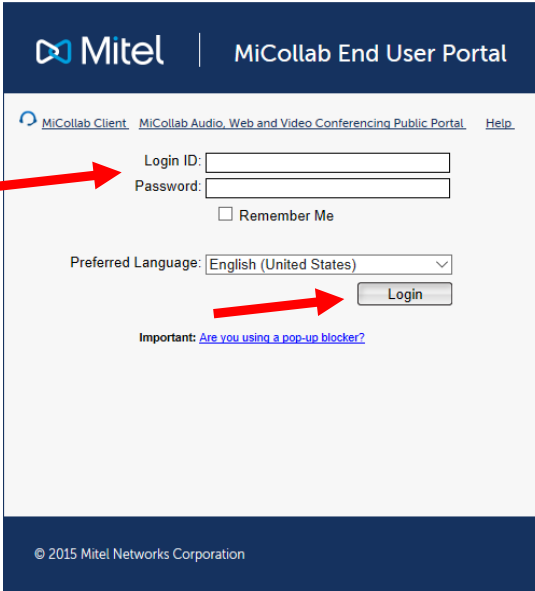


# Creating an Audio Only Conference

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

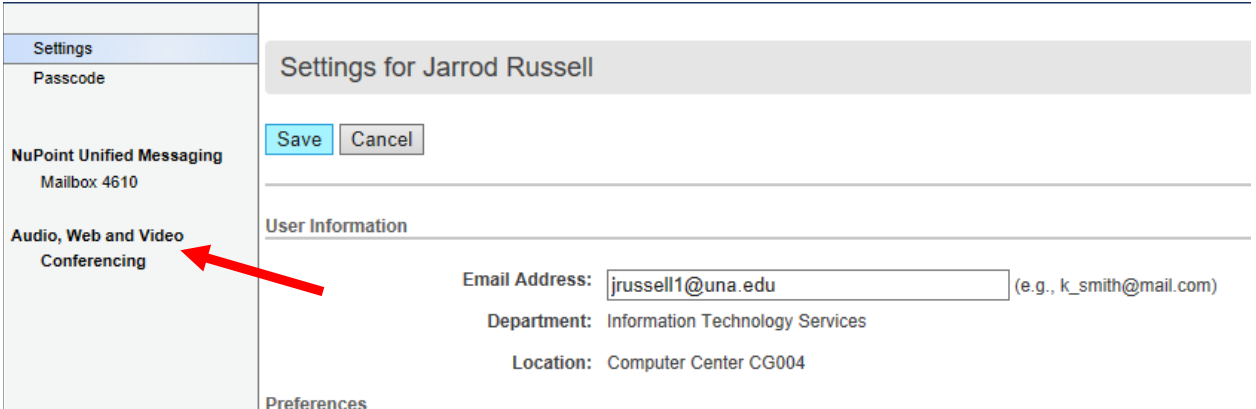
Preferred Language: English (United States)

Login

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

Save Cancel

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. For Conference Type, Use the Drop Down to select **Audio Only**  
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**

**Start Date**

**Start Time**

**Duration**  hours,

**Conference Size**

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 button highlighted with red arrow)

**\*\*\* Conference Size:** There are only 30 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.** 

	2:00 PM	2:15 PM	2:30 PM	2:45 PM	3:00 PM	3:15 PM	3:30 PM	3:45 PM	4:00 PM	4:15 PM	4:30 PM	4:45 PM	5:00 PM	5:15 PM	5:30 PM	5:45 PM
03/25/2020	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30

[Choose Another Time](#) [Close](#)









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
<b>Name and Time</b>			
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.		
<b>Call Features</b>			
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 <a href="http://micollab.una.edu/call/0448785">http://micollab.una.edu/call/0448785</a> Participants <a href="http://micollab.una.edu/call/0458758">http://micollab.una.edu/call/0458758</a>		
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.		
<b>Billing Information</b>			
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 30 available licenses/ports.

- a. Login to [micollab.una.edu](http://micollab.una.edu)
- b. Select **Audio, Web and Video Conferencing**
- c. Select **My Conferences**
- d. Mark the box beside the conference you wish to Delete.
- e. Select **Delete Selected**

Settings  
Passcode

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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	<a href="#">Example Conference Call</a>	4/22/2019 10:00 AM US/Central	<input checked="" type="checkbox"/>	Calendar E-mail Change Join