

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.

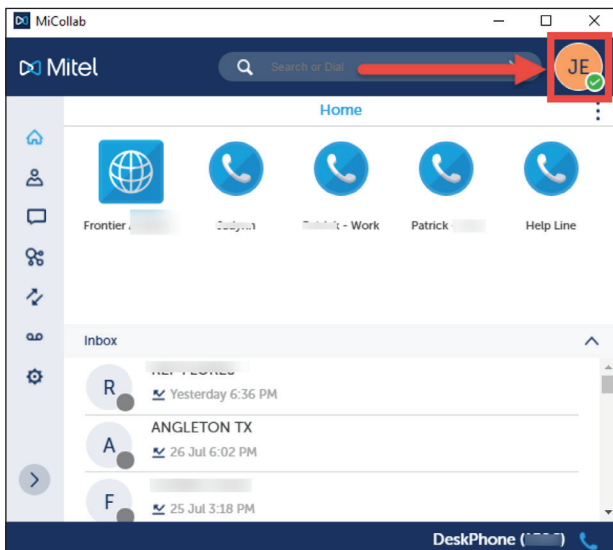
Overview

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.

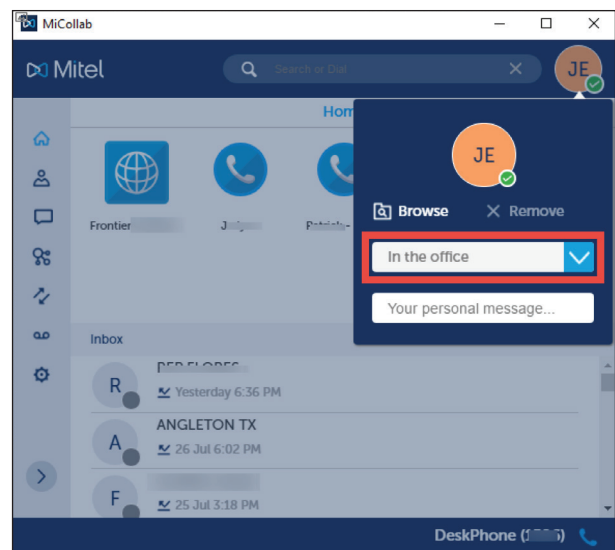
Change status

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

Step 1 Click your profile icon.



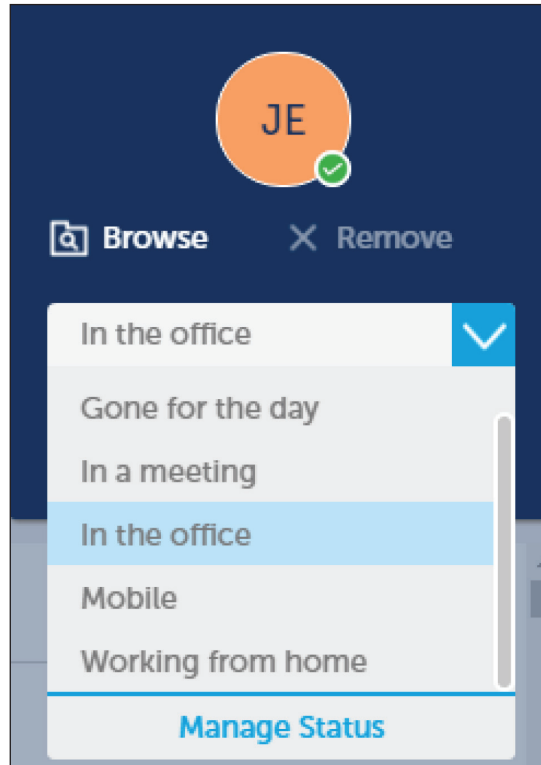
Step 2 Click the **Status** field.



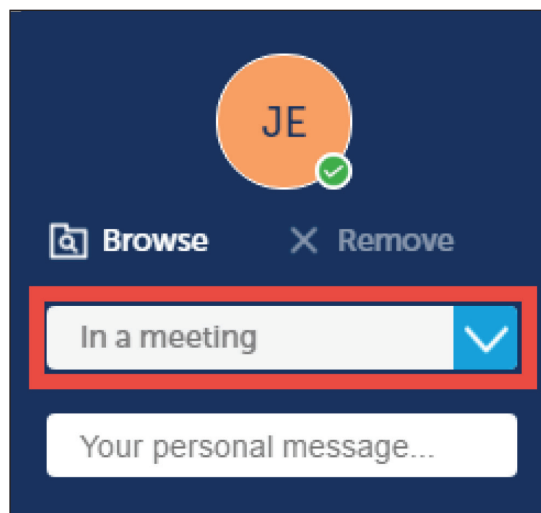
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Change status, continued

Step 3 Select the appropriate status.



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



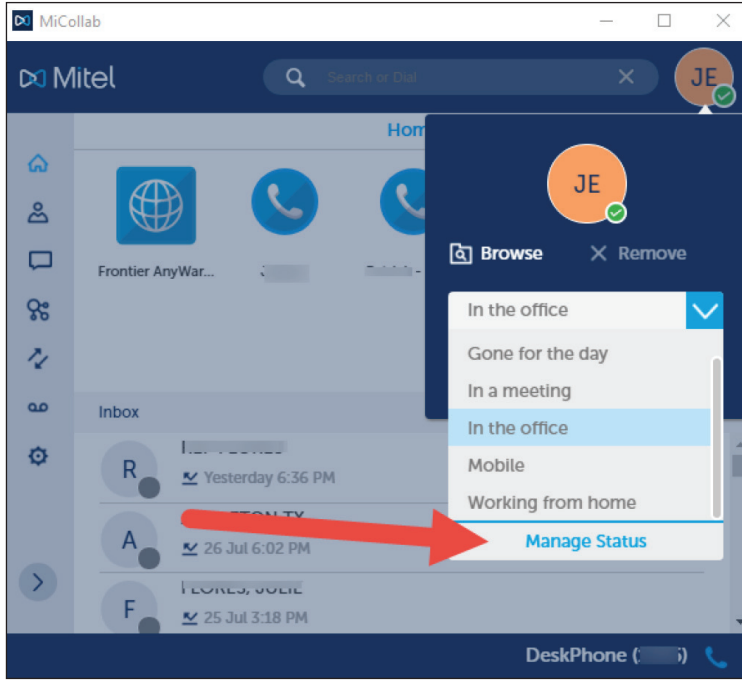
NOTE: You can add a personal message in the **Your personal message** field, if wanted.

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Access status screen

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

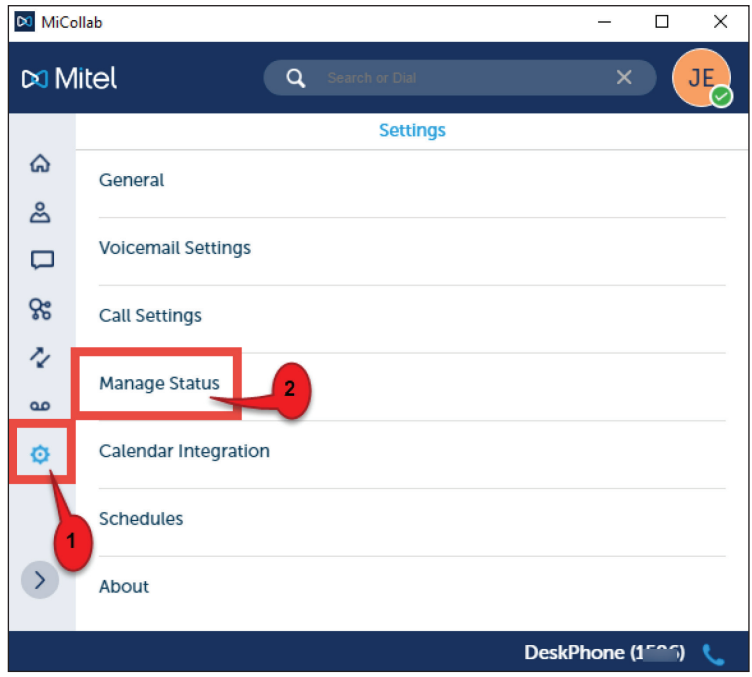
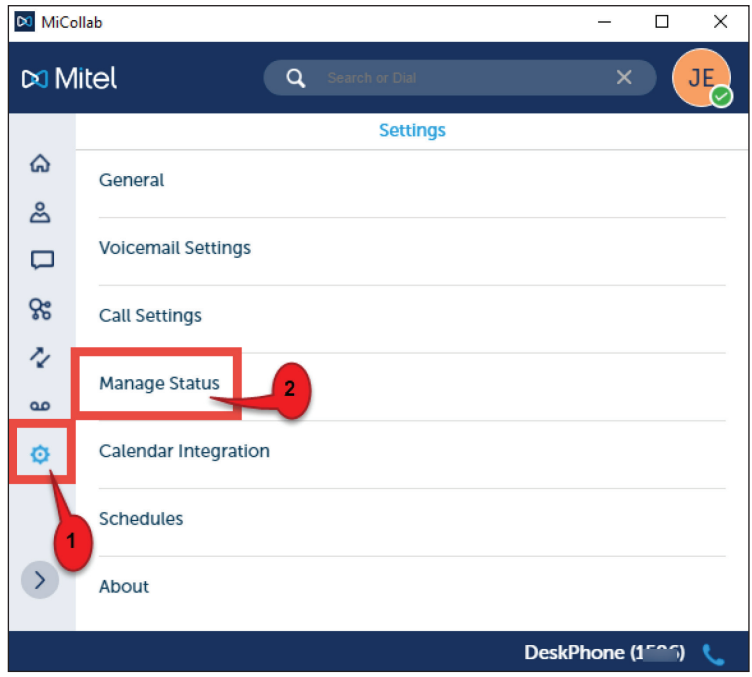
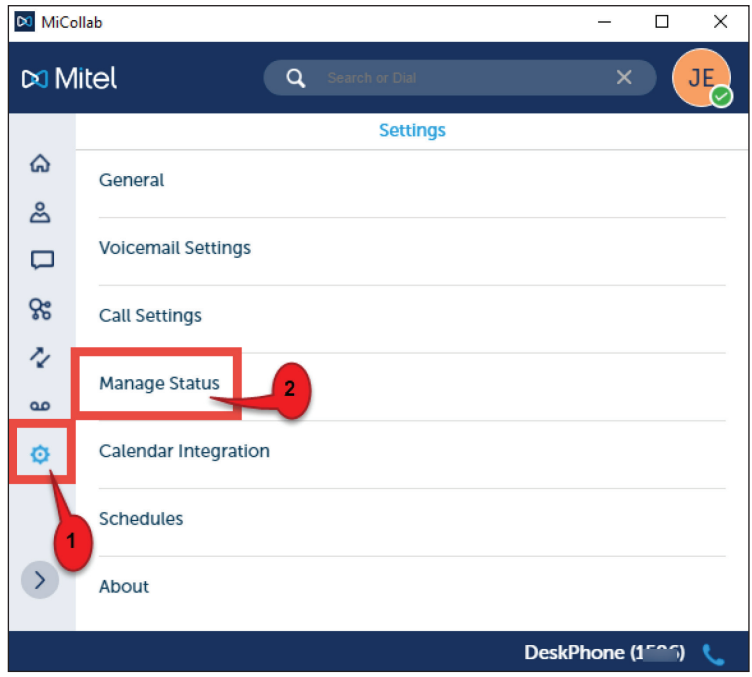
Step 1 Access **Status** screen.

If...	Then...				
Click profile icon	<table border="1"><thead><tr><th data-bbox="414 625 586 678">Step</th><th data-bbox="586 625 1503 678">Action</th></tr></thead><tbody><tr><td data-bbox="414 678 586 751">1</td><td data-bbox="586 678 1503 751">Click Status field.</td></tr></tbody></table>	Step	Action	1	Click Status field.
	Step	Action			
1	Click Status field.				
2	Click Manage Status . 				

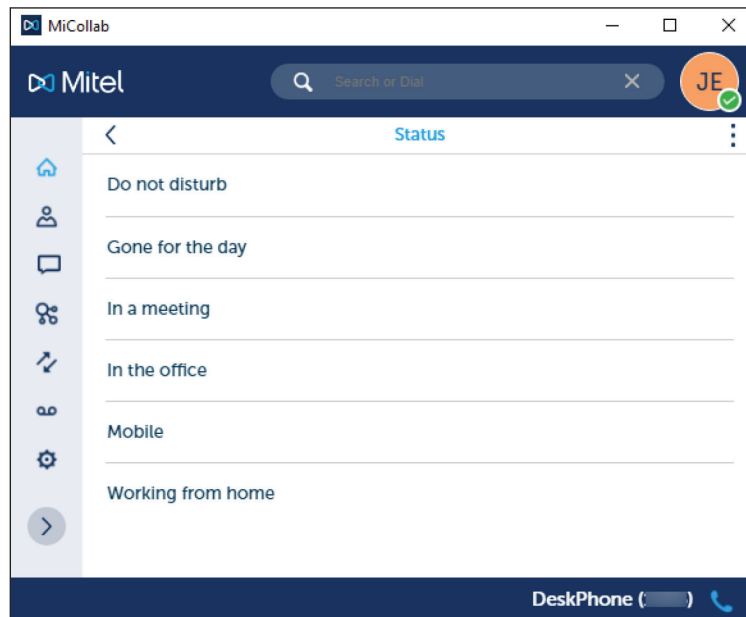
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Access status screen, continued

Step 1, cont.

If...	Then...				
Click Settings icon	<table border="1"><thead><tr><th data-bbox="414 436 587 493">Step</th><th data-bbox="587 436 1529 493">Action</th></tr></thead><tbody><tr><td data-bbox="414 493 587 1228">1</td><td data-bbox="587 493 1529 1228"><p>The screenshot shows the MiCollab desktop client interface. The top bar includes the Mitel logo, a search bar, and a user profile icon labeled 'JE'. The main content area is titled 'Settings' and lists several options: General, Voicemail Settings, Call Settings, Manage Status, Calendar Integration, Schedules, and About. The 'Manage Status' option is highlighted with a red box and a red circle containing the number '2'. The 'Settings' icon in the bottom-left corner of the sidebar is also highlighted with a red box and a red circle containing the number '1'.</p></td></tr></tbody></table>	Step	Action	1	 <p>The screenshot shows the MiCollab desktop client interface. The top bar includes the Mitel logo, a search bar, and a user profile icon labeled 'JE'. The main content area is titled 'Settings' and lists several options: General, Voicemail Settings, Call Settings, Manage Status, Calendar Integration, Schedules, and About. The 'Manage Status' option is highlighted with a red box and a red circle containing the number '2'. The 'Settings' icon in the bottom-left corner of the sidebar is also highlighted with a red box and a red circle containing the number '1'.</p>
	Step	Action			
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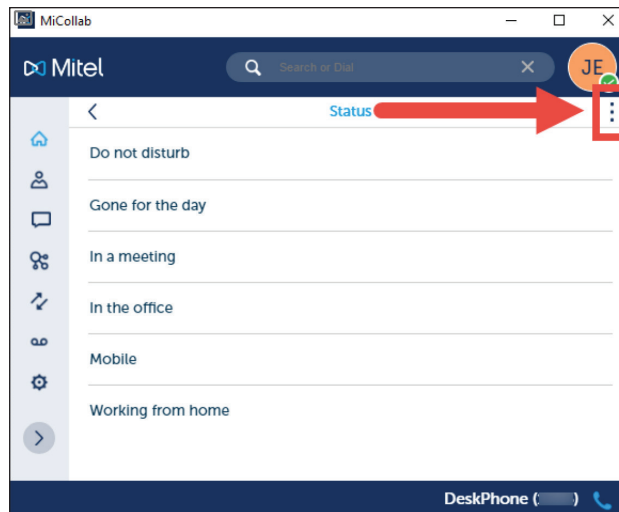
Step 2 The **Status** screen appears displaying six system loaded status types – **Do not disturb**, **Gone for the day**, **In a meeting**, **In the office**, **Mobile**, and **Working from home**.



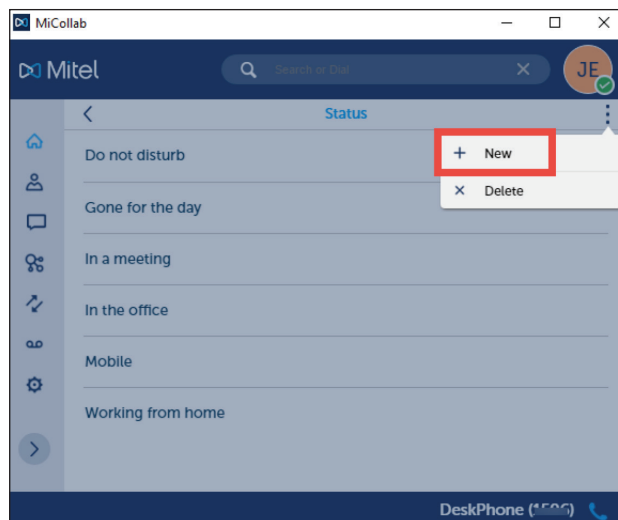
Create new status type

Perform the following procedure to create a new status type.

Step 1 Click menu icon.

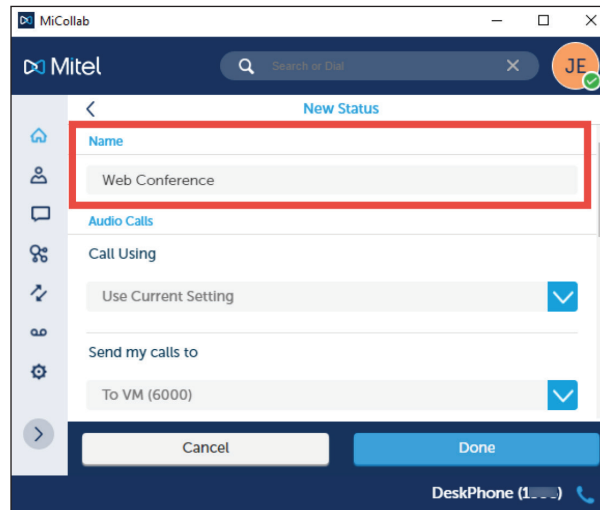


Step 2 Click + New.

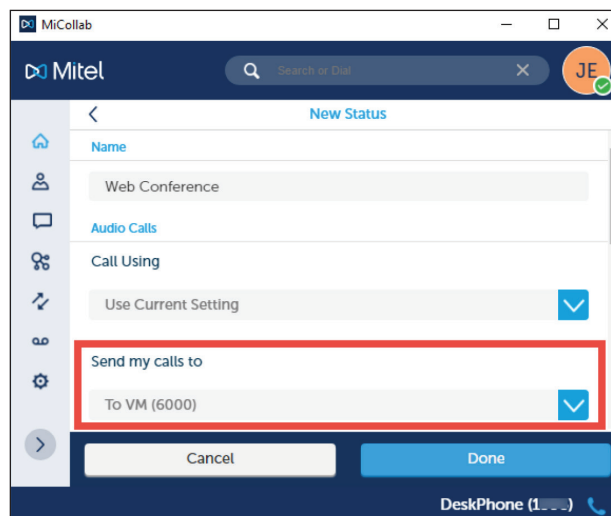


Create new status type, continued

Step 3 Enter the new status name.



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

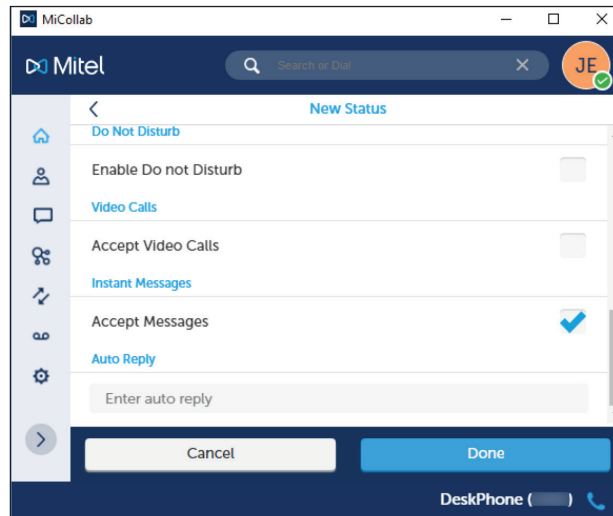


NOTE: In this case we want the phone calls to go to Voicemail.

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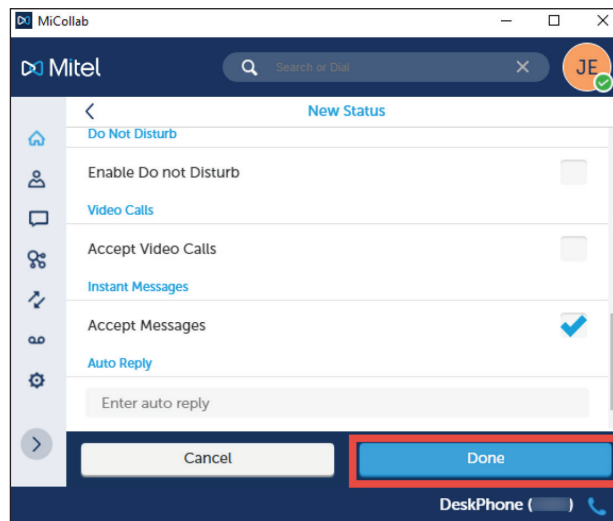
Create new status type, continued

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.

