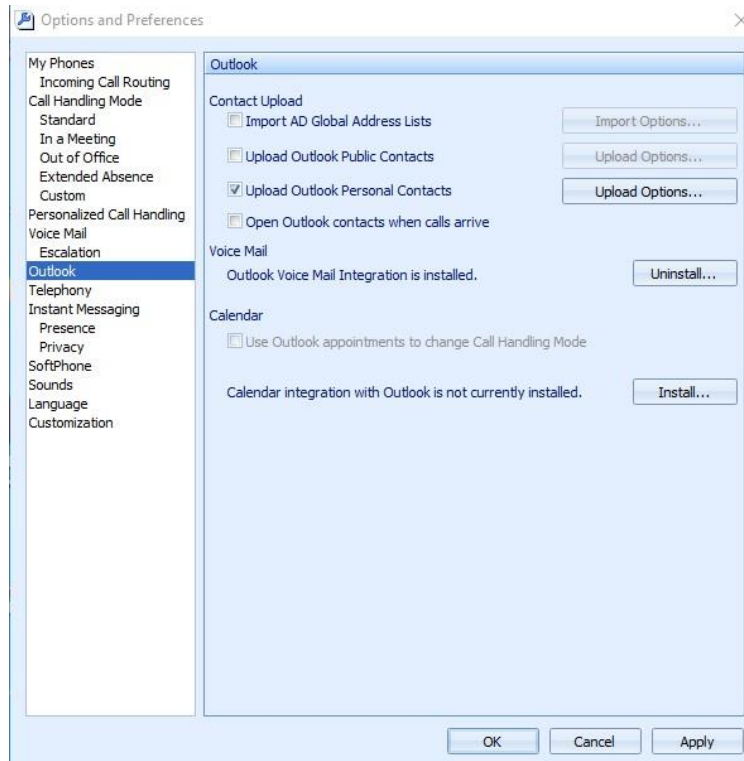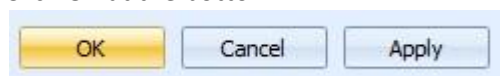

Open your Shoretel Communicator App

Click the drop down on Primary Phones and select Configure Phones
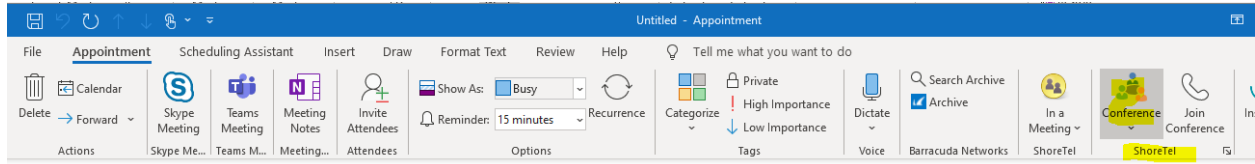

Select Outlook on the left side and click Install on the (Calendar Integration…..)

Click OK at the bottom

Once installed, from Outlook, create and appointment and select Conference/Create from ShoreTel toolbar.

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A ShoreTel conference call has been created for this meeting.
Use either of the following to join the call:
Call   8829 (Extension)
         +1 (920) 322-8829 (Local dial in)
and enter the access code below followed by the # key.
Participant code: 4559565

Or, click the link below:
Participant: http://conference.cityoffdl.org/conference/4559565
Test link: http://conference.cityoffdl.org/test

Mobile Auto Dial:
     VoIP: voip://+19203228829;4559565#
     iOS devices: +1 (920) 322-8829,4559565 and press #
     Other devices: +1 (920) 322-8829x4559565#

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