

# MiCollab - Updating Status / Forwarding to Cell

1. Click on Settings



2. Click on Manage Status

General
Voicemail Settings
Call Settings
Presence Privacy
Manage Status
Calendar Integration
Schedules
About

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





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- 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)

< New S	tatus
Enter Status Name Working From Home	
Audio Calls	
Call Using	
Use Current Setting	~
Send my calls to	
To VM (6000)	
To VM (6000)	
Fax (5864417168)	
IDS DID Number (5868596368)	
SoftPhone (1868)	
DeskPhone (1168)	
+ Add New Number	*
Cancel	Done

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

<	My Numbers		0
Voicemail	+	New	
	×	Delete	
Fax			5864417168 >

- 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

Add Number			
Label			
Cell Phone			
Number			
2145551212			
Publish			
Cancel	Add	-	



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

+	<	My Numbers	000
	Voicemail	6000	>
	Cell Phone	2145551212	>
	Fax		>
	IDS DID Number		>

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

Αι	udio Calls		
	Call Using		
	Use Current Setting	~	
	Send my calls to		
	To VM (6000)	~	
	To VM (6000)		
	Cell Phone (2145551212)	-	
	Fax		
	IDS DID Number		
	SoftPhone (1868)		
	DeskPhone (1168)		
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8. Scroll the Bottom; Click the blue Done Button

Enable Do not Disturb	
Accept Video Calls	
Auto Reply	
Enter auto reply	
Cancel	Done



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# 9. Click Your Status in the Upper-Right Hand Corner

10. Select Working from Home

