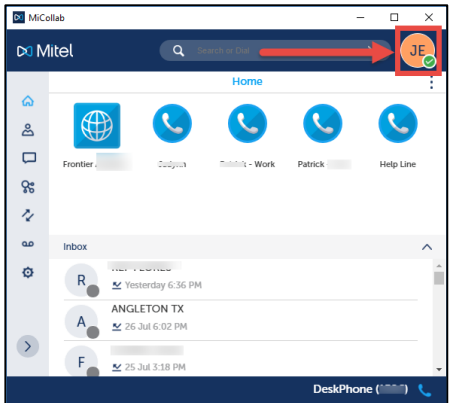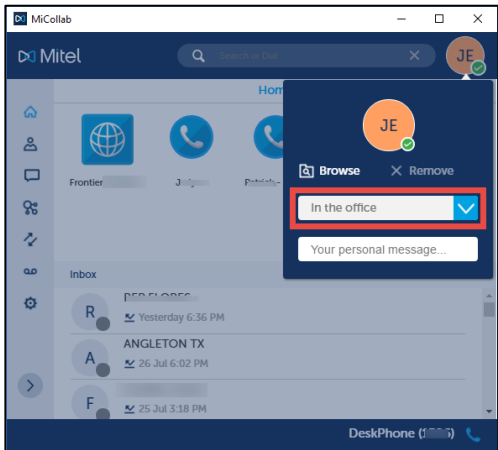# MiCollab Desktop Client Features – Manage Status

Introduction

This quick reference guide provides instructions on how to manage your status within the MiCollab Desktop client.

Overview

The status you select informs others of your availability. It is important to be aware of the effects of setting up call routing based on status to a voice missed calls or other important interactions and communications.
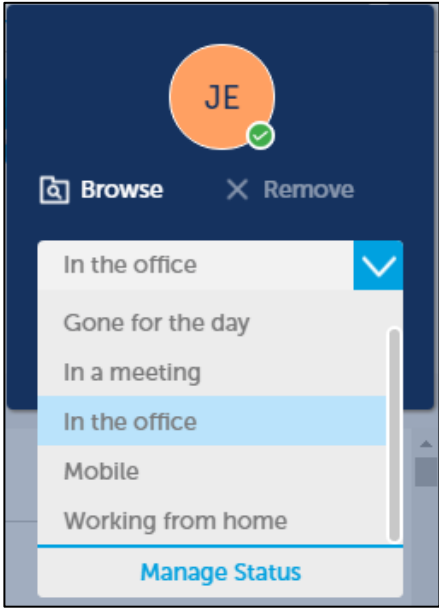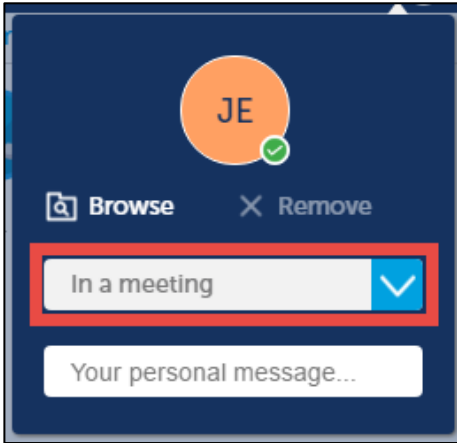
Change Status

Perform the following procedure to change your status within the MiCollab Desktop Client.

Step	Action
1	Click your profile icon.
2	Click the **Status** field.

MiCollab Desktop Client Features – Manage Status, Continued

Change Status,
continued

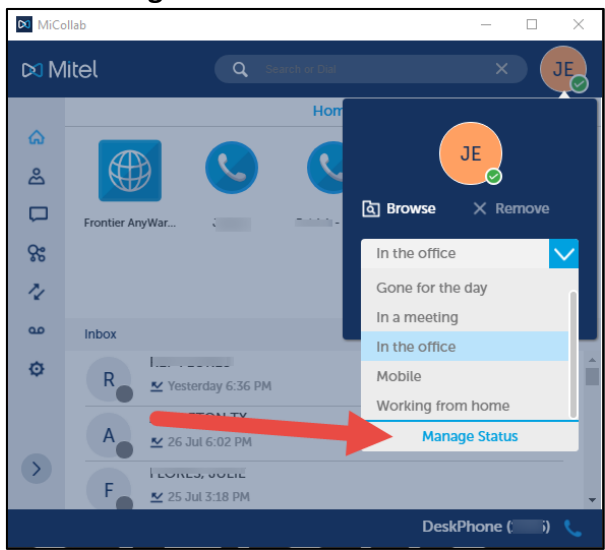| Step	Action
3	Select the appropriate status
4	The new status appears in the **Status** field **NOTE:** You can add a personal message in the **Your personal message** field, if wanted.

MiCollab Desktop Client Features – Manage Status, Continued

Access Status Screen

Perform the following procedure to manage your status within the MiCollab Desktop Client.

Step	Action
1	Access **Status** screen

If ...	Then ...
Click **Profile** icon	

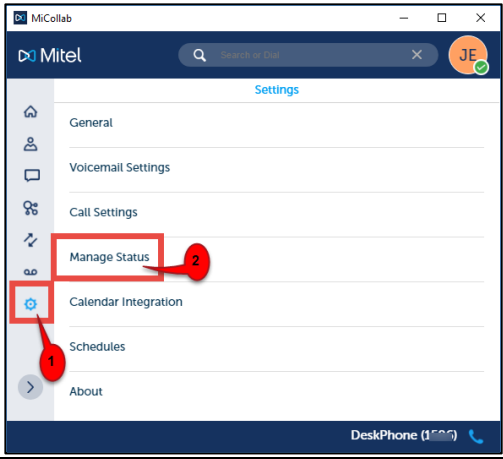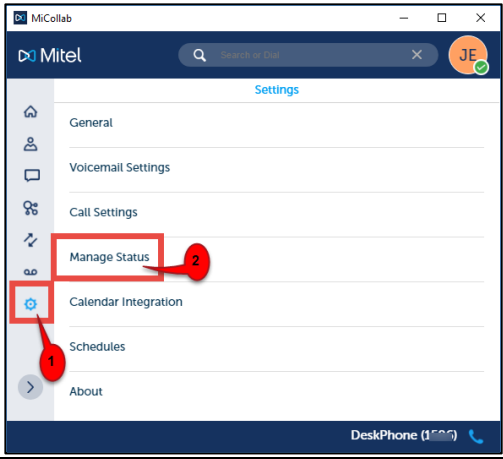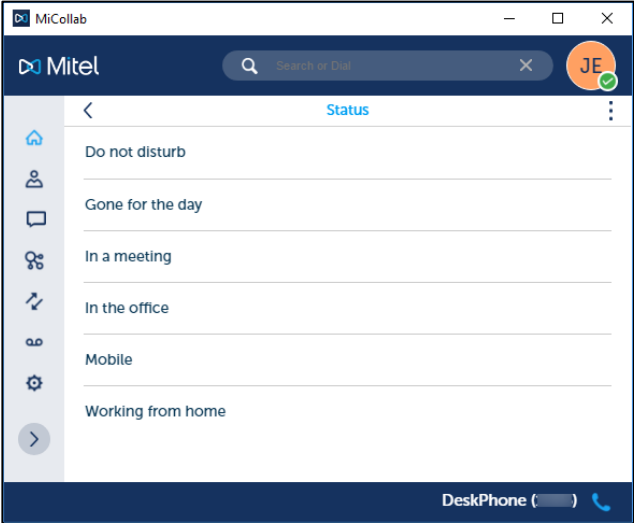| Step	Action
1	Click **Status** field
2	Click **Manage Status**

MiCollab Desktop Client Features – Manage Status, Continued

Access Status Screen, continued
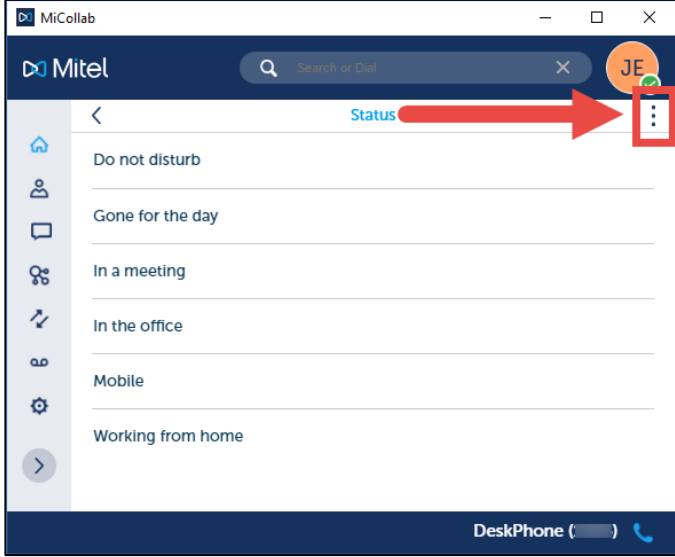
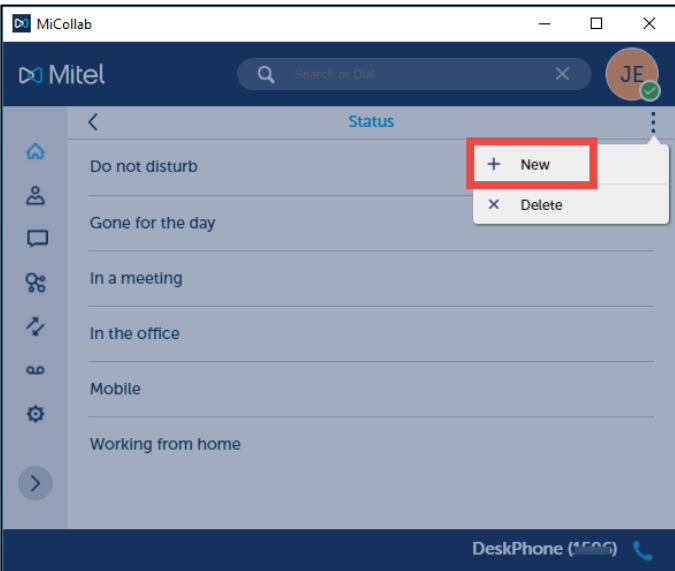| Step	Action
1, Cont.	<table><tr><td>**If ...**</td><td colspan="2">**Then ...**</td></tr><tr><td>Click **Settings** icon</td><td colspan="2"><table><tr><td>**Step**</td><td>**Action**</td></tr><tr><td>1</td><td>Click **Manage Status** </td></tr></table></td></tr></table>
2	The **Status** screen appears displaying six system loaded status types – ***Do not disturb, Gone for the day, In a meeting, In the office, Mobile,*** and ***Working from home***.

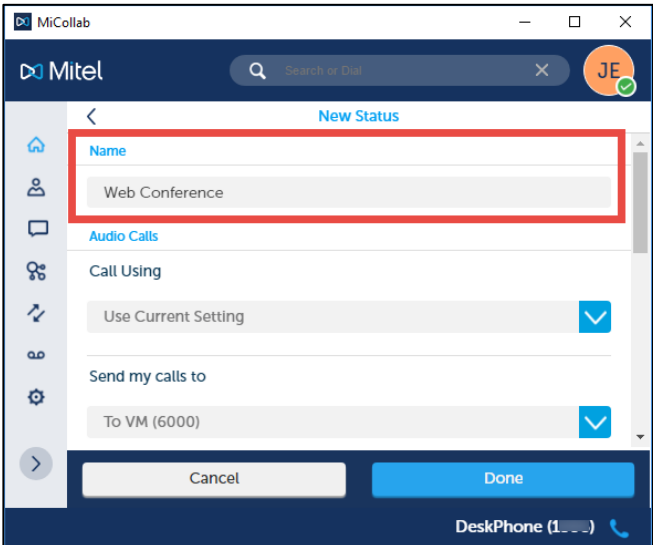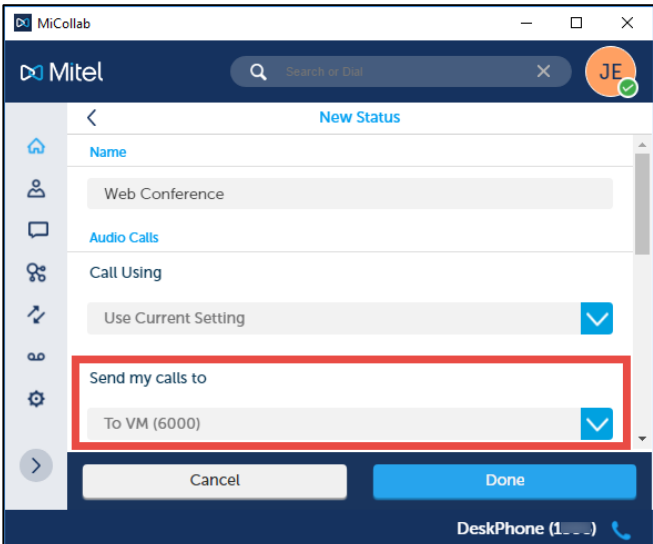# MiCollab Desktop Client Features – Manage Status, Continued

**Create New
Status Type**

Perform the following procedure to create a new status type.

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

MiCollab Desktop Client Features – Manage Status, Continued
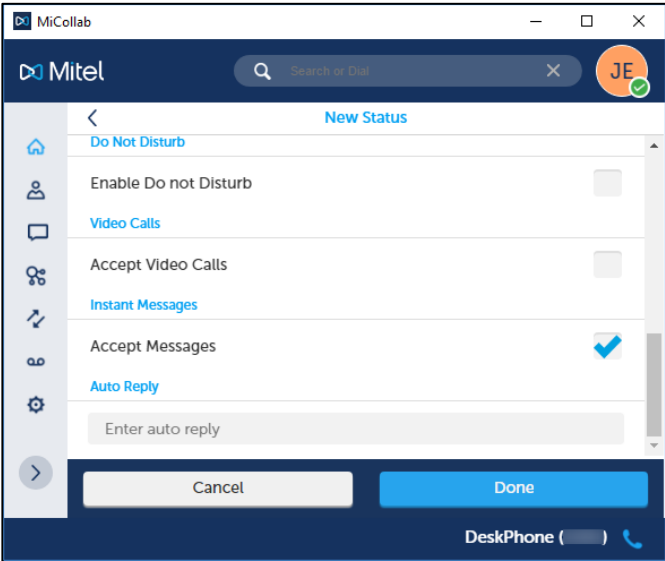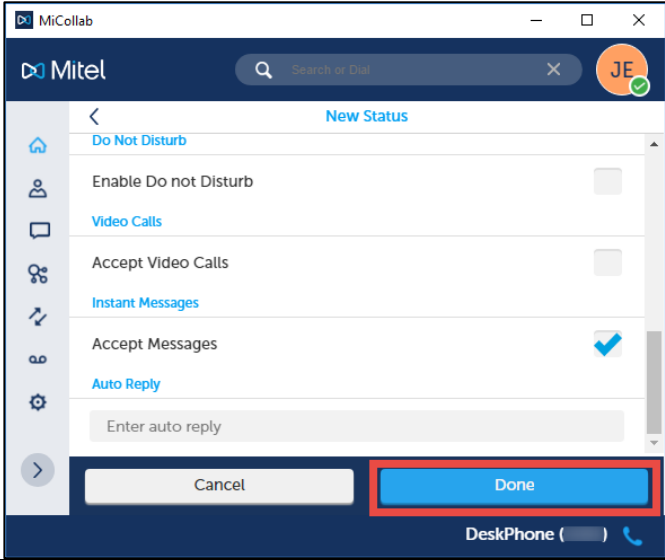
Create New Status Type, continued

Step	Action
3	Enter the new status name
4	In the **Send my calls to** field, select appropriate option **NOTE:** In this case we want the phone calls to go to Voicemail.

MiCollab Desktop Client Features – Manage Status, Continued

Create New Status Type, continued

Step	Action
5	In remainder of fields, select how you want this status to function. **NOTE:** In this case, we do want instant messages to be accepted but no calls.
6	Click **Done**
7	The new status appears in the Status screen