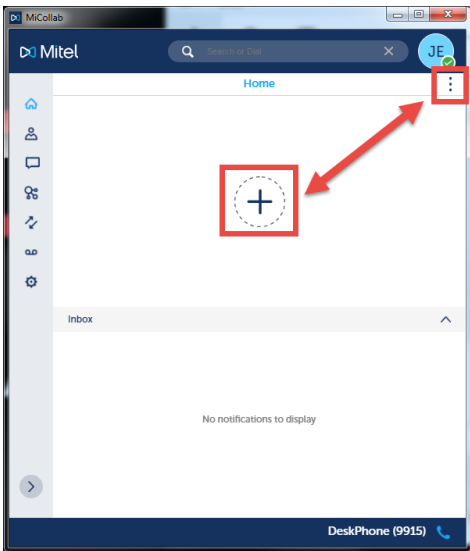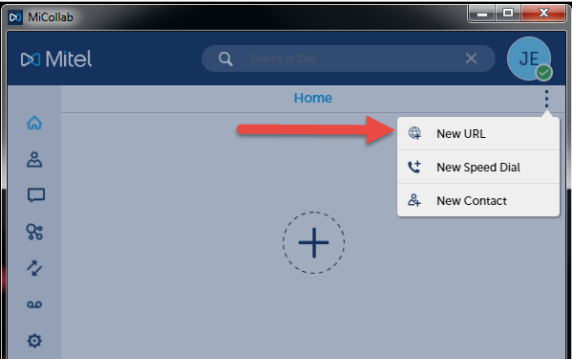# MiCollab Desktop Client Features – Home Screen

Overview   This quick reference guide provides instructions on features within the **Home** screen within the MiCollab Desktop Client.
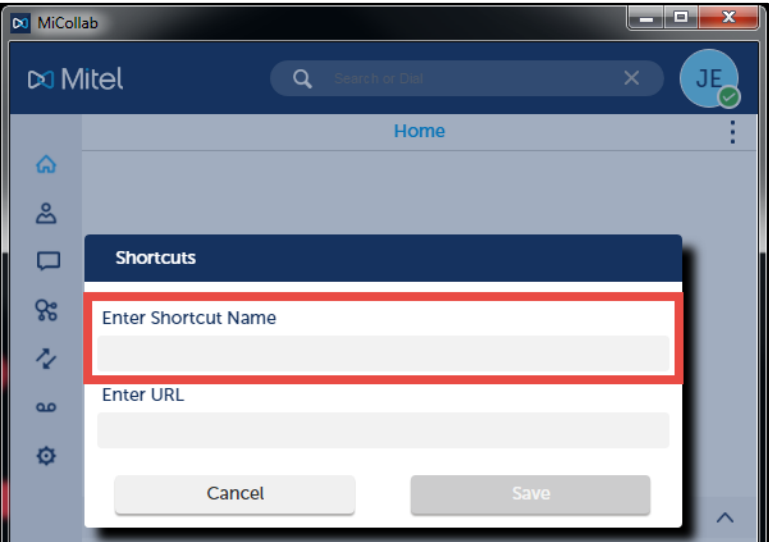
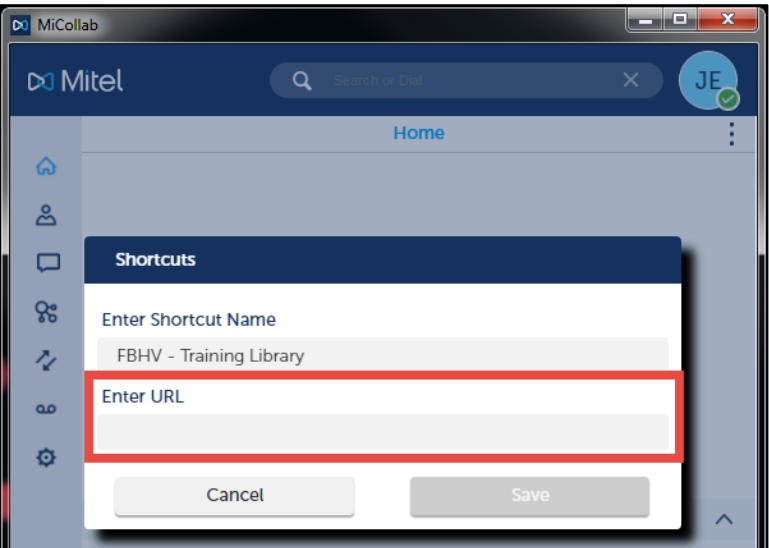**Short Cut – Add Website**   To add a website to the **Home** screen, perform the following procedure.

Step	Action
1	Click ⊕ or ⋮ icon **NOTE:** The ⊕ icon is only visible if nothing has been added to the Home screen.
2	Click **New URL**

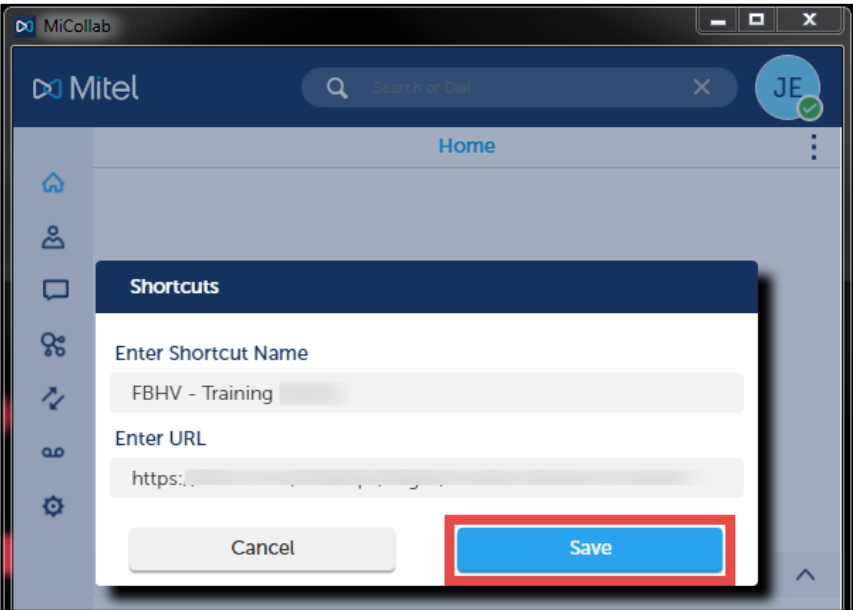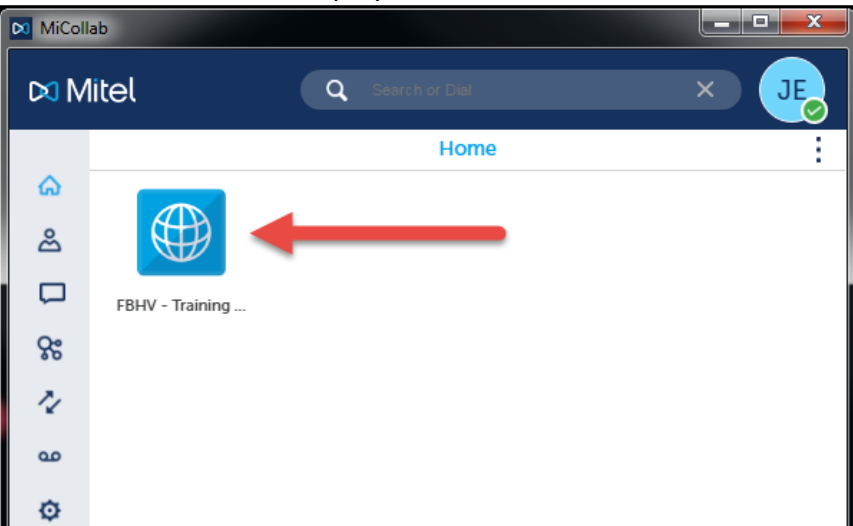# MiCollab Desktop Client Features – Home Screen, Continued

Short Cut – Add Website, continued

Step	Action
3	Enter shortcut name
4	Enter URL

MiCollab Desktop Client Features – Home Screen, Continued

Short Cut – Add Website, continued

Step	Action
5	Click **Save**
6	The new saved website icon displays
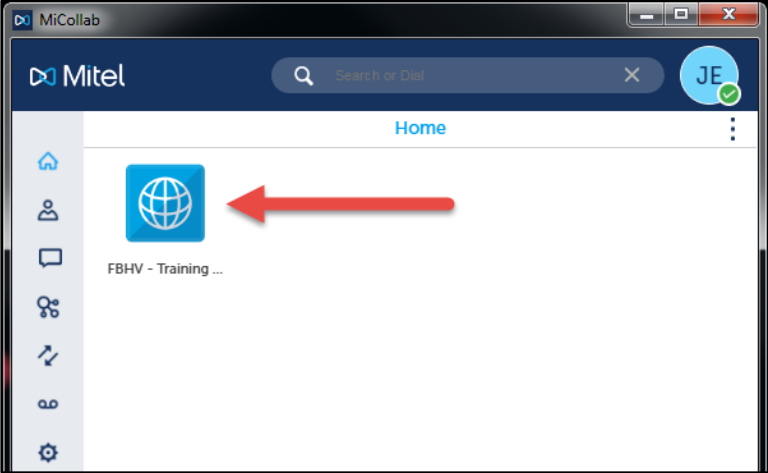
MiCollab Desktop Client Features – Home Screen, Continued

**Short Cut –
Access Website**

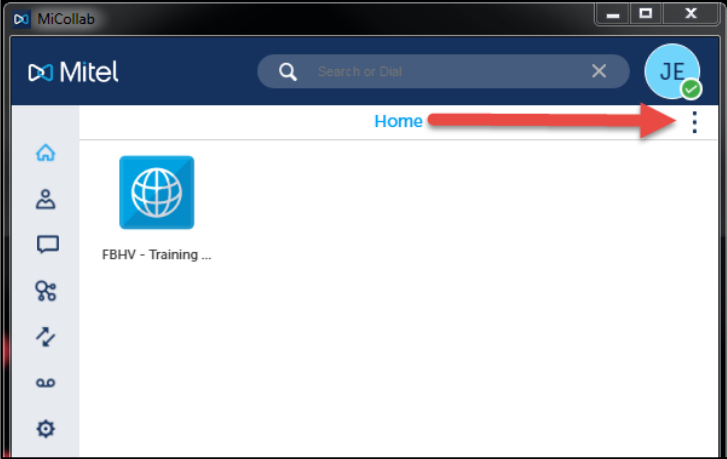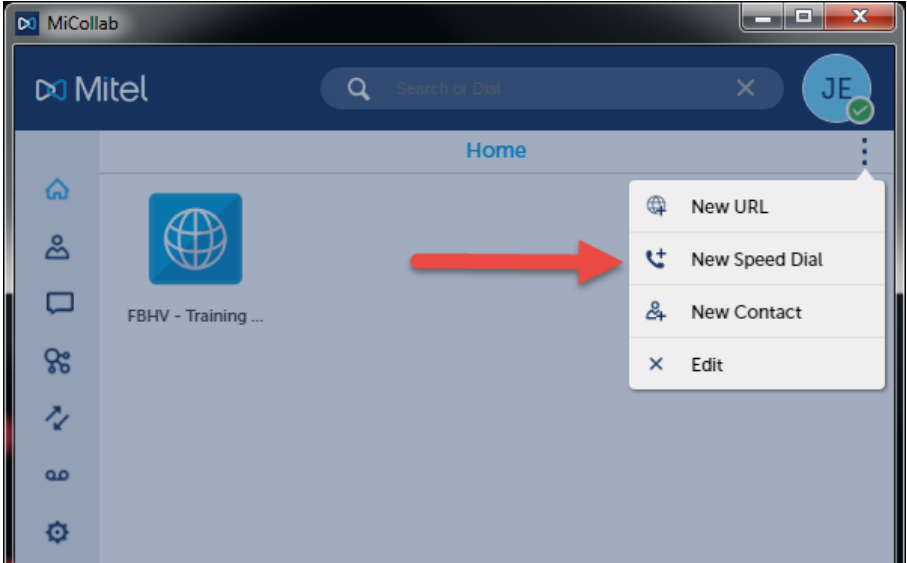To access a short cut website from the Home screen, perform the following procedure.

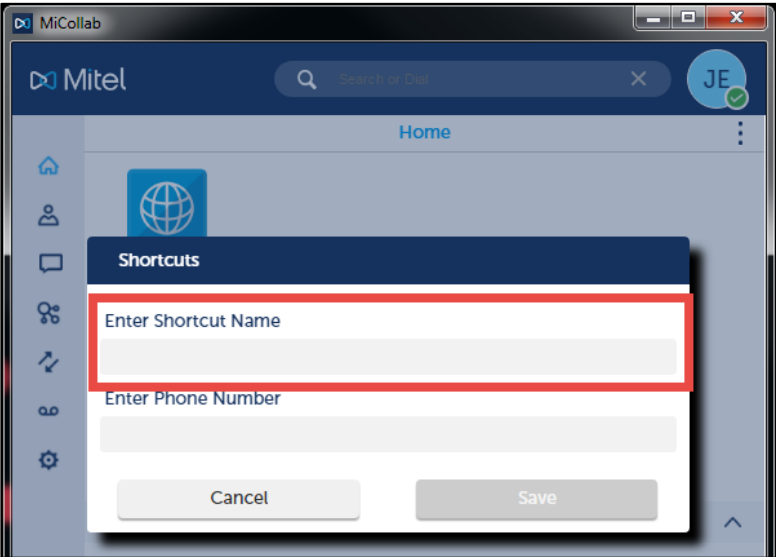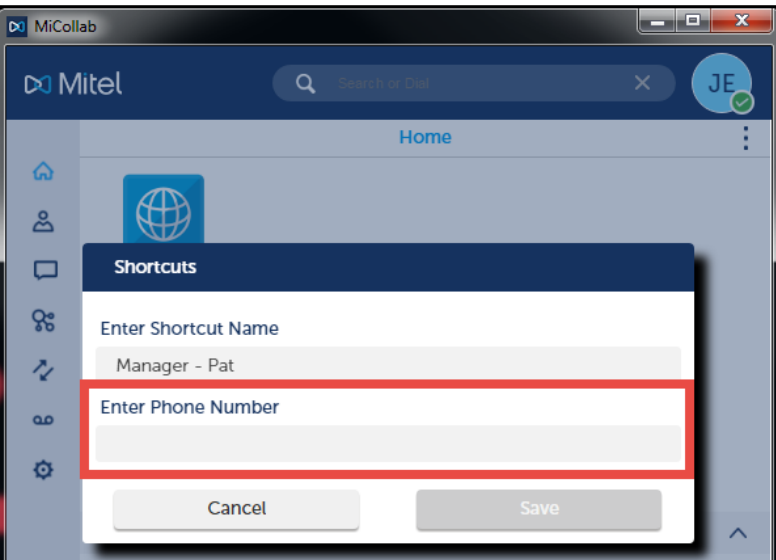| Step	Action
1	Click website icon
2	The appropriate website opens in the default browser.

MiCollab Desktop Client Features – Home Screen, Continued

Short Cut – Add Speed Dial

To add a Speed Dial short cut to the Home screen, perform the following procedure.

Step	Action
1	Click ⋮ icon
2	Click **New Speed Dial**

MiCollab Desktop Client Features – Home Screen, Continued
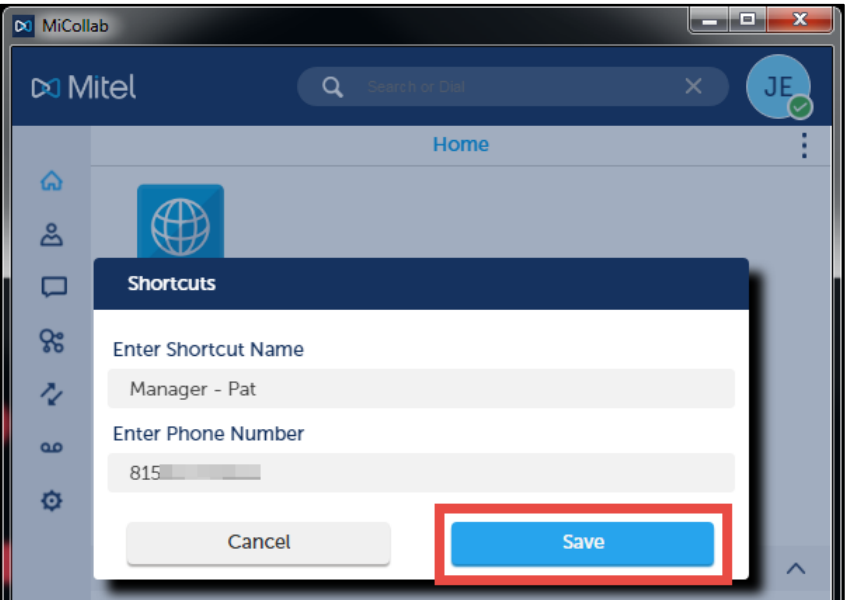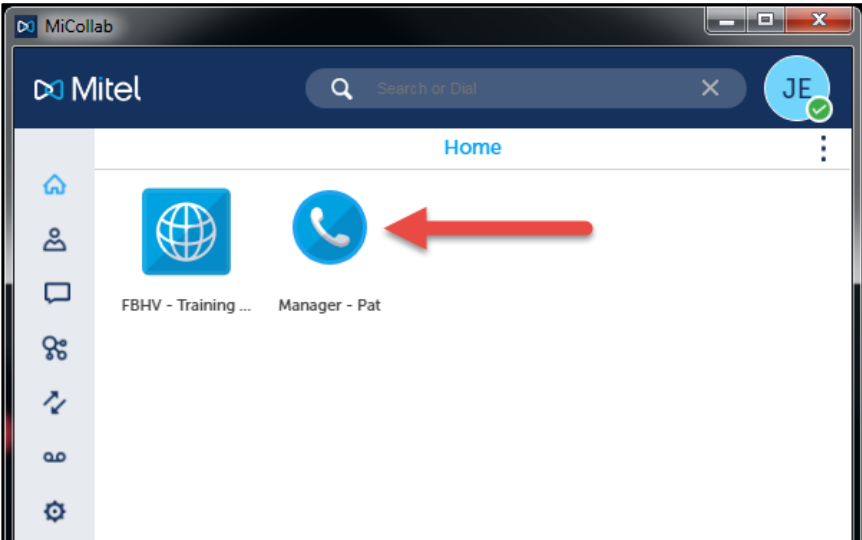
Short Cut – Add Speed Dial, continued

Step	Action
3	Enter Shortcut Name
4	Enter phone number

Continued on next page

MiCollab Desktop Client Features – Home Screen, Continued
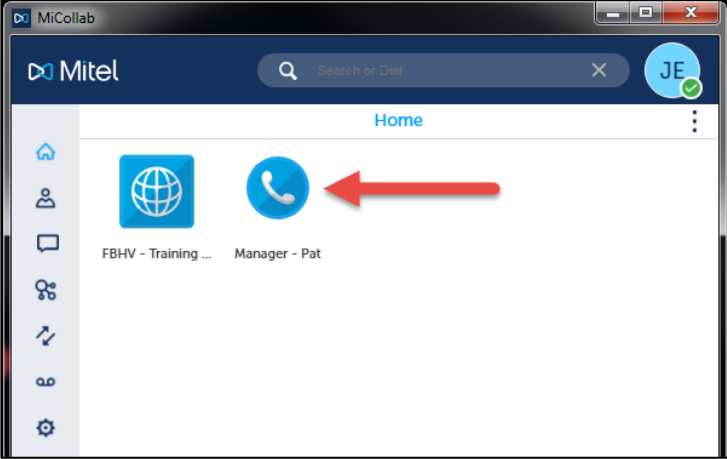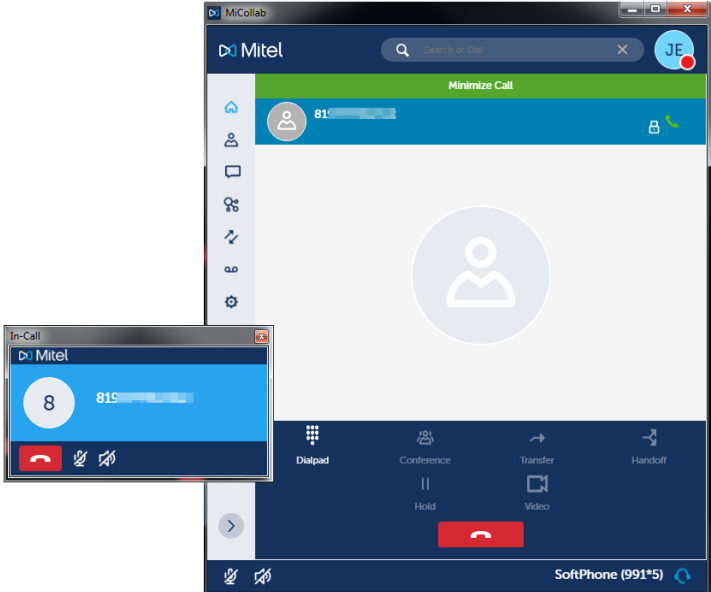
Short Cut – Add Speed Dial, continued

Step	Action
5	Click **Save**
6	The new saved **Speed Dial** displays

MiCollab Desktop Client Features – Home Screen, Continued

Short Cut – Speed Dial

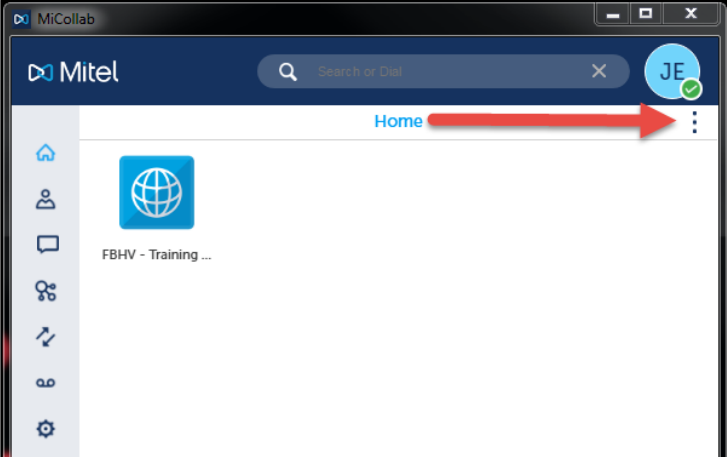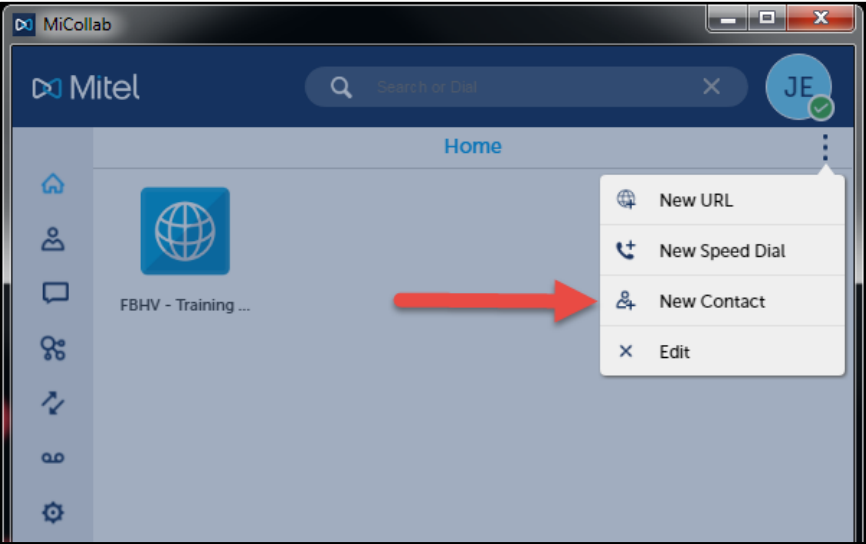To use Speed Dial from the Home screen, perform the following procedure.

Step	Action
1	Click Speed Dial contact
2	The call is placed.

MiCollab Desktop Client Features – Home Screen, Continued
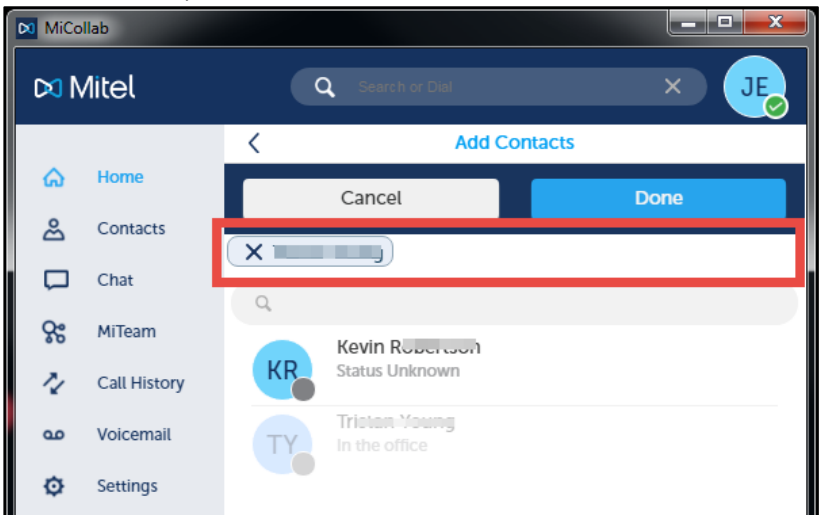
**Short Cut – Add
Contact**

To add a new contact to the Home screen, perform the following procedure.

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

Continued on next page

MiCollab Desktop Client Features – Home Screen, Continued
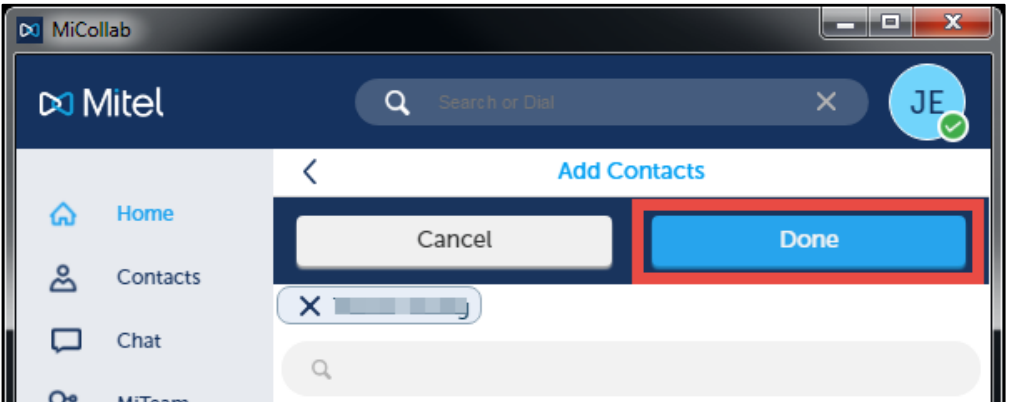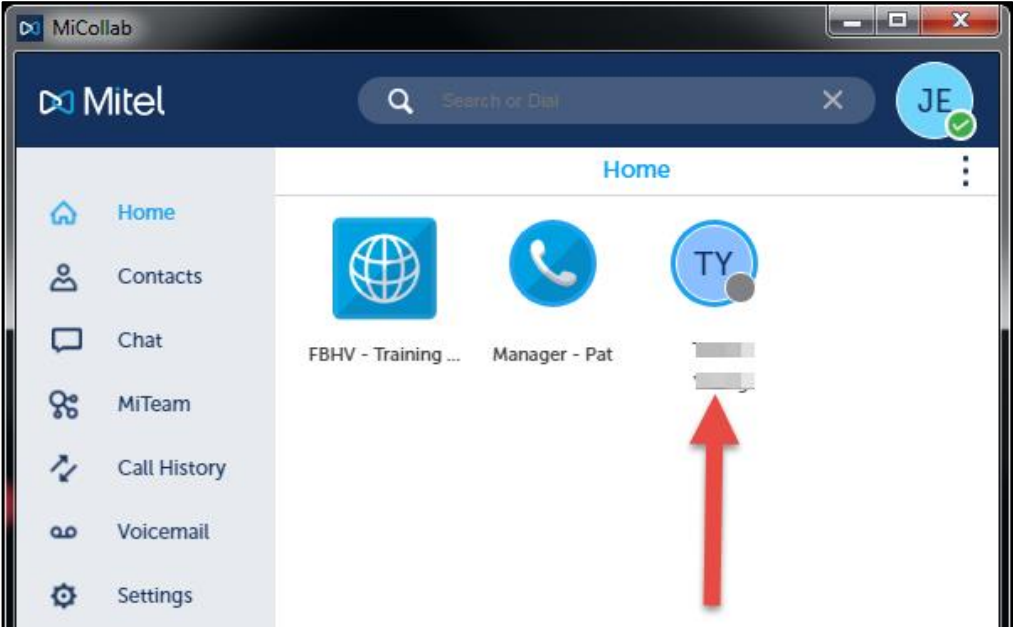
Short Cut – Add Contact, continued

Step	Action
3	Select contact
4	The selected contact appears at the top list and you can continue selecting more contacts to add, if needed.

MiCollab Desktop Client Features – Home Screen, Continued
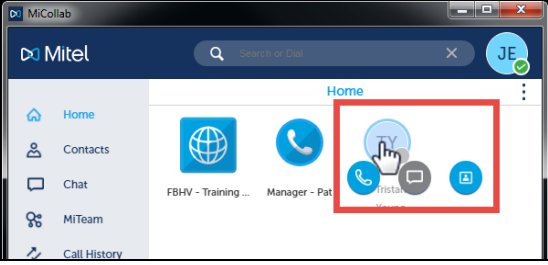
Short Cut – Add Contact, continued

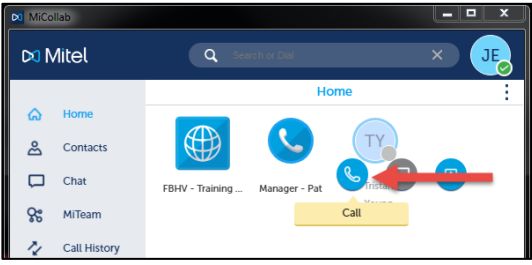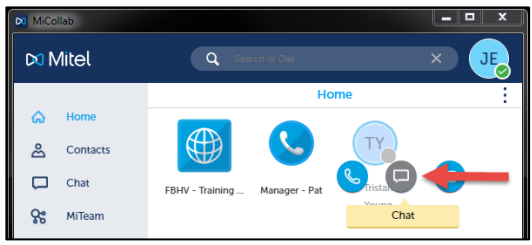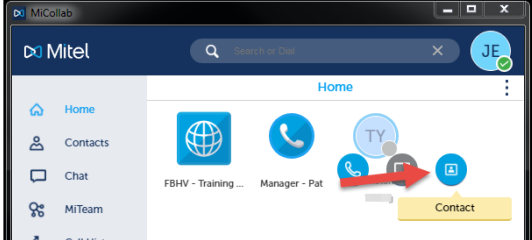| Step	Action
5	Click **Done**
6	The new saved contact displays

MiCollab Desktop Client Features – Home Screen, Continued

Short Cut – Contact

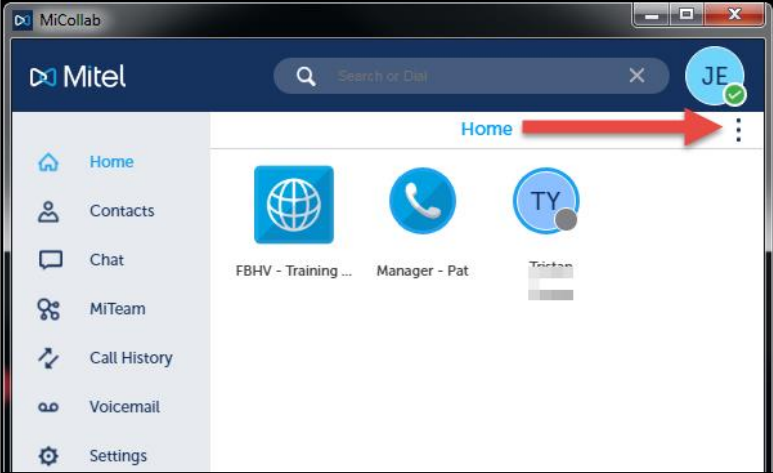To use a Contact from the Home screen, perform the following procedure.
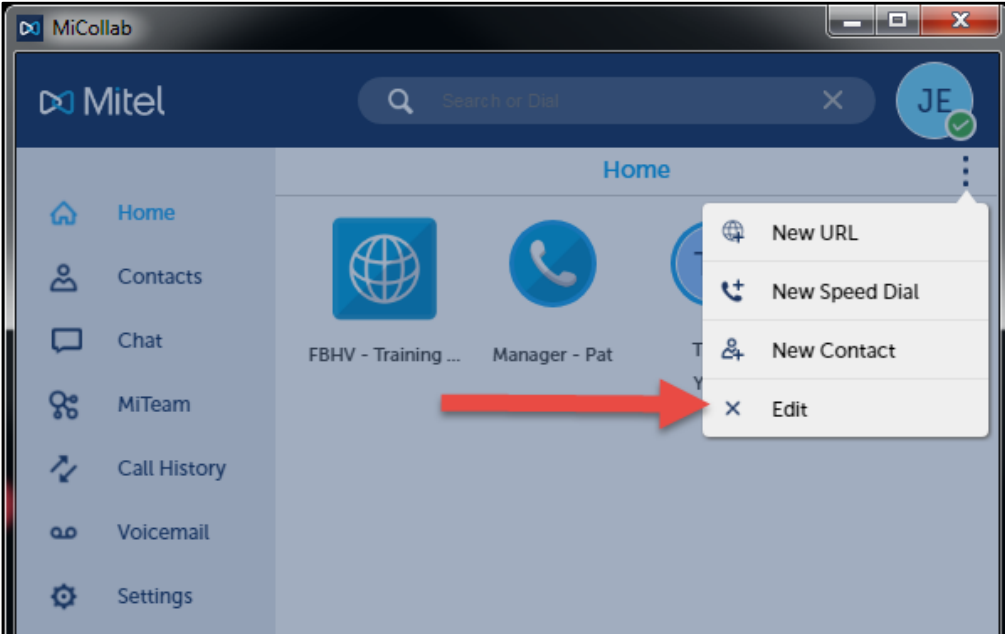
Step	Action
1	Hover over the contact icon
2	Press the Call icon to place a call Press the Chat icon to start a chat Press the Contact icon to open the Contact Card information screen

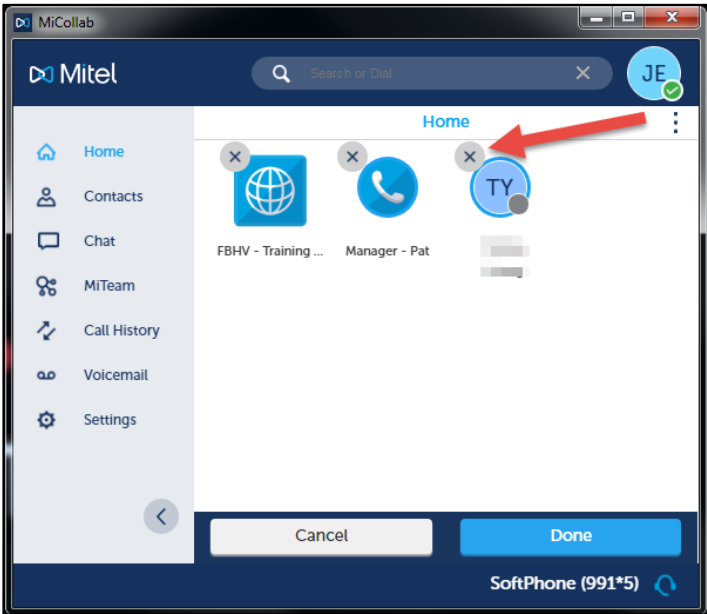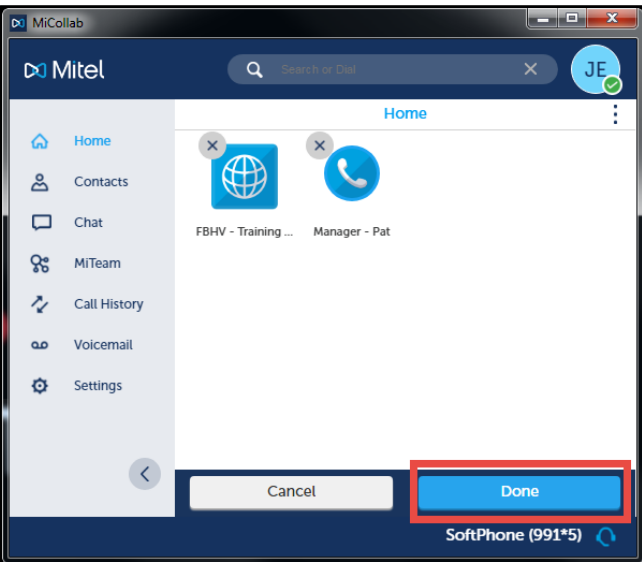## MiCollab Desktop Client Features – Home Screen, Continued

**Short Cut –
Delete**

To delete a short cut in the Home screen, perform the following procedure.

Step	Action
1	Click ⋮ icon
2	Click **Edit**

Continued on next page

MiCollab Desktop Client Features – Home Screen, Continued

**Short Cut –
Delete**,
continued

Step	Action
3	Select item you want to delete.
4	Click **Done**

Continued on next page
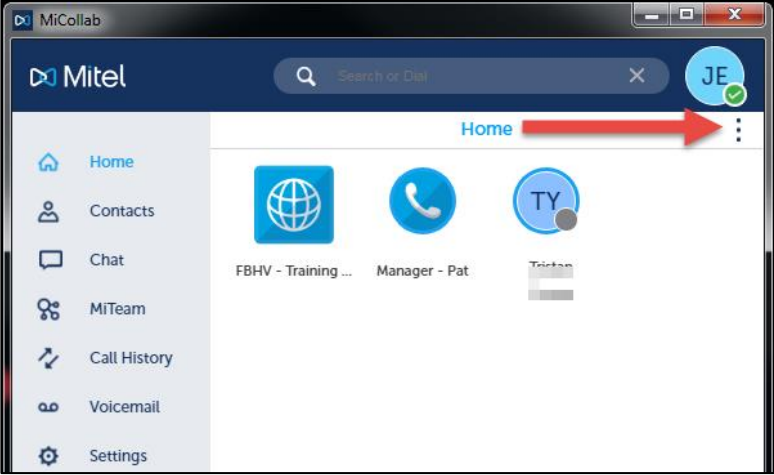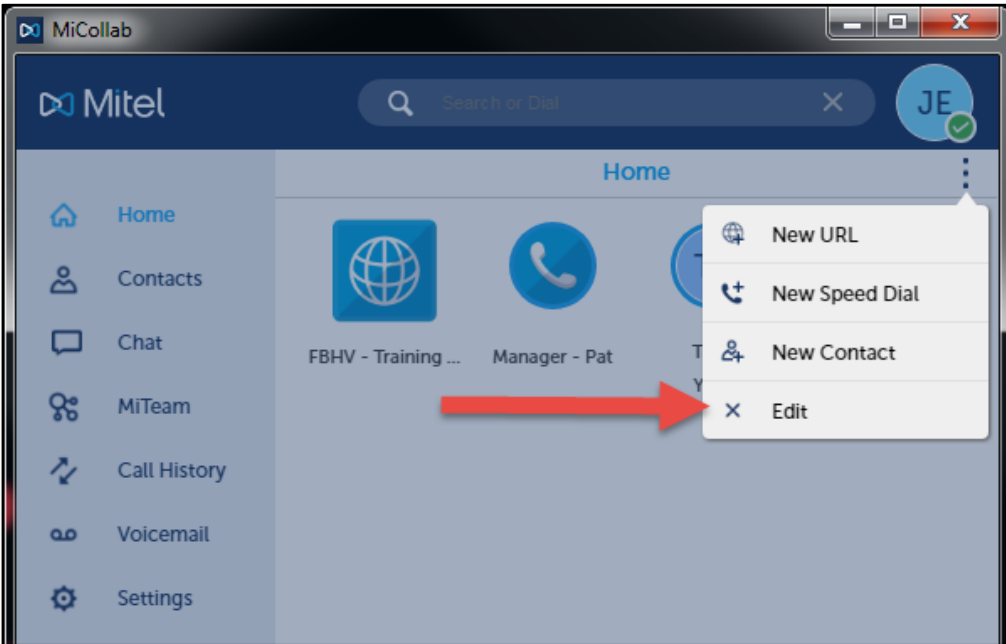
MiCollab Desktop Client Features – Home Screen, Continued

Short Cut – Edit Speed Dial

To edit a Speed Dial in the Home screen, perform the following procedure.

Step	Action
1	Click ⋮ icon
2	Click **Edit**

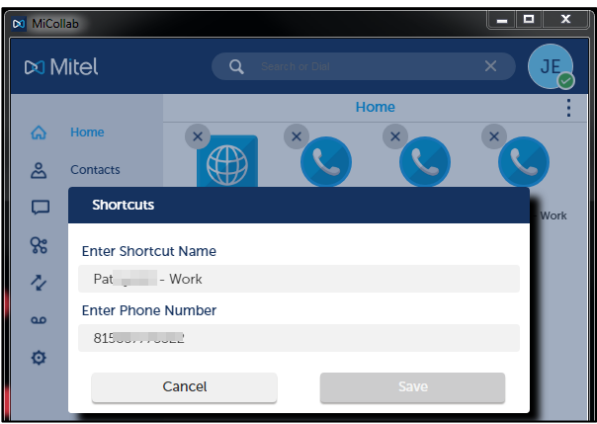*Continued on next page*

MiCollab Desktop Client Features – Home Screen, Continued

Short Cut – Edit Speed Dial, continued

Step	Action
3	Select Speed Dial you want to edit.
4	Make appropriate edits.
5	Click **Save**