

QUICK REFERENCE GUIDE

MiCollab desktop client features – home screen

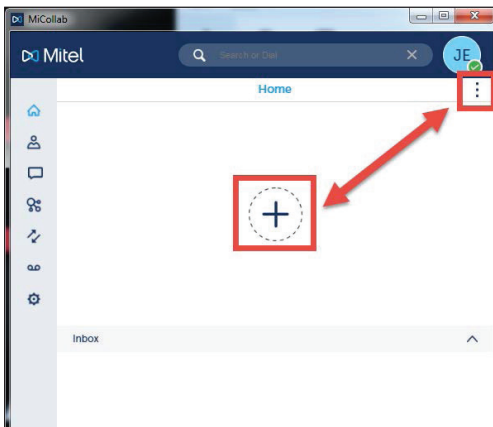
Overview

This quick reference guide provides instructions on features within the **Home** screen within the MiCollab Desktop Client.

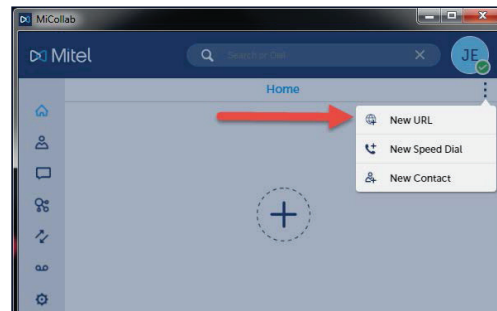
Shortcut – add website

To add a website to the **Home** screen, perform the following procedure.

Step 1 Click  or  icon.

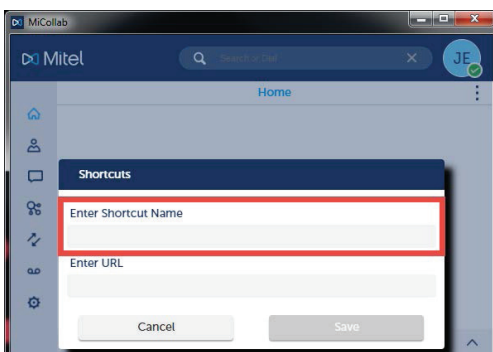


Step 2 Click **New URL**.

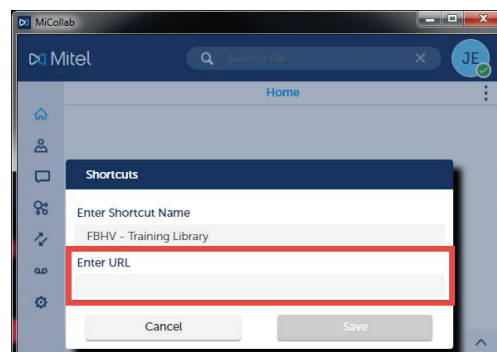


NOTE: The  icon is only visible if nothing has been added to the Home screen.

Step 3 Enter shortcut name.

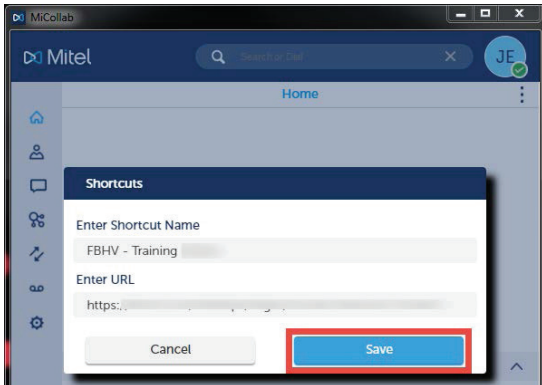


Step 4 Enter URL.

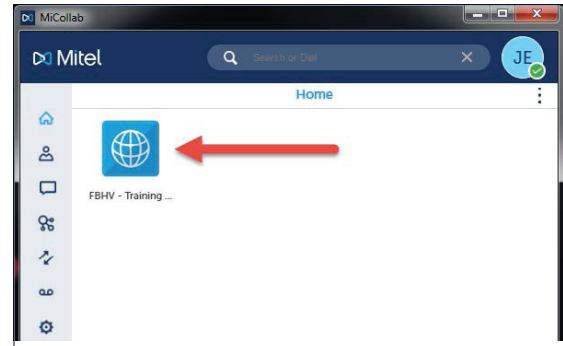


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Step 5 Click **SAVE**.



Step 6 The new saved website icon displays.

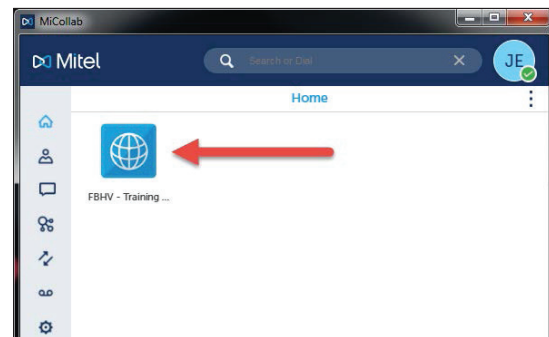


Shortcut – access website

To access a short cut website from the Home screen, perform the following procedure.

Step 1 Click website icon.

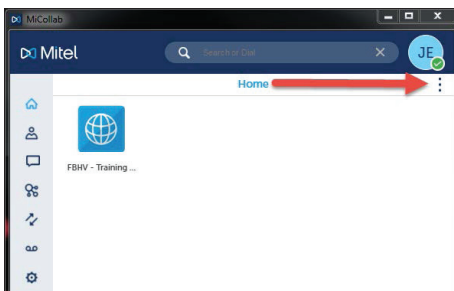
Step 2 The appropriate website opens in the default browser.



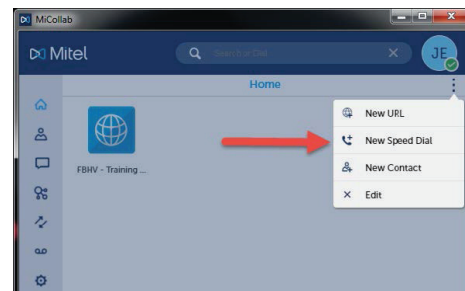
Shortcut – add speed dial

To add a Speed Dial shortcut to the Home screen, perform the following procedure.

Step 1 Click **⋮** icon.

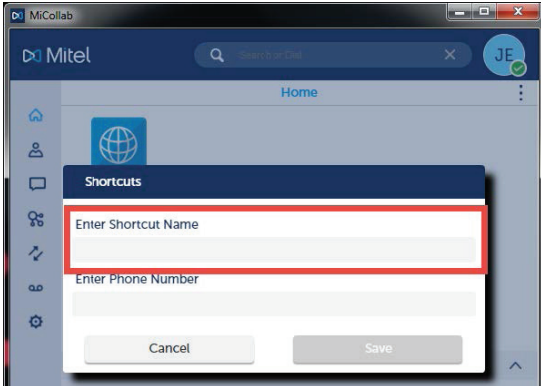


Step 2 Click **New Speed Dial**.

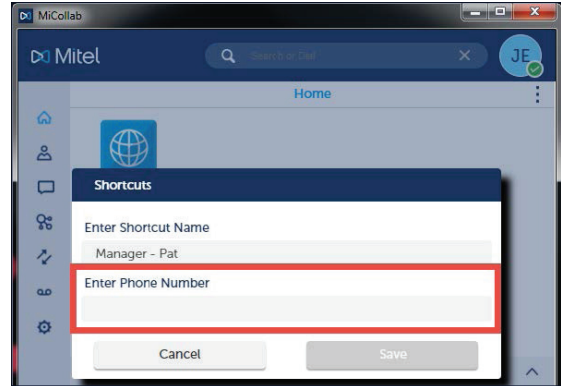


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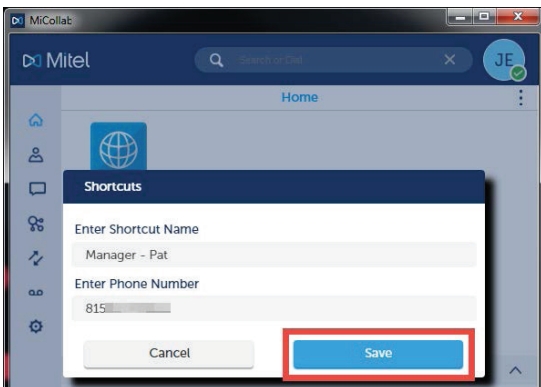
Step 3 Enter Shortcut Name.



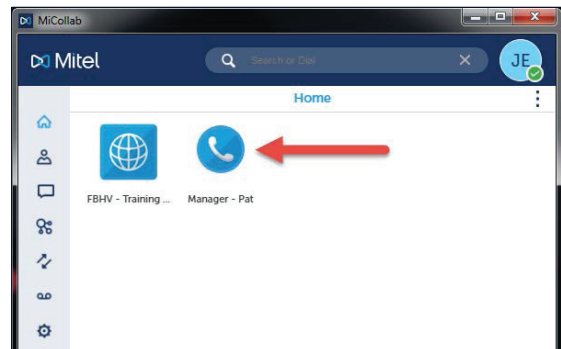
Step 4 Enter Phone Number.



Step 5 Enter **Save**.



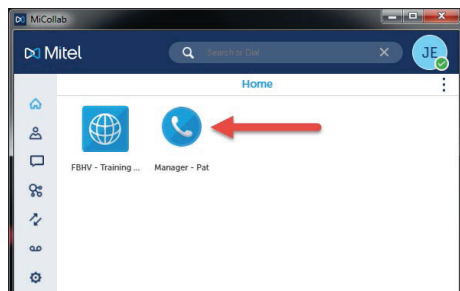
Step 6 The new saved **Speed Dial** displays.



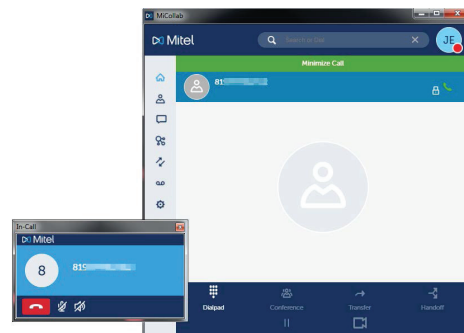
Shortcut – speed dial

To use Speed Dial from the Home screen, perform the following procedure.

Step 1 Click Speed Dial contact.



Step 2 The call is placed.

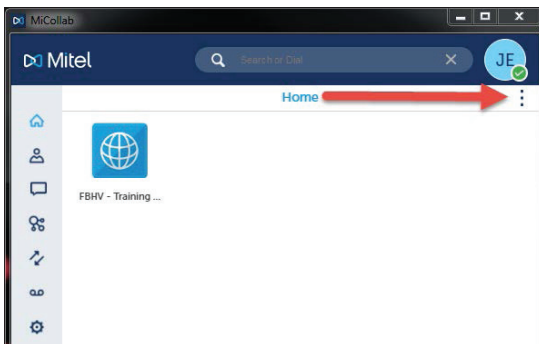


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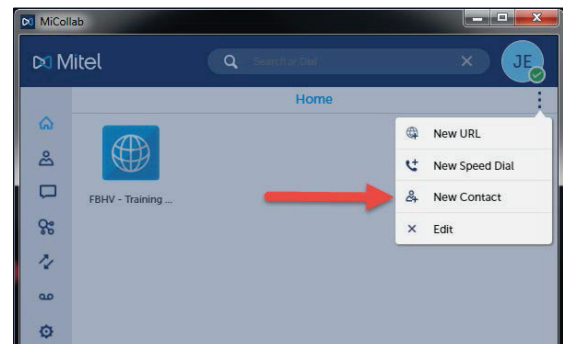
Shortcut – add contact

To add a new contact to the Home screen, perform the following procedure.

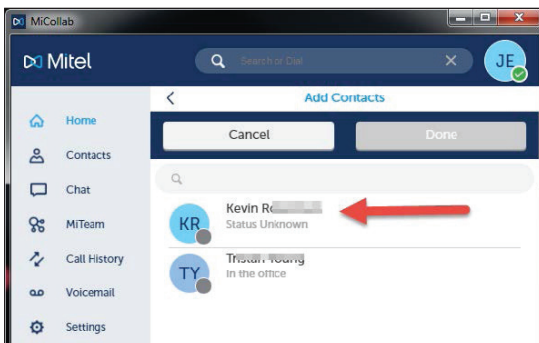
Step 1 Click  icon.



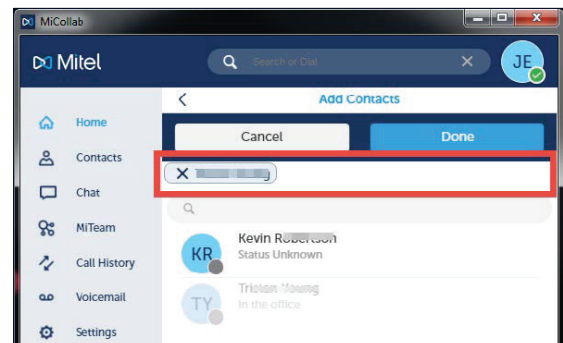
Step 2 Click **New Contact**.



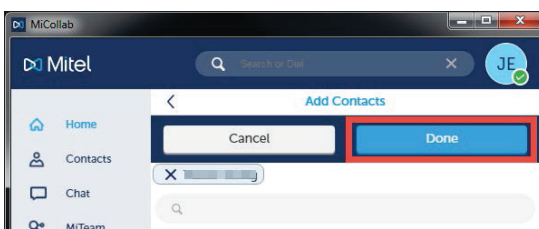
Step 3 Select contact.



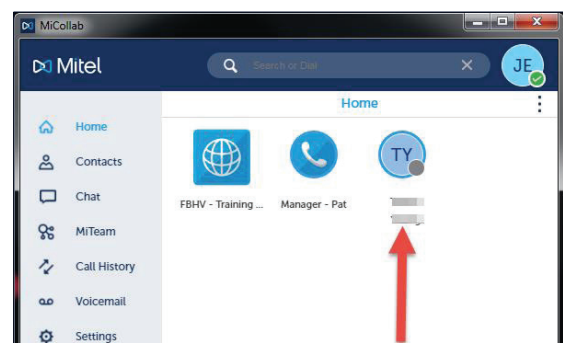
Step 4 The selected contact appears at the top list and you can continue selecting more contacts to add, if needed.



Step 5 Click **Done**.



Step 6 The new saved contact displays.



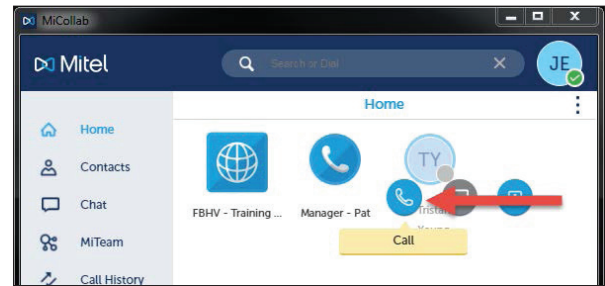
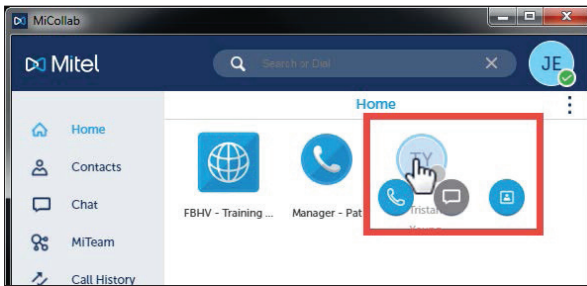
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Shortcut – contact

To use a Contact from the Home screen, perform the following procedure.

Step 1 Hover over the contact icon.

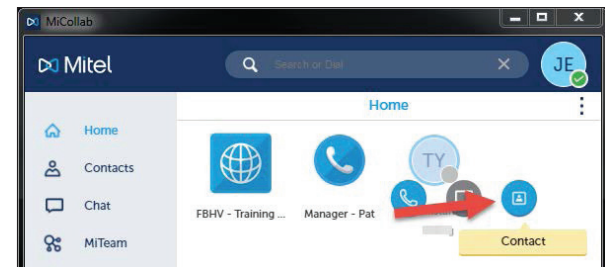
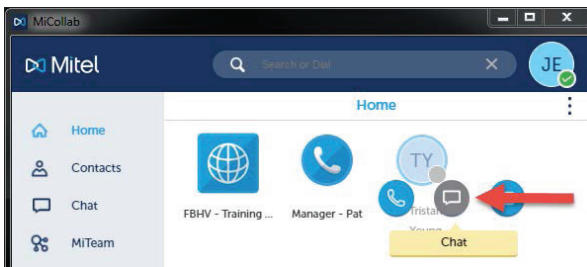
Step 2 Press the Call icon to place a call.



Press the Chat icon to start a chat.



Press the Contact icon to open the Contact Card information screen.

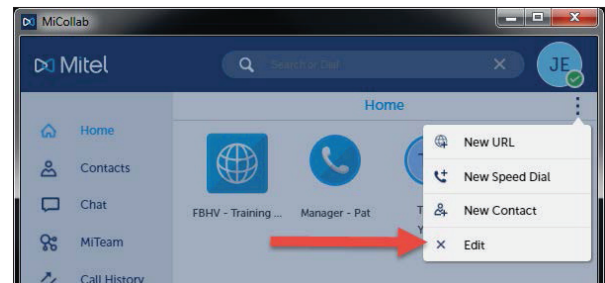
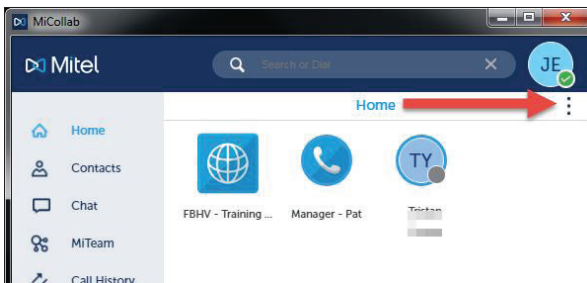


Shortcut – delete

To delete a shortcut in the Home screen, perform the following procedure.

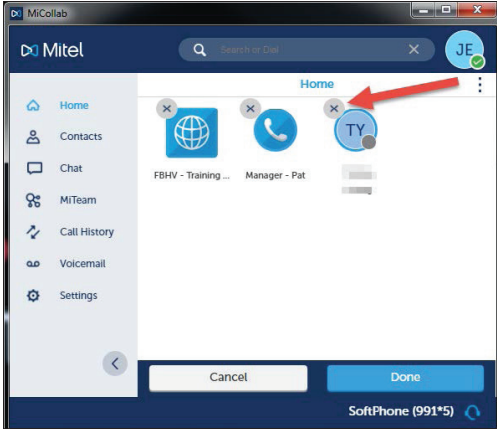
Step 1 Click  icon.

Step 2 Click **Edit**.

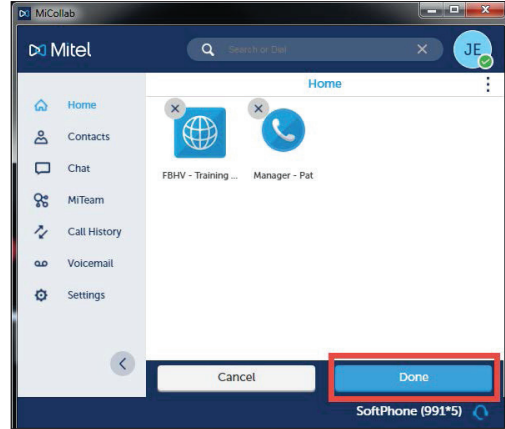


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Step 3 Select item you want to delete.



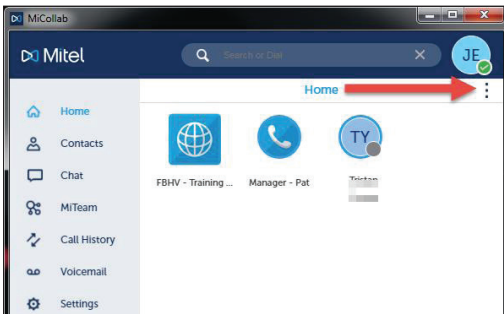
Step 4 Click **Done**



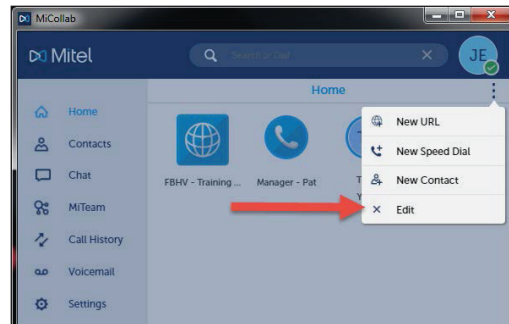
Shortcut – edit speed dial

To edit a Speed Dial in the Home screen, perform the following procedure.

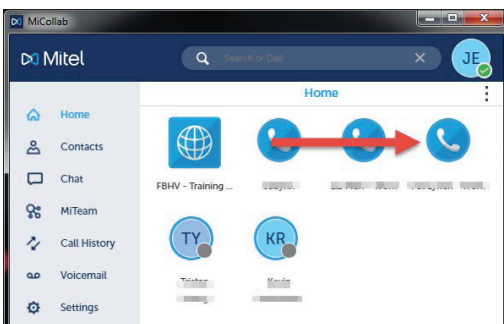
Step 1 Click **:** icon.



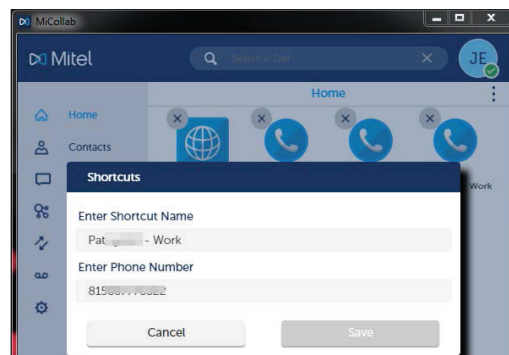
Step 2 Click **Edit**.



Step 3 Select Speed Dial you want to edit.



Step 4 Make appropriate edits.



Step 5 Click Save

