# Installing ShoreTel Communicator for Mac

## Downloading & Installing ShoreTel Communicator for Mac

- Go to [https://it.wm.edu/software/auth/shoretel/shoretelcommunicator.dmg](https://it.wm.edu/software/auth/shoretel/shoretelcommunicator.dmg)
- You will be asked to login. Use your WMuserid and Password
- Save the file to your Desktop or a location of your choice

- Once downloaded, find and double-click the **ShoreTel-Communicator.dmg** icon.

- Drag the ShoreTel Icon over to the Applications Folder.

- Navigate to the Applications folder and double click on ShoreTel Communicator to run the software.
- You will be asked to fill in the server name, Username and Password. Ensure you type `Campus\WMUserid` and click Login.

- Once you have logged on, you will be presented with the ShoreTel Communicator screen that is displayed on the right.

- To view the Voice Mail, History and Call Details Tab, click the down arrow in the top right corner and choose `Split Horizontal`.

- To add Tabs, click the plus sign and choose Voice Mail, History and Call Details. You will have to do this for each one tab that you would like to have displayed on the toolbar.

- The tabs should now be visible on the toolbar. You can quickly move though the Tabs to see your Voice Mail, Call History or Call Details.

* You may receive a prompt to install Growl. Growl is a notification system for OS X. IT is currently recommending that you do not install Growl as it will ask you to upgrade for a cost.