Mitel MiCollab
Settings Quick Start Guide – Desktop

② Chat Options

Enable MiCollab as default Chat option and set Away time.

1. Choose a Set Time to Change Presence to Away
2. Toggle Default IM Client On/Off

① Settings Menu Section

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

③ Hotkeys

Review, set and alter MiCollab Hotkey options to access when client is not in the foreground.

1. Define Options
2. Alter Set Options
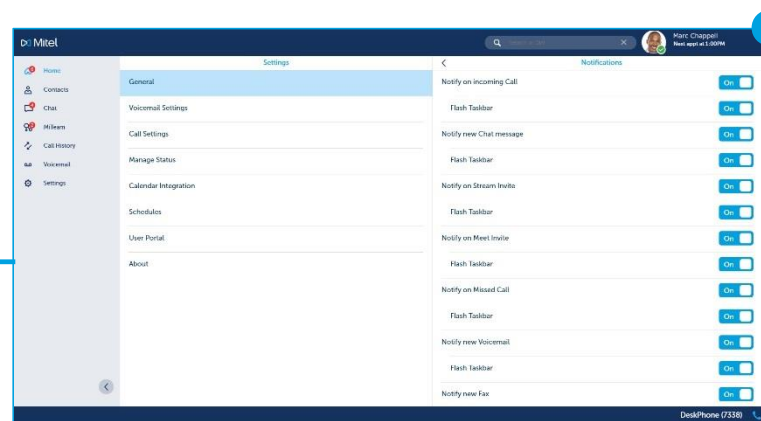
④ Notifications

Define which notifications you want presented to you, such as:

1. Incoming Calls
2. Missed Calls
3. Voicemail Messages
4. Chat Messages
5. MiTeam Stream Invites
6. MiTeam Meet Invites
7. New Fax Messages

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

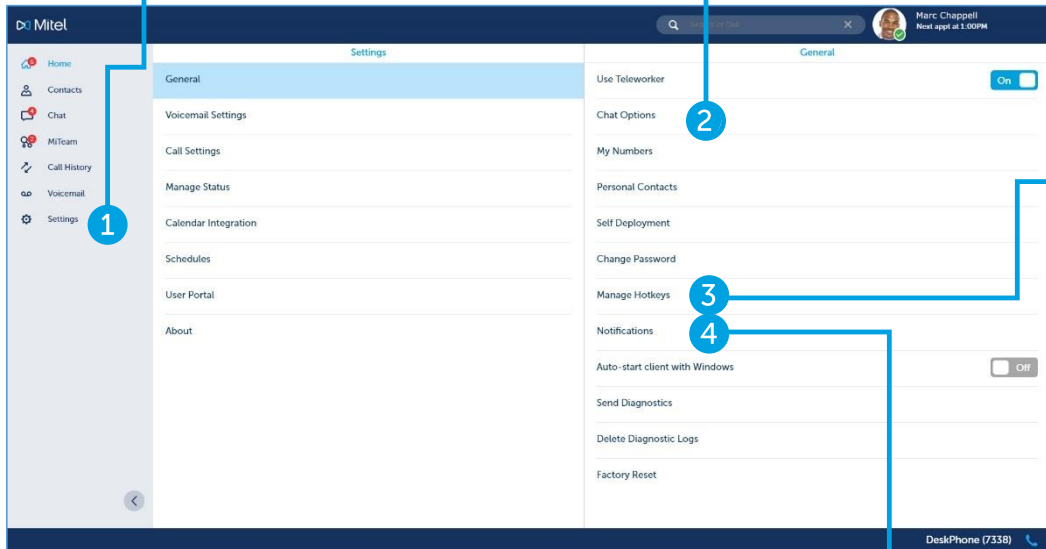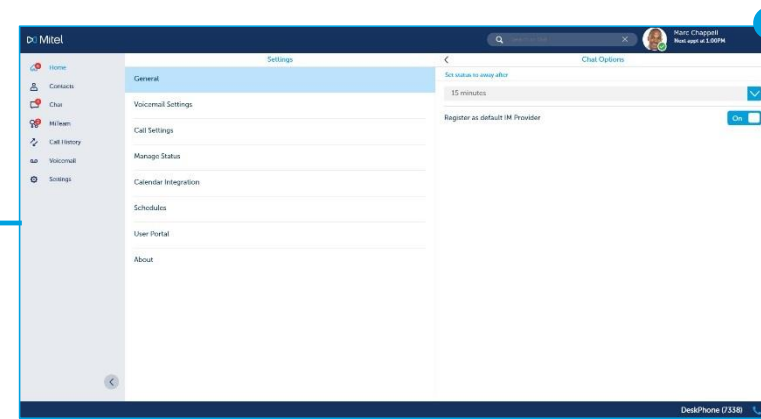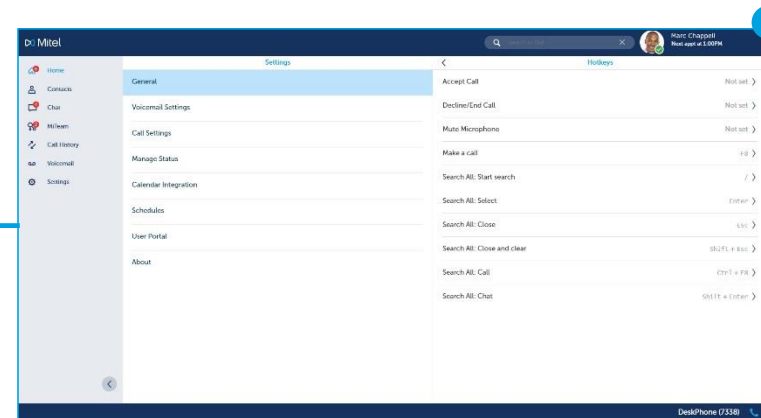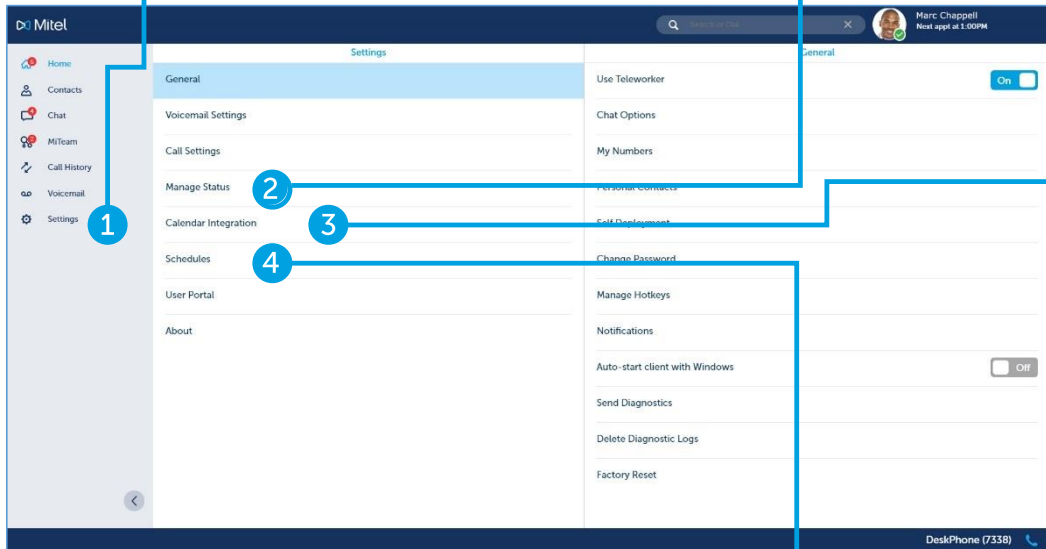Please take a moment to get comfortable with all the features.

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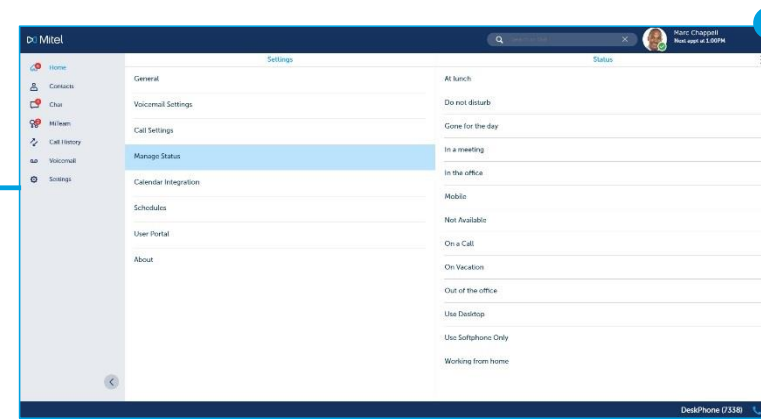## Settings Quick Start Guide – Desktop

① Settings Menu Section

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

② Dynamic Status & Availability

Create and alter status details for availability and inbound communications handling.

1. Change Status Name
2. Set Call Handling Device
3. Set Call Routing Options
4. Create Chat Auto Reply Messages
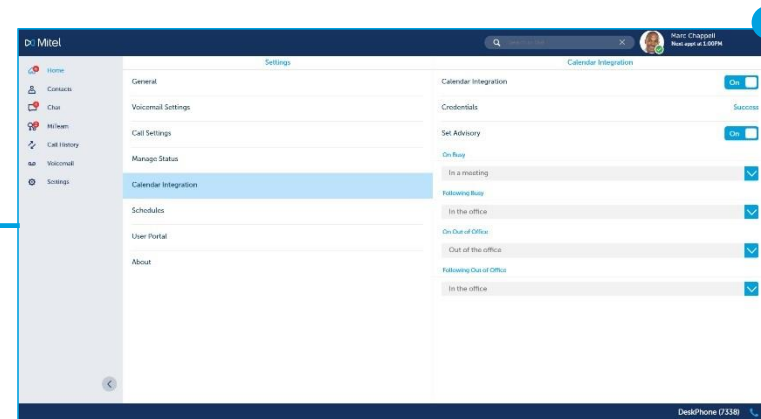
③ Calendar Integration

Link MiCollab with supported calendars to provide others with status messages based upon availability of your calendar.

1. Enable Calendar Integration
2. Enable Calendar Advisory
3. Select Busy Dynamic Status Option
4. Select Out of Office Dynamic Status Option

④ Schedules

Create and toggle schedules on/off for MiCollab Dynamic Status, such as:

1. In the Office
2. Out of Office
3. At Lunch

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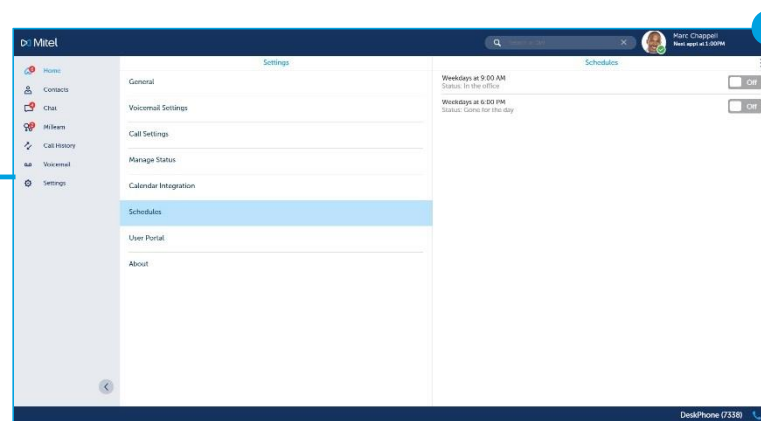
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