

# QUICK REFERENCE GUIDE

## MiCollab desktop client features – Chat

### Introduction

This quick reference guide provides instructions on how to use the Frontier® AnyWare MiCollab Chat feature.

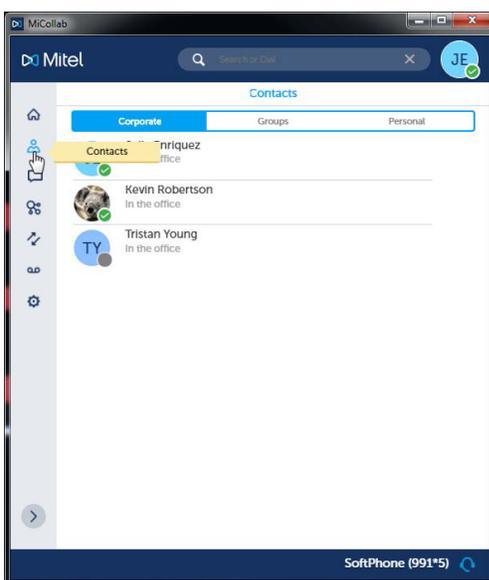
### What is MiCollab Chat feature?

The MiCollab Chat feature allows you to select a contact from your Desktop client and initiate a chat session with them.

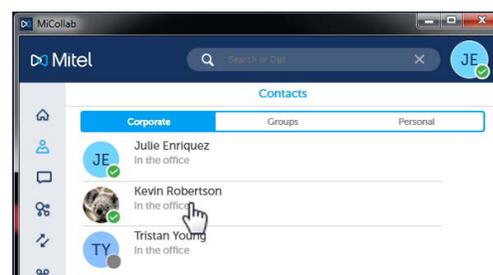
### Initiate Chat session – contacts tab

To initiate a chat session from Contacts tab, perform the following procedure.

#### Step 1 Click **Contacts** tab



#### Step 2 Click **Selected Contact**

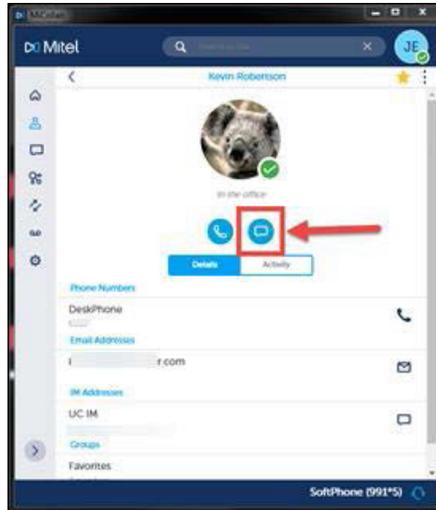


# MiCollab desktop client features – Chat

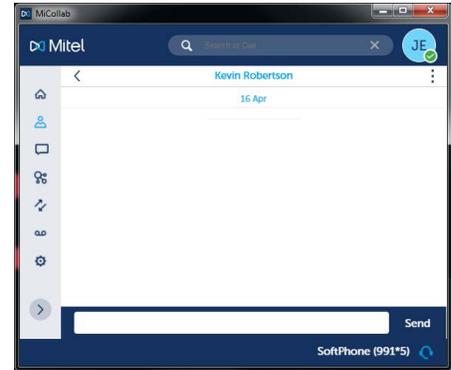
## Step 3

The **Contact Card** appears

## Step 4

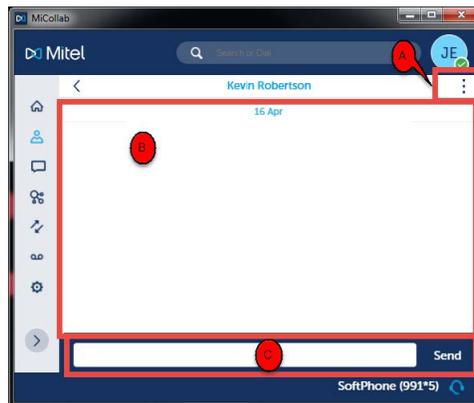
 Click Chat

## Step 5

 The **Chat Session** appears

## Chat sessions features

The Chat session window consists of three parts.



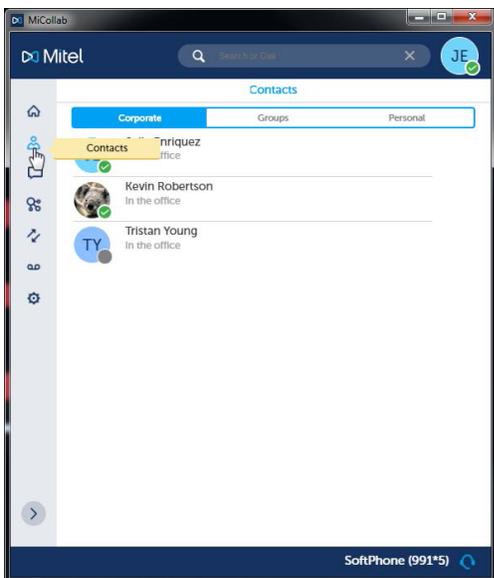
Part	Description
A	Displays menu to add other contacts to chat and establish a chat conference or clear chat history
B	Displays the chat conversation
C	Location to type your message

# MiCollab desktop client features – Chat

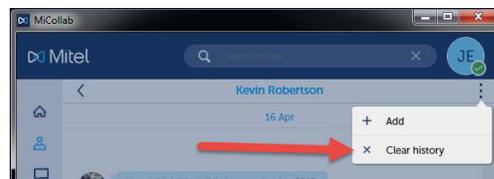
## Clear Chat history

To clear the history in a chat session, complete the following.

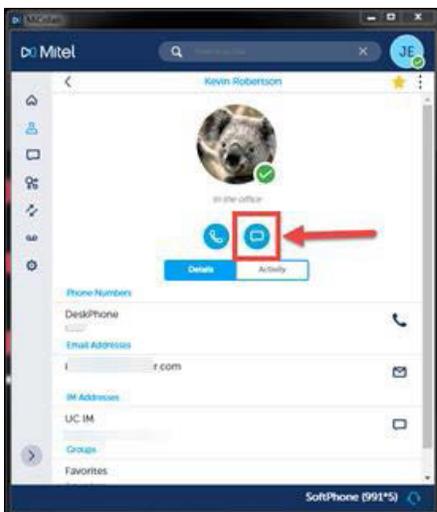
**Step 1** Click  icon



**Step 2** Click **Clear history**



**Step 3** Click chat history is cleared

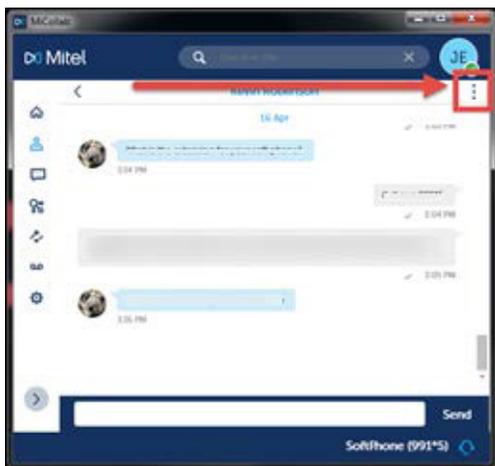


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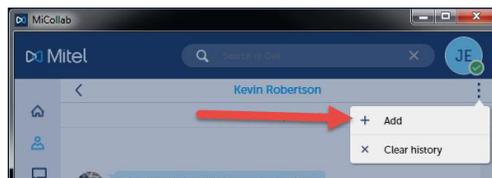
## Establish Chat conference

To establish a Chat conference there are two options available. Complete the following for the first option.

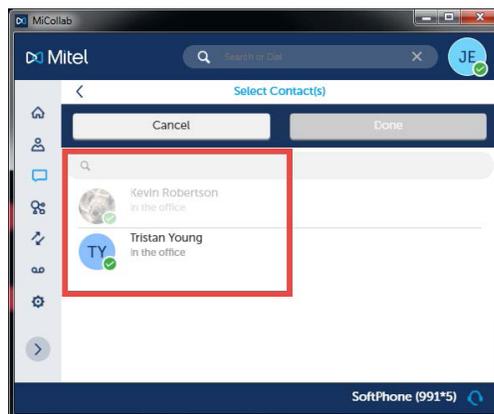
**Step 1** Click  icon



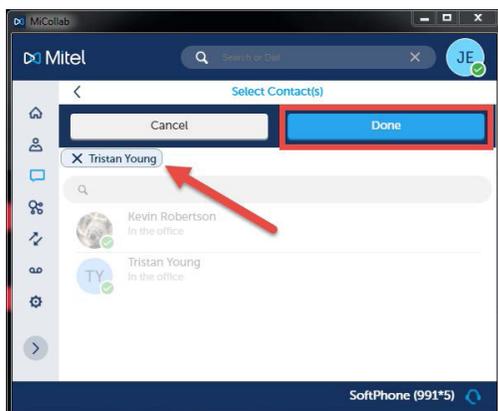
**Step 2** Click **Add**



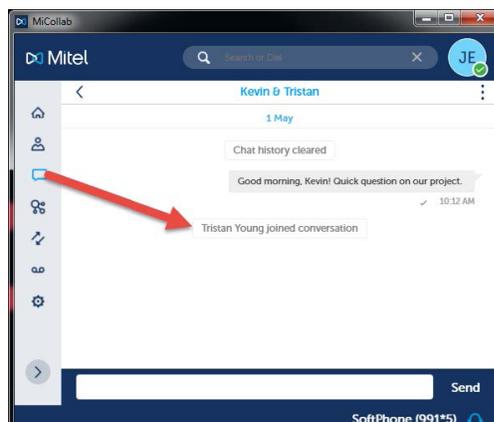
**Step 3** Select the contact(s) you want to add to Chat



**Step 4** Click **Done**



**Step 5** Select contact(s) is added to Chat



# MiCollab desktop client features – Chat

**Chat tab** The **Chat** screen displays the Chat history with all contacts.

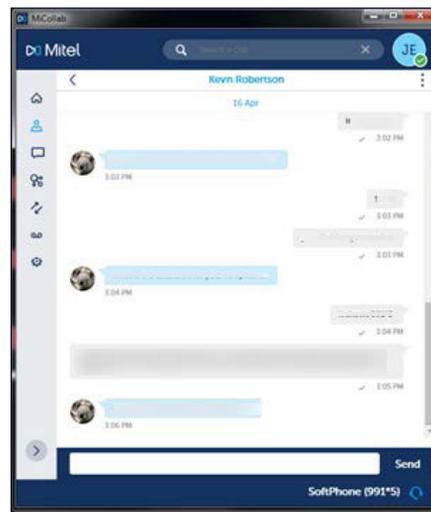


**Open Chat – Chat tab** Complete the following to open a previous chat within the **Chat** tab.

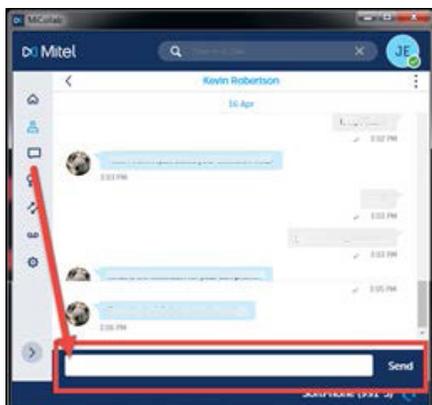
**Step 1** Click appropriate Chat



**Step 2** The Chat session opens



**Step 3** Now you can begin a new Chat conversation

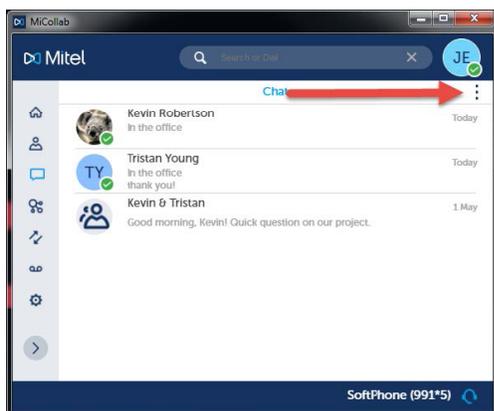


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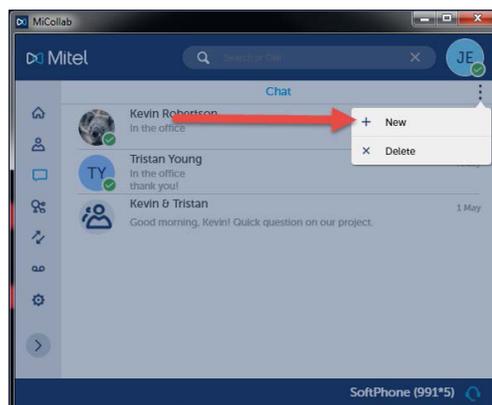
## Initiate Chat session – Chat tab

To initiate a new Chat session from **Chat** tab, perform the following procedure.

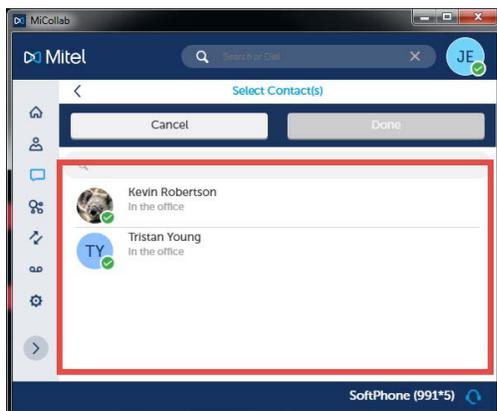
### Step 1 Click ☰ icon



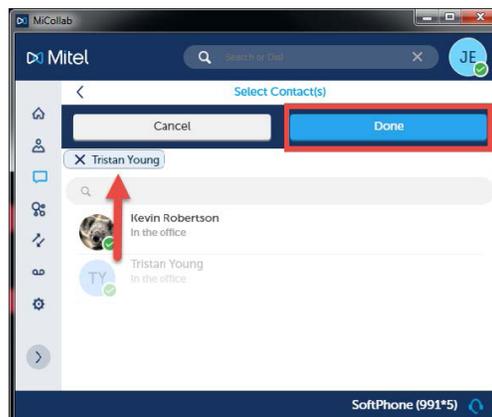
### Step 2 Click + New



### Step 3 Select the contact(s) from the Select Contact(s) list



### Step 4 Click Done

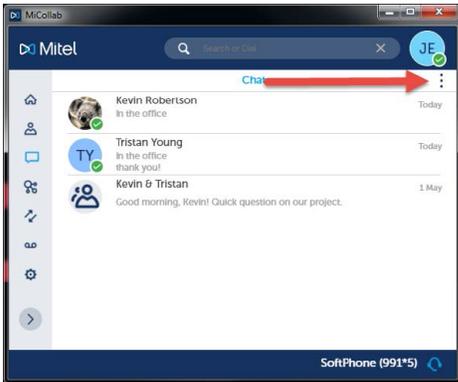


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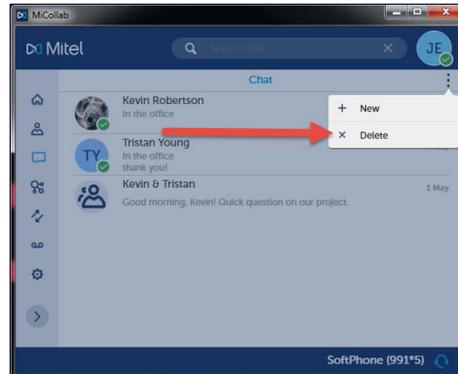
## Delete Chat session – Chat tab

To delete a Chat session from **Chat** tab, perform the following procedure.

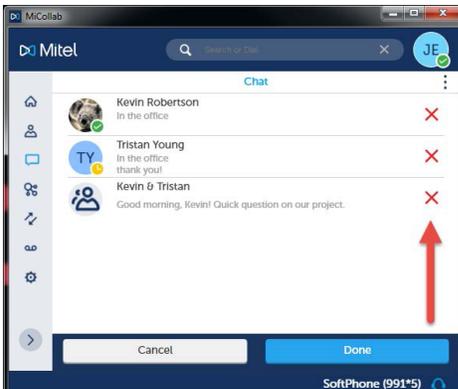
**Step 1** Click  icon



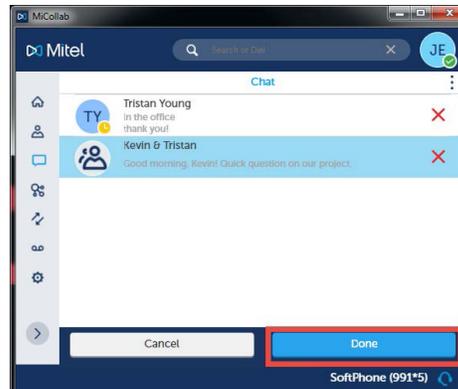
**Step 2** Click **x Delete**



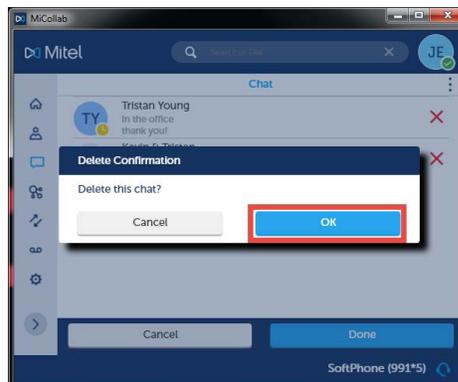
**Step 3** Click the X beside the Chat to delete



**Step 4** Click **Done**



**Step 5** Click **OK**



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