• Make sure Call pilot software is not installed. If it is, please uninstall it.
• Open up an internet browser (Microsoft or Firefox) and type the following command into the browser address field (https://stl-shoretel.stl.umsl.edu/ShoreWareResources/ClientInstall/).
• Exit all other programs (i.e., Microsoft Outlook, Microsoft Communicator) as you will need to reboot your PC as part of the install.

You will be redirected to the following install screen.

In the upper left corner you will see a hyperlink:
Click Here to install ShoreTel Communicator

Click on the text to install the software.

You will be prompted to run the software.

Click on Run.
Installing ShoreTel Communicator

The ShoreTel Communicator install screen appears.

Select next.

Accept the end user license agreement and select next.

Select all the default prompts.

Click on next.

Click on install.
This will take a few minutes to install the software.

Click on Finish and restart your PC by clicking on the Yes button.
Installing ShoreTel Communicator

After your system restarts –
• Once again make sure Microsoft Outlook and/or Microsoft Communicator are not running by exiting out of the programs. If you don’t exit, you will see an error message during the install.

Click on the ShoreTel Icon on your desktop to launch the application.

Select Next.

Type “134.124.136.128” into the server name dialog box and click next.

Click next.
Uncheck “Read my contacts on start-up for dialing” and “Display my voice messages in my inbox”.

Click next.

(You may go back at a later time and customize these options.)

If you would like to start ShoreTel Communicator during your Windows’ Logon process, check the box.

Otherwise leave it unchecked.

(If you decide that you want to start communicator during your logon, you may go back at a later time and customize this option.)

Click on Finish button.
Congratulations! You have just completed the install.

NOTE: Your local firewall may prevent this application from running correctly. If you see a screen like this, click Allow access.

We recommend that you review the online training to familiarize yourself with the ShoreTel Communicator software (http://training.shoretel.com/communicator/Personal/).