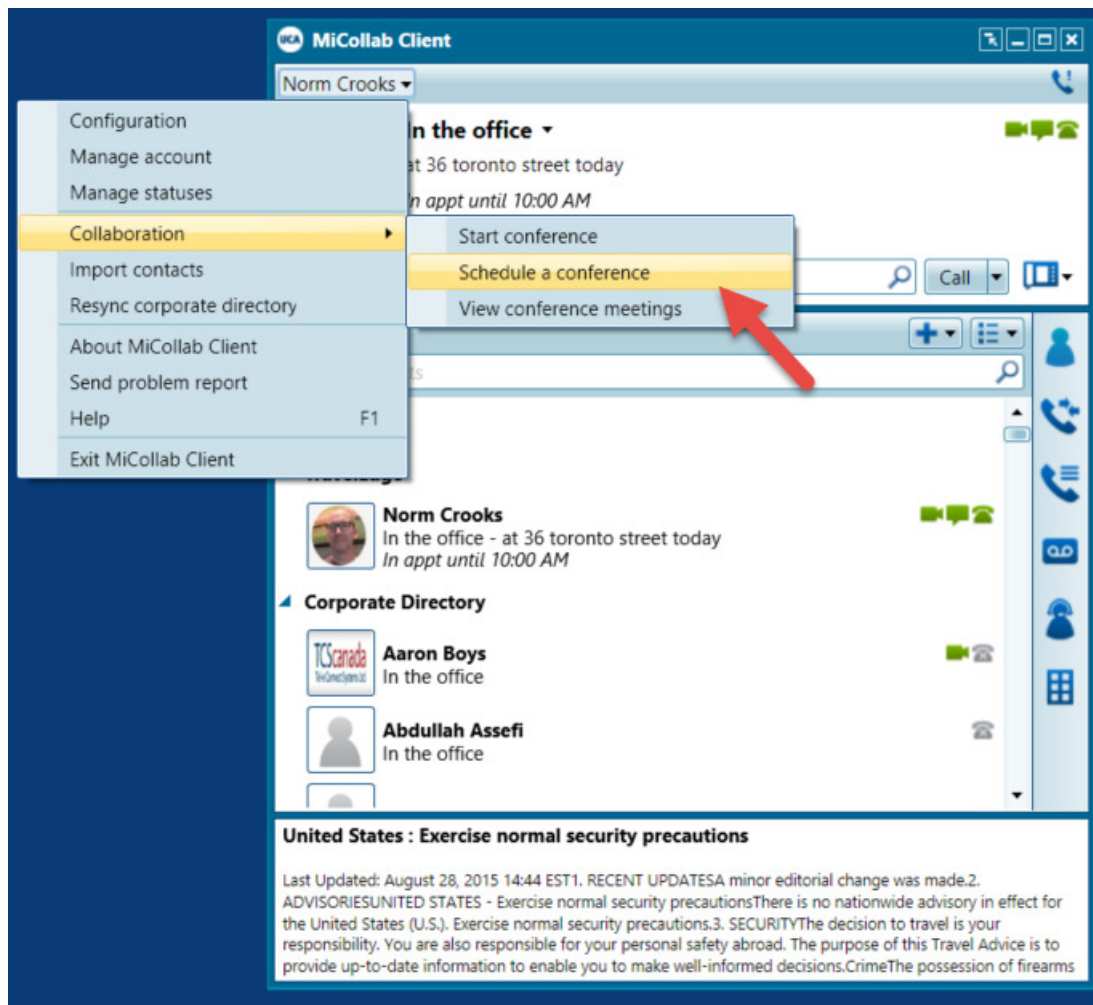


Scheduling a Conference

You can schedule a conference by selecting 'Collaboration -> Schedule a Conference' in the MiCollab client, or by going to the web address <https://vmas.ourcommunicationsystem.com/>

Access via MiCollab

Easy way to access is via the MiCollab desktop client. Just select 'Collaboration -> Schedule a Conference' and you will be immediately logged into the conference set up.



Access via web browser

You can also access via the MiCollab web portal. You'll need your login ID and password to access this way. The address is <https://vmas.ourcommunicationsystem.com/>

Mitel | MiCollab End User Portal

MiCollab Audio, Web and Video Conferencing Public Portal. [Help](#)

Login ID:

Password:

☐ Remember Me

Preferred Language: English (United States)

Important: [Are you using a pop-up blocker?](#)

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Then navigate to 'Audio, Web and Video Conferencing' and click the 'Set Up a Conference' tab.

Mitel | MiCollab End User Portal

User: normc [Logout](#) [Help](#)

Settings
 Portal Password
 Passcode
 Search Directory

NuPoint Unified Messaging
 Mailbox 2581

Audio, Web and Video Conferencing

Home Set Up a Conference My Conferences Recordings Settings Reports

[One-time Conference](#) [Recurring Conference](#) [Reservationless Conference](#)

Click the type of conference that you want to schedule.

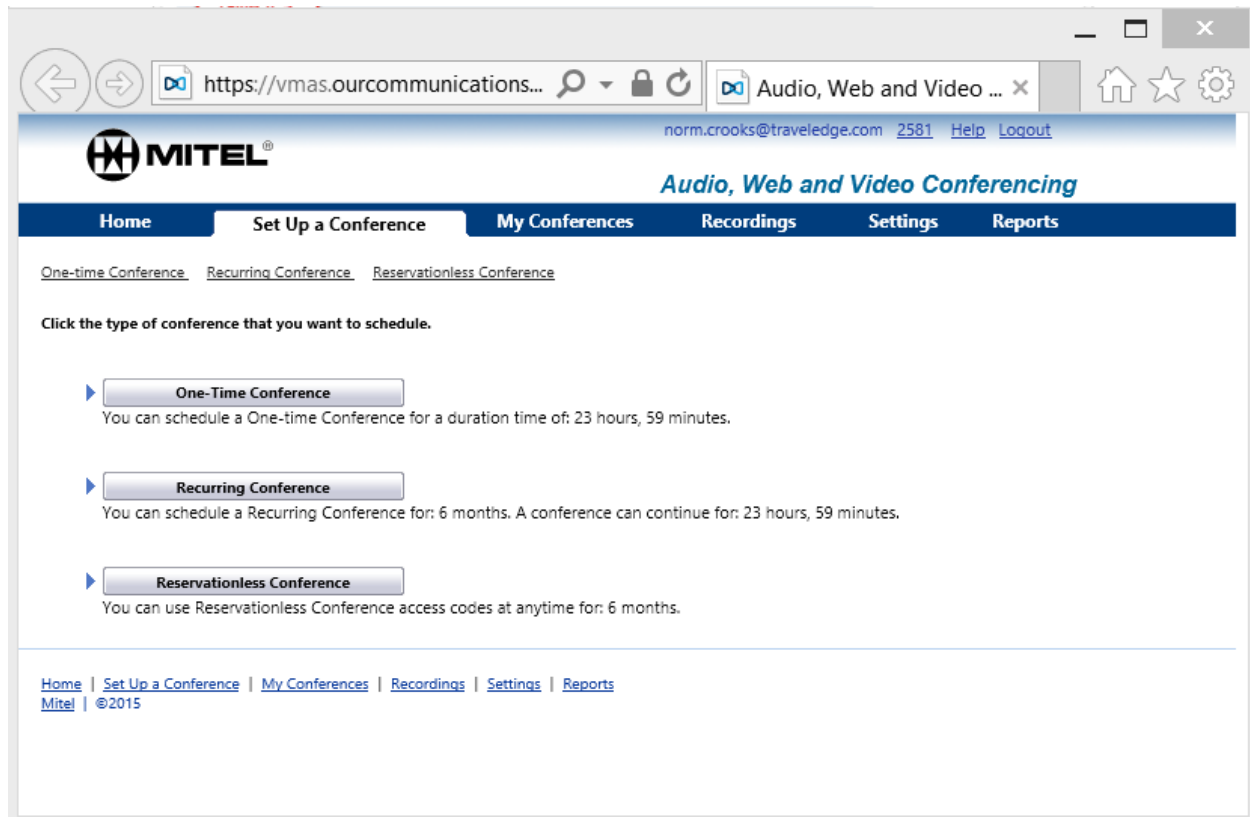
One-Time Conference
 You can schedule a One-Time Conference for a duration time of 23 hours, 59 minutes.

Recurring Conference
 You can schedule a Recurring Conference for 6 months. A conference can continue for 23 hours, 59 minutes.

Reservationless Conference
 You can use Reservationless Conference access codes at anytime for 6 months.

Schedule the Conference

First select the type of conference, in most cases this will be 'One-Time', but there is a recurring conference option, or an option for conferences that do not have a set start date (Reservationless).



Set the options for the conference on the next screen. Most options are optional, but you must minimally set:

- Conference Type:**

- Audio & Web: A conference with a dial in number and a web screen share and/or video display
- Audio Only: Dial in conference only no web component
- Web Only: no dial in number and audio is through the web only

- Conference Name:** the name for the conference, choose something meaningful to the participants
- Start Date:** The day the conference will start
- Start time:** The time (in Eastern Time) that the conference will start
- Duration:** The duration of the conference

When done setting your preferences, click '**OK**' to save your conference.

The screenshot shows the 'One-time Conference' setup page in the Mitel system. The page is titled 'Audio, Web and Video Conferencing' and includes a navigation bar with links to Home, Set Up a Conference, My Conferences, Recordings, Settings, and Reports. The 'Set Up a Conference' link is active.

Key fields and callouts:

- Conference Name:** A red callout box labeled 'Give it a name' points to the 'Conference Name' field, which contains the text 'This is a test conference #4'.
- Conference Type:** A red callout box labeled 'Decide if audio, audio/web or web only.' points to the 'Conference Type' dropdown menu, which is currently set to 'Audio and Web'.
- Start Date, Start Time, and Duration:** A red callout box labeled 'Set the start time and duration' points to the 'Start Date' (September 9, 2015), 'Start Time' (9:30 AM), and 'Duration' (1 hour, 00 minutes) fields.

Other visible fields include 'Published' (checkbox), 'Billing Codes' (Department and Project), 'Call Features' (Leader Required, Join Muted, Roll Call, Join/Leave Tone, Personal ID, Duplicate Personal IDs), and 'Password Protection (optional)' (Conference Password, Confirm, E-mail Password).

Invite Participants

Use the 'Access Information' window (pictured below) to send participants an email with the conference details or a calendar invite.

The screenshot shows the Mitel web interface for scheduling a conference. The top navigation bar includes 'Home', 'Set Up a Conference', 'My Conferences', 'Recordings', 'Settings', and 'Reports'. The 'My Conferences' tab is selected. Below the navigation bar, there is a section titled 'This is a test' with links for 'Change Details', 'Delete Conference', and 'See Available Conferences'. The main content area is divided into two columns. The left column contains 'Conference Details' and 'Call Features'. The right column contains 'Access Information'. The 'Access Information' sidebar includes 'Dial-in Numbers', 'Access Codes', and 'Invite Participants Using:' with buttons for 'Calendar' and 'E-mail'. A red callout box points to the 'My Conferences' tab, stating: 'My Conferences tab will list all your scheduled conferences'. Another red callout box points to the 'E-mail' button, stating: 'You can email participants the conference details or create a calendar invite.'

Conference Details

Name and Time	
Conference Name	This is a test
Start Time	Jan 8, 2016 1:30 PM America/Toronto
Duration	1 hour <i>The conference will not stop automatically after the duration time. No new participants can join this conference.</i>
Published Conference	This conference is not published.

Call Features

Leader Required	✗ The leader does not have to be in this conference for it to start.
Conference Link	✓ Use these links to join the conference: Leaders: https://vmas.ourcommunicationsystem.com/call/0174097 Participants: https://vmas.ourcommunicationsystem.com/call/0184070
Join Muted	✗ No participants are muted.
Roll Call	✗ Participants' names are not recorded and announced.
Join and Leave Tone	✓ Play a tone to everyone when participants join and leave.
Personal ID	✗ This conference does not require a personal ID.
Require Approval	✗ Access to this conference does not require approval.
Duplicate Personal IDs	✓ This conference allows duplicate personal IDs on audio connections.

Billing Information

Department
Project

Access Information

Dial-in Numbers
4166499088
18663959236
6850

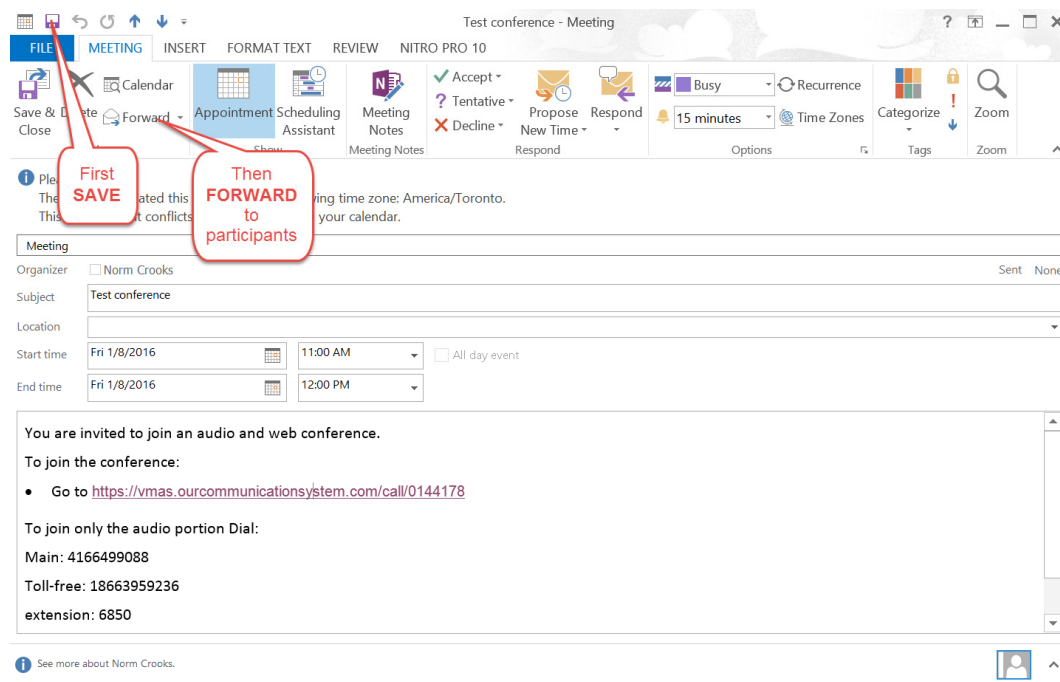
Access Codes
Leader: 0174097
Participant: 0184070

Invite Participants Using:

[Change Invitation Settings](#)

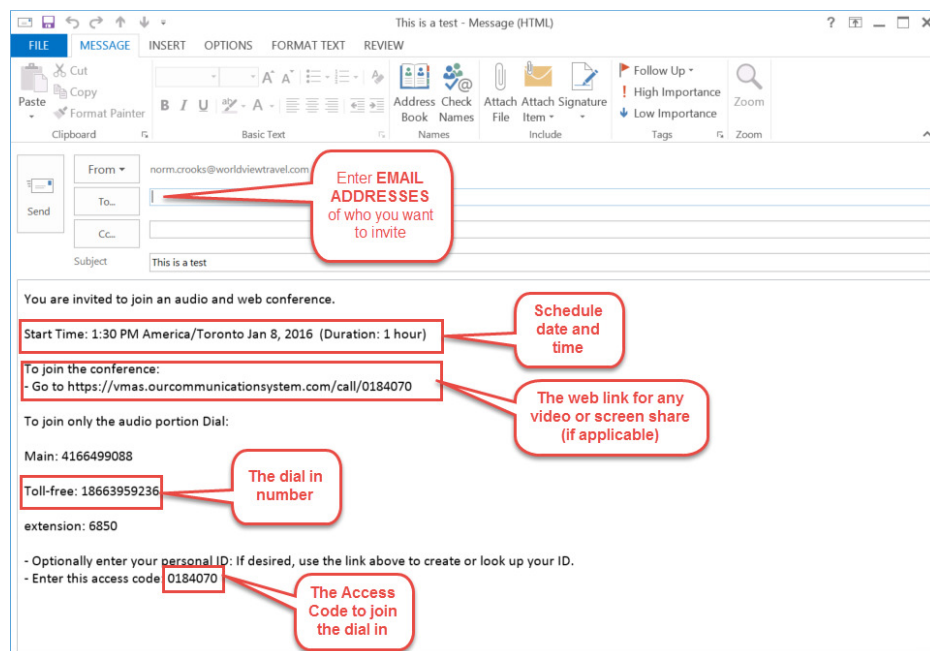
Calendar Invite

Calendar invites look like the below in Outlook. Be sure to click the save button before you forward the invite to others.



Email

Using the email option will allow you to send an email to the participants. You can edit it to suit you.



Running the Conference

If you used a calendar invite, Outlook will remind you of your conference 15 minutes prior to start if you created a calendar invite. To initiate your conference use the link from the Outlook calendar invite, or use the Leaders link from the MiCollab web portal.

Test conference - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW NITRO PRO 10

Save & Delete Close | Appointment | Scheduling Assistant | Meeting Notes | Accept | Tentative | Decline | Propose New Time | Respond | Options | Tags | Zoom

Please respond.
The organizer created this meeting in the following time zone: America/Toronto.
This appointment conflicts with another one on your calendar.

Meeting

Organizer: ☐ Norm Crooks Sent: None

Subject: Test conference

Location: (empty)

Start time: Fri 1/8/2016 11:00 AM ☐ All day event

End time: Fri 1/8/2016 12:00 PM

You are invited to join an audio and web conference.

To join the conference:

- Go to <https://vmas.ourcommunicationsystem.com/call/0144178>

To join only the audio portion Dial:

Main: 4166499088
Toll-free: 18663959236
extension: 6850

See more about Norm Crooks.

OR use the Leader link in MiCollab web portal.

Call Features

Leader Required ☒ The leader does not have to be in this conference for it to start.

Conference Link ☒ Use these links to join the conference:

- Leaders** <https://vmas.ourcommunicationsystem.com/call/0104033>
- Participants** <https://vmas.ourcommunicationsystem.com/call/0114006>

Join Muted ☒ No participants are muted.

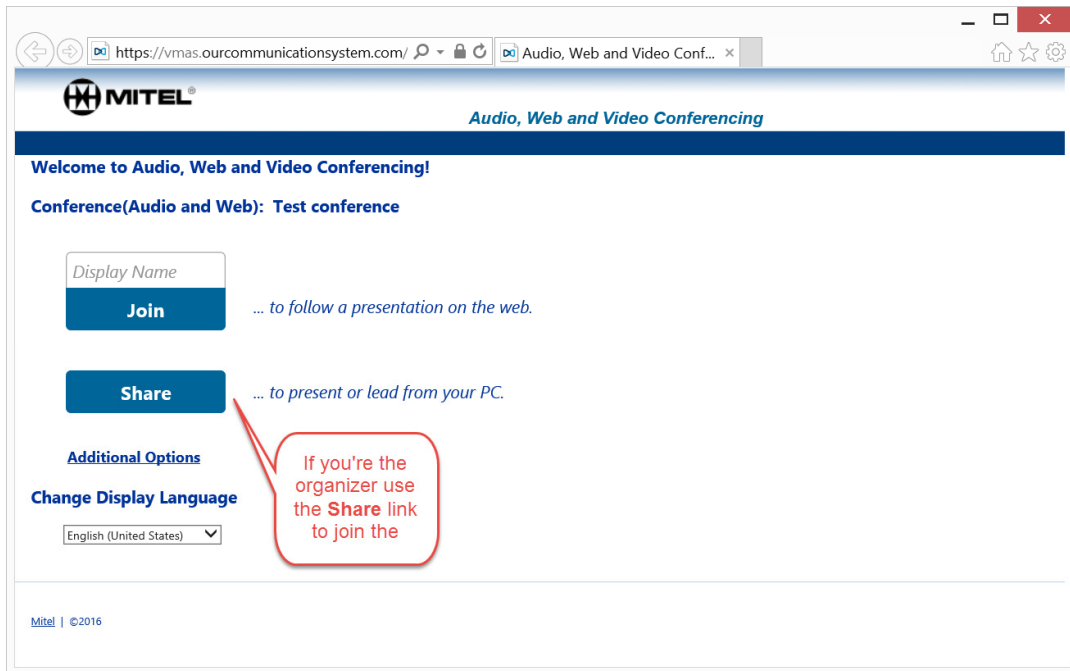
Roll Call ☒ Participants' names are not recorded and announced.

Join and Leave Tone ☒ Play a tone to everyone when participants join and leave.

Change Invitation Settings

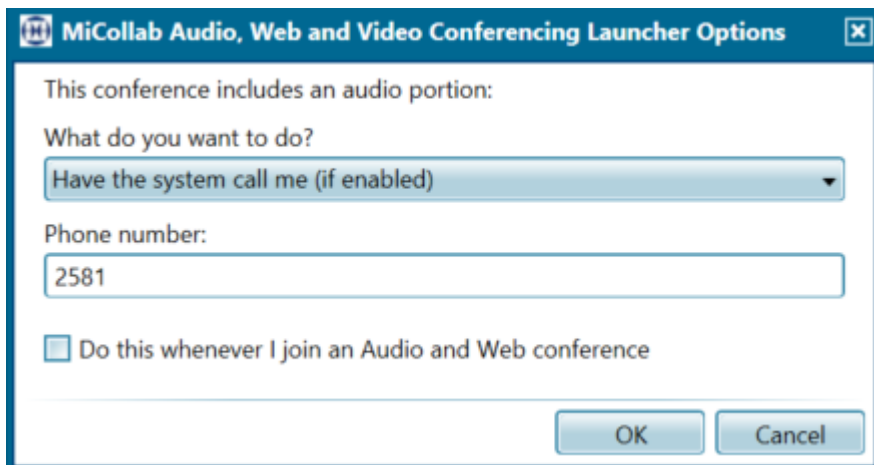
Use the leader link to connect to web portion if you are the leader

Next select the 'Share' link.

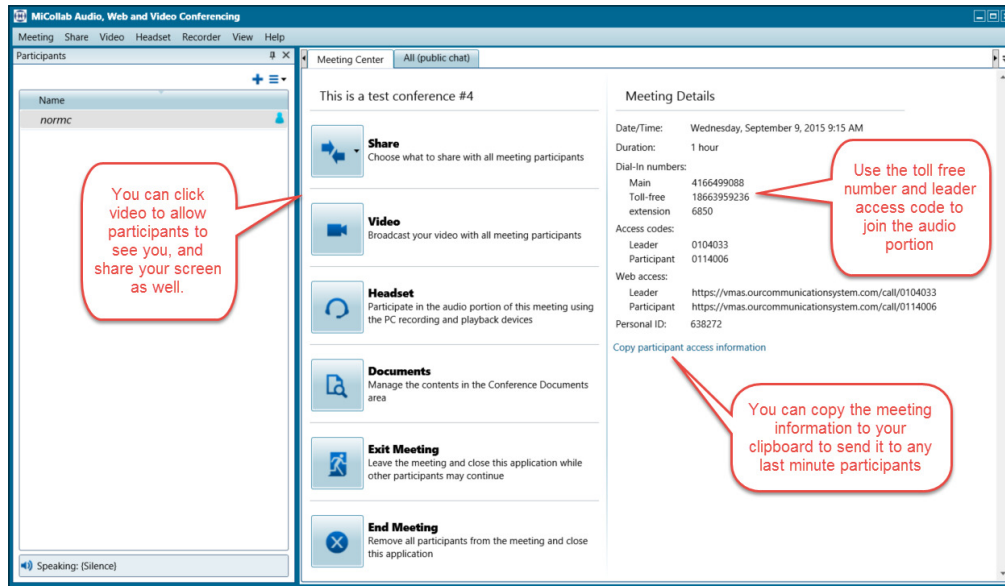


The MiCollab client will now launch the conference management application.

You can join the audio portion by dialing the **conference number** and **pressing '*'**, **entering the Access Code and then pressing '#'**. Or you can simply have the system call you by entering your extension # when prompted.

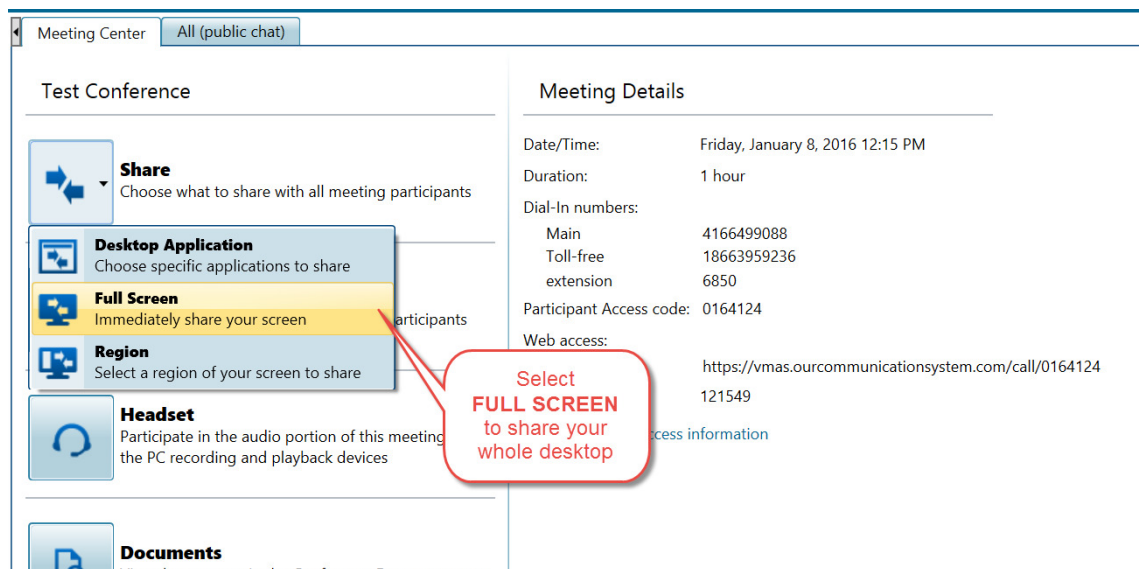


In the conference management application on the left hand side you will see meeting participants, and you can right click on them to access various control functions like chat, mute or remove. On the right hand side you will find collaboration settings to share your desktop or display video.

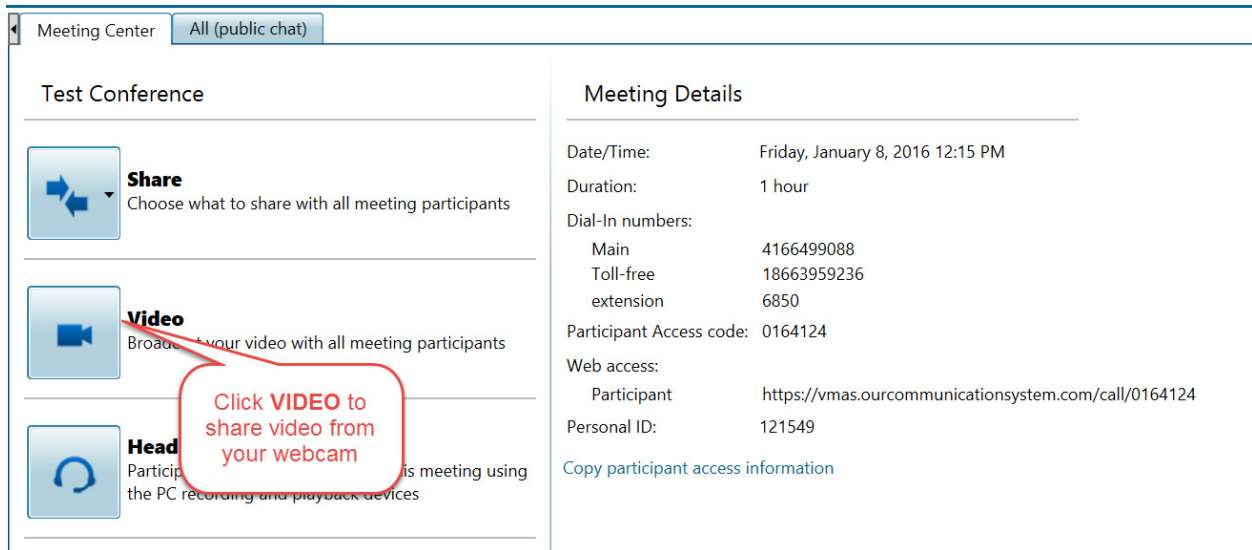


Screen Share and Video

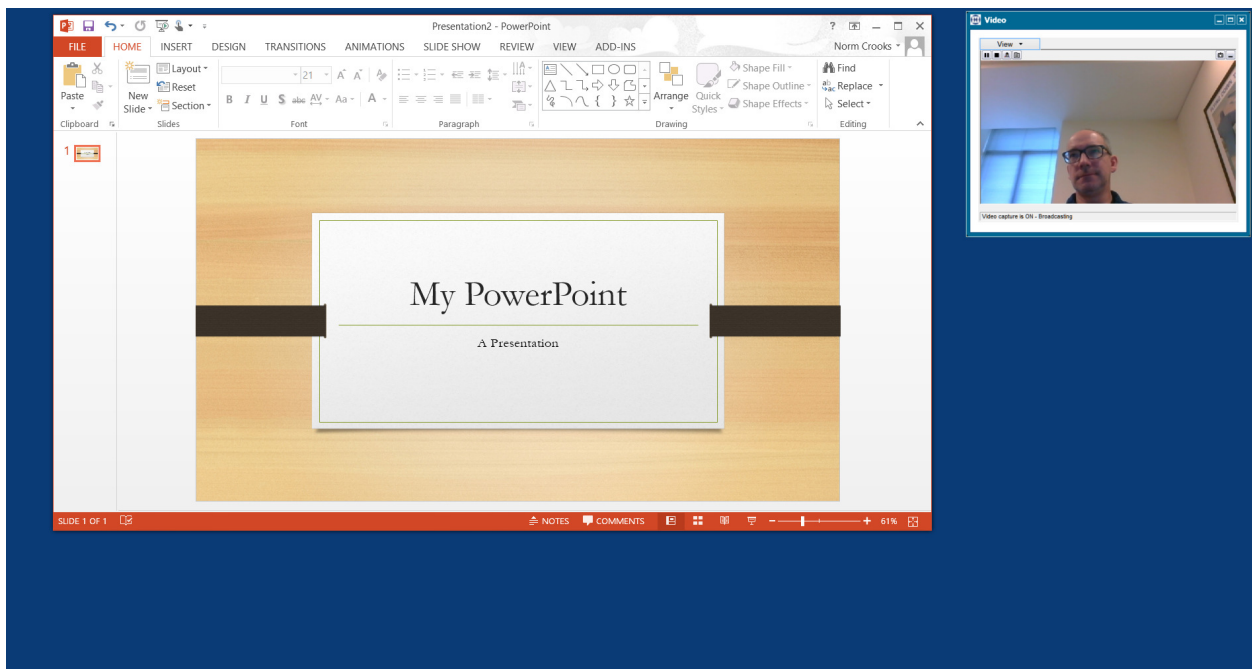
To share your screen click the Share button and select what screen, application or portion of your screen to share.



If you have a webcam and want to share video select the Video option.



The video window can be placed anywhere on the screen, allowing you to show a video stream and a desktop application/presentation to the participants if you like.



Ending a Conference

To end your conference for all participants, select 'End Meeting'

