

# MiCollab Client 9.x sign in for ACD Personnel

Southeast Community College

# Initial install/setup

The first time you open Micollab 9 it will ask for an authentication key:



The screenshot shows the Mitel MiCollab authentication interface. At the top center is the Mitel logo, consisting of a blue icon of two interlocking rings followed by the word "Mitel" in blue. Below the logo is the text "MiCollab" in a dark grey font. Underneath is a white text input field with the placeholder text "Enter Authentication Key". Below the input field is a grey button with the word "Apply" in white text.

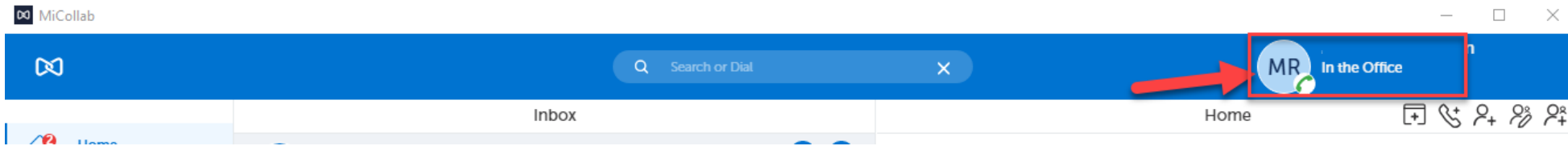
You should receive an email with the key and a link to automate entering the key. Enter the key or click the link from the email.

# Initial Install/Setup cont.

It will then ask for a password. This will be you 4 digit extension.

All setup steps are one time occurrences so you should not have to repeat them.

To change you status you will click on you name tile:



You should be able to select “In the Office” or “Working from Home”.

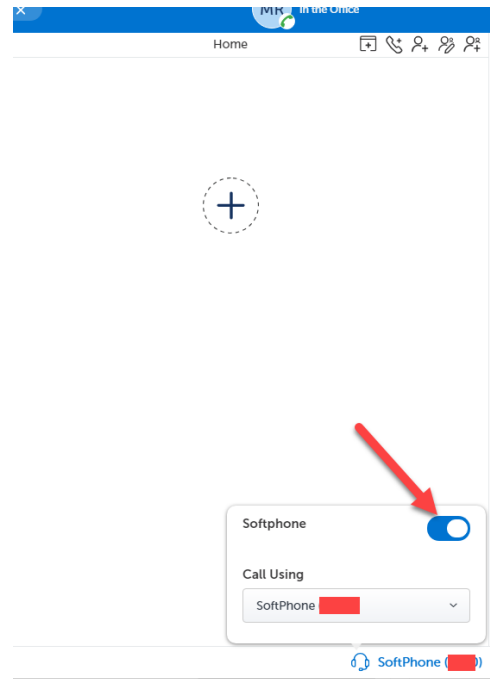
“Working from Home”

- Use softphone to make and receive calls
- Send calls to voicemail, if not answered

“In the Office”:

Typically you won't need to log into Micollab when you are in the office unless you want to take calls using your softphone.

To turn on softphone while “In the Office” is selected you will click “SoftPhone” in the lower corner and click to turn the toggle on:



The background will be grey if it is off and blue when it is on.

Click in the middle on the “Search or Dial” text box to type a known number or search for an SCC contact:

