Authenticating the MiCollab App – Cuesta Computers or Laptops

Important!

- ***Only follow these directions if your computer already has the MiCollab app. If you do not have the MiCollab app send an email to ITsupport@cuesta.edu to open a support request.***

1. Locate the MiCollab application on your desktop and double click on the icon to launch
   a. If prompted select accept for the License Agreement
   b. You will be prompted for an authentication code. Leave the application open and go to the next step.

2. Go to https://micollab.cuesta.edu/ucs/micollab/

   a. Enter your Cuesta username and password to login

   b. If prompted, accept the license agreement. Then, select your name in the top left corner and choose ***Settings*** from the menu options.

   c. Select General
   d. Select Self Deployment.
   e. Click on the QR code
   f. When prompted for a passcode, enter your Cuesta password.

3. 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