# QUICK REFERENCE GUIDE

## MiCollab desktop client features – manage status

**Introduction**

This quick reference guide provides instructions on how to manage your status within the MiCollab desktop client.

**Overview**

The status you select informs others of your availability. It is important to be aware of the effects of setting up call routing based on status to a voice missed calls or other important interactions and communications.
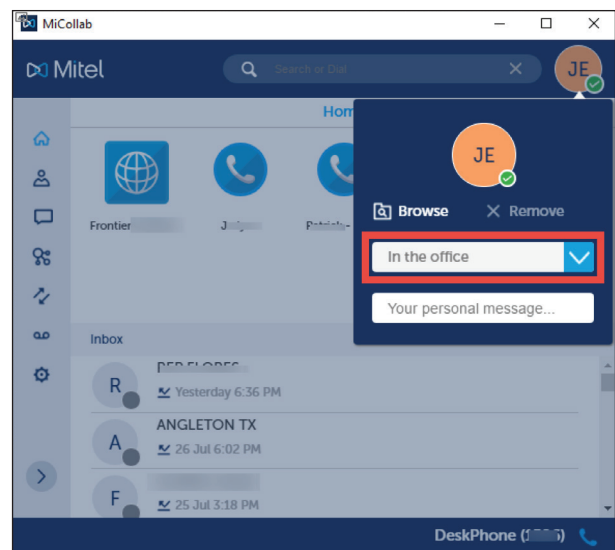
**Change status**

Perform the following procedure to change your status within the MiCollab desktop client.
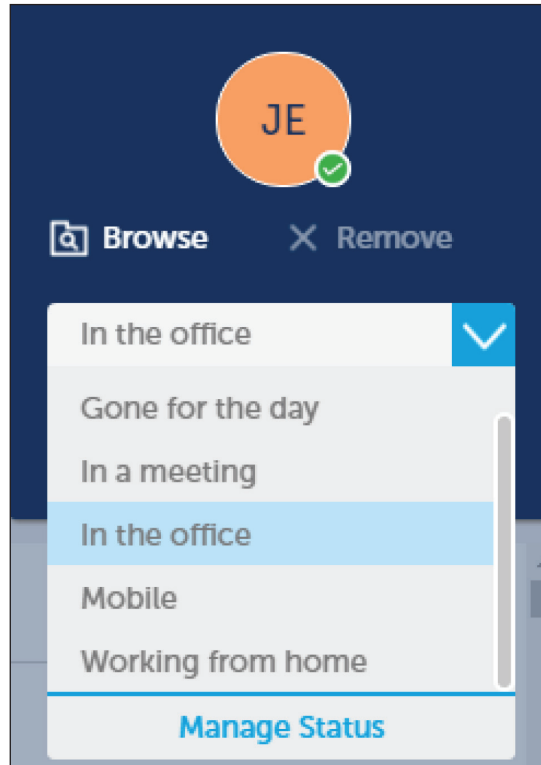
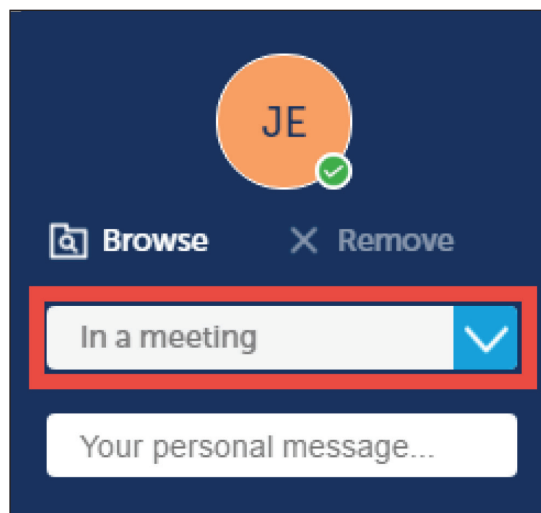**Step 1**   Click your profile icon.
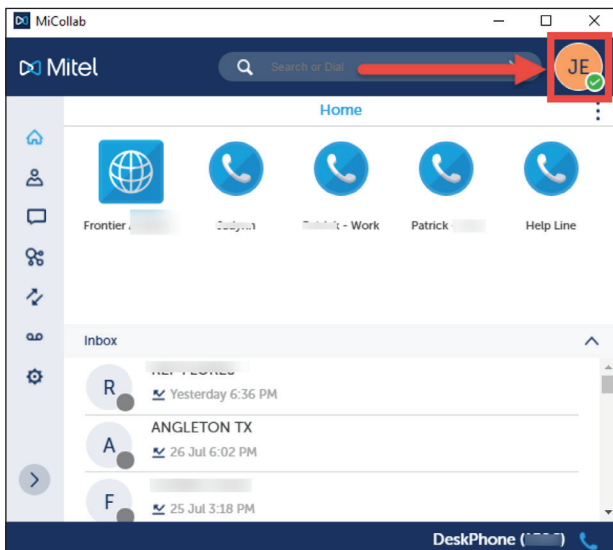


**Step 2**   Click the **Status** field.

**Change status,** continued

**Step 3** Select the appropriate status.


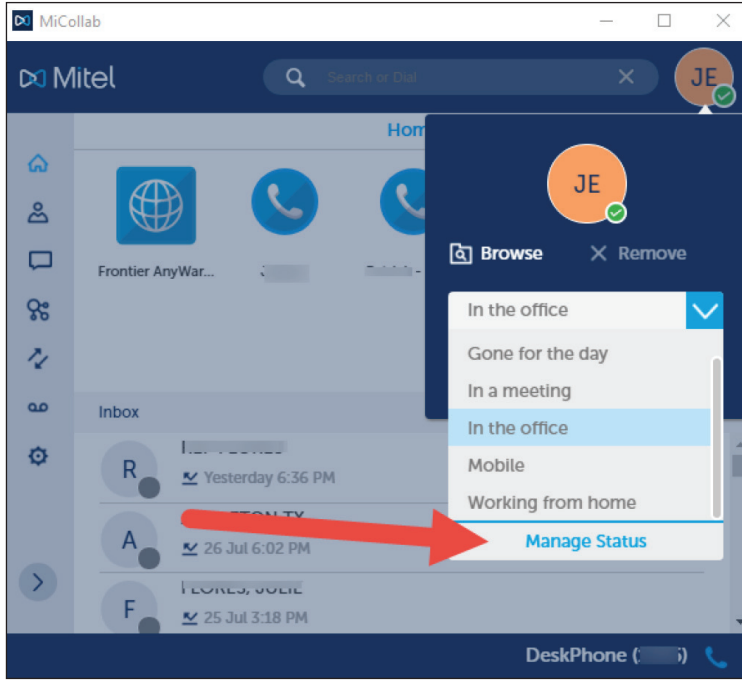
**Step 4** The new status appears in the **Status** field.



**NOTE:** You can add a personal message in the **Your personal message** field, if wanted.

**Access status screen**

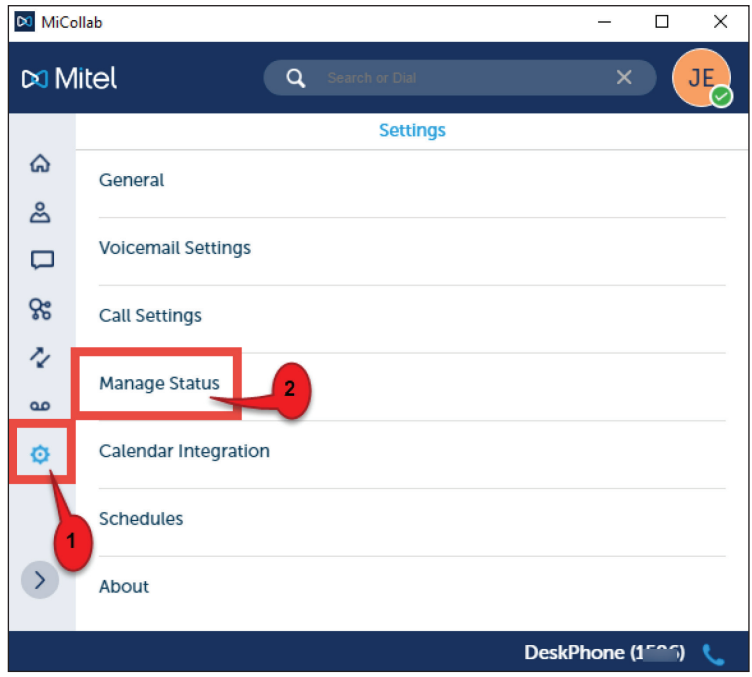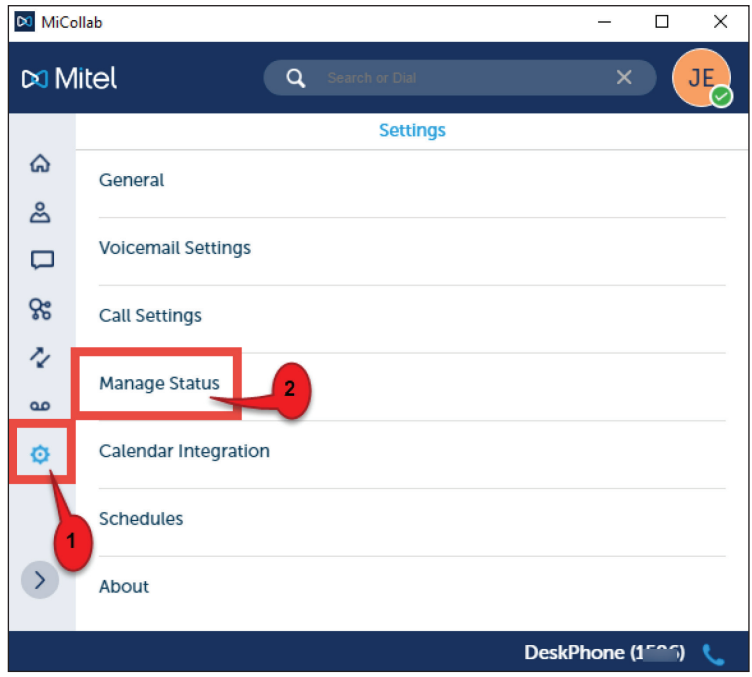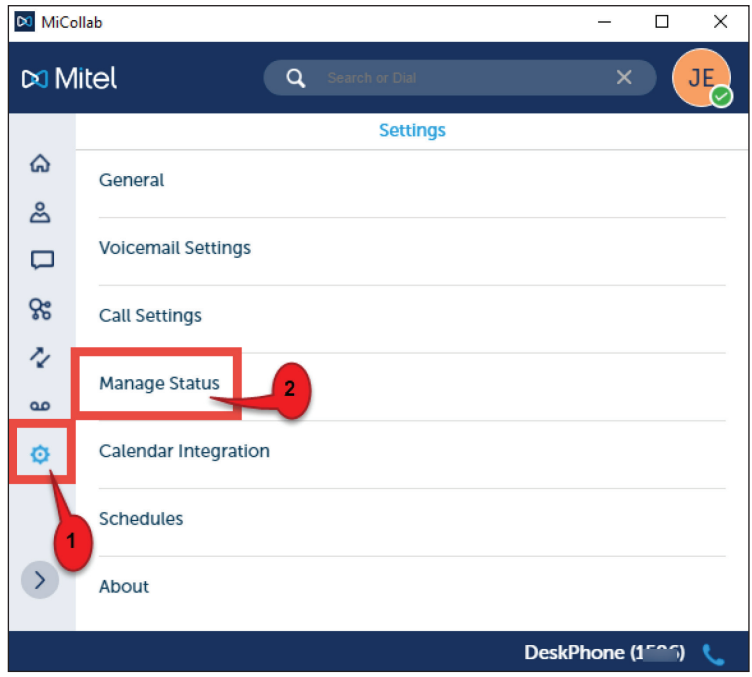Perform the following procedure to manage your status within the MiCollab desktop client.

**Step 1**   Access **Status** screen.

| If... | Then... | |
|---|---|---|
| **Click profile icon** | **Step** | **Action** |
| | 1 | Click **Status** field. |
| | 2 | Click **Manage Status**.<br> |

**Access status screen,** continued

# Step 1, cont.

| If... | Then... | |
|---|---|---|
| | **Step** | **Action** |
| Click **Settings** icon | 1 |  |

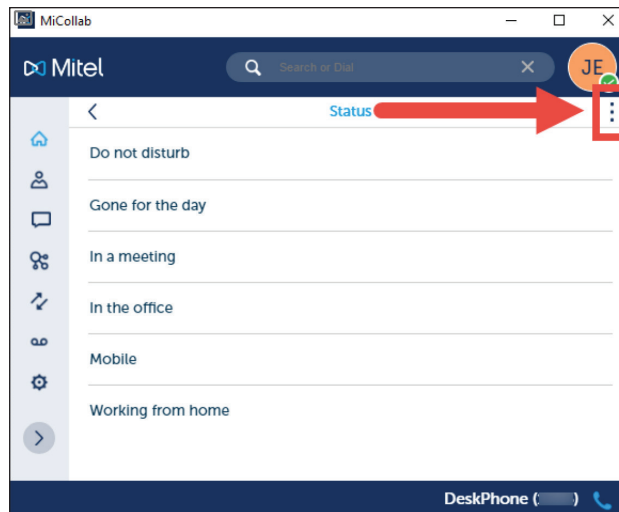**Step 2**     The **Status** screen appears displaying six system loaded status types – **Do not disturb, Gone for the day, In a meeting, In the office, Mobile**, and **Working from home**.
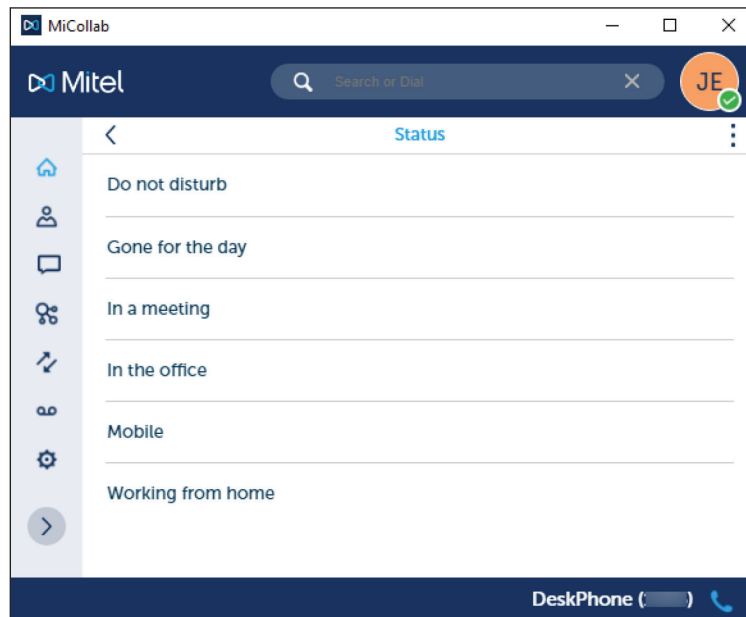
## Create new status type
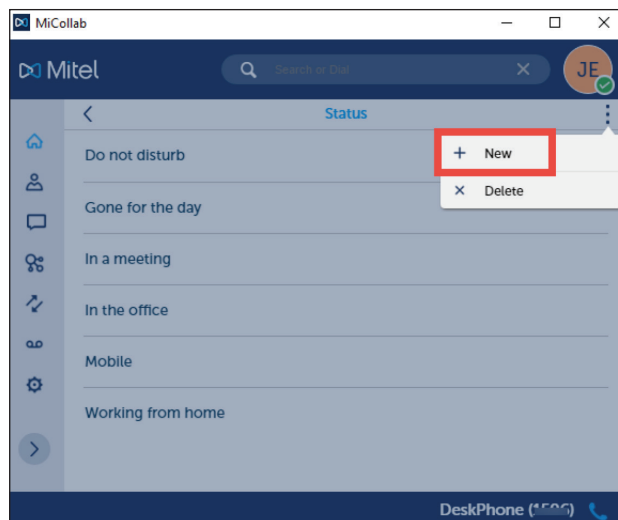
Perform the following procedure to create a new status type.
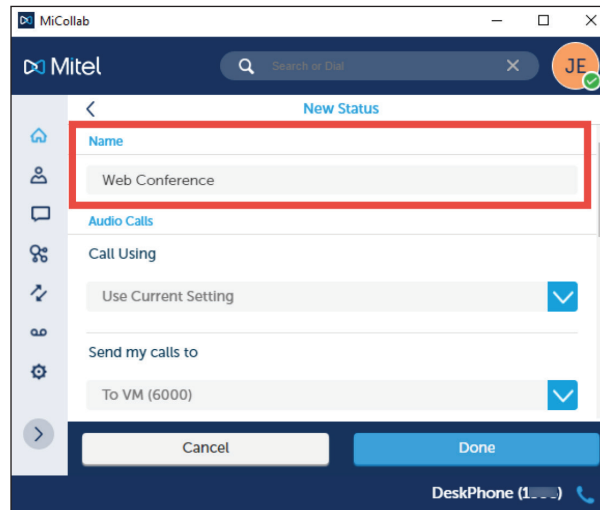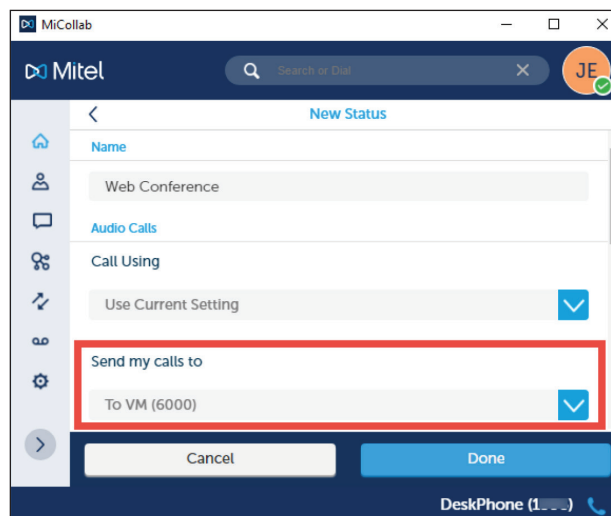
**Step 1**  Click menu icon.



**Step 2**  Click **+ New**.

**Create new status type**, continued

**Step 3**   Enter the new status name.



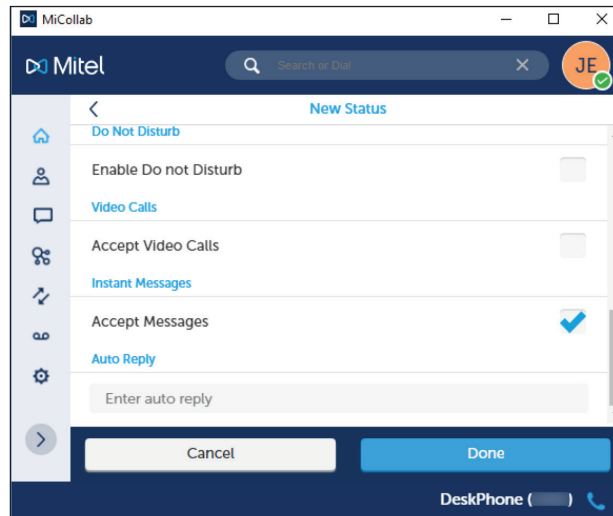**Step 4**   In the **Send my calls** to field, select appropriate **option**.



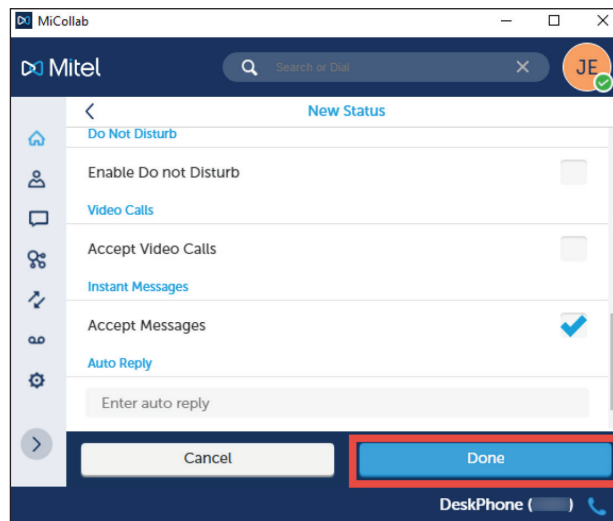**NOTE:** In this case we want the phone calls to go to Voicemail.

**Create new status type**, continued

**Step 5**    In remainder of fields, select how you want this status to function.



**NOTE:** In this case, we do want instant messages to be accepted but no calls.

**Step 6**    Click **Done**.



**Step 7**    The new status appears in the Status screen.