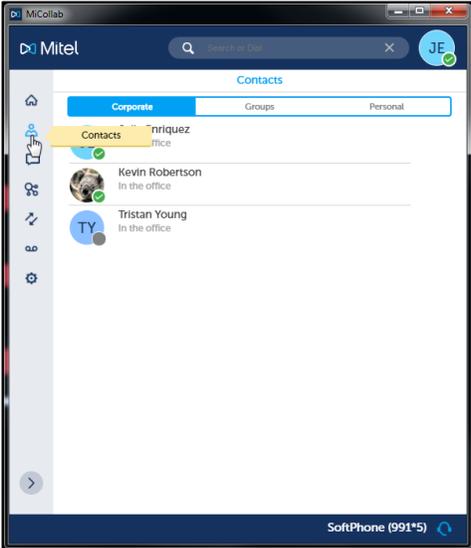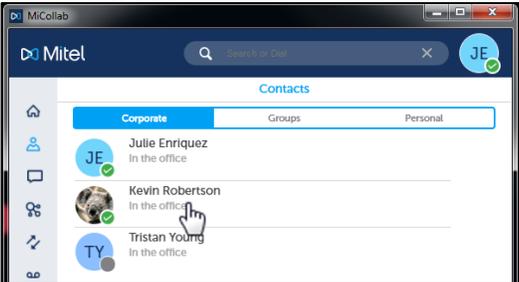# MiCollab Desktop Client Features – Chat Feature

Introduction

This quick reference guide provides instructions on how to use the AnyWare MiCollab Chat feature.

What is MiCollab Chat Feature?

The MiCollab Chat feature allows you to select a contact from your Desktop client and initiate a chat session with them.

Initiate Chat Session – Contacts Tab

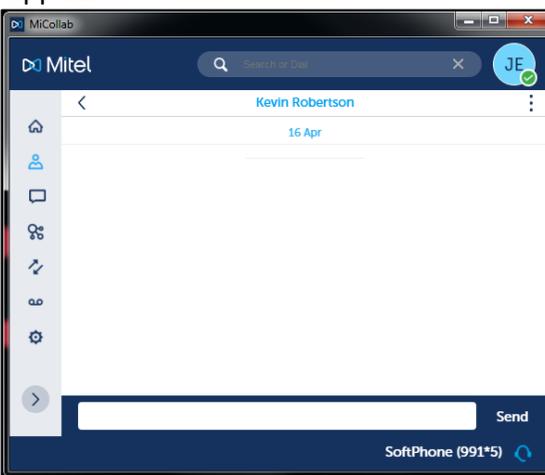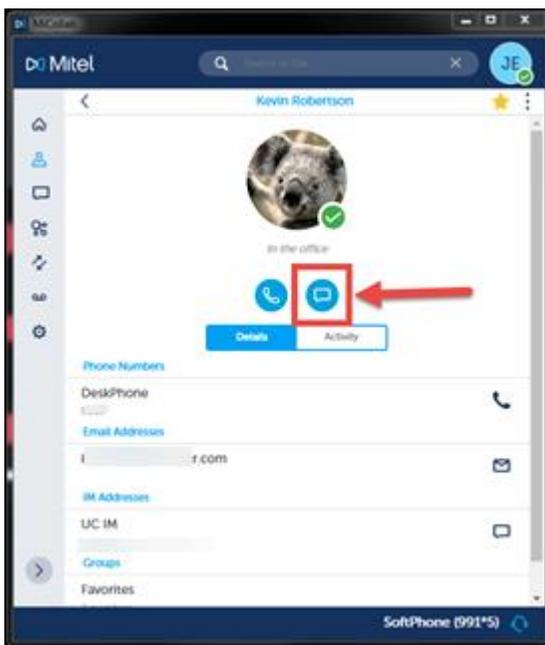To initiate a chat session from **Contacts** tab, perform the following procedure.

Step	Action
1	Open **Contacts** tab
2	Click **SELECTED CONTACT**

Continued on next page

MiCollab Desktop Client Features – Chat Feature, Continued

Initiate Chat Session – Contacts Tab, continued

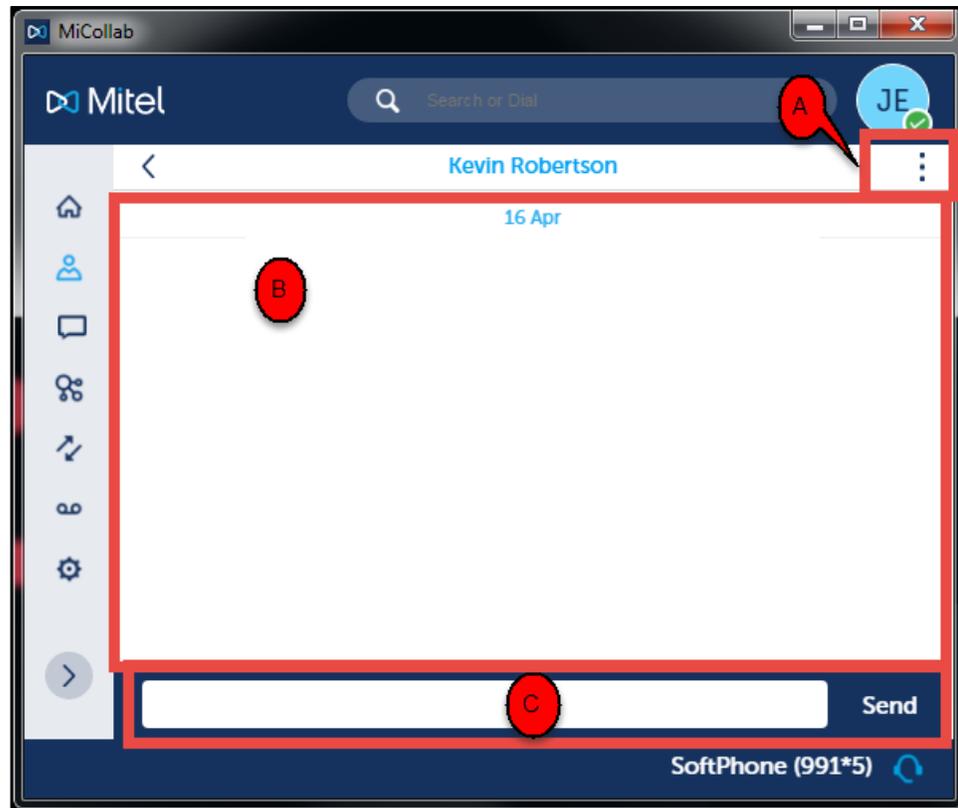| Step	Action
3	The **Contact Card** appears
4	Click **CHAT**
5	The **Chat Session** appears

MiCollab Desktop Client Features – Chat Feature, Continued

Chat Sessions Features

The Chat Session window consists of three parts.
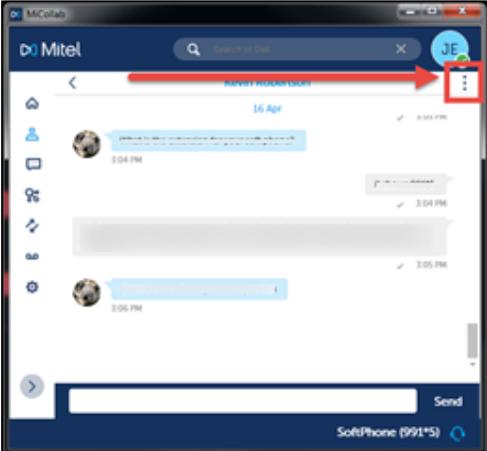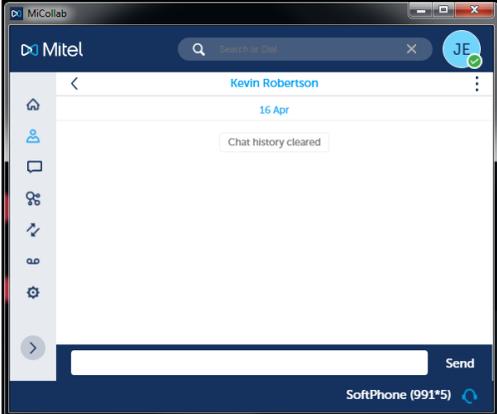

Part	Description
A	Displays menu to add other contacts to chat and establish a chat conference or clear chat history
B	Displays the chat conversation
C	Location to type your message

MiCollab Desktop Client Features – Chat Feature, Continued

Clear Chat History

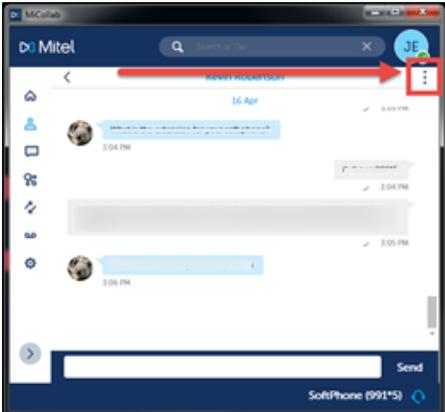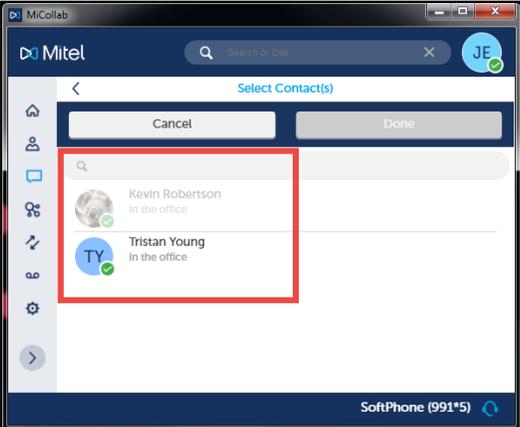To clear the history in a chat session, complete the following.

Step	Action
1	Click ⋮ icon
2	Click **Clear history**
3	The chat history is cleared

MiCollab Desktop Client Features – Chat Feature, Continued
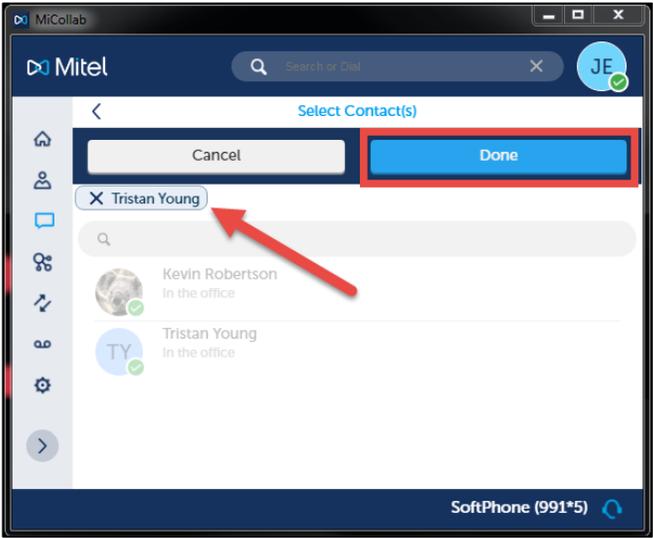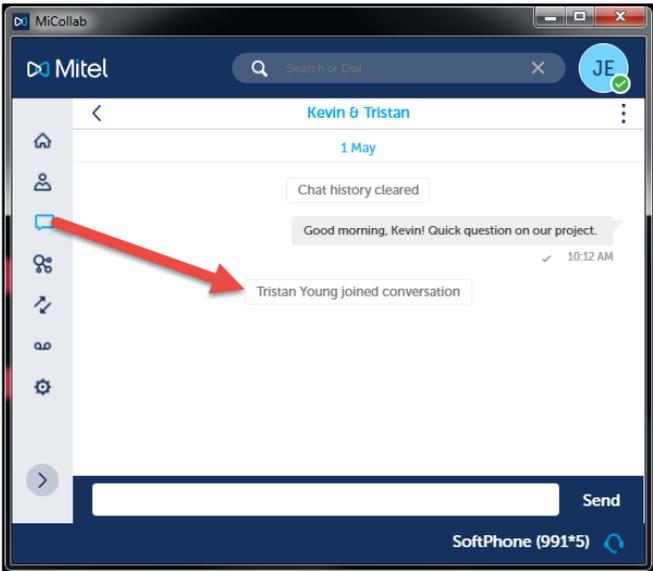
Establish Chat Conference

To establish a chat conference there are two options available. Complete the following for the first option.

Step	Action
1	Click ⋮ icon
2	Click **Add**
3	Select the contact(s) you want to add to chat

MiCollab Desktop Client Features – Chat Feature, Continued

Establish Chat Conference, continued

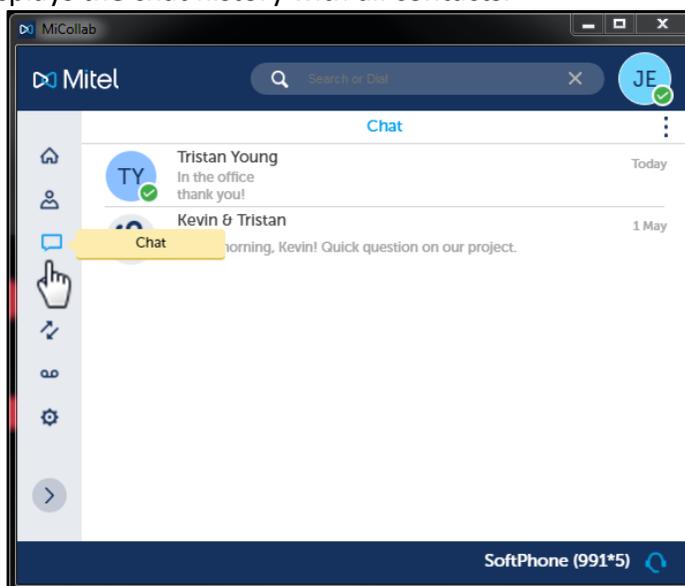| Step	Action
4	Click **Done**
5	Selected contact(s) is added to chat

MiCollab Desktop Client Features – Chat Feature, Continued
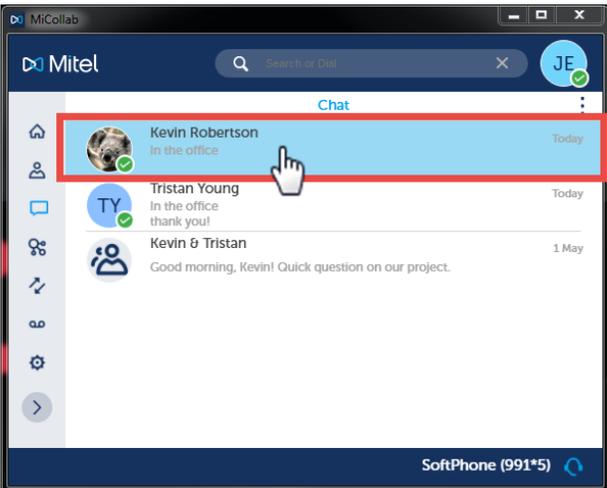
Chat Tab

The **Chat** screen displays the chat history with all contacts.
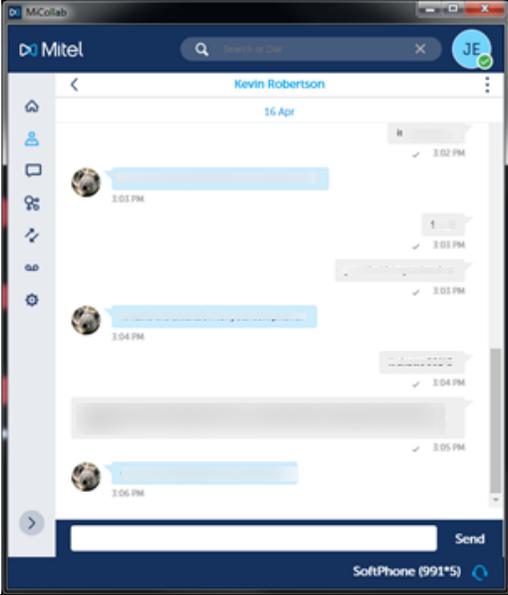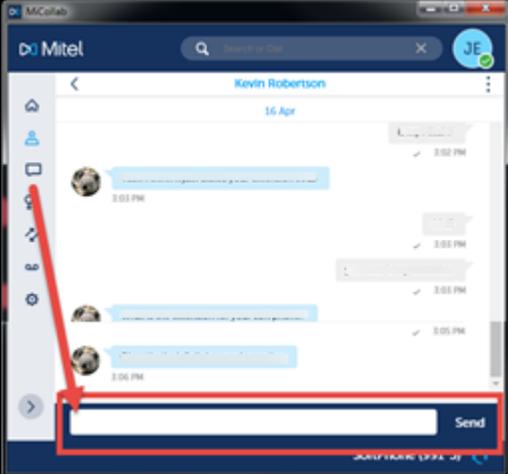

Open Chat – Chat Tab

Complete the following to open a previous chat within the **Chat** tab.

Step	Action
1	Click appropriate chat

MiCollab Desktop Client Features – Chat Feature, Continued

**Open Chat –
Chat Tab,**
continued

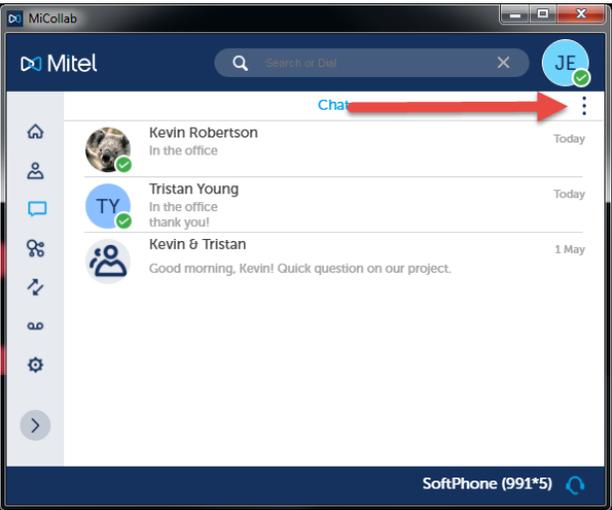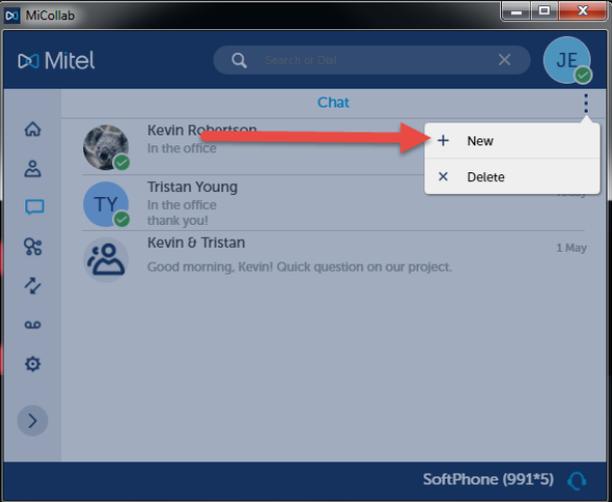| Step	Action
2	The chat session opens
3	Now you can begin new chat conversation

MiCollab Desktop Client Features – Chat Feature, Continued

Initiate Chat Session – Chat Tab

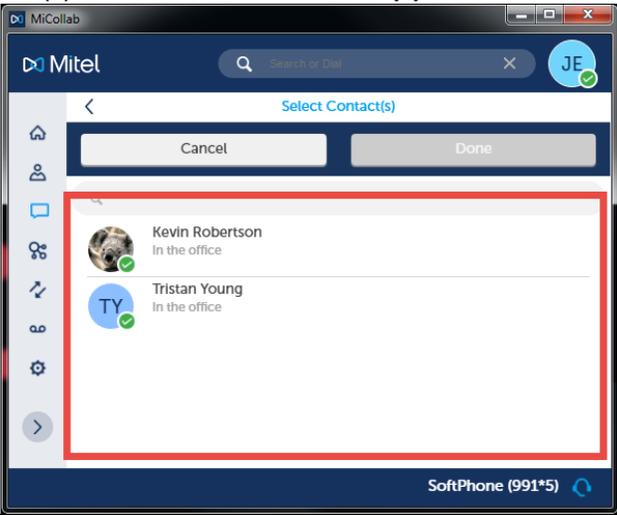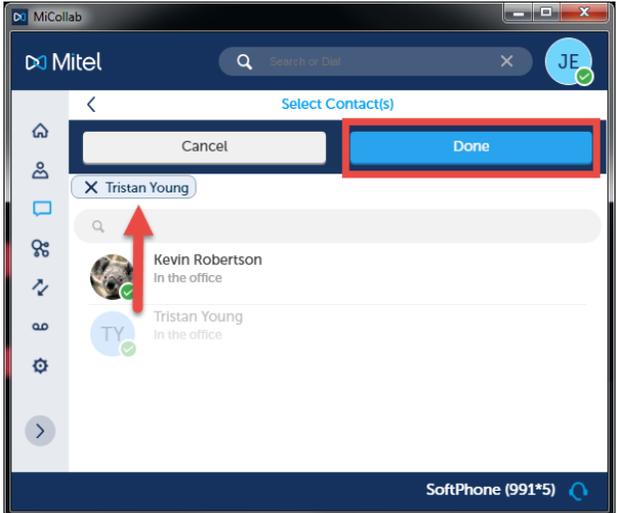To initiate a new chat session from **Chat** tab, perform the following procedure.

Step	Action
1	Click ⋮ icon
2	Click **+ New**

Continued on next page

MiCollab Desktop Client Features – Chat Feature, Continued
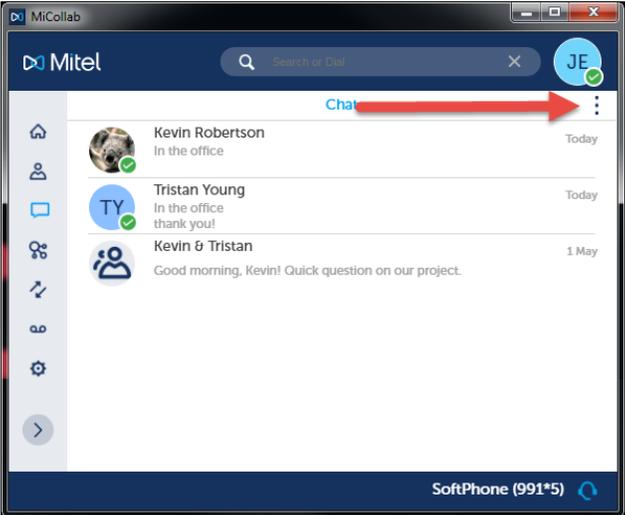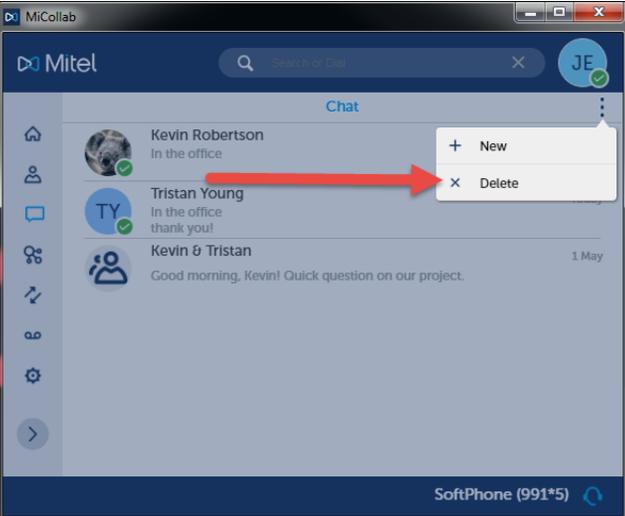
**Initiate Chat
Session – Chat
Tab**, continued

Step	Action
3	Select the contact(s) from the **Select Contact(s)** list.
4	Click **Done**

MiCollab Desktop Client Features – Chat Feature, Continued
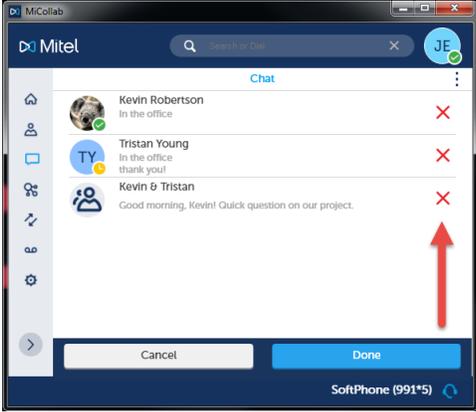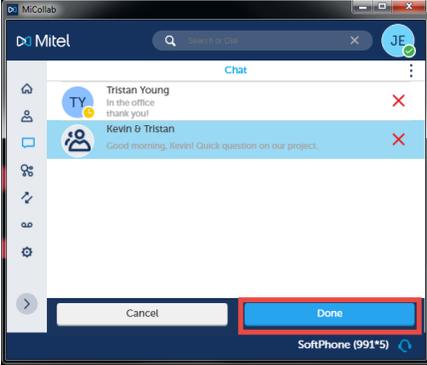
Delete Chat Session – Chat Tab

To delete a chat session from **Chat** tab, perform the following procedure.

Step	Action
1	Click ⠇ icon
2	Click **x Delete**

MiCollab Desktop Client Features – Chat Feature, Continued

Delete Chat Session – Chat Tab, continued

Step	Action
3	Click the **X** beside the chat to delete **Result:** The chat disappears
4	Click **Done**
5	Click **OK**