

Mitel MiCollab

Quick Start Guide – Desktop PC & Outlook Integration

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 using Outlook Contact Cards to interact with MiCollab.

The screenshot displays the Mitel MiCollab desktop interface, which is divided into several key sections:

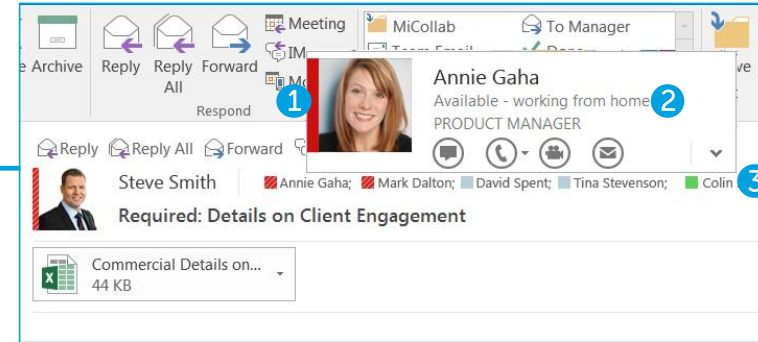
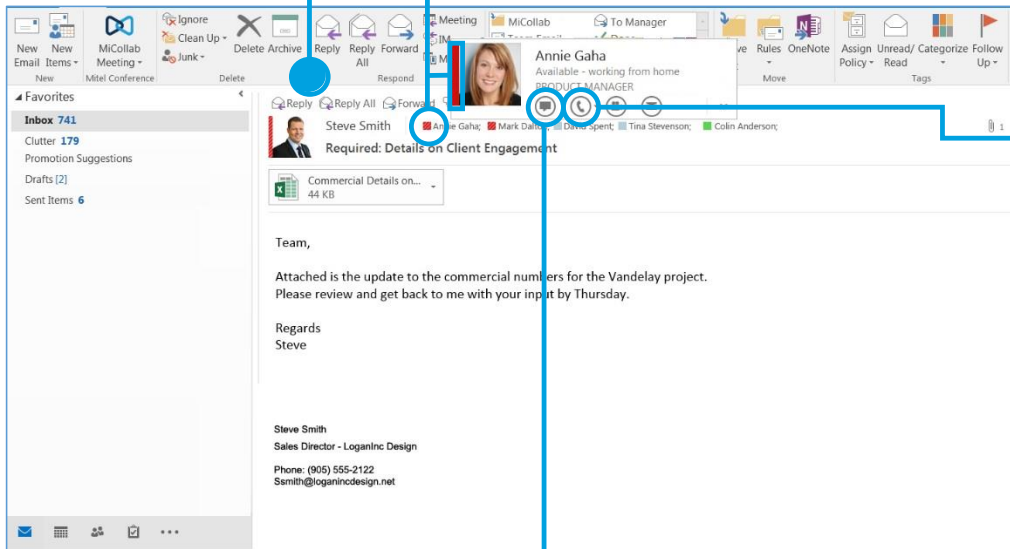
- Left Navigation Panel:** Contains icons for Home, Contacts, Chat, MiTeam, Call History, Voicemail, and Settings. Labels on the left side point to these icons: Home Tab, Contacts Tab, View All Chats, Access MiTeam Tab, View Call History, Access Visual Voicemail, and Personal Settings.
- Top Header:** Features the Mitel logo, a search bar labeled "Search or Dial", and a profile card for Marc Chappell with the text "Next appt at 1:00PM". Labels include "New Activity Notification", "MiCollab Function Menu", "MiCollab Search", and "Personal Message / Dynamic Status Controls".
- Inbox:** A list of messages from various contacts, including Annie Gaha, Mark Dalton, Lee Woodland, Colin Anderson, Charles David, and John Row. Labels include "MiCollab Inbox", "MiCollab Home Screen", and "MiTeam Activity".
- Home Screen:** A grid of contact cards for Annie Gaha, Adam Lopez, Colin Anderson, David Spent, John Row, and Mark Dalton, along with a "James School" card and an "Applications Team" card. Labels include "MiCollab Home Screen", "MiCollab Search", "Presence and Availability Details", "MiTeam Stream", "Speed Dial", and "Work Contact".
- Bottom Bar:** Displays "DeskPhone (7338)" and a phone icon. Labels include "MiTeam Activity", "Voicemail Activity", "Missed Call Activity", and "Chat Activity".
- Right Side Labels:** "Edit Home Screen", "Add New Items to Home Screen", "Presence and Availability Details", "MiTeam Stream", "Speed Dial", and "Work Contact".

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MiCollab Presence within Outlook / Outlook Contact Cards

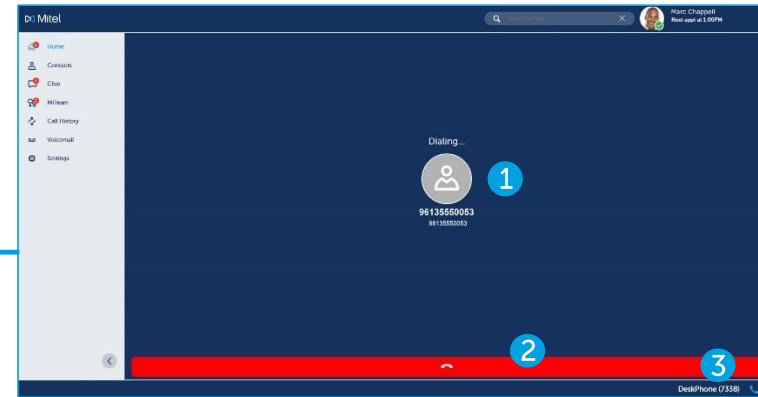
Presence details and communications options (voice and chat) found within Outlook Contact Cards can be provided by MiCollab, enabling seamless communications within Outlook email, calendar, and contact windows.



Presence and Availability

Selecting contacts enables you to view availability details of colleagues powered by MiCollab.

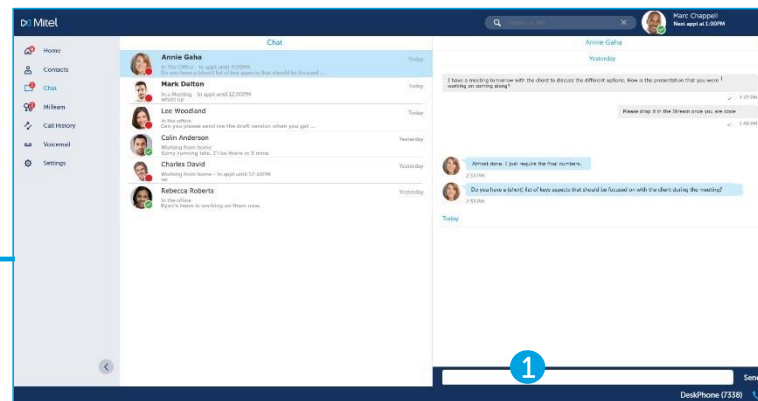
1. Presence and Availability Status
2. Dynamic Status Profile Message
3. Access to Others Included Within Email



Voice Calling

Selecting the phone icon within the Contact Card enables you to make voice calls to any contact powered by MiCollab.

1. Calling Party Contact Details
2. Call End (Changes to Call Management Functions)
3. Device Selection Menu for User



Chatting

Selecting the phone icon within the Contact Card enables you to make voice calls to any contact powered by MiCollab.

1. Chat Content Entry Box