![BSB Communications logo - FOCUSED · EXPERTISE · RESULTS]
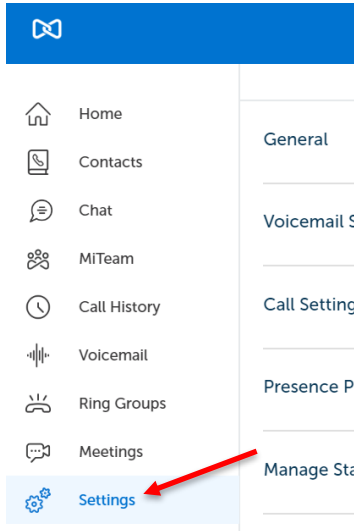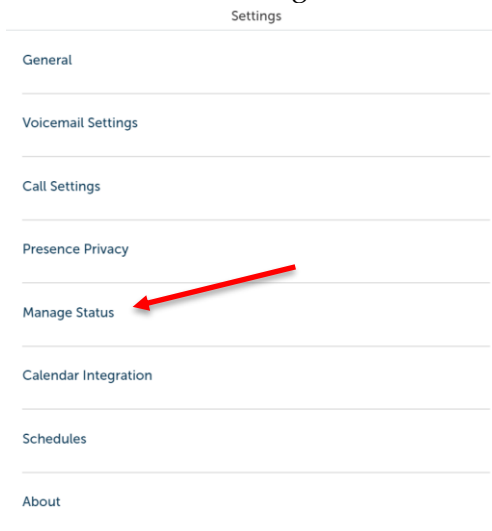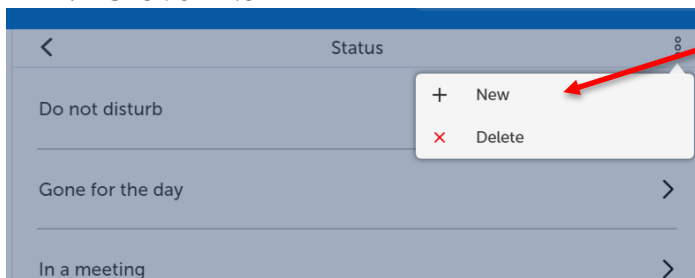
MiCollab – Updating Status / Using Softphone

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 – Click the Drop-Down Arrow to Edit
        i. Click on Softphone

        a. Send my Calls to: Click the Drop-Down Arrow to Edit
            ii. Click on Softphone

6. Scroll the Bottom; Click the blue Done Button

Enable Do not Disturb

Accept Video Calls

Auto Reply

Enter auto reply

Cancel   Done
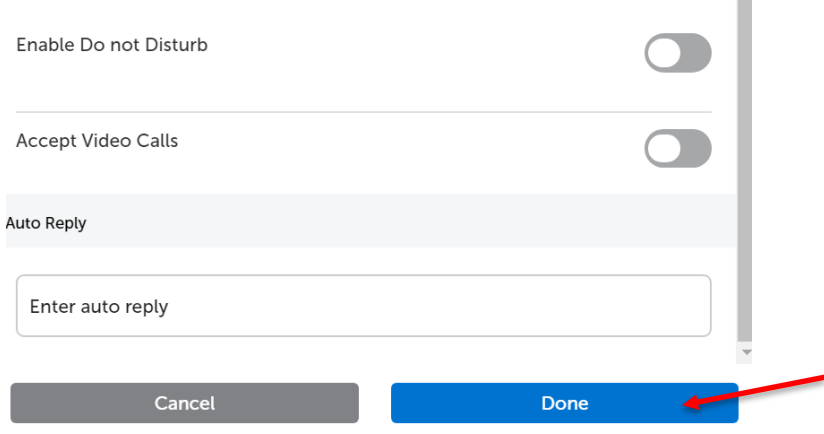
7. Click Your Status in the Upper-Right Hand Corner
8. Select Working from Home

Susan Krans
In the office

Availability

In the office

Do not disturb
Gone for the day
In a meeting
In the office
Out of the Office
Working from Home
Manage Status