

MiTeam for MiCloud Business Multi-Instance Reference Guide

MiTeam for MiCloud Business is a workstream communications and collaboration tool that provides a highly collaborative, persistent workspace for team-based meetings, conversations, content collaboration, and project management.

Using technology, teams can collaborate in real time no matter where they are. MiTeam brings remote workers into the conversation, combining group sharing and document annotation capabilities with text- and audio-based chats.

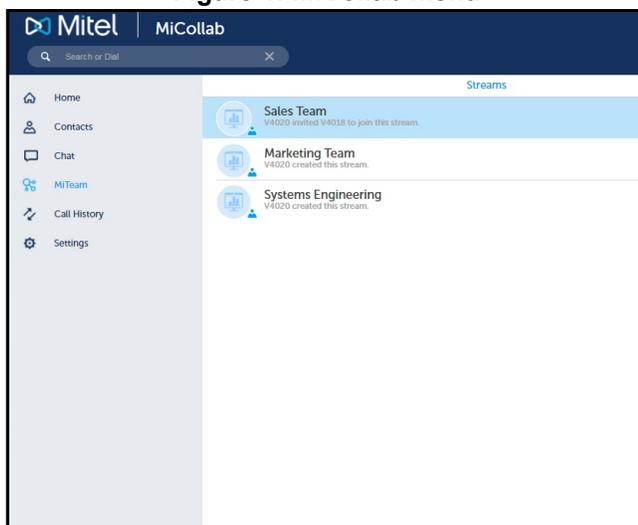
MiTeam is available with MiCollab Web Client.

Launch MiTeam

To launch MiTeam:

1. From the MiCollab menu, click MiTeam.

Figure 1: MiCollab menu

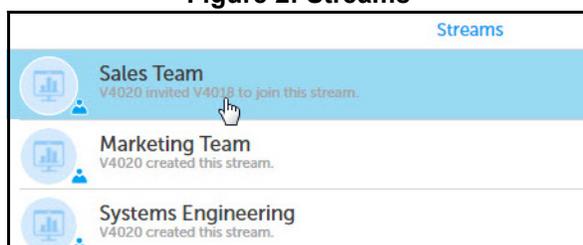


Note: If multiple users are accessing Web Clients from the same computer, a user must clear the session cookies and exit the browser completely before another user starts a new session. This prevents the new user from connecting to the previous user's meets or streams.

MiTeam Stream

A stream is a new kind of collaboration space designed specifically to enable collaboration for teams, projects, and topics. In a stream, you can store files, hold chats, add to-do lists, and set up online meet sessions.

Figure 2: Streams



MiTeam stream tabs

- **Chat:** Exchange text, voice, video clips, and documents.
- **Pages:** Share content such as files and documents, and screen shots, photos, and videos on your desktop.
- **To-Do:** Create and assign tasks with due dates and custom notes to team members.
- **Meet:** Host real-time meetings and present stream pages. Users can also present their desktop screens to participants in real time.

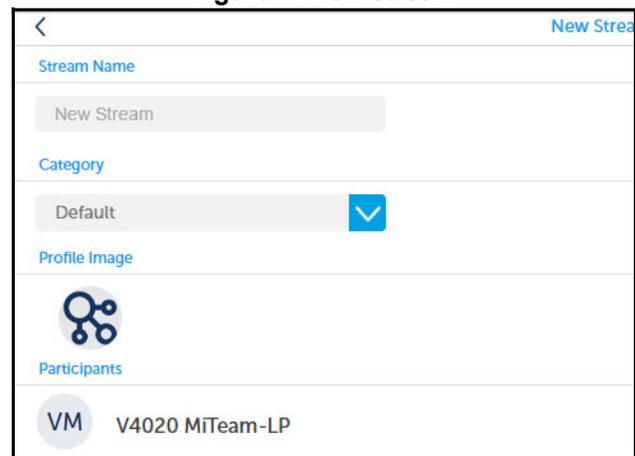
Figure 3: MiTeam stream tabs



To create a stream

1. From the **Streams** page, access the top menu by clicking the dots at the top right of the screen and then click **+ New Stream**.
2. In the Stream Name field, enter a name for the stream.

Figure 4: New stream



Note: Only the following characters are supported for stream names:

- All alphanumeric ASCII characters.
 - Special characters on a standard keyboard.
 - If you use an unsupported character in the name, you will be unable to join the stream.
3. (optional) To select a category, click the drop-down list and select the category for the stream.
 4. (optional) To add a new category, do the following:
 - a. Click **+** to the right of Category.
 - b. In the **New Category** dialog box, enter a name for the category and tap **Add**.
 5. Invite participants to the stream as follows:
 - a. To the right of **Participants**, click **+**.
 - b. In the **Search** box, enter the participant's name.
 - c. In the list, click the participant's name.
 - d. Click **Done**.
 - e. Repeat these steps to invite another participant.

6. Click **Create**.

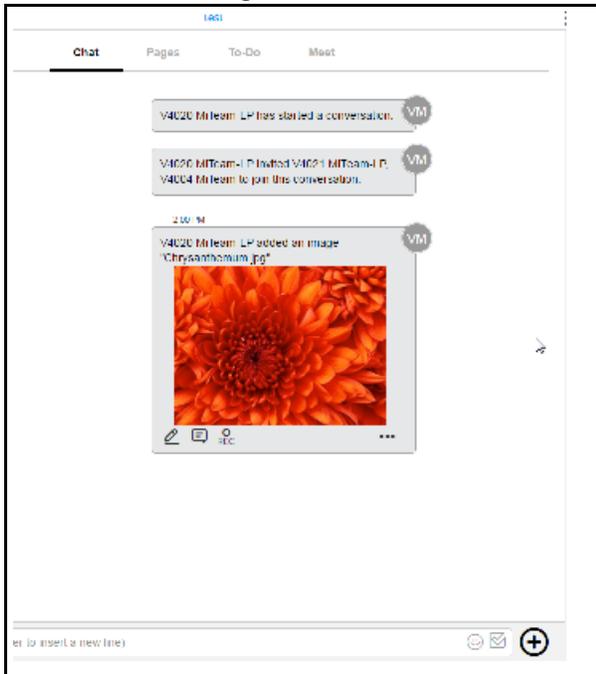
Start a chat session

Chat sessions allow you to send text, hold whiteboard sessions, add images and video clips from your desktop, and create notes. Participants can add comments and annotations to whiteboard sessions, images, videos, and notes. All participants of the stream receive all chats.

To hold a chat session:

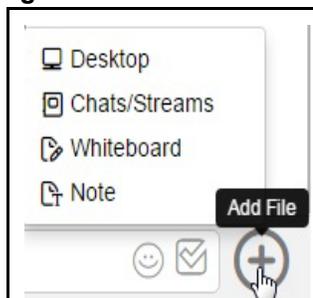
1. From the MiCollab menu, click **MiTeam**.
2. Select the stream for the chat.
3. To send a message, enter your text in the box and press **Enter**.

Figure 5: Chat



4. Click **+** to the bottom right corner of the web browser to open the menu.

Figure 6: Web Client menu



5. Do any of the following:

To post a note:

- Click **+**, click **Note**. Author the note and click **Close**. The note is treated as a page in the stream.

To start a whiteboard session:

- Click **+**, click **Whiteboard**, and draw using the menus. Click **X** or press **ESC** to post the whiteboard.

To add a file from Chats\Streams:

- Click **+**, click **Chats\Streams**. In the **Select File** dialog box, type the stream name to search for and click on it. Select the file you want to share and click **Add**.

To add a file from Desktop:

- Click **+**, click **Desktop**, navigate to the file you want to add, select it and click **Open**.

To collaborate on chat posts:

You can add annotations, comments, or voice clips to notes, whiteboard sessions, images, or videos during any chat session.

- To add annotations, do the following:
 - a. Click the pencil button.
 - b. Annotate the content.
 - c. To close the annotation, click **X** at the top left.
- To add a text comment, do the following:
 - a. Click on the **Comment** button, and type the comment.
 - b. Press **Enter**.
 - c. To close the comment, click **X** at the top left.
- To add a voice comment, do the following:
 - a. Click the **REC** button and record your comment.
 - b. Click the **Pause** button to stop the recording.
 - c. Click the **Save** button, enter the clip name and then click **Save**.
 - d. To close the voice comment, click **X** at the top left.

To share a chat post by email:

- a. Click **...** and then click **Share**.
- b. Click **Copy** to copy the Web link and share it.

Add a page

On MiCollab Web Client, you can add pages and collaborate with team members. When you are ready, share the page or invite people to chat about the content on the page. Any whiteboard content, notes, images, and videos that you add in chats also appear in Pages.

To add a page:

1. From the **Streams** page, select the stream you want to open.
2. Click **Pages** and do any of the following:
 - "To post a note:" on page 2
 - "To start a whiteboard session:" on page 2
 - "To add a file from Chats\Streams:" on page 2
 - "To add a file from Desktop:" on page 2
 - "To collaborate on chat posts:" on page 2

Set up a meet (on a cloud deployment)

Meets lets you host real-time collaboration sessions, participate through all browsers, and share files from desktop or stream, whiteboard session, and screen on a PC and a Macintosh.

Note: You cannot invite participants by email or from a non-peered server.

The meet organizer is the presenter. The presenter can make another participant the presenter at any time. Only the meet organizer can mute the participants and end the meet. The

participants can only leave the meet.

To set up a meet session:

1. From the MiCollab menu, click **MiTeam**.
2. Select the stream for the meet.

Note: Only the following characters are supported for meet names:

- All alphanumeric ASCII characters.
- Special characters on a standard keyboard.
- If you use an unsupported character in the name, you will be unable to join the meet.

3. Select individual participants.
4. Click **Meet**.

The **Join Audio** pop-up appears.

Note: i. To join the audio bridge, install **Meet Extension by Mitel** plugin.

ii. For sharing desktop, install **MiShareAppBeta** plugin.

5. Click on the **Join Audio** pop-up.
6. Follow the wizard instructions to complete the plugin installation and join the audio bridge.
Internet audio is only available in Windows and Macintosh.

Meet tools

Figure 7: Meet tools



Share file

Share files from desktop, from chats or streams, from whiteboard session.

Share screen tabs

Click **Share Screen** in the tools bar. The Share screen tabs appear.

Figure 8: Share screen tabs (cloud)



Audio: Mute and unmute audio during the presentation.

Share: Share desktop during meet.

Control: Give desktop control to participant.

Laser: Provides a laser pointer for your presentation.

Annotate: Lets to use annotations to interact with participants.

While sharing multiple files, the presenter can swipe between the files. Use the arrow button (left or right) to select the file to share.

Note: Sharing directly from the MiCollab Mobile Client (cloud) is not possible.

Audio control

- Mute and unmute your microphone
- Test speaker and microphone
- Leave audio conference.

Show/Hide participants

The show or hide button  toggles between these two functions.