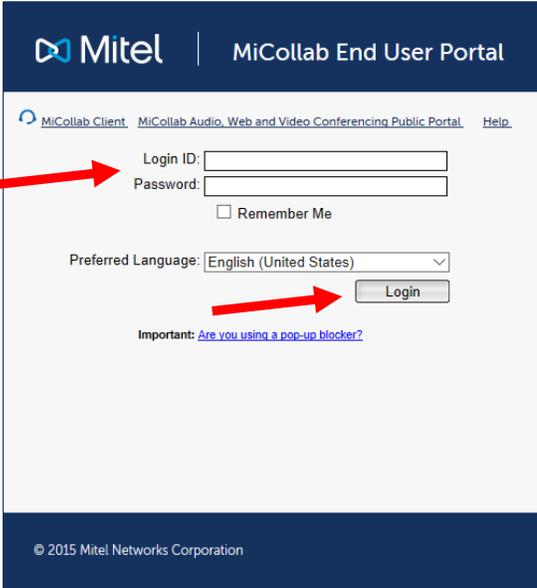


How to Create a Conference Bridge Reservation

1. Open an Internet browser (i.e. Microsoft Edge, Firefox)
2. Enter **micollab.una.edu** in the address line.
3. At the login screen, enter your **Username** and **Password** (same as your portal sign-on)



Mitel | MiCollab End User Portal

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

Login ID:

Password:

Remember Me

Preferred Language:

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

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4. Select **Login**.
5. Select **Audio, Web and Video Conferencing** (This may take a few seconds)



Settings

Passcode

NuPoint Unified Messaging
Mailbox 4610

Audio, Web and Video Conferencing

Settings for Jarrod Russell

User Information

Email Address: (e.g., k_smith@mail.com)

Department: Information Technology Services

Location: Computer Center CG004

Preferences

6. Under Set Up a Conference, select **One-time Conference**

Home | Set Up a Conference | My Conferences | Recordings | Settings | Reports

Published Conferences | Published Documents | Published Recordings

Instant Conference

Set conference type: Your phone number: Phone number of participant:

Conference Size:

Start Conference

Set Up a Conference

- One-time Conference** (highlighted with red arrow)
- Recurring Conference
- Reservationless Conference
- See My Conferences

Other Features

- Recorded Conferences
- Usage Reports
- Account Settings
- Verify Client

7. Fill in the **Conference Name**, **Start Date**, **Start Time**, **Duration** and **Conference Size** as shown below:

***** (See important note regarding Conference Size below) *****

Conference Details

Conference Type:

Conference Name: (highlighted with red arrow)

Start Date: (highlighted with red arrow)

Start Time: (highlighted with red arrow)

Duration: hours, (highlighted with red arrow)

Conference Size: (highlighted with red arrow)

Published: Show this conference in the Published Area

Billing Codes

Department:

Project:

Call Features

Leader Required: The leader must be in this conference for it to start.

Join Muted: Participants enter this conference muted.

Roll Call: Record and announce participants' names.

Join, Leave Tone: Play a beep tone when participants join and leave.
 Play to All Participants.
 Play to Leader Only.

Personal ID: Personal IDs are required to enter the conference.
 Conference access requires approval.

Duplicate Personal IDs: Allow duplicate personal IDs on audio connections.

Password Protection (required if conference is marked published)

Requirements: 6-20 characters long, contains at-least one number, one uppercase, one lowercase, and one special (@#%\$) character

Conference Password:

Confirm:

E-mail Password: Send the password in the invitation

OK | Clear | Cancel (OK highlighted with red arrow)

***** Conference Size:** There are only 19 licenses/ports available for concurrent use. Please only reserve the number that you are actually expecting to use. You will need one license for each person/location that is calling in, including yourself.

Example: You have 5 people calling in from the same office in Montgomery (1 license), 3 people calling in from Muscle Shoals in the same office (1 license), 8 people calling in from a different location on campus but in the same room (1 license), plus yourself (1 license). In this example you will choose 4 for the Conference Size.

- You can check the available licenses/ports for the time you are selecting by filling in the Start Date, Start Time, Duration and Conference Size and then clicking the box next to Conference Size. This will let you know if there are enough licenses/ports available for the time you are scheduling your call.

Conference Size  

Available Ports Information

null
Duration: 4 hours
Conference Size: 2

There are enough ports available. 

	10:00 AM	10:15 AM	10:30 AM	10:45 AM	11:00 AM	11:15 AM	11:30 AM	11:45 AM	12:00 PM	12:15 PM	12:30 PM	12:45 PM	1:00 PM	1:15 PM	1:30 PM	1:45 PM
04/22/2019	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19

8. All other options can remain at the default value.

9. Select **OK**.

10. You will now see the details of your conference call as well as the Access Information as shown below:

Example Conference Call

Change Details Delete Conference Join See Available Conferences

Conference Details	Documents	Approval	Participants
Name and Time			
Conference Name	Example Conference Call		
Start Time	Apr 22, 2019 10:00 AM US/Central		
Duration	4 hours <i>The conference will not stop automatically after the duration time. No new participants can join this conference.</i>		
Conference Size	6		
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 http://micollab.una.edu/call/0448785 Participants http://micollab.una.edu/call/0458758		
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
[256.765.4188](tel:256.765.4188)
[800.291.7510](tel:800.291.7510)
4188

Access Codes
Leader: 0448785
Participant: 0458758

Invite Participants Using:

[Change Invitation Settings](#)

a. You can send this information to the other participants of your call.

Access Information

Dial-in Numbers
[256.765.4188](tel:256.765.4188)
[800.291.7510](tel:800.291.7510)
4188

Access Codes
Leader: 0448785
Participant: 0458758

Invite Participants Using:

[Change Invitation Settings](#)

b.

c. You should reserve the Leader access code for yourself.

11. If for some reason the date/time of your conference changes, please remember to login and delete your reserved conference bridge so that other users can have access to the 19 available licenses/ports.
- Login to micollab.una.edu
 - Select **Audio, Web and Video Conferencing**
 - Select **My Conferences**
 - Mark the box beside the conference you wish to Delete.
 - Select **Delete Selected**

Settings
Passcode

NuPoint Unified Messaging
Mailbox 4610

Audio, Web and Video Conferencing

Home Set Up a Conference **My Conferences** Recordings Settings Reports

See Expired Conference

One-time Conference

New Delete Selected

Type	Published	Conference Name	Call Date & Time	<input type="checkbox"/>	Action
AW	No	Example Conference Call	4/22/2019 10:00 AM US/Central	<input checked="" type="checkbox"/>	<input type="button" value="Calendar"/> <input type="button" value="E-mail"/> <input type="button" value="Change"/> <input type="button" value="Join"/>