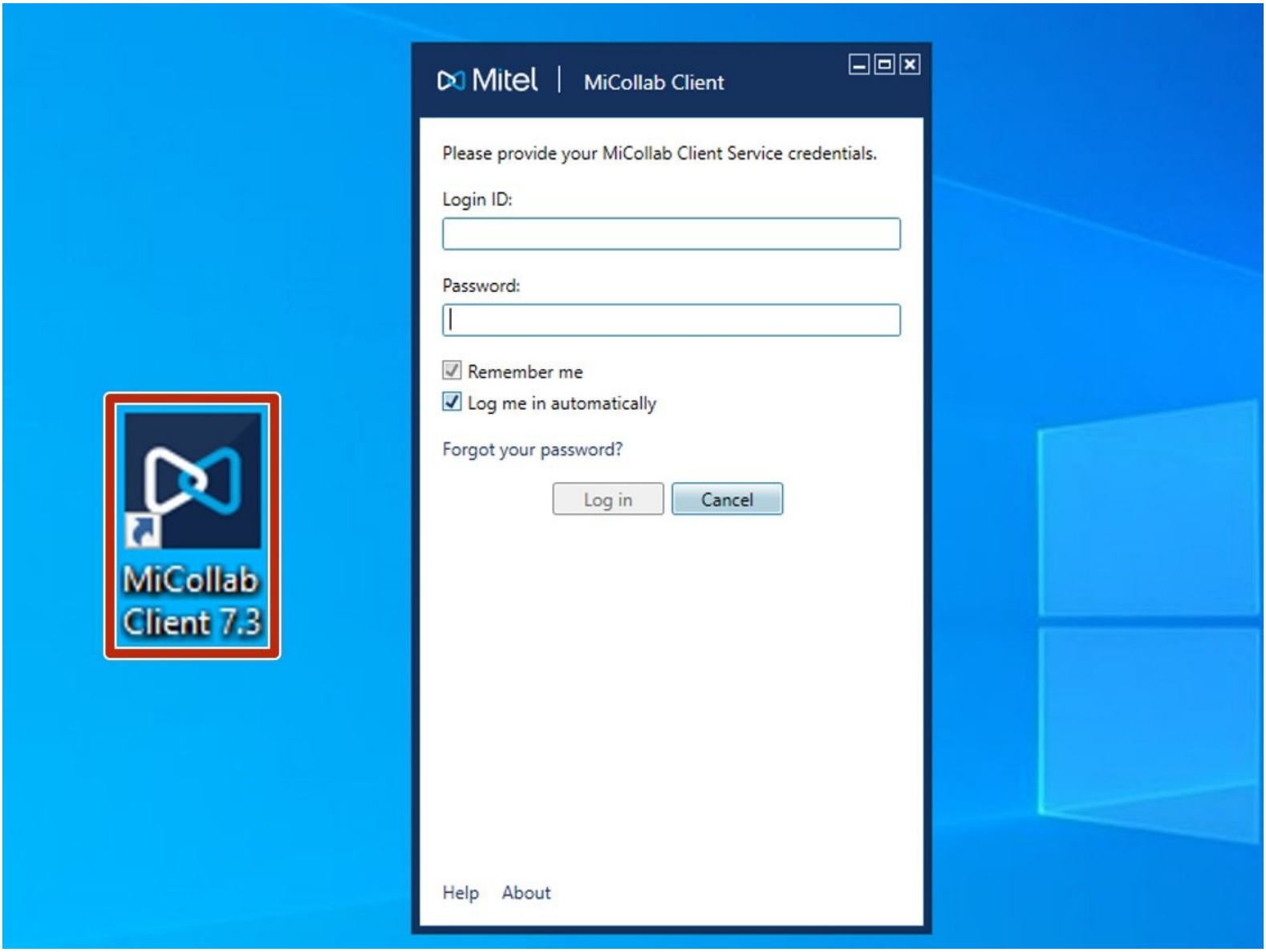
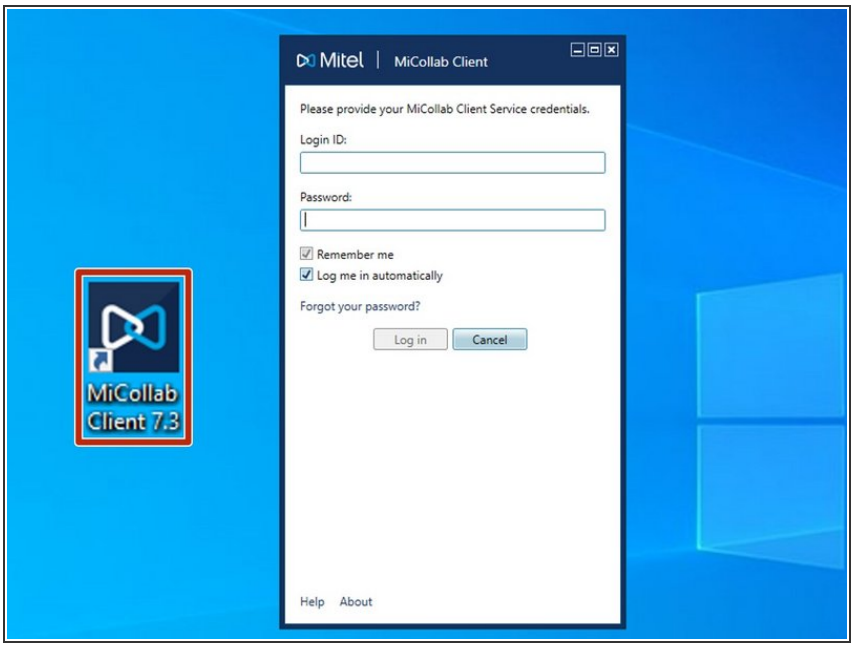
Micollab 7.3 Initial Setup

Written By: Brendon Welch

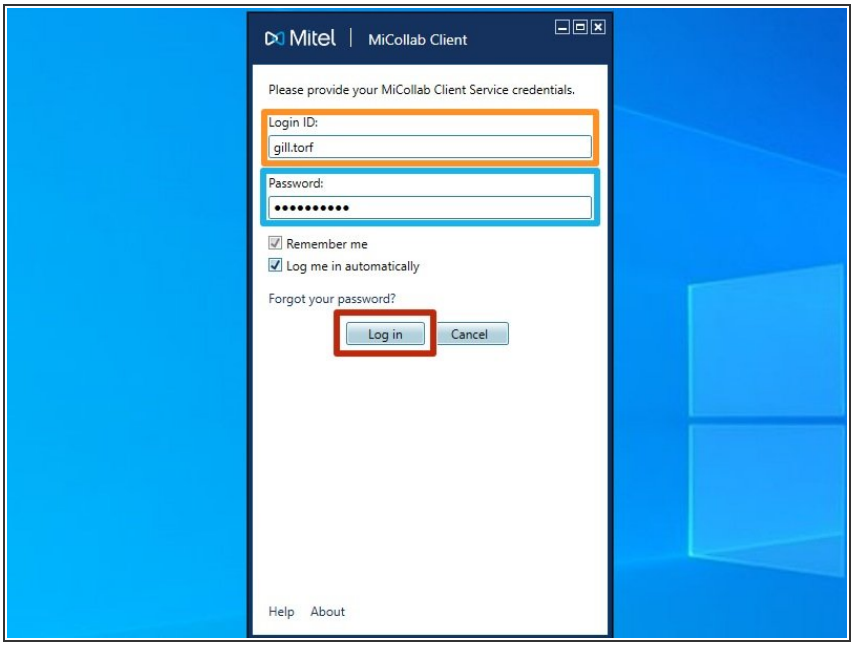


Step 1 — Micollab 7.3 Initial Setup



- Double-click the **MiCollab Client** icon on your desktop.

Step 2

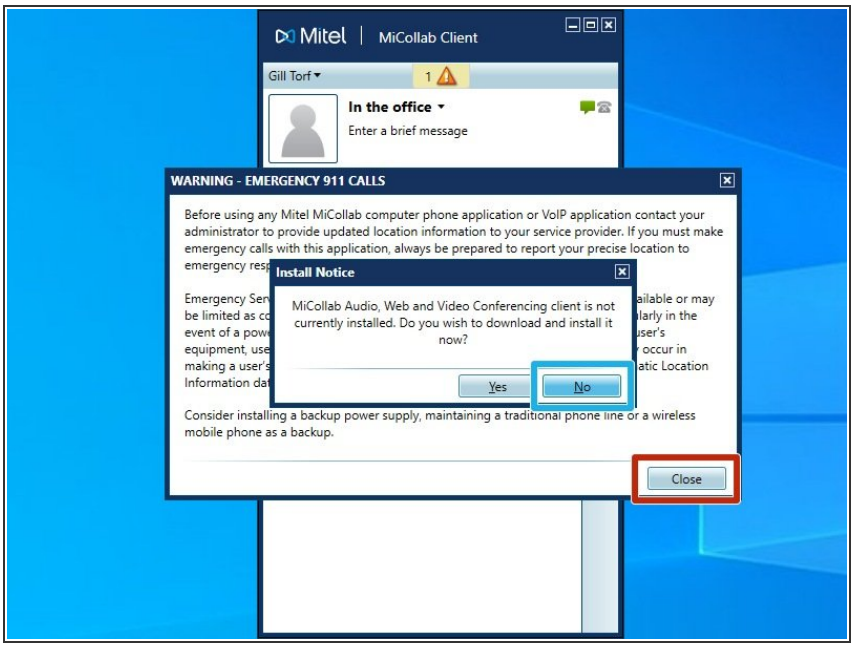


⚠ You will need the **Login ID** and **Password** from your project lead before you can sign into the MiCollab Client

- Enter your **Login ID**
- Enter your **Password**
- Click **Login**

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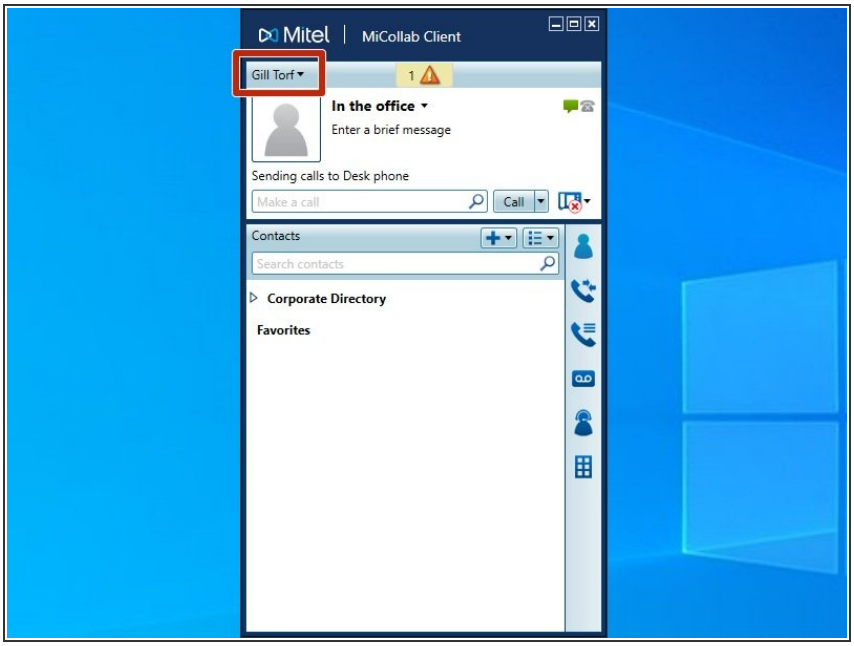
Step 3



⚠ Each time the MiCollab software is opened, you will see two pop up windows that need to be acknowledged, and closed.

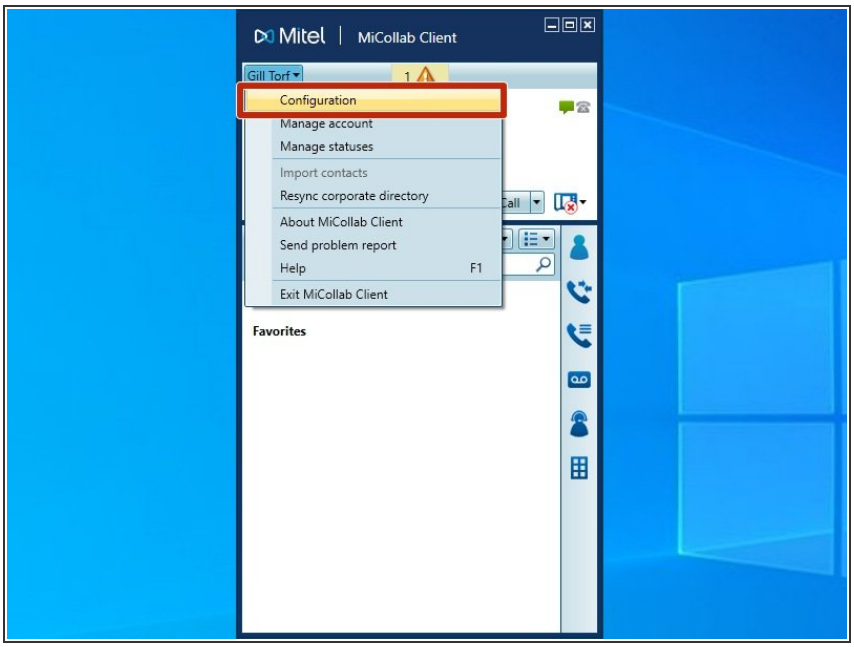
- Click **No** to close the first pop-up
- Click **Close** in the second pop-up

Step 4



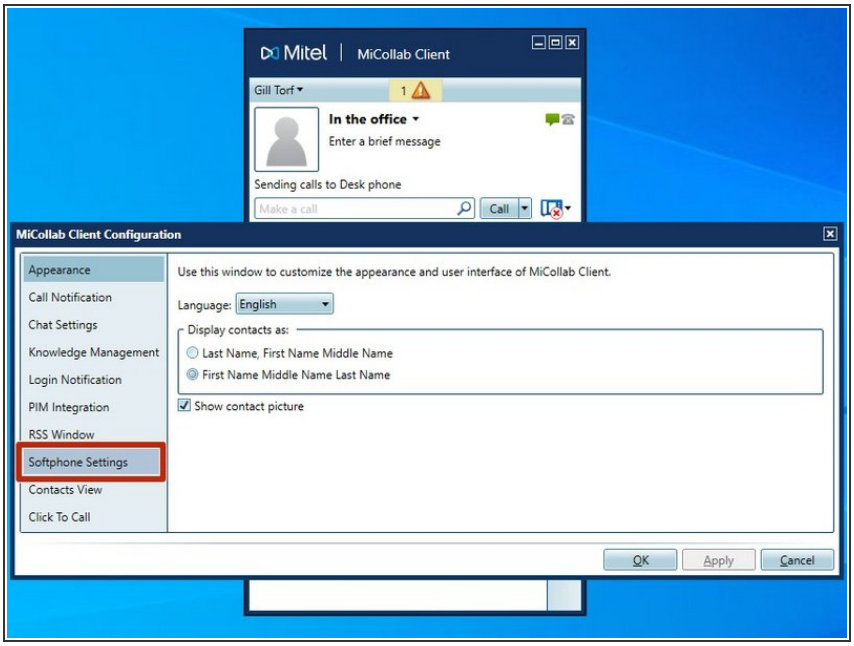
- Click on your **Username** in the top left corner of the window.

Step 5



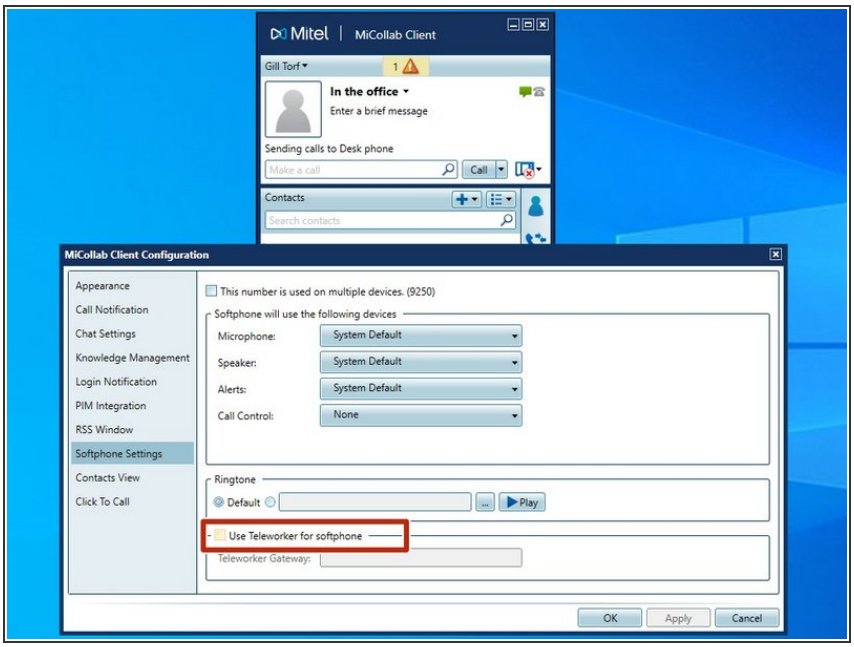
- Click **Configuration**

Step 6



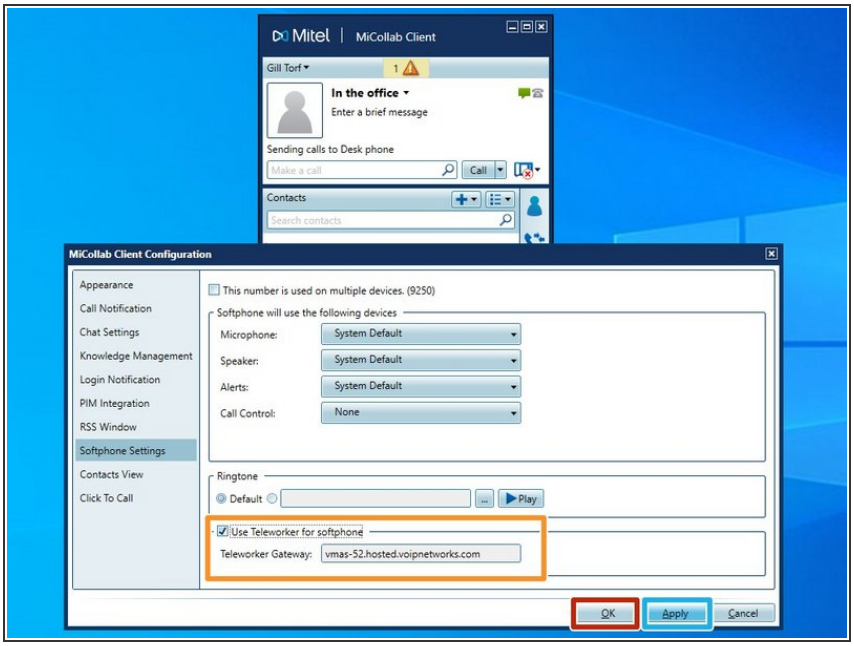
- Click **Softphone Settings**

Step 7



- Check the box for **Use Teleworker for softphone**

Step 8

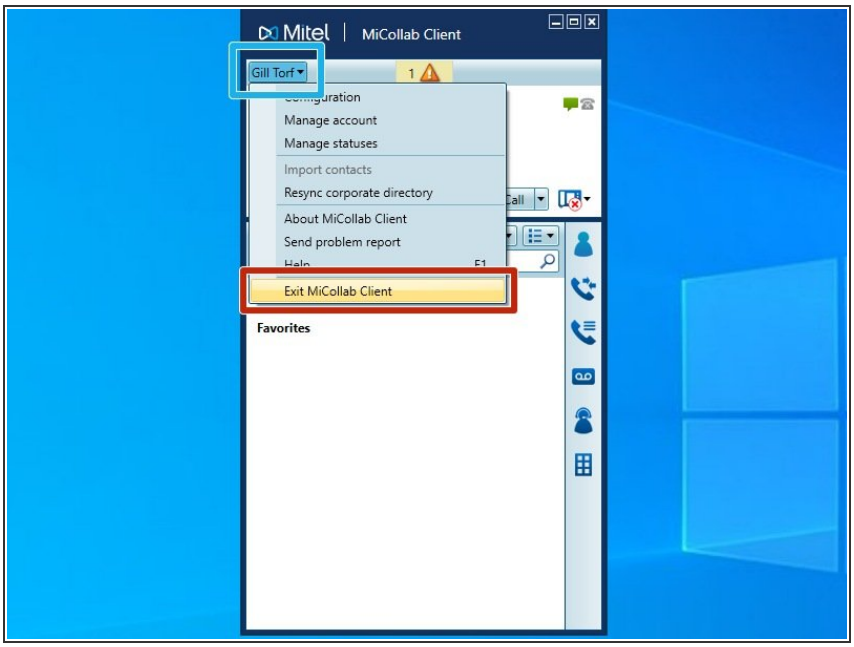


⚠ *If the Teleworker for Softphone is already enabled and entered, simply click **OK***

- The **Teleworker for softphone** should appear automatically, as **vmas-52.hosted.voipnetworks.com**
- Click **Apply**
- Click **OK**

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Step 9



⚠ **The Teleworker for softphone will only be applied after the MiCollab application is restarted.**

- Click on your **Username** in the top left corner.
- Click **Exit MiCollab Client**

*Clicking the **X** icon in the top right corner of the MiCollab app will not close it properly in order to apply the changes.*

Step 10

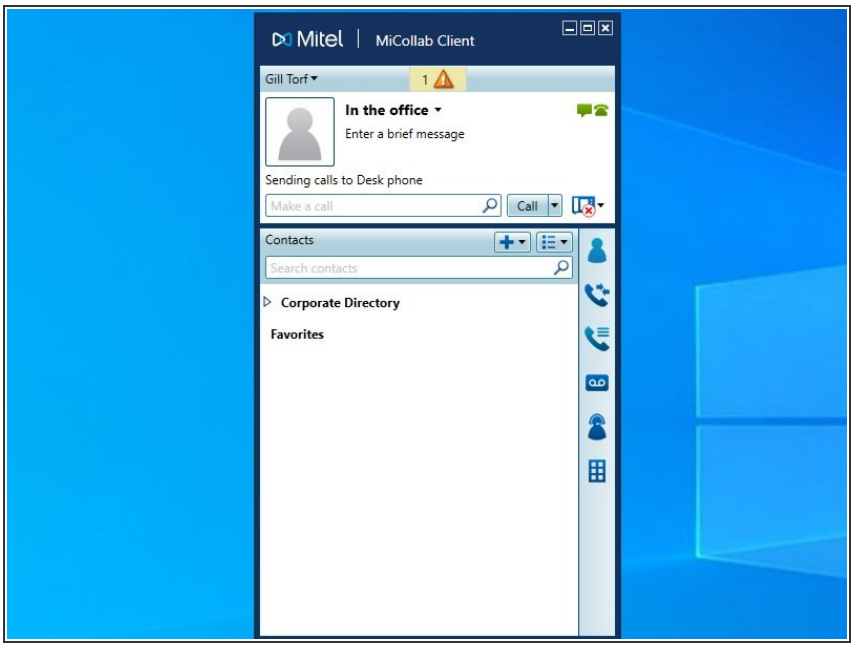


- Double-click the **MiCollab** icon on your desktop.

⚠ Each time the MiCollab software is opened, you will be see two pop up windows that need to be acknowledged, and closed.

- Click **No**
- Click **Close**

Step 11



Your MiCollab software is configured and ready for use.

Before your phone can be used, you must **Hot-Desk in**

CLICK HERE for the "Hot-Desk in" Setup