

QUICK REFERENCE GUIDE

MiCollab desktop client – client installation

Overview

This quick reference guide provides instructions on how to use the Frontier® AnyWare MiCollab Chat feature.

Install MiCollab Desktop Client

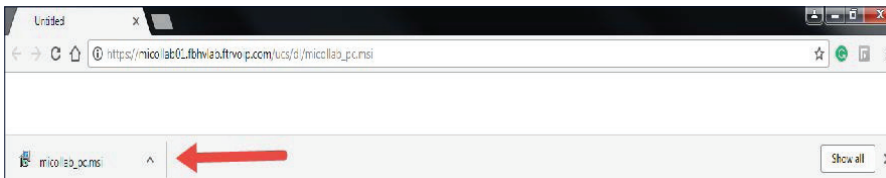
To install the MiCollab desktop client, follow this procedure.

Step 1 Click installation link within your Frontier AnyWare MiCollab client configuration email.

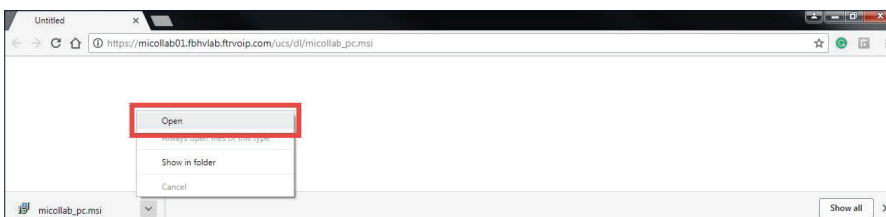


NOTE: In these example steps, the Windows installation is selected.

Step 2 Click the up arrow.

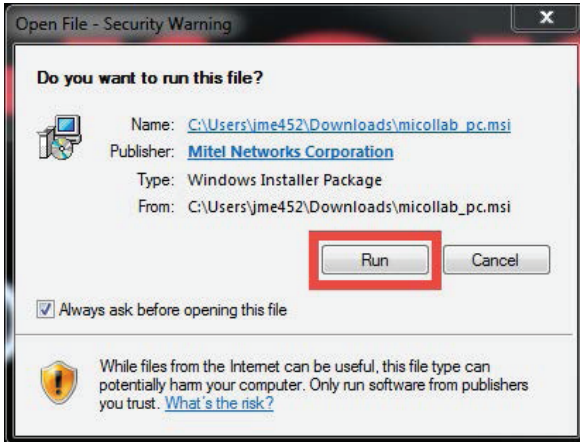


Step 3 Click **Open**.



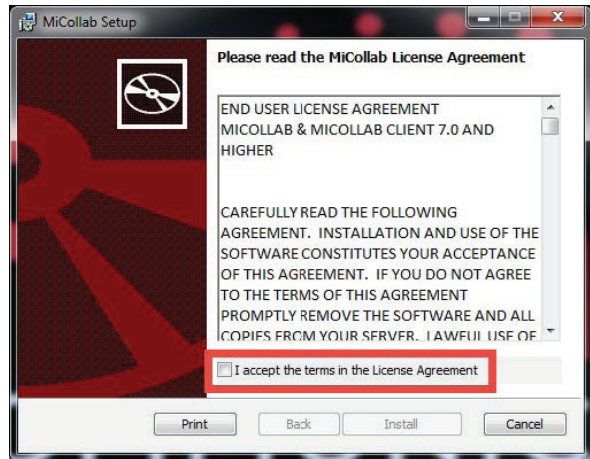
Step 4

Click **Run**.



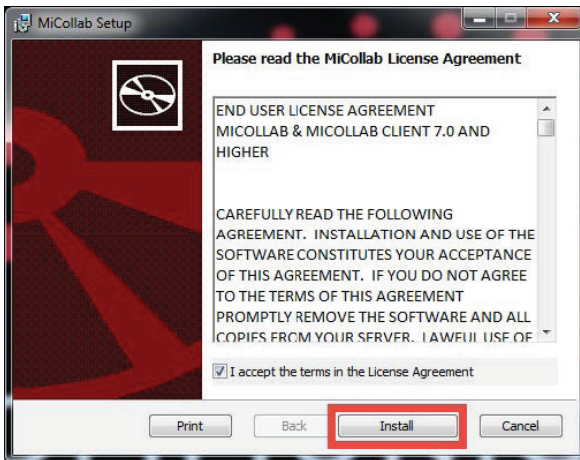
Step 5

Click checkbox beside the “I accept the terms” in the license agreement statement after reading the END USER LICENSE AGREEMENT.



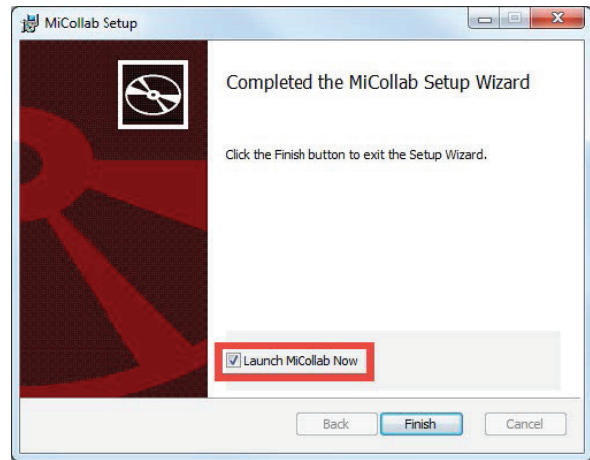
Step 6

Click **Install**.



Step 7

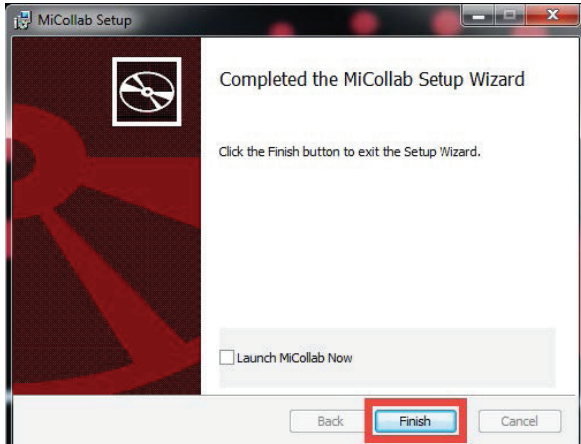
Deselect **Launch MiCollab Now**.



MiCollab desktop client features – client installation

Step 8

Click **Finish**.



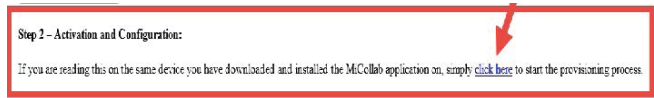
NOTE: Recommended to **NOT** select the **Launch MiCollab Now** field.

Step 9

Go back to the Frontier AnyWare MiCollab client configuration email.

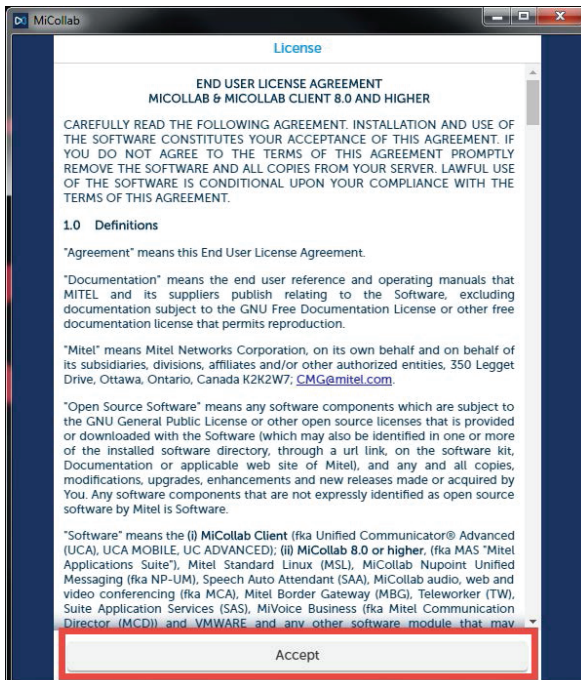
Step 10

Click the **click here** link within MiCollab email to activate and configure MiCollab.



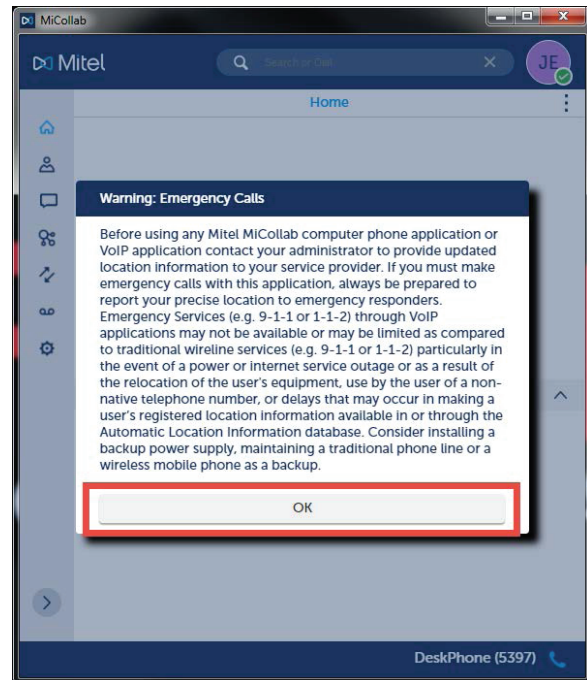
Step 11

Enter **Accept** after reading the **END USER LICENSE AGREEMENT**.



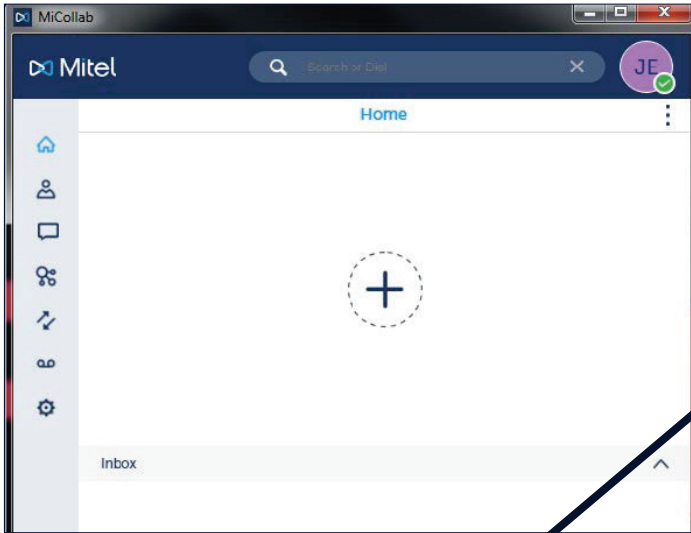
Step 12

Click **OK** after reading the **Warning Emergency Calls**.

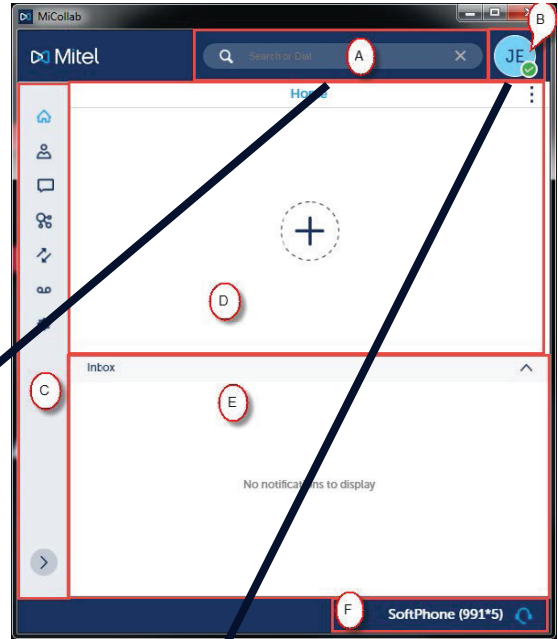


Step 13

The **MiCollab desktop client** window appears.

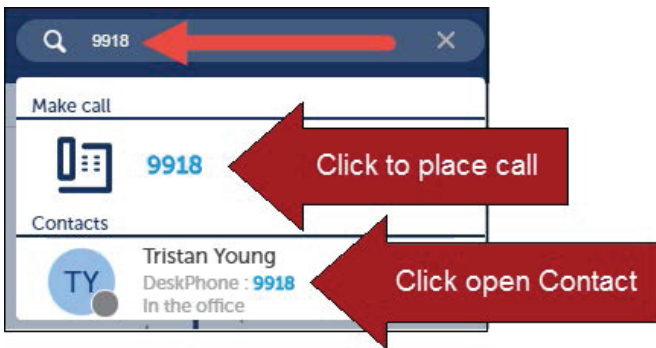


The MiCollab desktop client consists of the following:



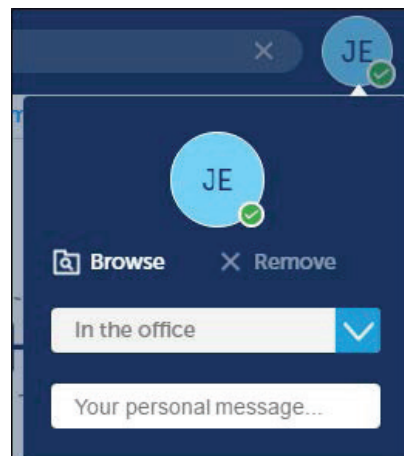
Part A

Search field to search for contact or to dial a number.

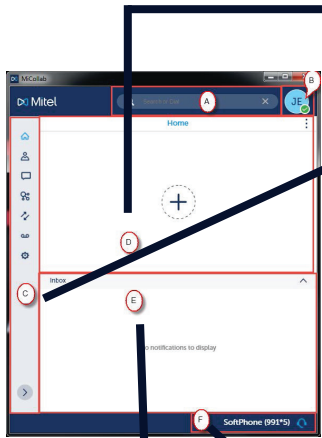


Part B

Profile - Allows you to add/change/remove your picture, manage your status and enter a personal brief message.

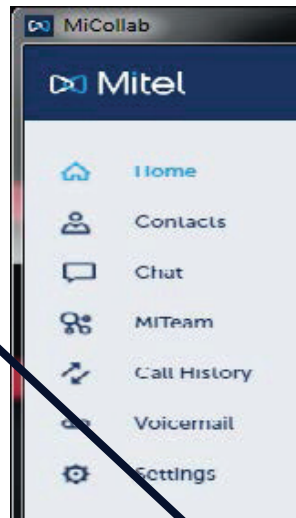


MiCollab desktop client features – client installation



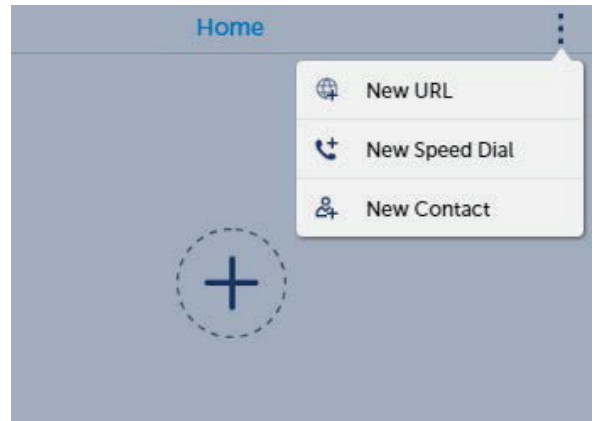
Part C

Navigation Menu – Displays the options to manage your account.



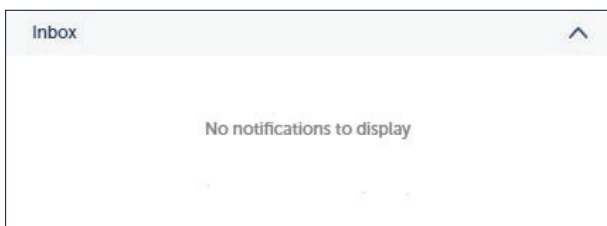
Part D

Short Cuts– Provides easy access to frequently performed tasks by allowing you to add website, speed dial numbers, or specific contacts.



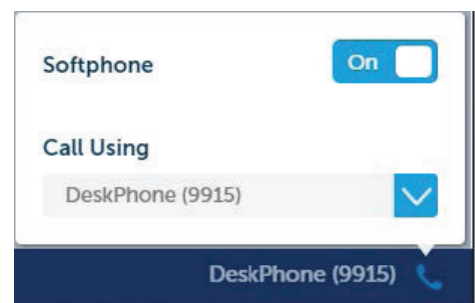
Part E

Notifications – Displays all notifications.



Part F

Device – Allows you to disable/enable Softphone and select which phone to use.



Note: Softphone is an add-on feature within the MiCollab desktop client that allows you to use your PC to make calls to your contacts.