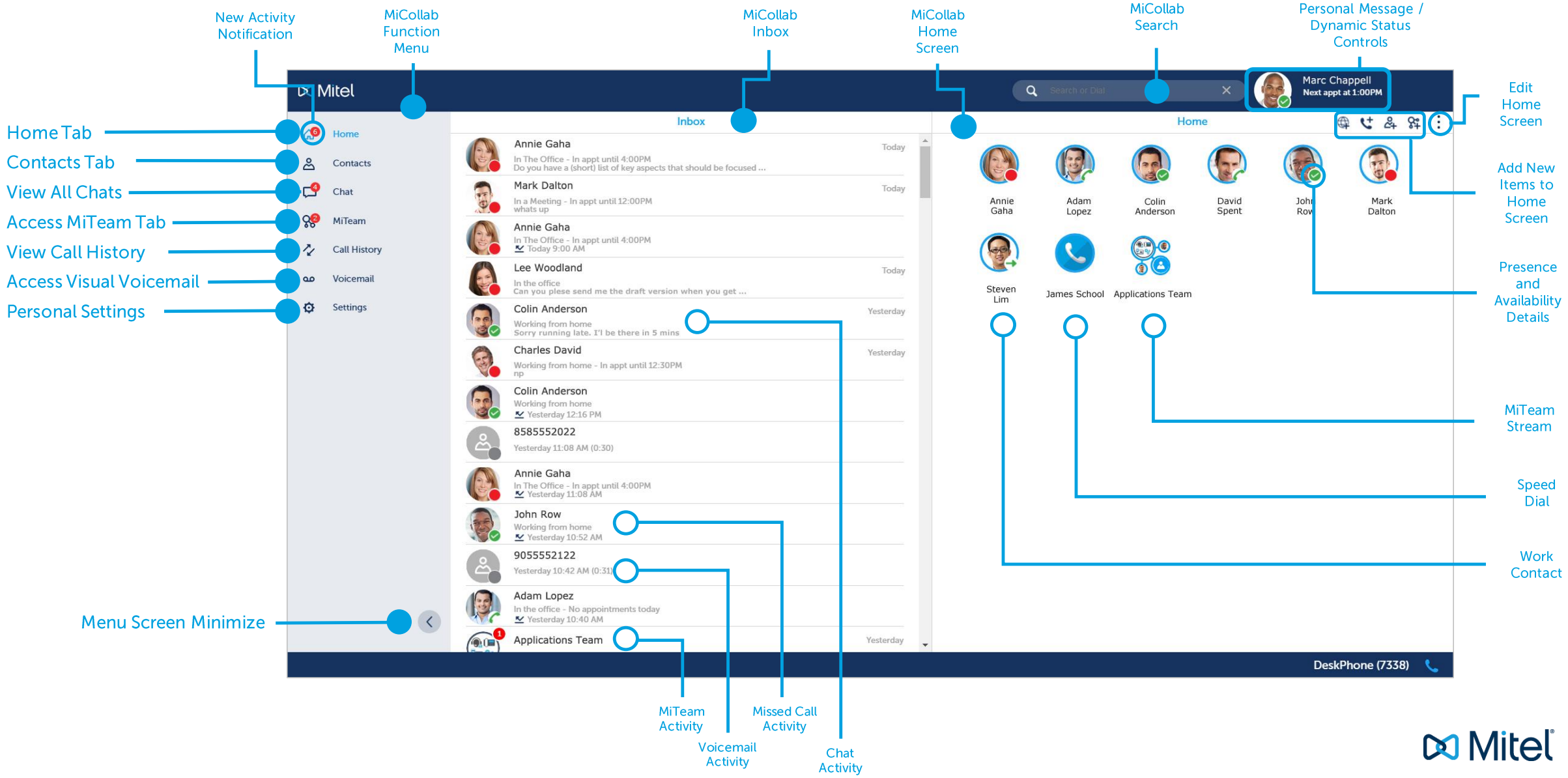
Mitel MiCollab

Quick Start Guide – Desktop / Web

No matter where your day takes you remain connected and productive with MiCollab, a mobile-first designed communications and collaboration solution for today's fast paced, mobile workplace

Please take a moment to get comfortable with all the features.



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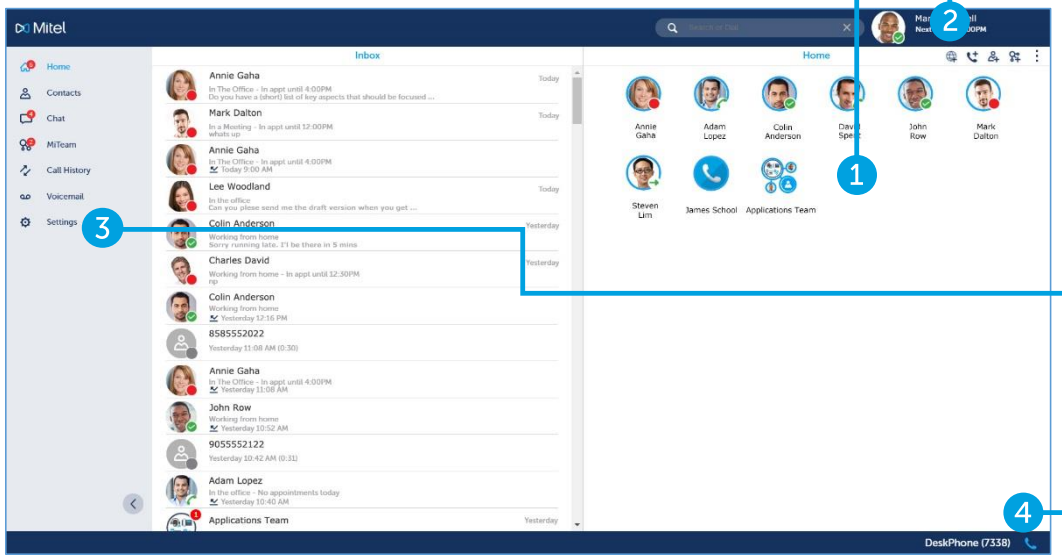
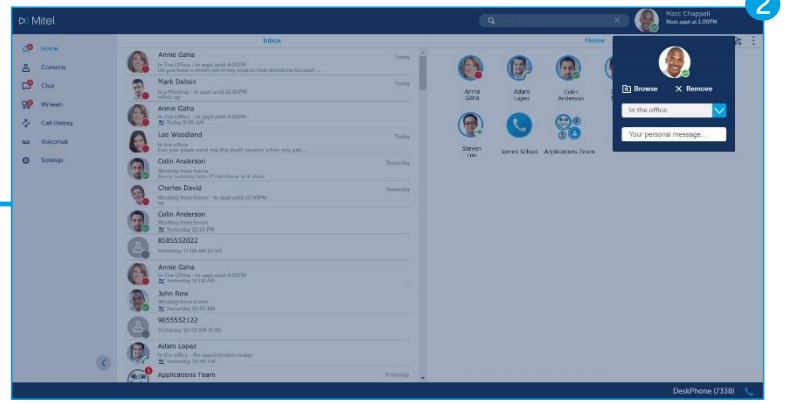
1 Home Screen

Create your own personal list of Corporate Contacts, Personal Speed Dials, MiTeam Streams, and Websites all in one centralized place.



2 Dynamic Status & Availability

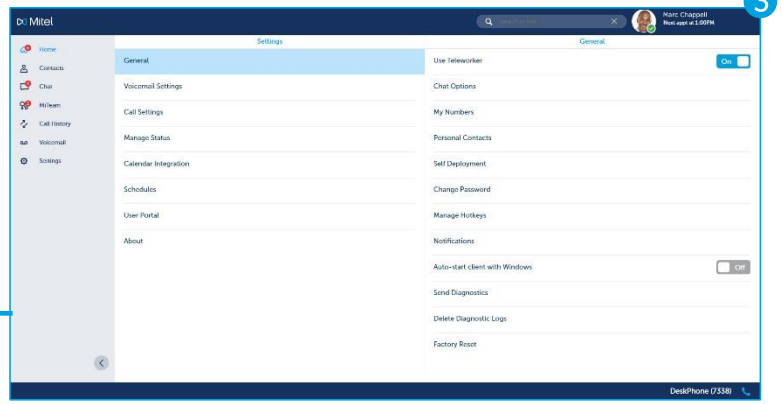
Selecting your identity enables you to share availability details through MiCollab with others.



1. Quickly Change Dynamic Status
2. Alter Dynamic Status Profiles
3. Create a Personal Message
4. Add an Image to Your Profile

3 Settings

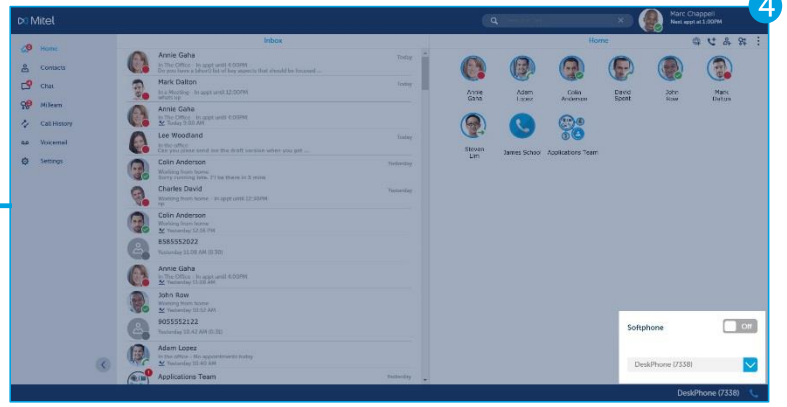
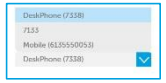
Customize MiCollab client options by creating schedules, connecting with your calendar, setting notification options, and more.



1. Set Chat Options
2. Set Client Notifications
3. Manage Client Hotkeys
4. Alter Dynamic Status Profiles
5. Enable Calendar Status
6. Set Status Schedules

4 Select Primary Communications Device

Choose between available choices to set as primary device.



1. Toggle Softphone On/Off
2. Select communications device