

Mitel AWW Conferencing Guide

Last revised April 6, 2015

1. Go to <https://mas.trcastaff.ca>

2. **Non-MiCollab Users (hardphone)**

Login ID: *email address*

Password: *extension number*

Click **Login**

MiCollab Users (softphone)

Login ID: *lastnameinitial (ie dongj)*

Password: *MiCollab password*

Click **Login**

The screenshot shows the Mitel MiCollab End User Portal login page. At the top, there is a header with the Mitel logo and the text "MiCollab End User Portal". Below the header, there are links for "MiCollab Audio, Web and Video Conferencing Public Portal" and "Help". The main content area contains a login form with the following elements: a "Login ID:" text box, a "Password:" text box, a "Remember Me" checkbox, a "Preferred Language:" dropdown menu set to "English (United States)", and a "Login" button. Below the login form, there is a link that says "Important: Are you using a pop-up blocker?". At the bottom of the page, there is a footer with the following text: "© ™ Trademark of Mitel Networks Corporation", "© Copyright 2009, Mitel Networks Corporation", and "All rights reserved".

3. Click **Audio, Web and Video Conferencing**

The screenshot shows the Mitel MiCollab End User Portal dashboard. At the top, there is a header with the Mitel logo and the text "MiCollab End User Portal". Below the header, there is a user profile section with the text "User : jdong@trca.on.ca". The main content area is divided into two columns. The left column contains a list of links: "Settings", "Portal Password", "Passcode", "Search Directory", "NuPoint Unified Messaging Mailbox 5357", and "Audio, Web and Video Conferencing". The right column contains a "Home" button and a link for "Published Conferences".

4. Choose **One-time** or **Recurring** conference

5. Set the **Conference type**
6. Fill in **Conference Name**
7. Select **Start Date, Time** and **Duration**
8. Set the **Conference size** (# of Participants)
9. **Published** – check this to allow your meeting to be viewed from the publically viewable Published Area webpage (**Fig 1.**)
10. **Billing Codes** info is optional but can be used for info purposes

Fig 1.

11. Select desired features
Leader Required – if checked, call will end once leader leaves
12. **Password Protection** – only applicated to Web and Video conferences
13. Click **OK** to proceed

14. Verify conference details are correct

Test Conference

[Change Details](#) [Delete Conference](#) [Join](#) [See Available Conferences](#)

Conference Details	Documents	Approval	Participants
Name and Time			
Conference Name	Test Conference		
Start Time	Dec 8, 2015 12:00 PM Canada/Eastern		
Duration	1 hour <i>The conference will not stop automatically after the duration time. No new participants can join this conference.</i>		
Conference Size	2		
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://mas.trcastaff.ca/call/0108083		
Participants	https://mas.trcastaff.ca/call/0118056		
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			

15. Click E-mail (Calendar does not work)

Access Information	
Dial-in Numbers	
416-667-6292 6292	
Access Codes	
Leader:	0108083
Participant:	0118056
Invite Participants Using:	
<input type="button" value="Calendar"/>	
<input type="button" value="E-mail"/>	
Change Invitation Settings	

16. This is the auto-generated email you can send to participants. **The Leader access code (shown in the last step) is not in this email, it will need to be sent separately.**

17. Staff in the office can dial **6292**

18. External caller(s) dial **416-667-6292** or **1-855-667-6292 (toll-free)**

19. In this example, **Access Code 0115626** is the conference ID participants will need to enter

