

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.

The image shows a screenshot of the Mitel MiCollab desktop interface. The interface is divided into several sections:

- Top Bar:** Contains the Mitel logo, a search bar labeled "Search or Dial", and a profile card for "Marc Chappell" with a status "Next appt at 1:00PM".
- Left Sidebar:** A navigation menu with icons and labels: Home, Contacts, Chat, MiTeam, Call History, Voicemail, and Settings.
- Main Content Area:** Split into two panes. The left pane is titled "Inbox" and shows a list of messages from various contacts like Annie Gaha, Mark Dalton, Lee Woodland, etc. The right pane is titled "Home" and shows a grid of contact cards with status indicators (e.g., "In the office", "Working from home").
- Bottom Bar:** Displays "DeskPhone (7338)" and a phone icon.

Blue callout lines point to various features and elements:

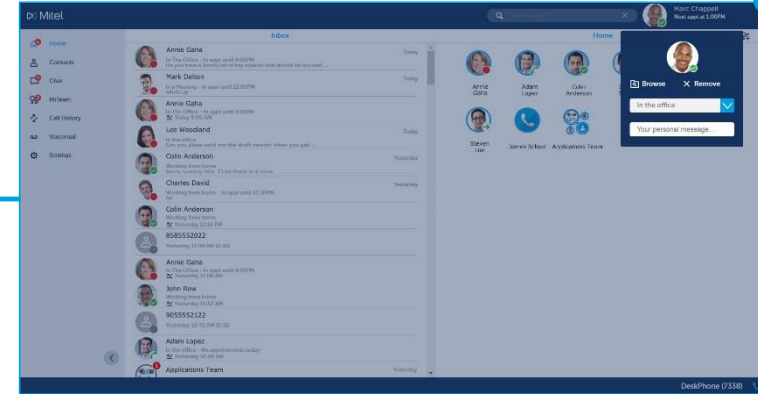
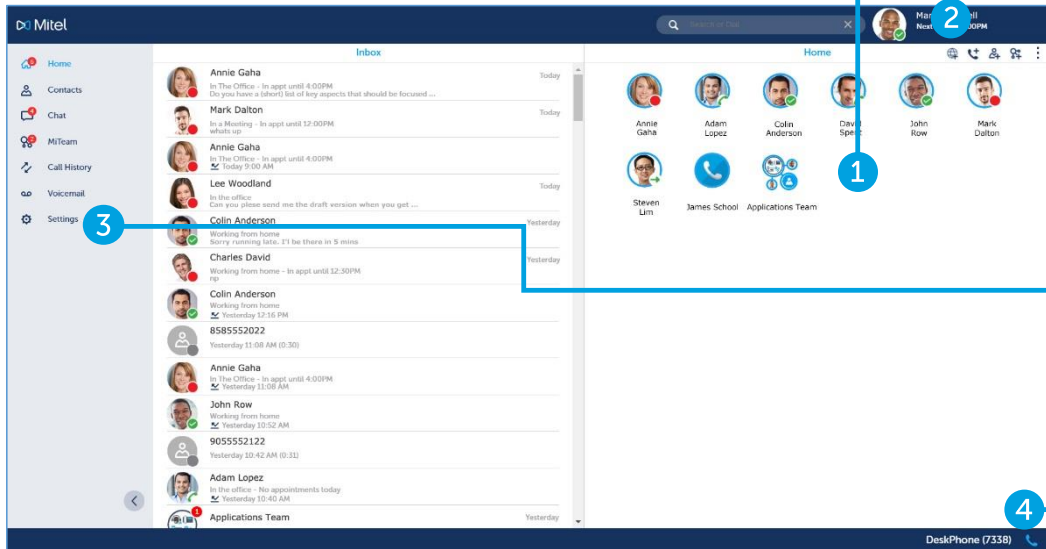
- New Activity Notification:** Points to a notification icon in the top bar.
- MiCollab Function Menu:** Points to the navigation sidebar.
- MiCollab Inbox:** Points to the "Inbox" header.
- MiCollab Home Screen:** Points to the "Home" header.
- MiCollab Search:** Points to the search bar.
- Personal Message / Dynamic Status Controls:** Points to the profile card in the top bar.
- Edit Home Screen:** Points to a settings icon in the top right of the Home pane.
- Add New Items to Home Screen:** Points to a plus icon in the top right of the Home pane.
- Presence and Availability Details:** Points to status indicators on contact cards.
- MiTeam Stream:** Points to a group icon in the Home pane.
- Speed Dial:** Points to a contact card in the Home pane.
- Work Contact:** Points to a contact card in the Home pane.
- Menu Screen Minimize:** Points to a back arrow icon in the bottom left.
- MiTeam Activity:** Points to a red notification badge on a contact card in the Inbox.
- Missed Call Activity:** Points to a red notification badge on a contact card in the Inbox.
- Voicemail Activity:** Points to a red notification badge on a contact card in the Inbox.
- Chat Activity:** Points to a red notification badge on a contact card in the Inbox.

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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

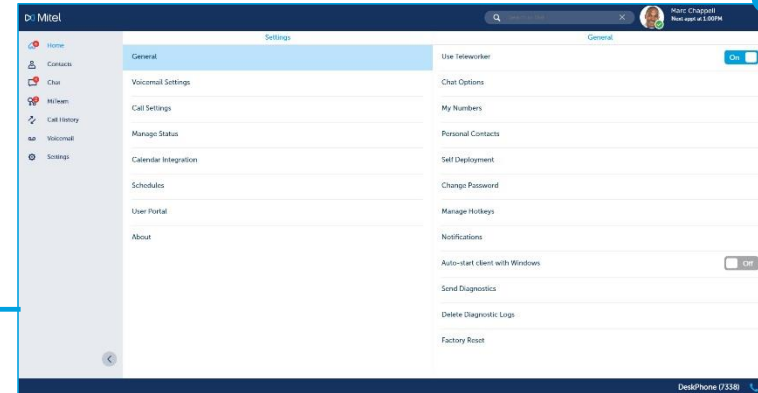
Selecting your identity enables you to share availability details through MiCollab with others.

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

