

Conferences

Overview

This screen is dedicated to viewing all of the conferences that have been created, as well as giving the option to delete any conferences that won't be utilized anymore.

Conferences

Field	Description
Start Time	Time the conference will become active
Name	Descriptive name of the conference room.
Duration	Time the conference will remain active (15 minute intervals).
Buffer	Time that the conference will be available before the start time (5 or 10 minutes).
Recurring	How often the conference will occur at the exact time.
Recur End	Date the recurring conference will end.
Conference Room	Conference room a number (this will be used later to access the conference).
Lecture	Only the leader is able to speak, other participants are muted.
Leader	Yes / No Leaders Mode
Recording	Yes / No Recording

Max Participants	Number of max participants that can join the conference.
Added By	User the conference was created by.
Controls	First Button takes you to edit Conference, Second Button Red X prompts to delete Conference



[image.png](#)

[image.png](#)

Deleting a Conference

To delete a conference click the red **X** for the corresponding conference you wish to delete which is located under the **Controls** column. A confirmation pop up will appear confirming that this is the selection you wish to delete.



[image.png](#)

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