



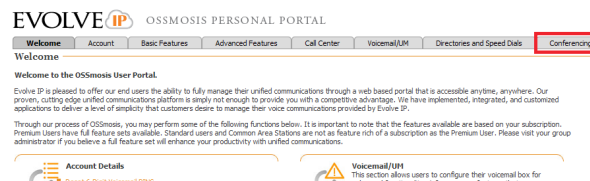
Managing Audio Conferencing in the Evolve IP OSSmosis Personal Portal

Thank you for selecting Evolve IP for your audio conferencing needs. Now that your audio bridges are built, your users can login to their OSSmosis Personal Portal to access their conference bridge and obtain the access codes, update settings according to their preferences, and set the bridge to never expire if they want one and only one set of access codes to remember. The following procedures will instruct your users on how to perform such functions.

Login to the OSSmosis Personal Portal

Evolve IP OSSmosis Personal Portal
<http://personalportal.evolveip.net>

1) Click on the Conferencing tab



2) Click on the View/Edit button to the right of the conference bridge

User Conference List allows you to edit and delete your current conferences and allows you to add new conferences.

Bridge Id	Bridge Name	Conference Id	Title	Status	Type	Start	Action
cb-0001005437-1	Evolve IP	4194645	Hamilton Conference	Active	Reservationless	2012-12-27	View/Edit ✖

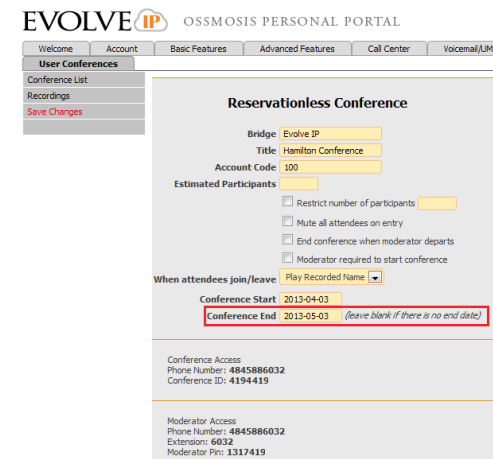
3) First, the user should know and understand their access codes. The moderator codes are at the bottom and only the moderator should utilize those codes and keep them in a safe location.

4) Second, the user should distribute the conference ID to participants when hosting an audio conference.

5) A common setting most users will want to set is the Conference End Date. Most users want to keep the same access codes for long periods of time or set them to never expire. It's the user's preference- if they want their access codes to never expire, simply delete the end date and click Save Changes on the left hand menu- if there is currently an end date in that field.

6) Next, users can check the boxes on the features they prefer for their personal audio conference bridge. It will only affect their conferences and no other user in their organization.

7) Should a moderator use the menu when hosting a conference to Record the conference call. They can click on the Recordings button on the left hand menu to access their recordings.



Now that you have accessed your passcodes and updated your preferences, you are now ready to use the Evolve IP Audio Conferencing Service!