



Chat, share documents and participate in meetings for better cooperation both internally and externally

## Quick guide MiTeam

With MiTeam, you can start and participate in chats and streams. A chat is between two people and a stream is for collaborations between several participants. You can also share documents and start or participate in meetings. These functions apply to both internal and external contacts.

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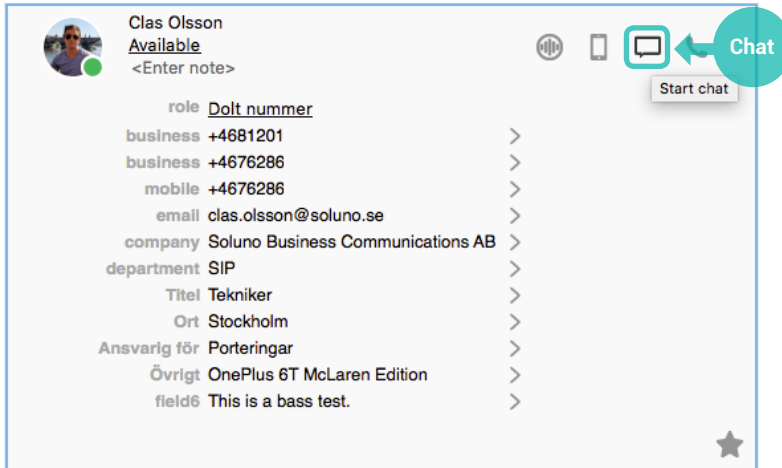
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## 1 Here you will find MiTeam



You can find MiTeam in your Softphone by clicking on the MiTeam icon.

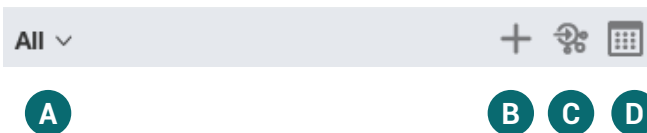
You can also reach MiTeam's chat function directly from your colleague's contact card. You do this by clicking on the chat icon in the upper right corner.



## 2 MiTeam menus

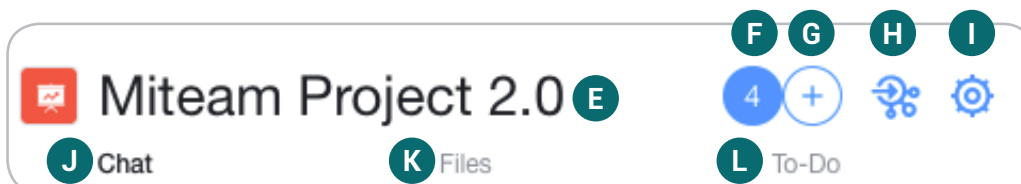
Below you will find MiTeam's buttons listed.

### Left menu



- A – See/sort chats and streams.
- B – Create a new chat or stream.
- C – Create a new meeting directly.
- D – Create and view scheduled meetings.

### Center menu



- E – Name of stream/name of contact.
- F – Number of participants in stream or chat.
- G – Add or remove participants.
- H – Meeting with participants in stream.
- I – Settings, download stream or leave stream.
- J – Chat including history.
- K – View shared files.
- L – Create and manage to-do lists.

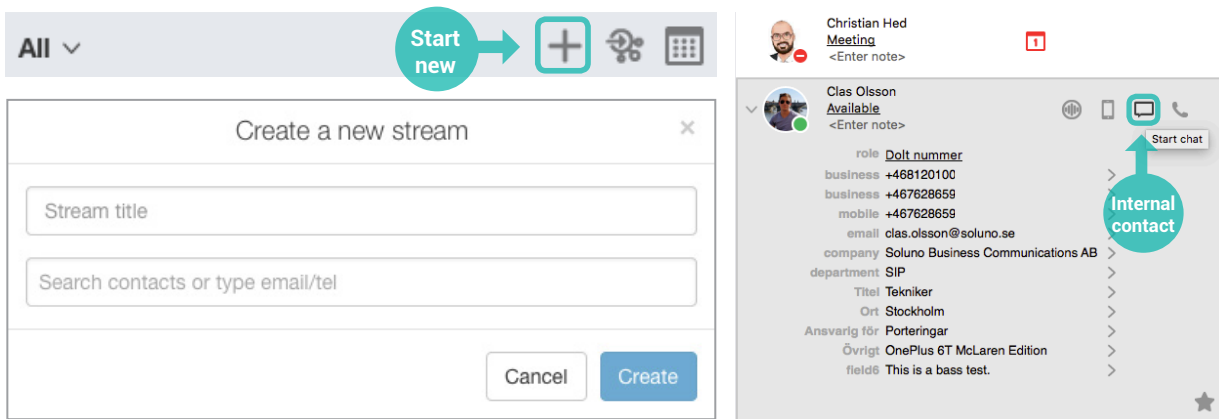
### 3 Chats and streams

The chat is for a collaboration between two contacts. A stream is a collaboration between several participants. These can be both internal and external contacts.

#### Start chat or stream

To start a chat or stream, click the plus icon. Then fill in the name, phone number or e-mail to the contact you want to invite. You can invite both internal and external contacts.

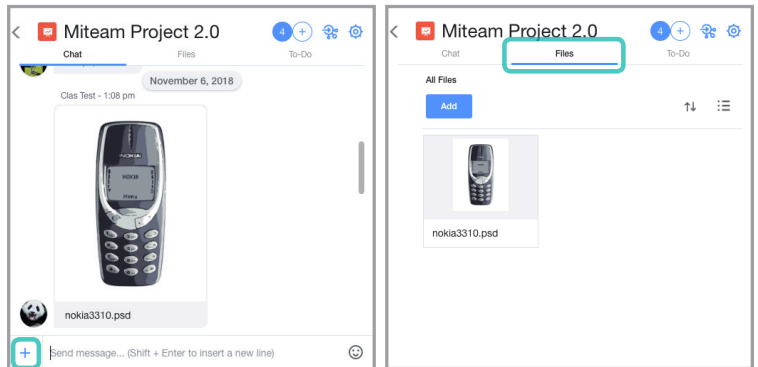
You can also start a chat with an internal contact by searching for the contact under the Contacts tab. There is an icon for the chat on the contact card.



#### Share files

It is easy to share files in Miteam and there are several ways to do this.

- Drag and drop a file directly into the conversation.
- Click the plus icon next to the text field.
- Upload a file under the "Files" tab.



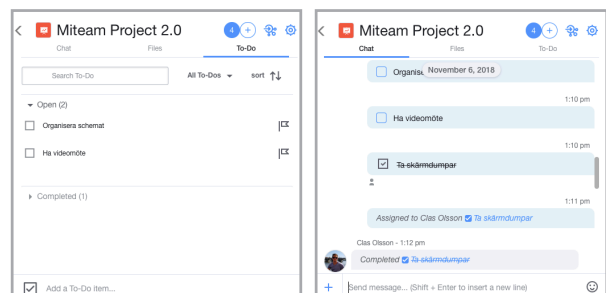
#### Manage tasks

In chats and streams, you can create, organize and assign to-do lists. These can be found under the To-do tab. You can easily add new items to the list by typing them in the text field.

You can handle these tasks in different ways. For example, you can assign a task to someone, set the end date, flag or create reminders.

Click on the task you want to handle to make these settings.

To clear a task, click the checkbox and the task ends up under completed.



## 4 Invite to and create meetings

You can create meetings in MiTeam, both with internal and external contacts. Meetings can be created directly or scheduled.



### Create scheduled meeting

Click the View all meets button and then click New Meet. Then fill in the information, such as headline, date and participant. Finish by clicking Schedule.



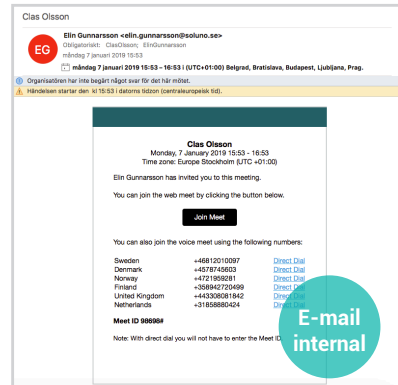
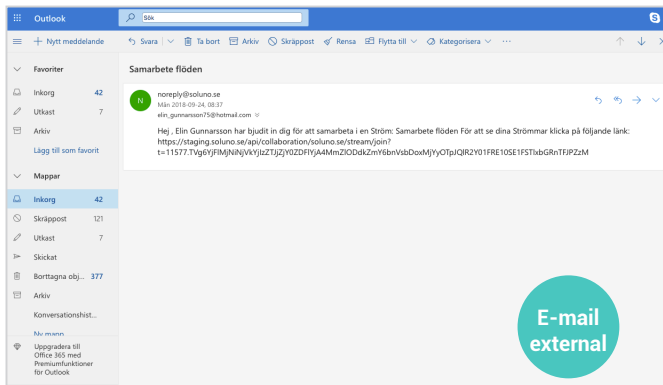
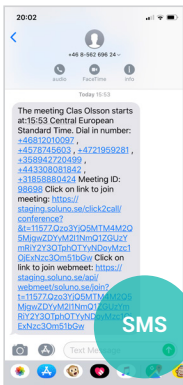
### Create meeting directly

If you want to create a meeting that will start right away, you do so by clicking on the Meet now button.

To invite external participants, enter an E-mail or a phone number. For internal participants it is enough with a name.

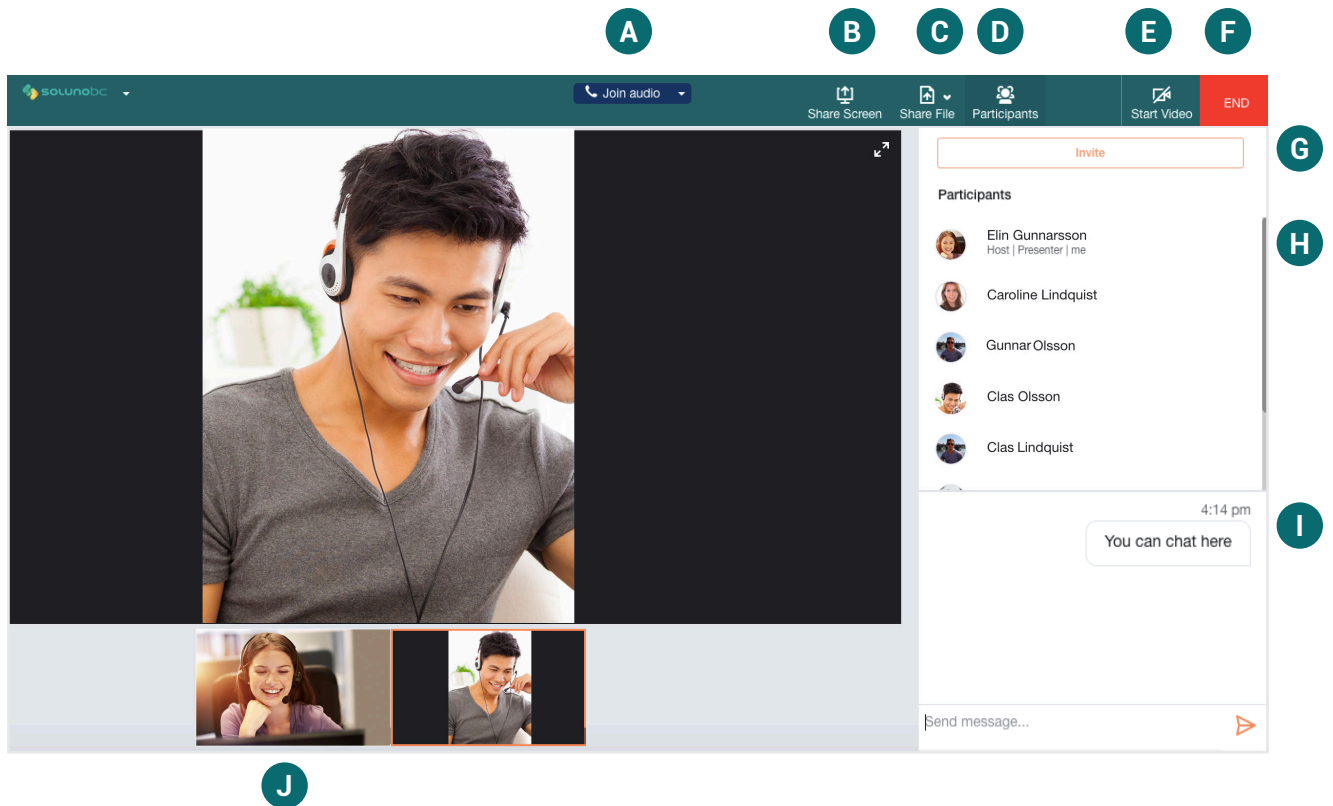
## Notifications

When you invite a participant, they receive a text message and/or email that notifies about the meeting. Here the participants also receive a link to the meeting and phone numbers that they can use to call in to the meeting.

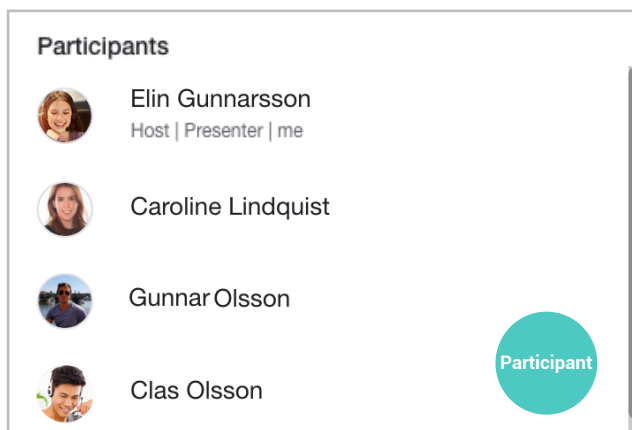


## 5 The meeting

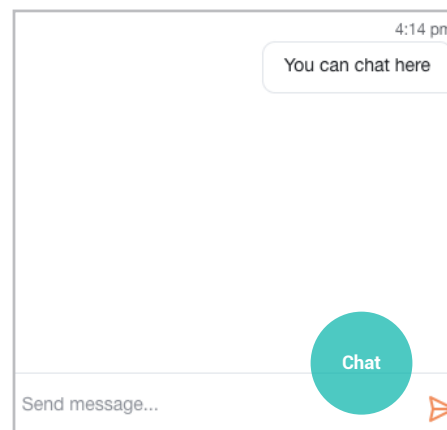
In MiTeam you can have both video conference and telephone conference (requires conference licenses). In addition, there are several features to help you to have interactive meetings.



- A – Join/end audio.
- B – Share your screen with participants.
- C – Share file with participants.
- D – Hide/show list of participants.
- E – Start video/stop video.
- F – End the meeting.
- G – Invite more participants.
- H – List of participants.
- I – Chat window.
- J – Participant with video/shared screen.



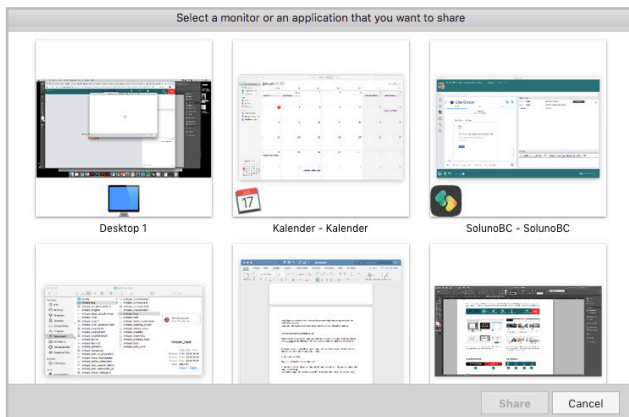
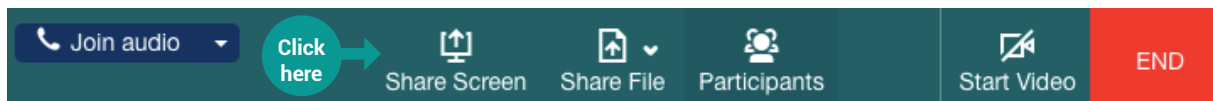
The person who creates the meeting is automatically set as host and presenter. You can easily change this by clicking on the participant you want to make host or presenter.



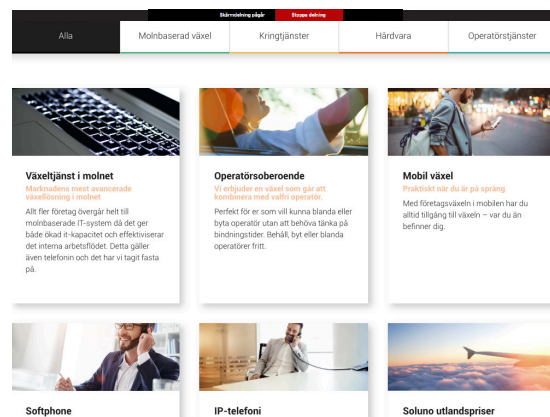
In the meeting you can also chat with participants. The chat window is located in the lower right corner.

## 6 Share screen

Participants can choose to share their screen. Then all participants see what the presenter shows on the screen. Here you can, for example, make markings or use a laser pointer to show where on the screen participants should look.



When you click Share screen, you get a choice of which view you want to show other participants.

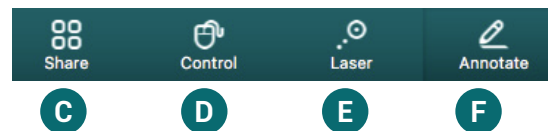


When your screen is shared, you get a menu at the top of your screen. Hold the mouse pointer over the menu to show more choices.

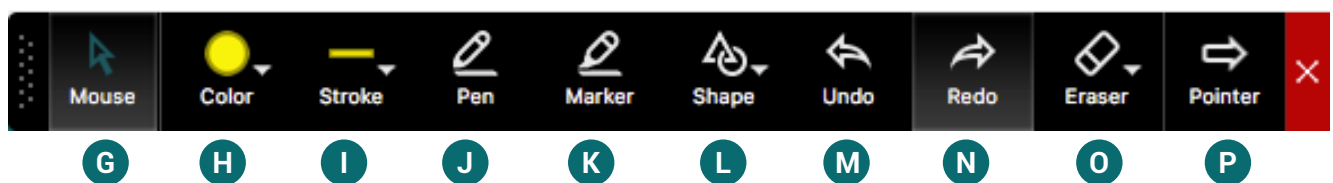
### Standard menu



### Tools menu



### Note menu



A – Screen sharing is in progress.

B – Stop sharing.

C – Share - sharing option selection menu.

D – Control - Add mouse/keyboard control.

E – Laser pointer.

F – Annotate - open the note menu.

G – Mouse - use mouse pointer.

H – Color - choice of color.

I – Stroke - pen size.

J – Pen - use pen.

K – Marking - use highlighter pen.

L – Shape - select and use shape.

M – Undo - undo last note.

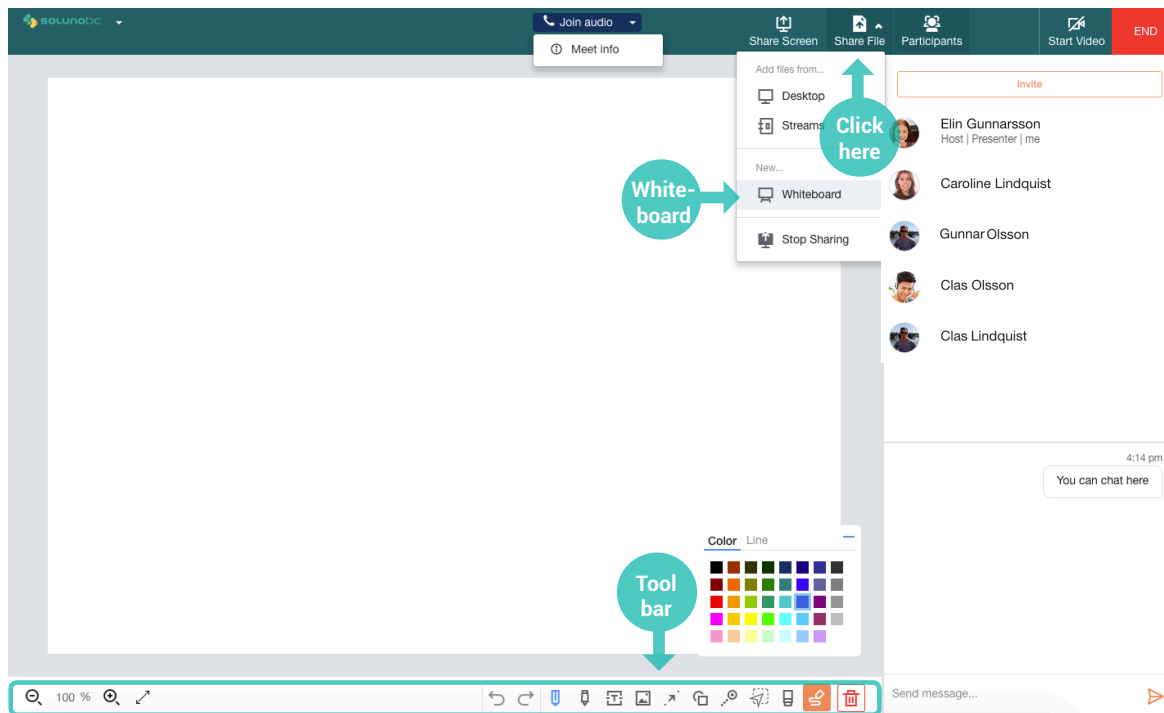
N – Redo - redo the last undone note.

R – Eraser - erase note.

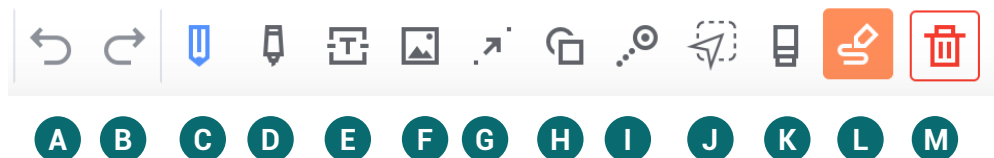
P – Pointers - place pointers.

## 7 Whiteboard

Under the Share File tab you will find the Whiteboard feature. In this you can upload files and make markings. In the lower edge of the window you will find a toolbar with lots of different functions.



### Whiteboard menu



- |  |  |
|--|--|
| <b>A</b> – Undo - undo last note.            | <b>H</b> – Shape - add shape.                |
| <b>B</b> – Redo - redo the last undone note. | <b>I</b> – Laser pointer.                    |
| <b>C</b> – Draw.                             | <b>J</b> – Select - select and edit items.   |
| <b>D</b> – Highlighter.                      | <b>K</b> – Eraser.                           |
| <b>E</b> – Add text.                         | <b>L</b> – Annotate.                         |
| <b>F</b> – Add image.                        | <b>M</b> – Delete - deletes the entire file. |
| <b>G</b> – Arrow - place arrow.              |  |

## 8 End meeting

To end the meeting, click End if you host the meeting or Leave if you are a participant. If you as a host want to stop the meeting, the meeting will end for all other participants.



Note that changes to files and notes on the whiteboard are not saved when the meeting ends.

