

## TO INSTALL SHORETEL COMMUNICATOR

**IF NOT ALREADY INSTALLED BEGIN HERE:**

<http://shoretel.pampaisd.net/ShoreWareResources/ClientInstall/default.asp>

Click on the link above. Click on the link at the top of that web page to launch the installer.



[Click Here to install ShoreTel Communicator](#)

If you get a prompt to uninstall it that means it is already installed and you will need to locate it from the All Programs list. Choose to run the program following all the steps to do so. If you have issues with the install you can put in a request to have a Technology person come install it for you.



The install should prompt you to restart.

**\*\*\*\*\*IF ALREADY INSTALLED ON COMPUTER YOU WILL NEED TO START HERE:**

Launch the program by either finding it in your program list or by typing "ShoreTel" in the search bar at the bottom left of your screen. Here is some info that you will need to input when asked:

\*\*\*\*\*Do not use Windows credentials! Uncheck the box next to "use windows credentials" during the setup process.

The server name: shoretel.pampaisd.net

Your user name should be: firstinitiallastname (jdoe)

The password needed for the next field should be: 123456

Follow all the prompts and leave them as defaulted but I suggest you select the option for the toolbar to launch when Windows starts.

**\*\*\*\*\*If it prompts you to update the software please do so.**