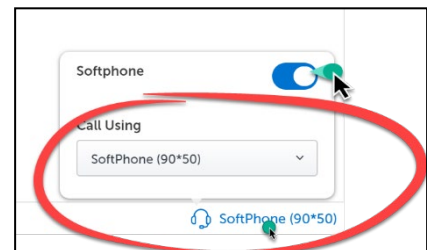


Downloading and Authenticating the MiCollab App – Personal Computer

Windows PC

1. Go to https://micollab.cuesta.edu/ucs/dl/micollab_pc.msi to install the MiCollab application
2. Once the application is installed, sign in using your Cuesta username and password. If prompted, select **accept** to agree to the license agreement.
3. You will be prompted for an authentication key
4. Leave the application running, then, use your browser to go to <https://micollab.cuesta.edu/ucs/micollab/>
 - a. Enter your Cuesta username and password to login
 - b. If prompted, accept the license agreement again. Then, select **Settings** (gear icon) from the left navigation options.
 - c. Select General
 - d. Select Self Deployment.
 - e. Click on the QR code
 - f. When prompted for a passcode, enter your Cuesta password.
5. Close your browser tab and go back to your MiCollab application. The application is ready for use.

Note: When using the MiCollab app remotely, be sure to switch to the SoftPhone option in the lower right section of the MiCollab screen, and toggle on the option next to SoftPhone



Mac

1. Go to Apple [App Store](#) to install the MiCollab application
2. Once the application is installed, sign in using your Cuesta username and password. If prompted, select **accept** to agree to the license agreement.
3. You will be prompted for an authentication key
4. Leave the application running, then, use your browser to go to <https://micollab.cuesta.edu/ucs/micollab/>
 - a. Enter your Cuesta username and password to login
 - b. If prompted, accept the license agreement again. Then, select **Settings** (gear icon) from the left navigation options.
 - c. Select General
 - d. Select Self Deployment.

- e. Click on the QR code
 - f. When prompted for a passcode, enter your Cuesta password.
5. Close your browser tab and go back to your MiCollab application. The application is ready for use.

Note: When using the MiCollab app remotely, be sure to switch to the SoftPhone option in the lower right section of the MiCollab screen, and toggle on the option next to SoftPhone

