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Mitel Connect (Initial Setup)

1. Purpose

The purpose of this document is to walk a user through the initial setup process of the Mitel Connect application.

2. Scope

These procedures pertain to all users at the Chancery

3. Prerequisites

None.

4. Responsibilities

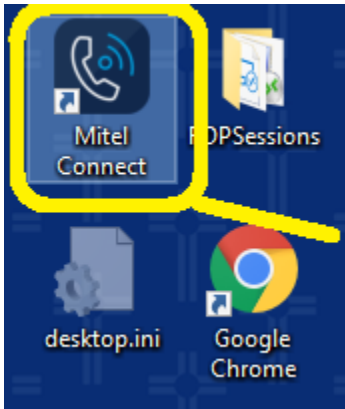
It will be the responsibility of AoA's Department of Information Technology to keep these directions updated. Should these procedures require an update, a modification, a correction, etc. – the IT department should be notified by way of the helpdesk ticketing system found at: <https://support.archatl.com/>

5. Procedure

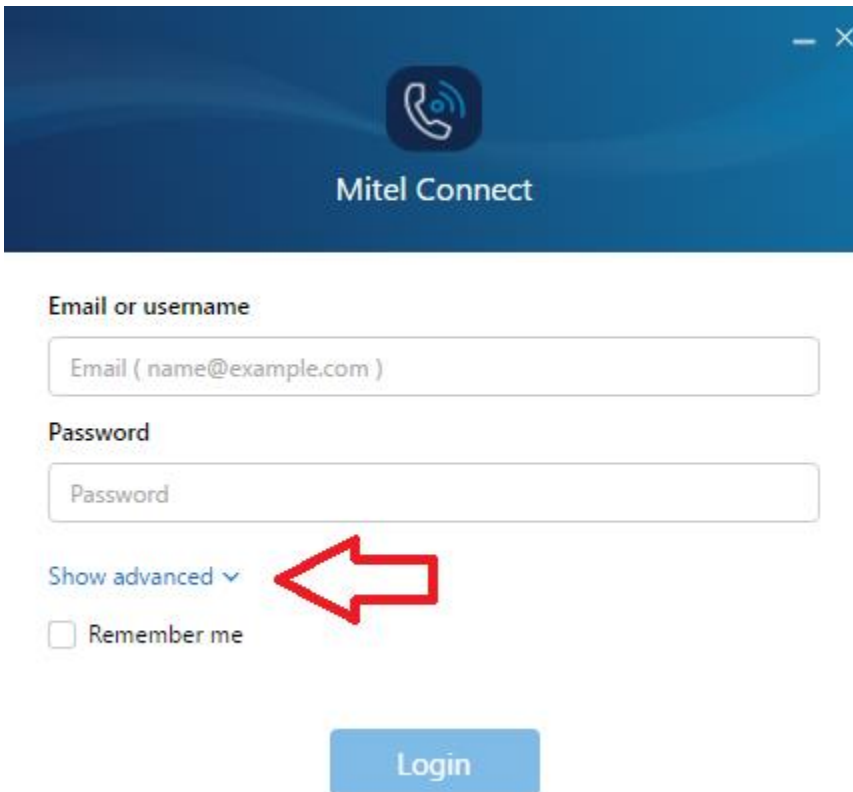
(Procedures begin on next page)

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1. New program app shows up in top left corner. **Double click** it




2. Click on the **Show advanced** drop down



Email or username

Password

Show advanced ▾ 

Remember me

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3. Complete the (1) **username**, (2) **Password** and (3) **Server** fields with the correct credentials - being sure to (4) check the **Use Windows Credentials** and (5) **Remember me** boxes before (6) clicking the **Login** button

 phones.archatl.com



Email or username

jugolick **1**

Password

..... **2**

Show advanced **4**

Use Windows Credentials

Domain

AOA-INT.ORG

Server

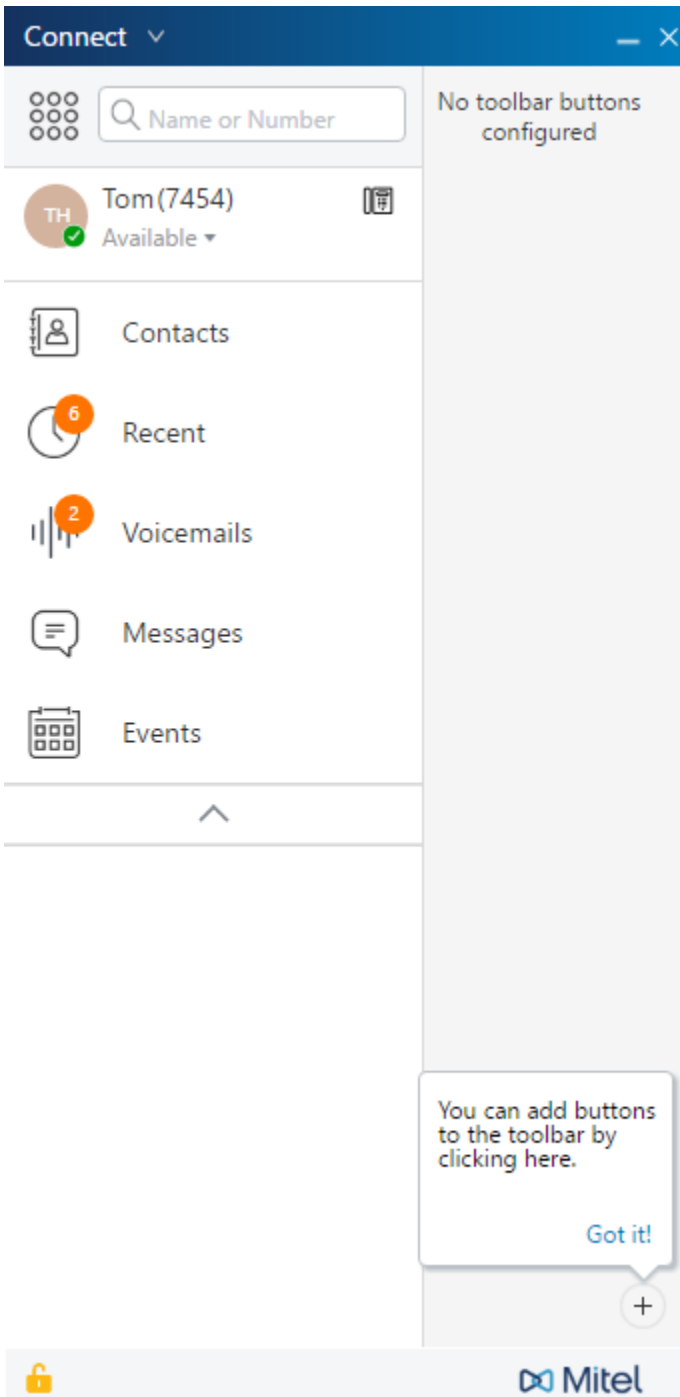
phones.archatl.com **3**

Remember me **5**

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4. The Mitel Connect app will open



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6. References

A library of procedures such as this may be found at AOA IT Dept.'s Knowledgebase page at: <https://support.archatl.com/index.php?/Knowledgebase/List>

7. Definitions

None.