# Features myCollaborate

Collaborative Tool by Amplement

### Summary

• Dashboard, direct access to your news

Performing a search, nothing can escape you

Groups : exchange, share unlimitedly and without constraint

SIP Telephony: make your calls without a physical phone

Conferences: your audio & video calls é conferences without constraint

Contacts

Administration

Arthur Doe	box		Shared documents
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# ared documents

#### ...... DSC\_8521-1.jpg CallBlog2-e

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Contacts

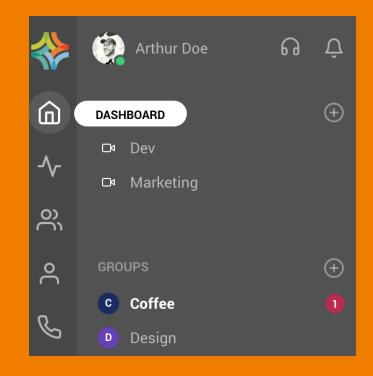




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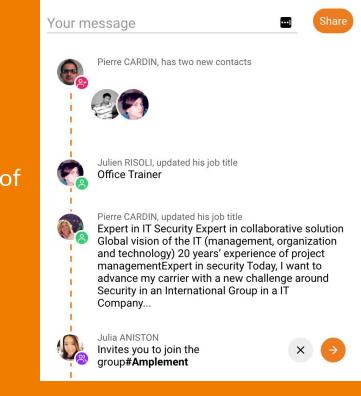
### Dashboard

On your myCollaborate account, you have access to your dashboard.



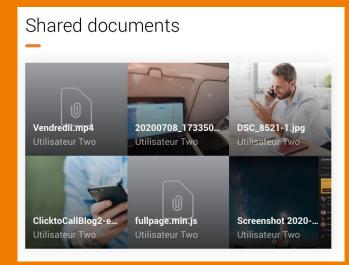
#### The activities of your Network

myCollaborate allows you to view the activities of all the members of your network, their profile modifications, group invitations, invitations to conferences...



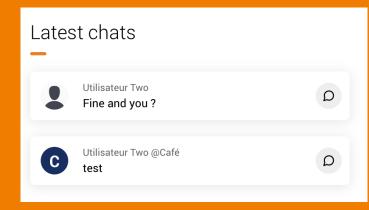
#### **Shared documents**

myCollaborate allows you to view all the last files shared whether in groups or in private discussions...



#### Latest conversations

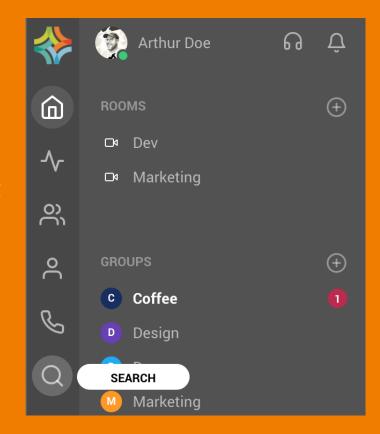
myCollaborate allows you to view your last received messages so you can quickly see what you have missed and access it quickly...





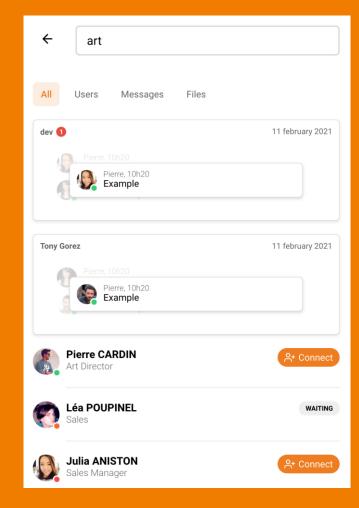
#### Search

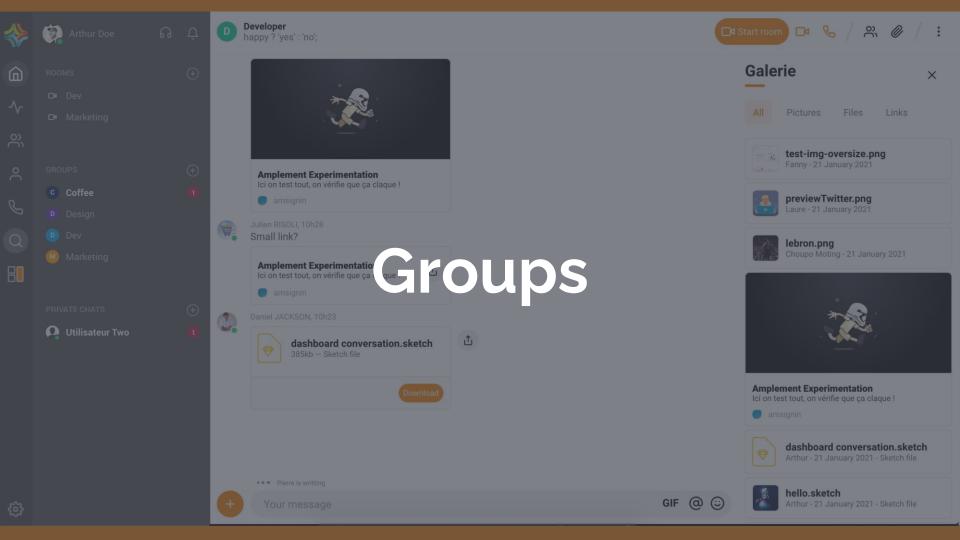
On your myCollaborate account, you have access to global search, so that nothing more escapes you...



#### What are you looking for?

myCollaborate allows you to search throughout the application: messages, members, your contacts, shared files...



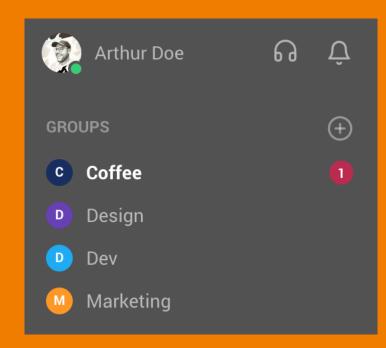


# WorkGroups

On your myCollaborate account, you have access to groups.

Through groups, you can:

- group chat
- share documents
- make / receive audio calls\*
- make / receive video calls\*
- share your screen\*



\* While launching a conference.

### Create your WokGroup

myCollaborate allows you to create unlimited groups. The only limit is your imagination...

← Create a new group

Enter a group name	Color
Marketing, Design, Development	$\bigcirc$
Enter a description	
The goal of this group	
Invitation	
User name	
	Create

# Actions

Once the group is created, you can still change the settings.

You can also:

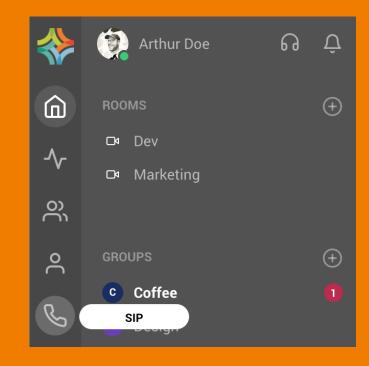
- invite your contacts
- display the list of members
- view shared documents
- make a call (audio/vidéo).





### **SIP** Call

On your myCollaborate account, you have access to SIP telephony...



#### **Configure your SIP account**

myCollaborate connects to your SIP account settings, and no further configuration is necessary...

#### S Phone 1 S Phone 2 S Phone 3 Settings USERNAME PASSWORD ••••| IP SERVER DOMAIN SERVER PORT 5060 Advanced settings EXTERNAL PROXY SERVER PORT Delete my SIP account

Configure your SIP account

←

### Dial a number

Once your SIP account is configured, access the numeric keypad to dial the internal or external telephone number to reach...

\$

1	<b>2</b> ABC	3 Def
<b>4</b>	<b>5</b> JKL	<b>6</b>
7 PQRS	<b>8</b> TUV	9 wxyz
*	0	#

### **Receive a call**

You can receive your phone calls directly on your myCollaborate interface... With the outbreak of this pop-in, you can answer, ignore or decline the call... **Incoming call** 



Arthur BADALIAN Art DIRECTOR – Amplement

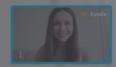


### Talk

Once you are online, you can talk with your interlocutor directly on your interface myCollaborate...

**₽ ■**













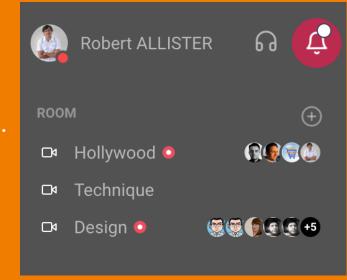


Conference

### VideoConference

On your myCollaborate account, you have access to the Videoconference rooms. Through videoconferences, you can: - organize audio / video chats in groups or individually - share your screen with internal or external

contacts.



# Configure your videoconference

myCollaborate allows you to create and save your videoconference rooms as public or private. You can invite any contact to join you...

#### OPrivate

Will only be open to the people who are from your organization and have been invited.

#### Save

It will be open from your interface. No invitations to new users are needed.

#### Paste link in clipboard

Manage your settings

) X

#### Parameterize

Once the videoconference has started, you can still change the settings. So that a user can reach you, you just need to copy and share the link.

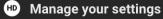
#### OPrivate

Will only be open to the people who are from your organization and have been invited.

#### Save

It will be open from your interface. No invitations to new users are needed.

Paste link in clipboard



X

### Actions

#### You can:

- reduce the list of participants
- mute your microphone
- deactivate your camera
- share your screen
- see people invited but absent
- invite users...





### Contacts

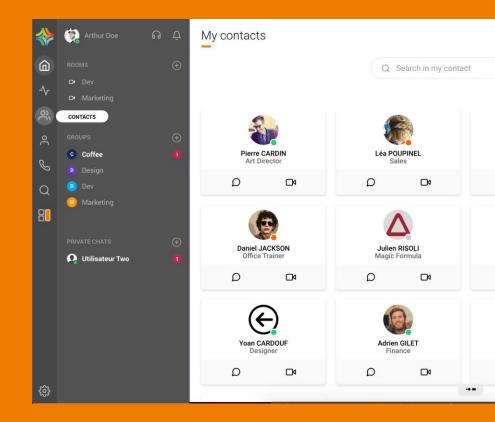
On your myCollaborate account, you have access to your contacts...

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- V-	□ Marketing		
of	CONTACTS		

# Actions

#### You can:

- Start a video call
- Start an audio call
- Find a contact
- View a contact's profile
- Remove a contact



#### Administration

## Administration

On your myCollaborate account, you have access to administration.

Thanks to the administration, you can :

- Customize your workspace
- Add members, administrators
- Set up SIP accounts
- Add / Remove translations

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	ADMINISTRATION		

### Customize

All you have to do is follow the online help to customize your workspace and :

- Change your home page with your images and colors
- Add users to your workspace
- Choose the languages you want to use

Registration of new participants in your workspace You can manually create user accounts for your workspace

A	
anari A Jana D Alaman A Janan A Janan A Jana A Jana A Jana A Jana A Jana	Welcome, It is the first time you access your application. Willing to take a tour?
	No, thanks

#### One by one on this page which also allows to modify existing users Or by uploading a file Administration () (3) MANAGE USERS MEMBERS ADMINISTRATORS IMPORT MEMBERS embers earthyaaa Q List of n 8 80 Add a member Invite members Information Member ID Emai Account created fdsfsf sfdsf C 610ad98c-8497-42b3-8c1c- C fdsfs@sfsfs.fr 07/22/2020 462405b65e64 റ C 771bf66f-aaa5-47cf-8ebc- C sfdsfdsfsdfsdfs@fdsfsfdsfsdfsjdfsdf.fr 07/03/2020 fsdfsdfs dfsdfsdfd fdefedf d4ecbaec82ef 80 Test @Test C 30dcab57-ac14-4ad4-94f3- C usertest@amplement.com 04/15/2020 04dc343f757b C 4a7b545e-36b2-4748-a5d1- C test@othermark.com test othermark 03/09/2020 4cf2a8eb71a1 fds C 2418e116-b840-4377-8968- D jetest@today.fr 01/14/2020 Alister McFlye Retour vers chez moi 57a0828e2037 C dbe2a08b-9580-4d90-87c7- C adsfsfsf@janvier.fr 01/14/2020 biloute testeur dsfkjsdkfjs 9e9587b7701d C 2ace2db8-a29a-4119-9cc1- C email@domfain.fr 01/14/2020 mila allan 1cd30d35b7e6 art director C a2499e5c-dc36-41e4-ba38- C email@doamaine.fr elena robert 01/14/2020 art director 883b0c3d28a6

They can also create their account on the page <u>https://monentreprise.my-collaborate.com</u> or « *monentreprise* » should be replaced with the name you gave to your workspace.

