

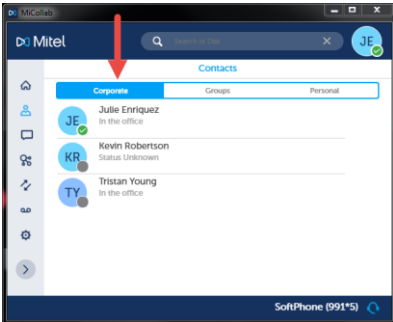

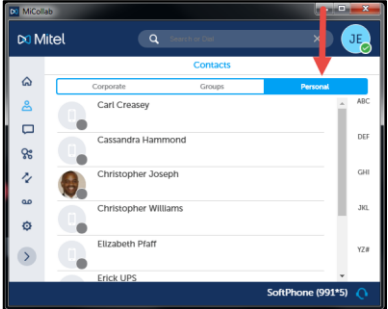
## MiCollab Desktop Client Features – Contacts Screen

### Overview

This quick reference guide provides instructions on features within the **Contacts** screen within the MiCollab Desktop Client.

### Contacts Screen Tabs

The Contacts screen displays the following tabs.

Tab	Description
Corporate	Displays all contacts in your corporation. 
Groups	Displays the different groups for contacts. 
Personal	Displays all your Microsoft Outlook contacts that are integrated based on primary e-mail address. 

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## QUICK REFERENCE GUIDE

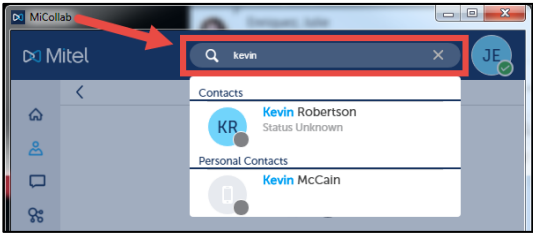
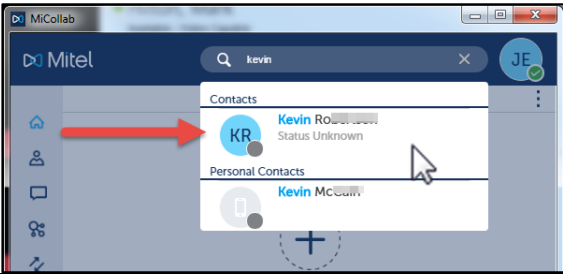
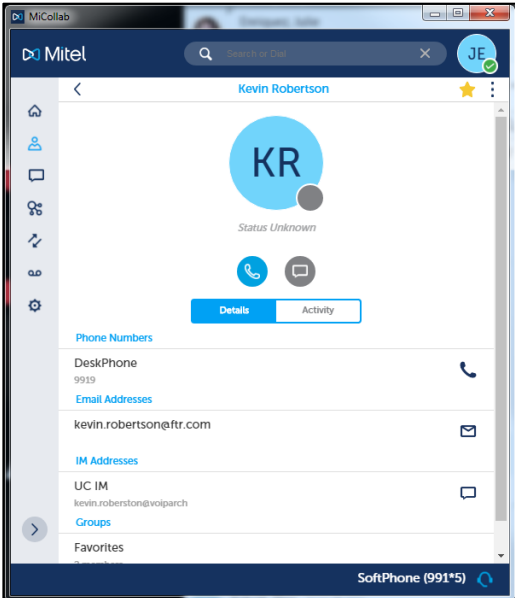
Section: **Contacts Screen**

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### MiCollab Desktop Client Features – Contacts Screen, Continued

#### View Contact Card via Search Field

To view a contact card using the **Search** field, perform the following procedure.

Step	Action
1	Enter the contact's name in the <b>Search or Dial</b> field 
2	Click the appropriate contact 
3	The <b>Contact Card</b> appears 

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## QUICK REFERENCE GUIDE

Section: **Contacts Screen**

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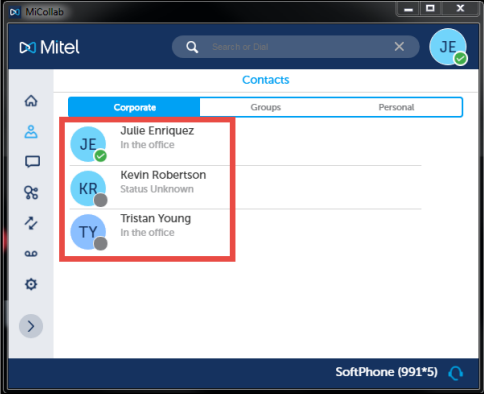

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### MiCollab Desktop Client Features – Contacts Screen, Continued

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#### Open Contact Card - Contacts Screen

To open a Contact Card to view from the Contacts screen, perform the following procedure.


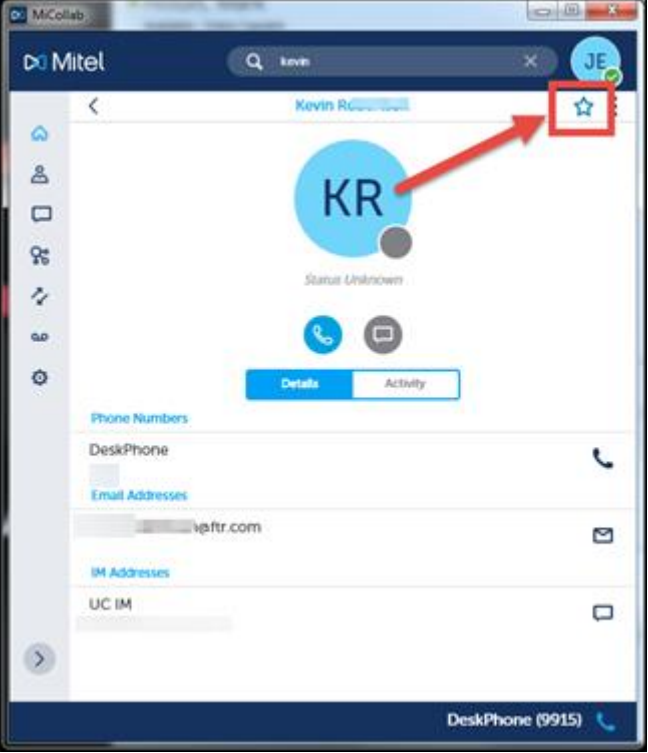
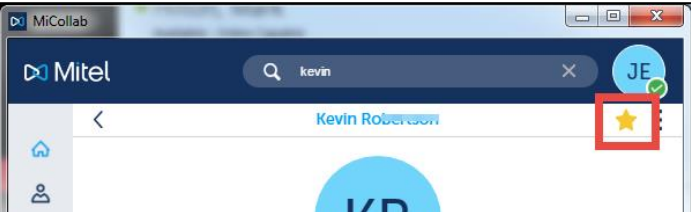
Step	Action
1	Click the appropriate contact 
2	The <b>Contact Card</b> appears displaying the contact's details. 

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**MiCollab Desktop Client Features – Contacts Screen, Continued**

**Add Contact to Favorites**

To add a contact to your Favorites folder, perform the following procedure.

Step	Action
1	Open Contact Card
2	Click the <b>Favorites</b> star  
3	The star turns yellow 

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## QUICK REFERENCE GUIDE


Section: **Contacts Screen**

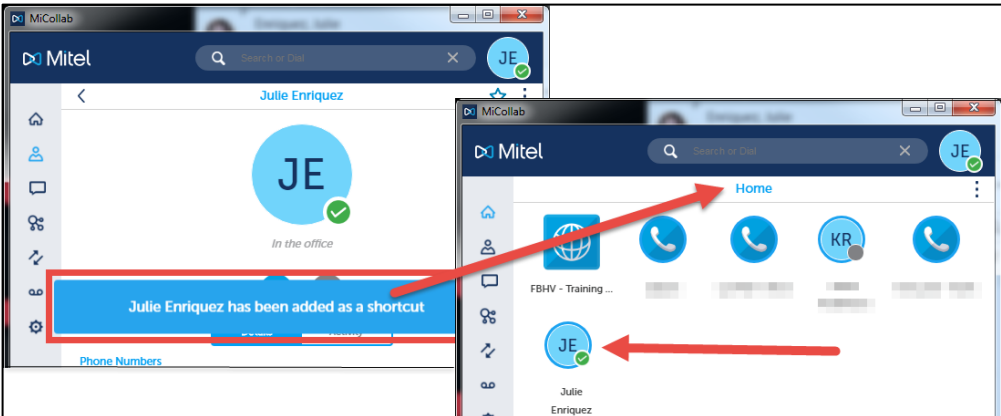
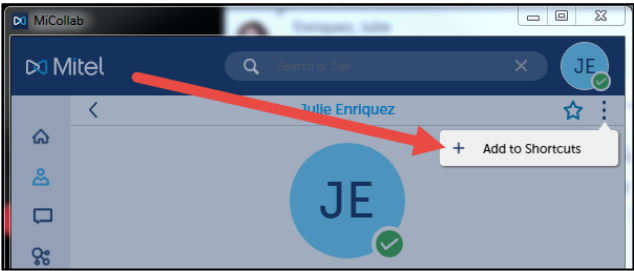
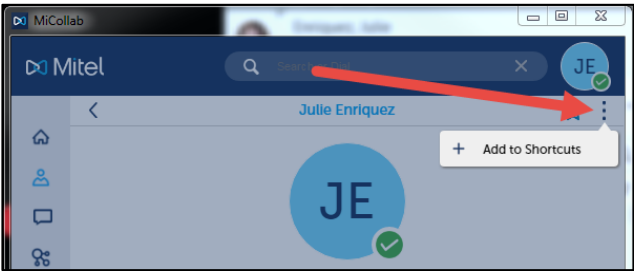
Page: 5

### MiCollab Desktop Client Features – Contacts Screen, Continued

#### Add Contact to Shortcuts

To add a contact to your Shortcuts, perform the following procedure.


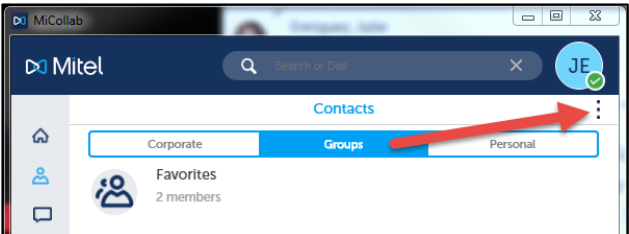
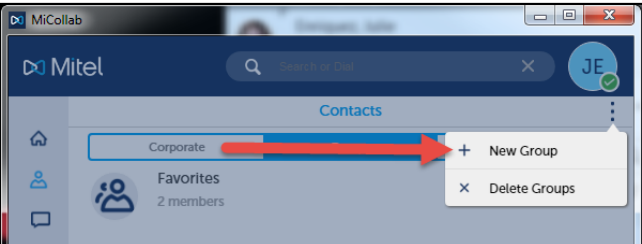
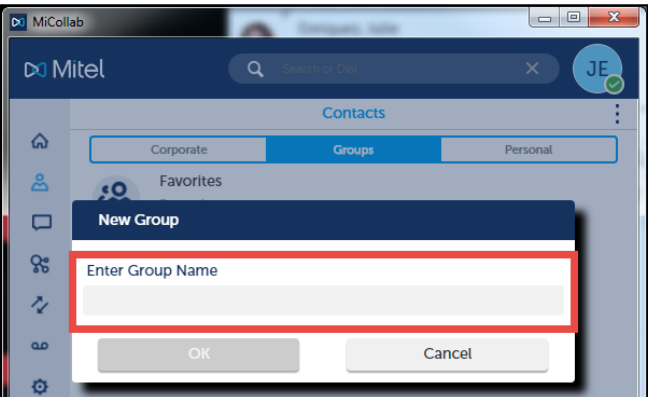
Step	Action
1	Open Contact Card
2	Click  icon
3	Click <b>+ Add to Shortcuts</b>
4	The contact is added to Shortcuts



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**MiCollab Desktop Client Features – Contacts Screen, Continued**

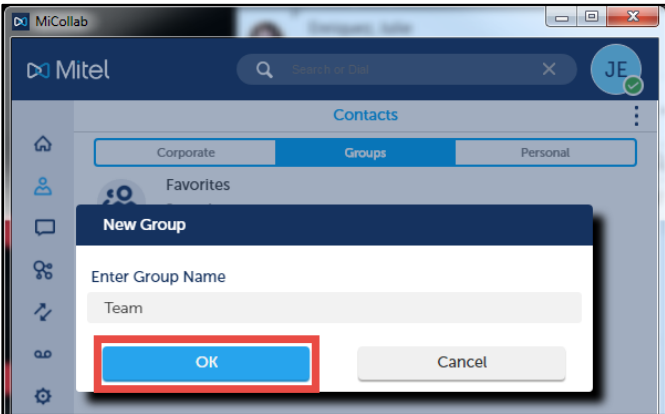
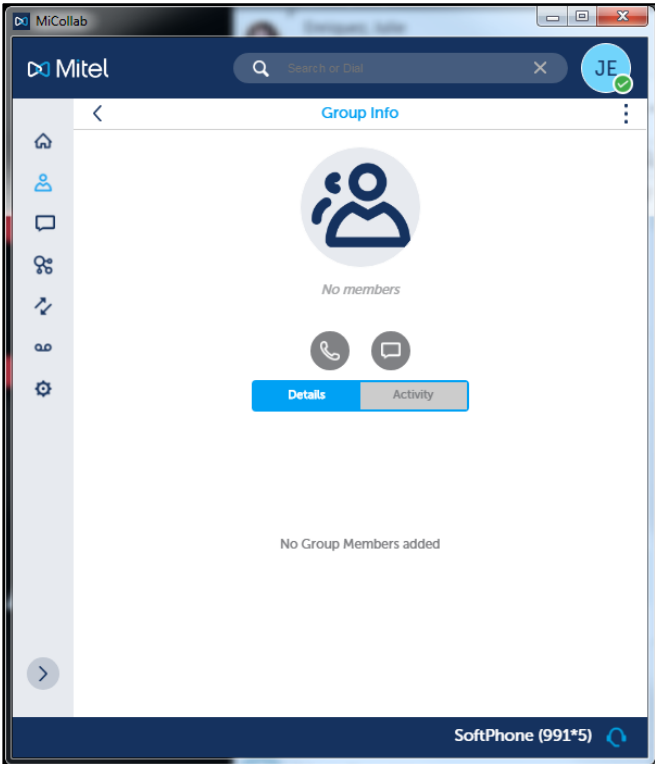
**Create Group** To create a group folder that contains contacts with a common profile in the **Contacts - Groups** tab, perform the following procedure.

Step	Action
1	Click  icon 
2	Click <b>+ New Group</b> 
3	Enter group name 

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**MiCollab Desktop Client Features – Contacts Screen, Continued**


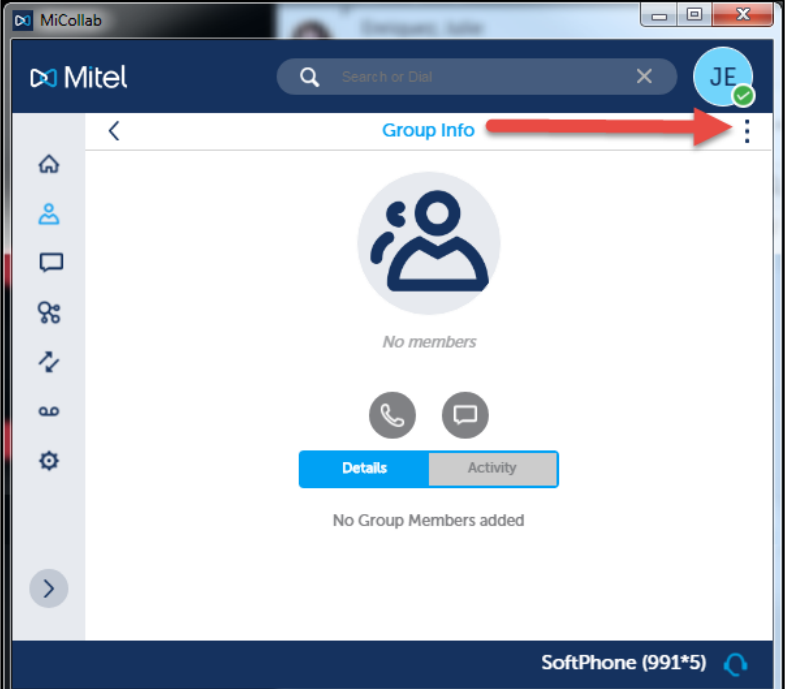
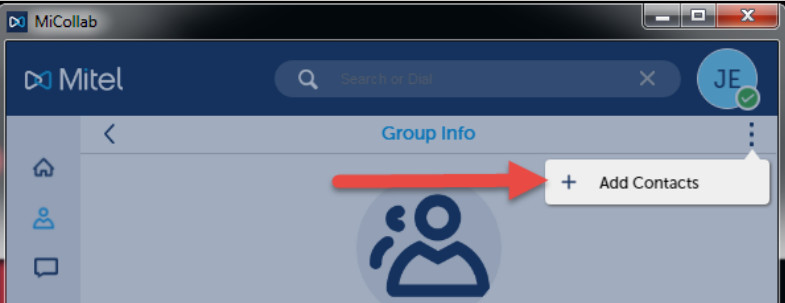
**Create Group, continued**

Step	Action
4	<p>Click <b>OK</b></p> 
5	<p>The <b>Group Info</b> screen appears</p> 

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**MiCollab Desktop Client Features – Contacts Screen, Continued**

**Add Contacts to Group** To add contacts to a group, perform the following procedure.

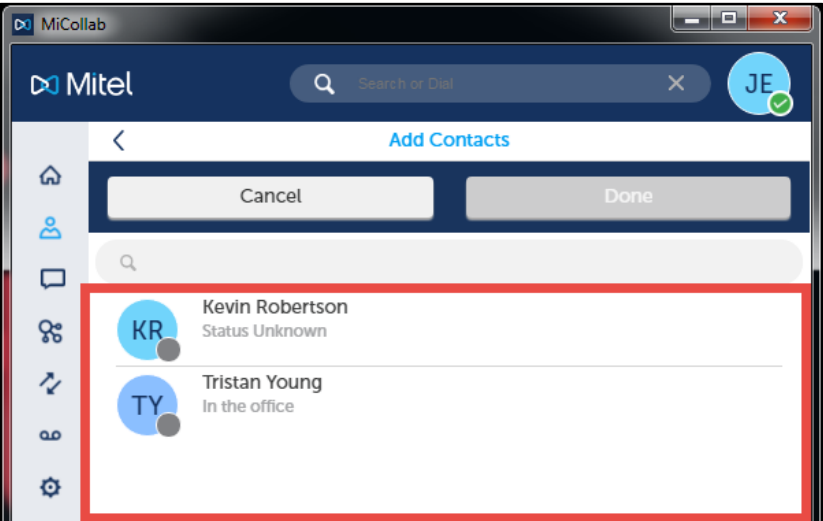
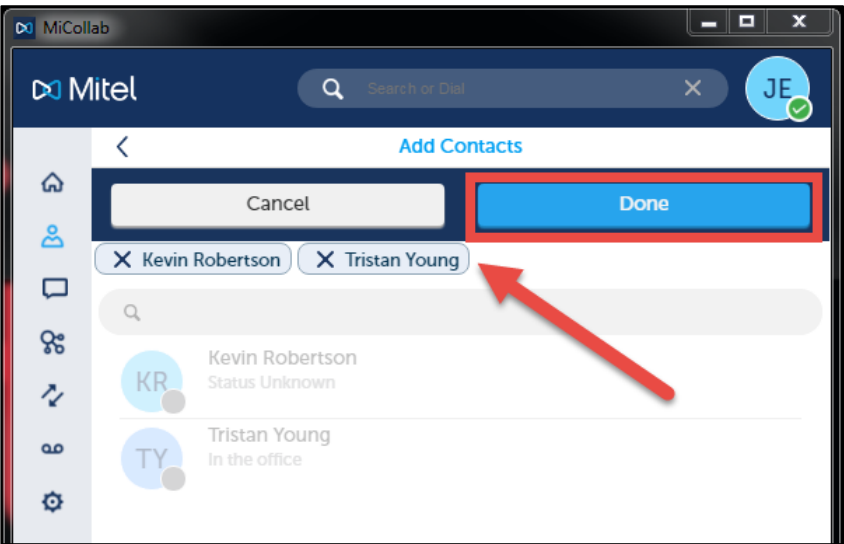
Step	Action
1	Click  icon 
2	Click <b>+ Add Contacts</b> 

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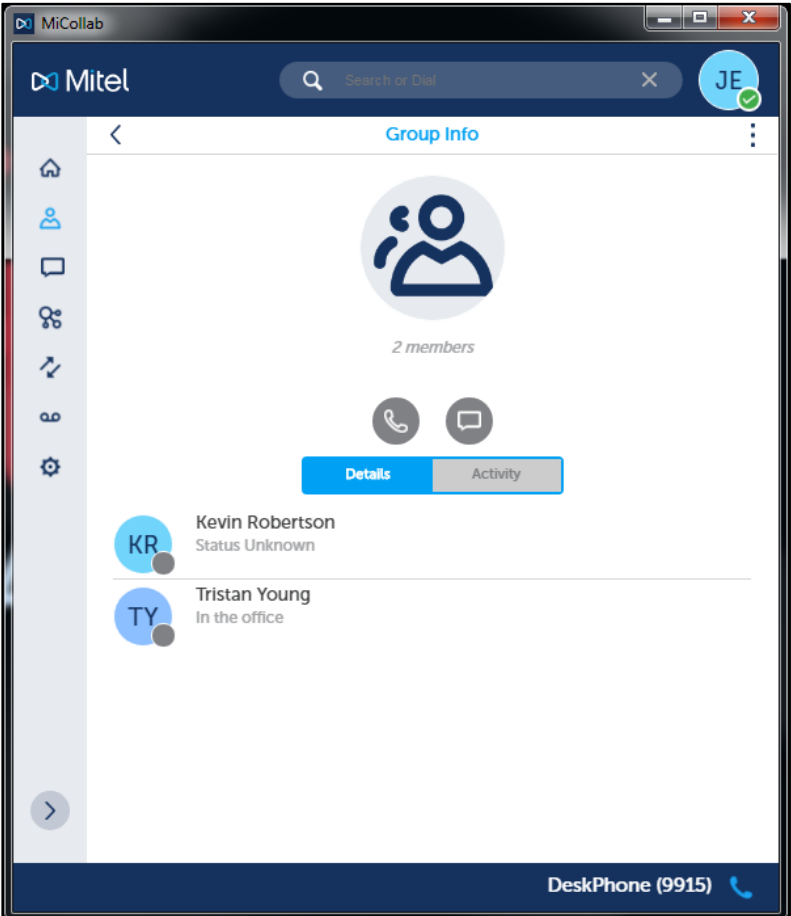
**MiCollab Desktop Client Features – Contacts Screen, Continued**

**Add Contacts to Group,**  
continued

Step	Action
3	Select the contact(s) from the <b>Add Contacts</b> list. 
4	Click <b>Done</b> 

**MiCollab Desktop Client Features – Contacts Screen, Continued**


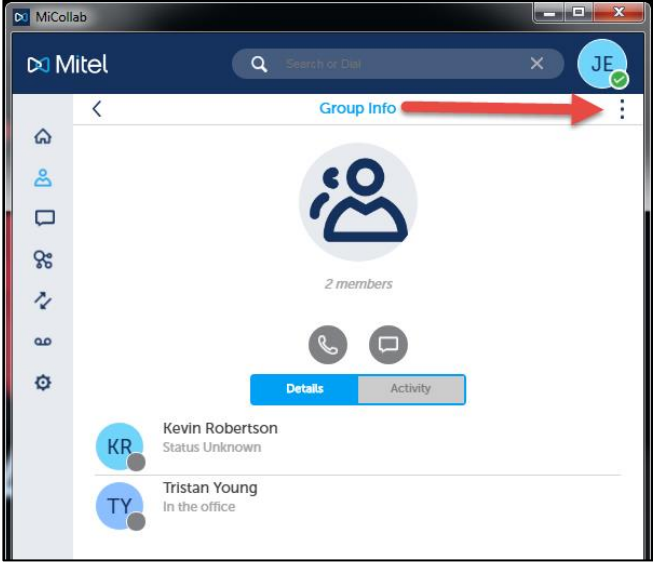
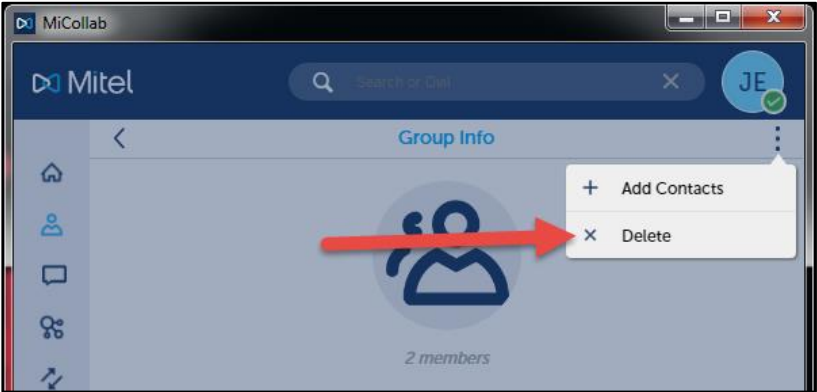
**Add Contacts to Group,**  
continued

Step	Action
5	<p>The <b>Group Info</b> screen displays the newly added contacts.</p>  <p>The screenshot shows the MiCollab desktop client interface. At the top, there is a search bar with the text 'Search or Dial' and a user profile icon 'JE'. Below this is a navigation menu with icons for Home, Contacts, Messages, Groups, and Settings. The main content area is titled 'Group Info' and features a large group icon with the text '2 members'. Below the icon are two tabs: 'Details' (selected) and 'Activity'. Under the 'Details' tab, two contacts are listed: Kevin Robertson with status 'Status Unknown' and Tristan Young with status 'In the office'. At the bottom of the screen, there is a 'DeskPhone (9915)' indicator with a phone icon.</p>

**MiCollab Desktop Client Features – Contacts Screen, Continued**

**Delete Contact from Group**

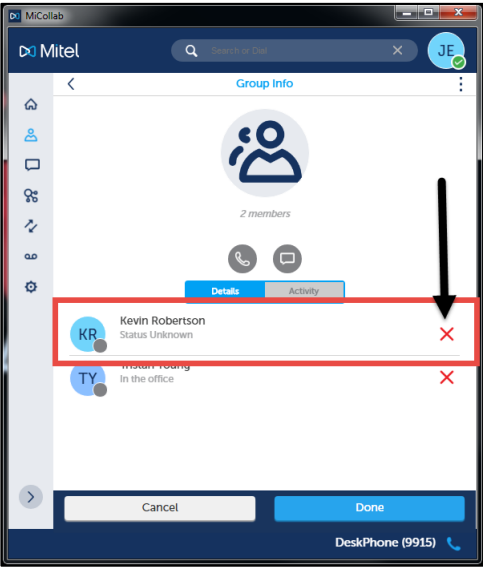
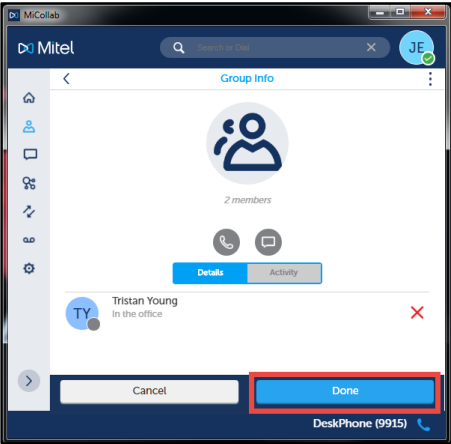
To delete a contact from a group, perform the following procedure.

Step	Action
1	<p>Click  icon</p> 
2	<p>Click <b>x Delete</b></p> 

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**MiCollab Desktop Client Features – Contacts Screen, Continued**

**Delete Contact from Group, continued**

Step	Action
3	<p>Click the <b>X</b> by the contact you want to delete</p> 
4	<p>Click <b>Done</b></p> 
5	<p>Click <b>OK</b></p> 