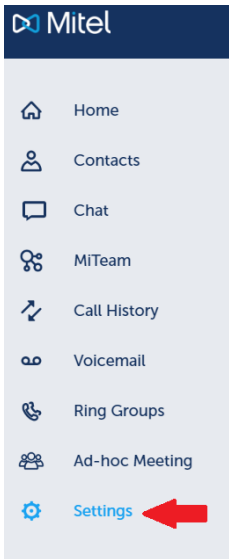


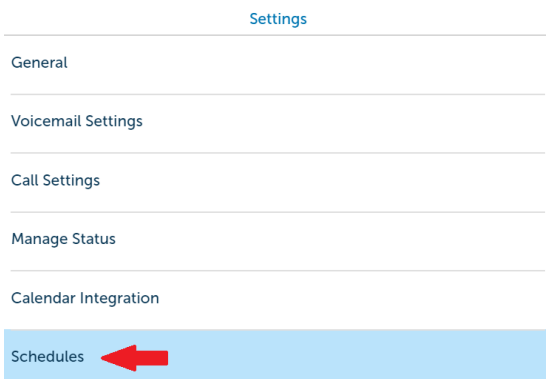
Creating Schedules in MiCollab

**Schedules are used to update your MiCollab Status at a specific time on specific days.*

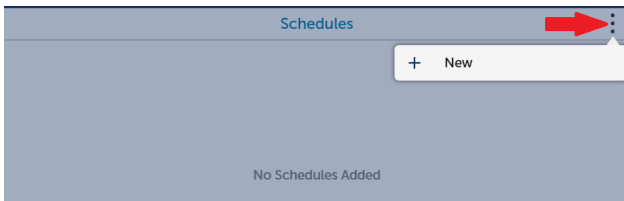
1. On the Left Side of MiCollab (in the grey bar), Click on Settings



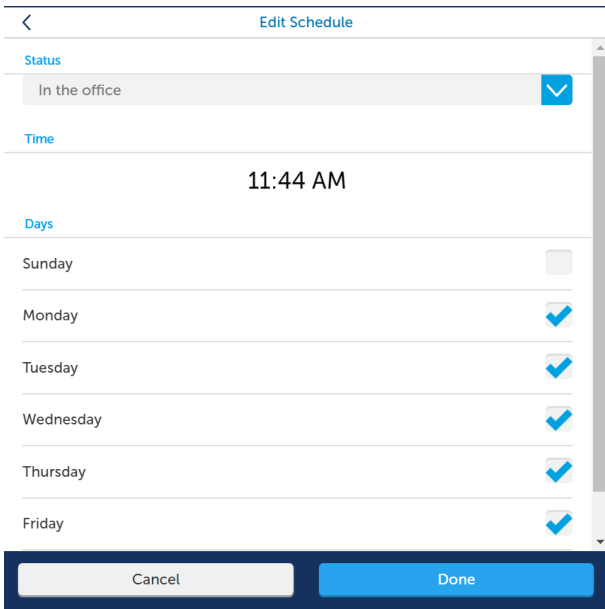
2. Once the Settings Options Opens (in the center screen), Click on Schedules



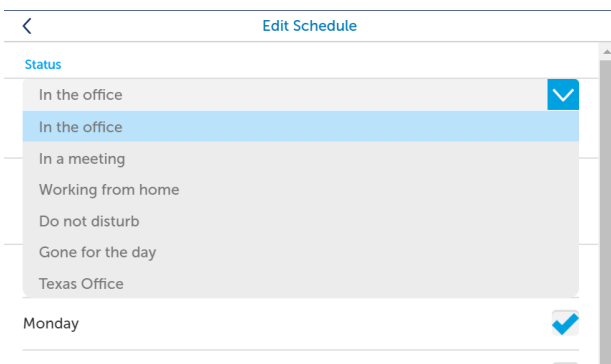
3. The Schedules Box will open in the right side of the MiCollab Client. In the Upper Right-Hand Corner, Click on the 3 Dots
4. Then Click on + New



5. The Edit Schedule tab will open in the right-hand box. This is where you can customize the Specific Setting



6. Click the Blue Drop-Down Arrow to Select the Appropriate Status (*example: In the Office*)



7. Click on the Clock and using your Mouse, click through the hour and minute options till the specific time is selected.



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Pick Time

9	35	
10	40	
11	45	AM
12	50	PM
	55	

Cancel Save

8. Uncheck (or check) the Appropriate Boxes for the days of the week in which you would like the status to activate.

Time

8:30 AM

Days

Sunday	<input type="checkbox"/>
Monday	<input type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>
Friday	<input checked="" type="checkbox"/>
Saturday	<input type="checkbox"/>

Cancel Done

9. Click Done

10. Once created, you will see the schedule in the screen. Automatically, the schedule will be in the 'Off' position. You can click the toggle Off/On Button to Activate.

- Grey is the Schedule is Off
- Blue is the Schedule is On

Schedules

Weekdays at 8:30 AM
Status: In the office Off

Schedules

Weekdays at 8:30 AM
Status: In the office On

When creating Schedules, the schedule will follow the time on the Clock on your PC. Please remember, if your PC is not on, the schedule will not activate.