Setting up phone conference calls

**Important Info**

This service is **ONLY** for University employees (not students).

You will need to provide your department's KFS number to complete the setup of a conference call.

**Setup**

1. Call **1-800-475-5000**
2. When prompted, say "1" or press "1" on the keypad
3. At the next prompt, say "1" or press "1" on the keypad
4. When prompted for a reference number, say or enter **any number you want** (this is not important, you can enter anything)
5. When prompted for an organization type, say "1" or press "1" on the keypad
6. You will connected with a representative, who will walk you through the rest of the setup. They will ask you for the following pieces of information:
   a. Authorization Code (contact help@business.uconn.edu for this number)
   b. Agent Code (contact help@business.uconn.edu for this number)
   c. KFS number for billing
   d. Email address
   e. UConn phone number (office number) for billing purposes
7. Ask for the conference number to give to your participants. The representative should give this to you, along with a follow-up email with all the information you'll need to connect.

Participants can use any phone to connect to the conference call.

You should configure a conference call at least 1 day prior to the actual time of the call.

Related articles

- Setting up phone conference calls
- Using Your School of Business Avaya Phone and Voicemail
- Skype for Business Web Access
- Creating a Meeting with Skype for Business