

Mitel Connect Instructions

1. Open the Mitel Connect Icon on your desktop



2. You will see this screen

A screenshot of the Mitel Connect login window. The window has a dark blue header with the Mitel Connect logo and name. Below the header, there are two input fields: "Email or username" with a placeholder "Email (name@example.com)" and "Password" with a placeholder "Password". There is a "Show advanced" link with a downward arrow and a "Remember me" checkbox. A blue "Login" button is at the bottom.

- a. Your username is your firstname.lastname (same as your email before @ottawa.edu)
- b. Your Password is the same as your email account
- c. Click on "Show advanced" in the blue letters.

A screenshot of the Mitel Connect login window with the "Show advanced" option expanded. The "Email or username" and "Password" fields are at the top. Below them is a "Show advanced" link with an upward arrow. There are three more input fields: "Use Windows Credentials" (checkbox), "Domain" (placeholder "Optional for added security"), and "Server" (placeholder "ksotstel01.ottawa.edu"). There is also a "Remember me" checkbox and a blue "Login" button at the bottom.

- d. Leave "Use Windows Credentials" unchecked
- e. Leave Domain blank
- f. Under Server type
 - i. ksotstel01.ottawa.edu
- g. Check Remember me if this is a computer you use every work day
- h. Click Login