## Setup an Instant Web and Phone Conference

Via the MiCollab Audio, Web and Video Conferencing Client

Revised: January 29, 2018

Setup an Instant Web and Phone Conference:

- 1. Open the MiCollab Audio, Web and Video Conferencing Client
  - Look for the blue/white "MiCollab Audio, Web and Video Conferencing Client" shortcut on your start menu or desktop (see below).
  - Select START on the toolbar to begin or schedule a conference

	4	Enter an acc	ess code	Join	Start [	
MiCollab Audio, Web and Video						
Conferencing Client						

2. In the next window type a topic, select your options, and choose the amount of participants (minimum 2 - include 1 for yourself). Then click START.

Start Conference	×
Topic:	
Conference Type <u>Web Only</u> <u>Audio and Web</u> Audio <u>O</u> nly	
Size: 2 Start	<u>C</u> ancel

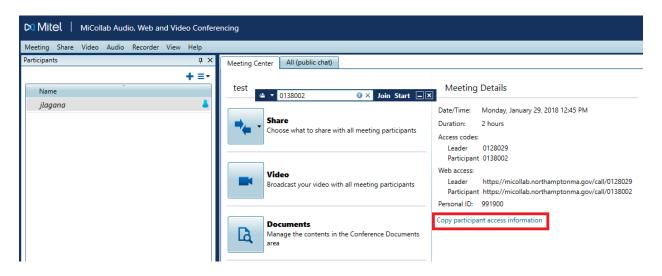
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 Note the different options in the next window. When you are ready to start the conference click "Copy participant access information" in the right column, switch to your email, and paste into a new email to send to the participants.



4. Click DOCUMENTS to upload files such PDFs and images to be shared to each participant.



## Documents

Manage the contents in the Conference Documents area

- 5. Click the share option to share your entire desktop or one applications running on your PC. Please note if you share your desktop close any open program not needed for the conference.
  - At the end of the conference select MEETING at the top menu then END MEETING.

DI MITEL   MiCollab Audio, Web and Video Conferencing							
Meeting Share Video Audio Recorder View Help							
Participants 🏾 📮 🗙	Meeting Center All (public chat)						
+ ≡ •	test						
jlagana	Share Choose what to share with all meeting Participants Access codes:						
	Desktop Application Choose specific application to share Leader 0128029 Participant   Pull Screen Immediately share your screen articipants Leader https://micollab.northamptonma.gov/call/0128029 Participant   Region Select a region of your screen to share Personal ID: 991900						
	Documents Manage the contents in the Conference Documents area						

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