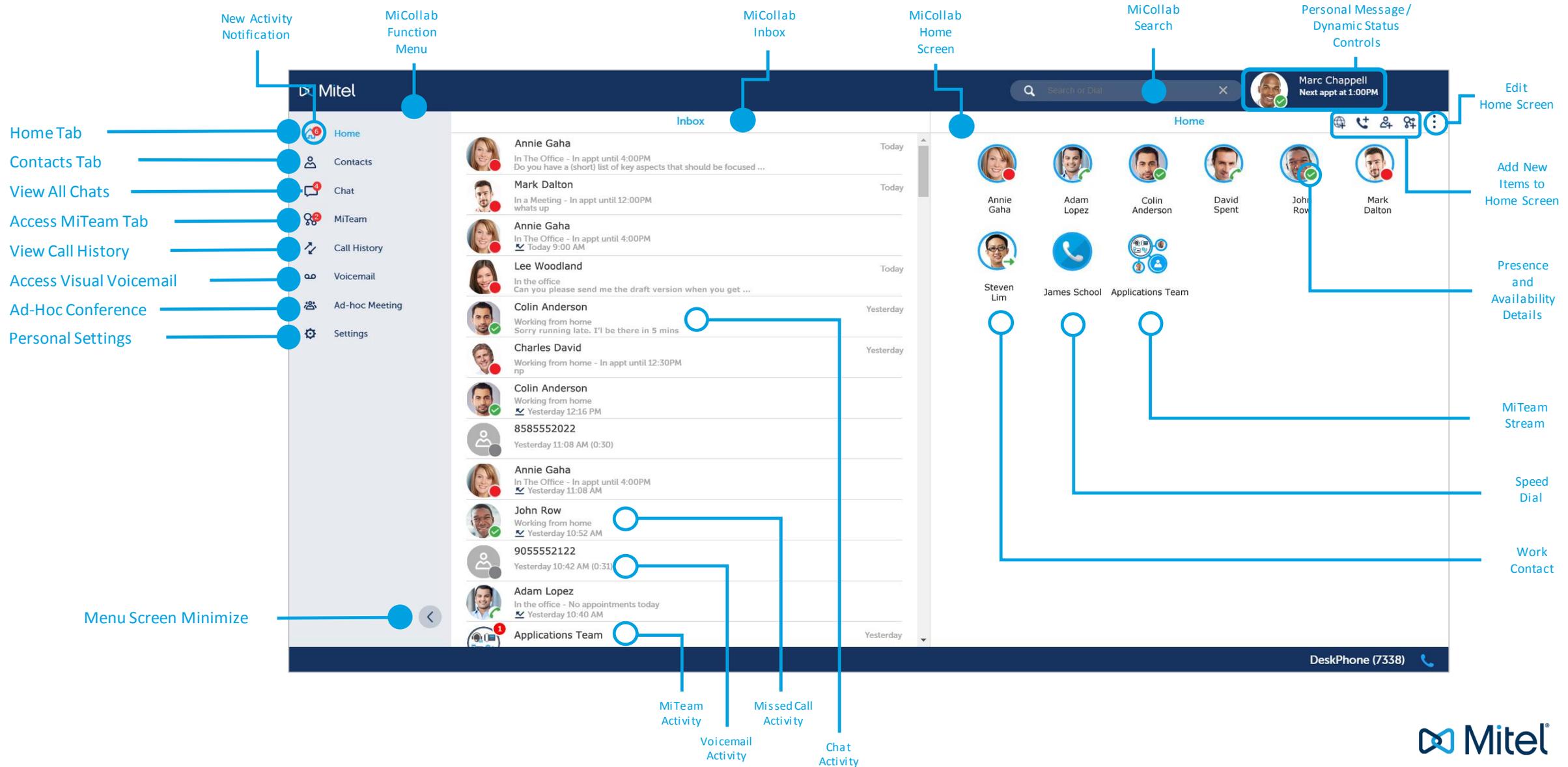


Mitel MiCollab

Quick Start Guide – Desktop Ad-Hoc Conference

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 the Ad-Hoc Conference features.

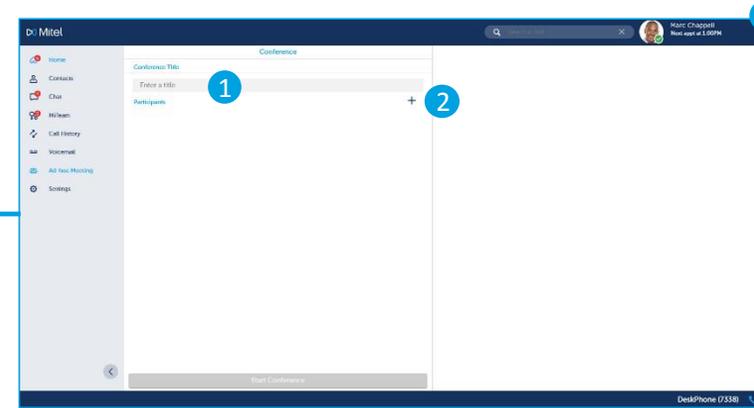
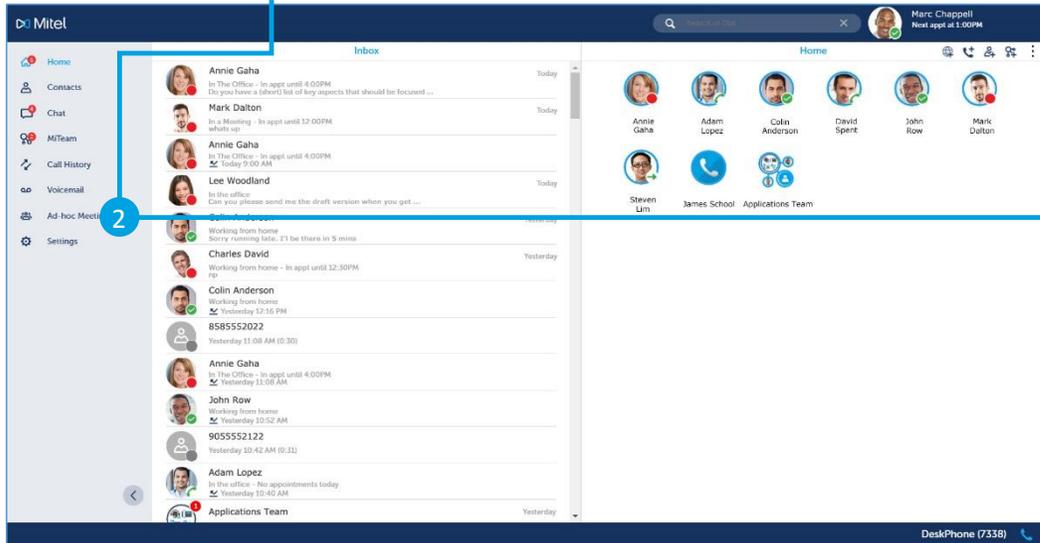


Mitel MiCollab

Quick Start Guide – Desktop Ad-Hoc Conference

1 Home Screen

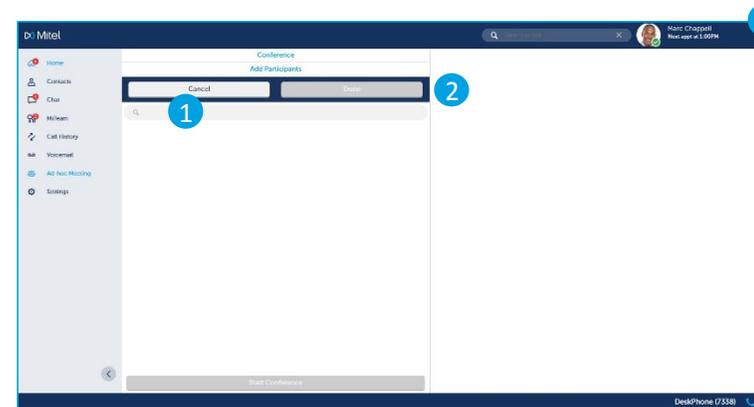
Create your own ad-hoc conferences for Corporate Contacts or outside parties with the Conference portal located within MiCollab for Desktop, Mac and Web.



2 Ad-Hoc Web Conference

Create a unique name and add the participants you need to attend the web collaboration session.

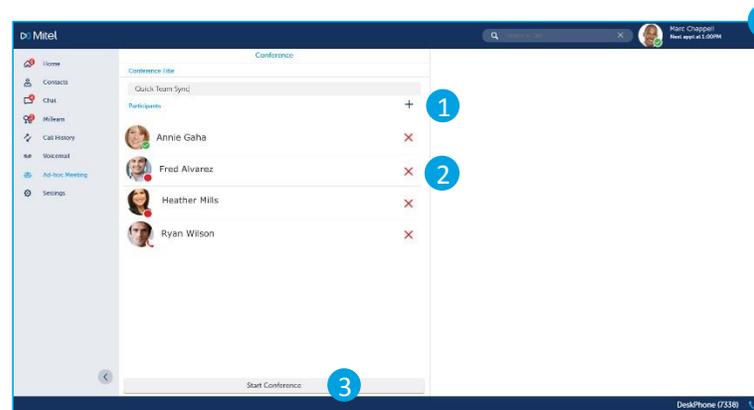
1. Create a Meeting Name / Title
2. Add Users to the Conference Invite



3 Add Participants

Search for contacts to add or enter an email address of external participants.

1. Enter Names / Emails in Search Box
2. Select Done When Complete



4 Start Collaboration Session

Select Start Conference to send invitation emails to participants and launch the Web Conference login window.

1. Add Additional Participants
2. Remove Existing Participant
3. Start Conference