

ShoreTel Communicator Setup for Windows Users

After installing the ShoreTel software you will see the Communicator Icon on your desktop. **Double click** to open and then complete the following steps for Setup



Getting Started Wizard	
Shore Tel [®]	Welcome to ShoreTel 12.1!
	The ShoreTel Communicator software makes it easy to manage your daily communications.
	The ShoreTel Communicator application lets you simply control your calls, dial contacts by name, access your voice messages, and set-up up to five custom greetings for your callers.
	To get started, you will need to:
	 Set your server Set up your voice mail box setting
	You may select to access your voice mail messages using the ShoreTel Communicator software or using Microsoft® Outlook®.
Click "Next" to begin.	
	< Previous Next > Cancel



ShoreTel Call Manager Setup (continued)...

Click Next to Continue

Setting Started Wizard		
	Set Up Your ShoreTel Account	
6	Please wait while the Call Manager logs you into the system.	
	You have been successfully logged in to the server. Click "Next" to continue.	
< Pre	vious Next > Cancel	

Click Next to Continue

Outlook Integration

There will be a screen that prompts you for Voicemail to go to you Inbox

There will be 3 check boxes

The top check box imports your contacts into the Communicator

The middle check box will do a screen pop of the contacts information in Outlook

The bottom check box will deliver voicemail to e-mail integration

ShoreTel Call Manager Setup (continued)...



Click Finish

The ShoreTel Communicator should start up and be ready for use.