

**Must be Postmarked
No Later Than
September 30, 2010**

**In re ShoreTel, Inc. Securities Litigation
Claims Administrator
c/o The Garden City Group, Inc.
P.O. Box 9349
Dublin, OH 43017-4249
1 (800) 231-1815**

SHR



Claim Number:

Control Number:

PROOF OF CLAIM AND RELEASE

YOU MUST COMPLETE THIS CLAIM FORM BY SEPTEMBER 30, 2010, TO BE ELIGIBLE TO SHARE IN THE SETTLEMENT.

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QUESTIONS? CALL 1(800) 231-1815 OR VISIT WWW.GARDENCITYGROUP.COM



SECTION A - CLAIMANT INFORMATION

Claimant Name(s) (as you would like the name(s) to appear on the check, if eligible for payment):

Account Number: (not required)

Last 4 digits of Claimant Social Security Number/Taxpayer ID Number:

Name of the Person you would like the Claims Administrator to Contact Regarding This Claim (if different from the Claimant Name(s) listed above):

Claimant or Representative Contact Information:

The Claims Administrator will use this information for all communications relevant to this Claim (including the check, if eligible for payment). If this information changes, you MUST notify the Claims Administrator in writing at the address above.

Street Address:

City:

State and Zip Code:

Country (Other than U.S.):

Daytime Telephone Number: () -

Evening Telephone Number: () -

E-mail Address:

(E-mail address is not required, but if you provide it you authorize the Claims Administrator to use it in providing you with information relevant to this claim.)

IF YOU FAIL TO SUBMIT A COMPLETE CLAIM BY SEPTEMBER 30, 2010, YOUR CLAIM IS
SUBJECT TO REJECTION OR YOUR PAYMENT MAY BE DELAYED.

NOTICE REGARDING ELECTRONIC FILES: Claims with 50 or more transactions, or on behalf of 10 or more different accounts should be submitted electronically and in the required format. To obtain the electronic filing requirements and file layout, you may visit the website at www.gardencitygroup.com or you may e-mail the Claims Administrator at eClaim@gardencitygroup.com. No electronic files will be considered to have been properly submitted unless the Claims Administrator issues an email after processing your file with your claim numbers and respective account information. Do not assume that your file has been received or processed until you receive this email. If you do not receive such an email within 10 days of your submission, you should contact the electronic filing department at eClaim@gardencitygroup.com to inquire about your file and confirm it was received.

NOTE: Separate Proofs of Claim should be submitted for each separate legal entity (for example, a claim from Joint Owners should not include separate transactions of just one of the Joint Owners, an Individual should not combine his or her IRA transactions with transactions made solely in the Individual's name). Conversely, a single Proof of Claim should be submitted on behalf of one legal entity including all transactions made by that entity no matter how many separate accounts that entity has (for example, a corporation with multiple brokerage accounts should include all transactions made in ShoreTel common stock shares during the Class Period on one Proof of Claim, no matter how many accounts the transactions were made in.)



SECTION B - TRANSACTIONS IN SHORETEL SHARES

1. **BEGINNING HOLDINGS:** At the close of business on **July 2, 2007**, I owned the following number of ShoreTel shares. (If none, write "zero" or "0." If other than zero, the number of shares must be documented.)
2. **PURCHASES DURING THE CLASS PERIOD:** I made the following purchases of ShoreTel shares between **July 3, 2007**, and **January 29, 2008**, inclusive. (Must be documented.)

Trade Date(s) of Purchases (list chronologically) (Month/Day/Year)	Number of Shoretel Shares Purchased	Purchase Price Per Share	Aggregate Cost (excluding commissions, taxes, and fees)
/ /		\$.	\$.
/ /		\$.	\$.
/ /		\$.	\$.
/ /		\$.	\$.

3. **PURCHASES:** Number of ShoreTel shares purchased between **January 30, 2008**, and the **Date of Claim Filing**. (If none, write "zero" or "0.")
4. **SALES :** I made the following sales of ShoreTel shares between **July 3, 2007**, and the **Date of Claim Filing**, inclusive. (Must be documented.)

Trade Date(s) of Sales (list chronologically) (Month/Day/Year)	Number of Shoretel Shares Sold	Sale Price Per Share	Amount Received (excluding commissions, taxes, and fees)
/ /		\$.	\$.
/ /		\$.	\$.
/ /		\$.	\$.
/ /		\$.	\$.

5. **UNSOLD HOLDINGS:** At the **Date of Claim Filing**, I owned the following number of ShoreTel shares. (If none, write "zero" or "0". If other than zero, the number of shares must be documented.)

**IF YOU NEED ADDITIONAL SPACE TO LIST YOUR TRANSACTIONS YOU MUST
PHOTOCOPY THIS PAGE AND CHECK THIS BOX
IF YOU DO NOT CHECK THIS BOX, THESE ADDITIONAL PAGES WILL NOT BE REVIEWED**



SECTION C - RELEASE AND SIGNATURE

1. I affirm that I purchased ShoreTel common stock shares between July 3, 2007, and January 29, 2008, inclusive. (Do not submit this Proof of Claim if you did not purchase ShoreTel common stock shares during this period).

2. By submitting this Proof of Claim, I state that I believe in good faith that:
- I am a Settlement Class Member as defined in the Notice of Pendency and Proposed Settlement of Class Action (the "Notice"); or
 - I am acting for such person (Note: If you are acting in a representative capacity on behalf of a Settlement Class Member (e.g., as an executor, administrator, trustee, or other representative), you must submit evidence of your current authority to act on behalf of that Settlement Class Member. Such evidence would include, for example, letters testamentary, letters of administration, or a copy of the trust documents.)

I further state that I believe in good faith that:

- I may be a Settlement Class Member; and
- I am not a Defendant in the litigation that is the subject of this settlement or anyone excluded from the Net Settlement Fund; and
- I have read and understand the Notice and believe that I am entitled to receive a share of the Net Settlement Fund; and
- I elect to participate in the proposed settlement described in the Notice and have not filed a request for exclusion.

3. I consent to the jurisdiction of the Court with respect to all questions concerning the validity of this Proof of Claim. I understand and agree that my claim may be subject to investigation and discovery under the Federal Rules of Civil Procedure, provided that such investigation and discovery shall be limited to my status as a Settlement Class Member and the validity and amount of my claim. No discovery shall be allowed on the merits of the litigation or settlement in connection with processing of the Proofs of Claim.

4. Where requested above, I have set forth all relevant information regarding each of my purchases or sales of Shoretel common stock shares during the relevant periods. I agree to furnish additional information (including transactions in other Shoretel common stock shares) to the Claims Administrator, if requested to do so.

5. In support of my claim, I have enclosed photocopies of the stockbroker's confirmation slips, stockbroker's statements, or other documents evidencing each relevant purchase, sale or retention of Shoretel common stock shares. (IF ANY SUCH DOCUMENTS ARE NOT IN YOUR POSSESSION, PLEASE OBTAIN A COPY OR EQUIVALENT DOCUMENTS FROM YOUR BROKER BECAUSE THESE DOCUMENTS ARE NECESSARY TO PROVE AND PROCESS YOUR CLAIM.)

6. I understand that the information contained in this Proof of Claim is subject to such verification as required by the Claims Administrator or directed by the Court, and I agree to cooperate in any such verification. (The information requested herein is designed to provide the minimum amount of information necessary to process most claims. The Claims Administrator may request additional information to efficiently and reliably calculate your Recognized Claim. The Claims Administrator may condition acceptance of the claim upon the production of additional information, including, where applicable, information concerning transactions in any derivatives of the subject securities, e.g. option contracts.)

7. By operation of law, upon the Effective Date as defined in the Stipulation of Settlement, I will be deemed to have, and by operation of the Judgment shall have, fully, finally, and forever released, relinquished, and discharged all Settled Claims against the Released Persons, whether or not my claim is accepted.

I declare under penalty of perjury under the laws of the United States of America that the foregoing information supplied by the undersigned is true and correct.

Executed this _____ day of _____ in _____ (City) (State/Country)

(Sign your name here)

(Type or print your name here)

(Joint owner sign your name here)

(Joint owner type or print your name here)

(Capacity of persons signing, e.g., Beneficial Purchaser, Executor or Administrator)

**SECTION D - REMINDER CHECKLIST**

1. Please sign the Certification Section of the Proof of Claim and Release form.
2. If this claim is made on behalf of joint claimants, then both must sign.
3. For an overview of what constitutes adequate supporting documentation please visit www.gardencitygroup.com/pages/cases/filing-tips.php.
4. **DO NOT SEND ORIGINALS OF ANY SUPPORTING DOCUMENTS.**
5. Keep a copy of your Proof of Claim and Release form and all documentation submitted for your records.
6. The Claims Administrator will acknowledge receipt of your Proof of Claim and Release by mail, within 30 days. Your claim is not deemed filed until you receive an acknowledgment postcard. If you do not receive an acknowledgment postcard within 30 days, please call the Claims Administrator toll free at **1(800) 231-1815**.
7. If you move, please send us your new address.
8. **Do not use highlighter on the Proof of Claim and Release form or supporting documentation.**

THIS PROOF OF CLAIM MUST BE POSTMARKED NO LATER THAN
SEPTEMBER 30, 2010, AND MUST BE MAILED TO:

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Dublin, OH 43017-4249

PLEASE NOTE:

IF YOU SELL CURRENTLY-HELD SHORETEL COMMON STOCK BETWEEN THE FILING OF YOUR PROOF OF CLAIM AND THE DATE OF FINAL JUDGEMENT AT A PRICE GREATER THAN \$5.04 YOU MUST FILL OUT THE ENCLOSED FORM AND MAIL IT TO THE CLAIMS ADMINISTRATOR.

