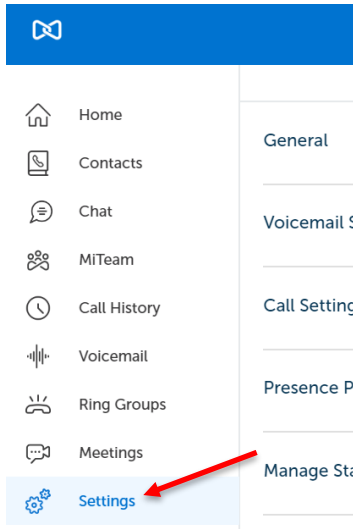
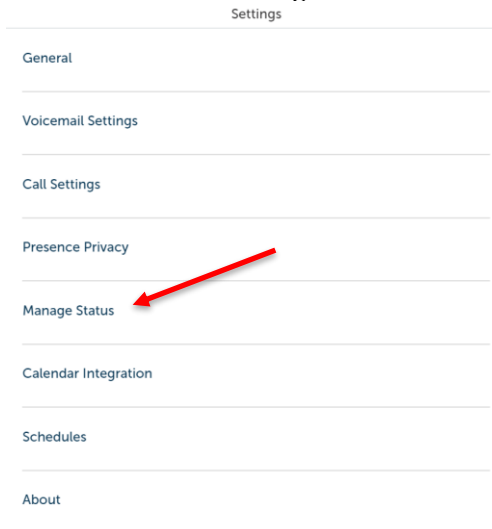


MiCollab - Updating Status / Forwarding to Cell

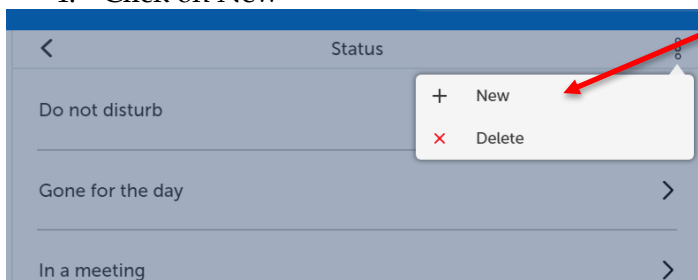
1. Click on Settings



2. Click on Manage Status

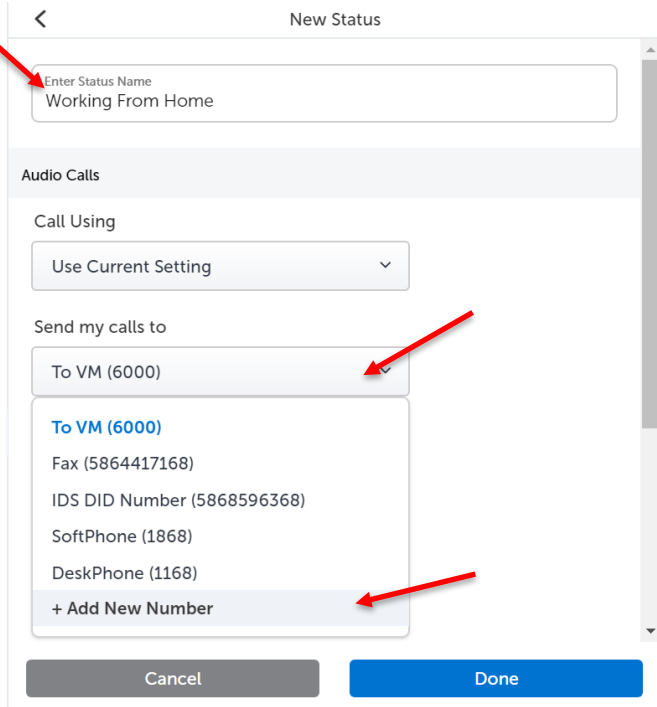


3. Click on the 3 Dots in the Upper Right-Hand Corner
4. Click on New

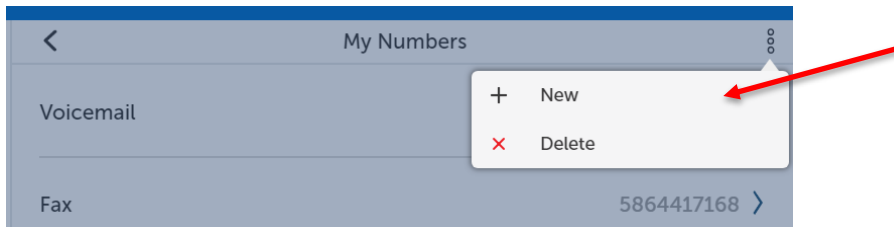


5. Edit / Create the Status

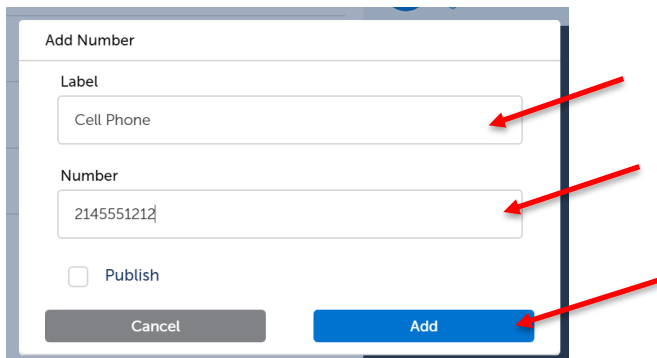
- a. Enter the Status Name (Ex: Working from Home)
- b. Call Using – stays the same
- c. Send my Calls to: Click the Drop-Down Arrow to Edit
 - i. Click on Add New Number (if your cell is not listed)



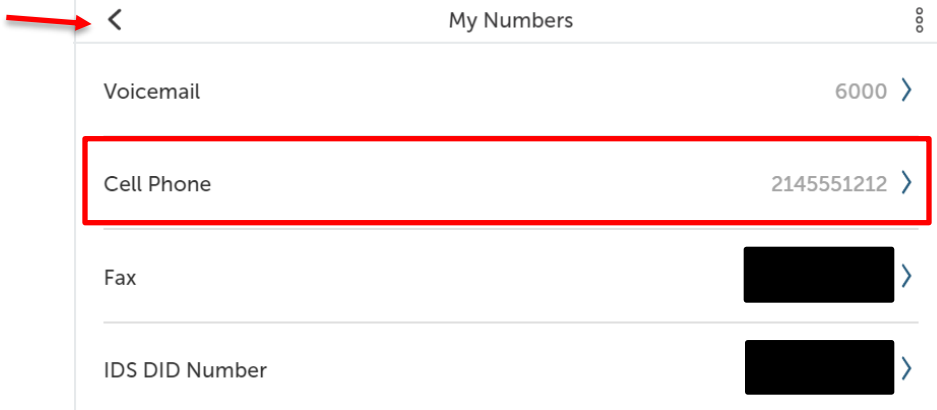
- ii. Click the 3 Dots in the Upper Right-Hand Corner; Click on New



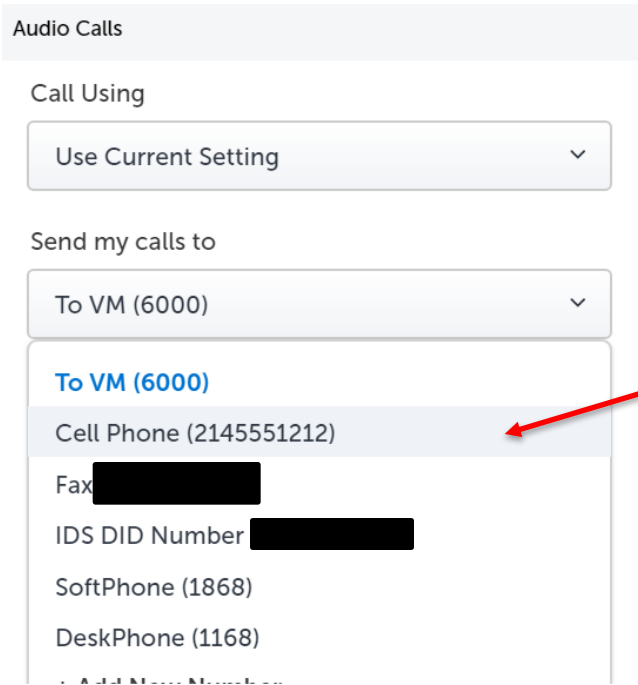
1. Type in a Name for the Label (Ex: Cell Phone)
2. Type in the Number (Do NOT Enter the Outgoing Digit)
3. Do NOT Click on Publish Unless you want your Cell Phone shown in the MiCollab Directory to Everyone
4. Click Add



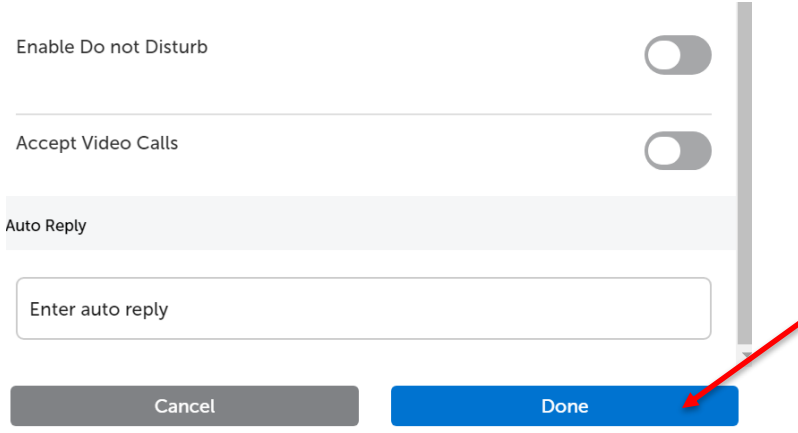
6. Your Cell Phone should now be listed, click on the back arrow



7. Go Back to Send My Calls to and Click the Drop-Down Arrow; Select Your Cell



8. Scroll the Bottom; Click the blue Done Button



- 9. Click Your Status in the Upper-Right Hand Corner
- 10. Select Working from Home

