

1. Find the deployment email from [noreply@mitel.easydeploy.net](mailto:noreply@mitel.easydeploy.net)
  - a. Subject Line will State:  
MiCollab Client configuration ext no. (none) for user
2. Scroll Down to Step 2: Activation and Configuration
3. Click on the QR Code (*see red arrow below*)

**Step 2 – Activation and Configuration:**

If you are reading this on the same device you have downloaded and installed the MiCollab application on, simply [click here](#) to start the provisioning process.

**Alternative for mobiles:**

If you are reading this e-mail on your PC, or your administrator printed the e-mail, and you have downloaded and installed the MiCollab for Mobile application, use the built-in QR-code reader function of MiCollab on your mobile phone to scan the QR-code below.



If the convenient options above have failed for whatever reason, you can also start the deployment process by launching the MiCollab application on your device. The client will request an authentication key.

Please use the following key: 4ab3e9592cfc1262426750c73b132eec

NOTE: This is an automatic e-mail notification. Please do not reply to this email. Replies will not be read.

4. Your MiCollab Client will Automatically Open and the Auth Code will be Entered
5. Click on Apply



6. Terms & Conditions will populate; Click Accept
7. Use Your 4 Digit Extension as the Password

Now Your MiCollab Client is Available for Use and located on your Desktop

NOTE: Once logged in and on the home screen go to Settings>General>Auto-Start client with windows and toggle on as shown below:

Auto-start client with Windows

