2020

CMG WEB – MOBILE & TABLET

Voicemail and activities on extensions for employees on KI with KI ID. Managed from a mobile devic

Content

Description

What is CMG Web?

CMG web is the place from where you reach your voicemail, set your availability, listen to your messages and look for colleagues and their availability. You can reach your voicemail both internally and externally.

There is two different links on medarbetarportalen one for you who has a KI ID and one for external users without a KI ID. Follow the link to medarbetarportalen to get to the links or copy and paste them into your browser.

Link to Medarbetarportalen
http://ki.se/medarbetare/start

Link to voicemail for users with KI ID
https://cmg.ki.se/BluStarWeb

Link for users without KI-ID
https://cmg.ki.se/cmgoffice

Sign in on CMG Web

1. Open the browser on your device (Explorer, Chrome or Safari) and use this URL:
2. https://cmg.ki.se/BluStarWeb

3. Use your KI account to sign in. *(Picture 1)*

CMG Web

Användarnamn i Windows

KI ID

Lösenord

KI Password

☑ Kom ihåg mig

[Logga in]

Picture 1

4. After signed in to CMGweb you will see the Directory with a search box as start page *(Pic 2)*
   - You can search for people in the phone registry
   - You can call or send them mails directly from the search result

◁◻ Mitel | CMG

◼   Menu ↗

Search box	🔍	▾

Picture 2

Karolinska Institutet

5. If you press the menu button *(picture 2)* you will see the alternatives *(Picture 3)*
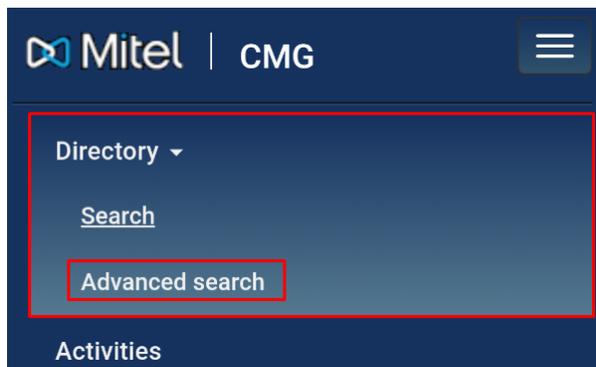

Picture 3

Description of options

Directory

Search for people in the phone registry, call or send mails directly – *This is the start page after signed in.*
In the new upgrade you can also do advanced search. *(Picture 4)*

Picture 4

Aktivities

In the Activity list, you can add new activity or new recurring activity. You can also delete already posted activities that appear in your list by clicking the button next to the activity - (X Delete) *(Picture 5)*
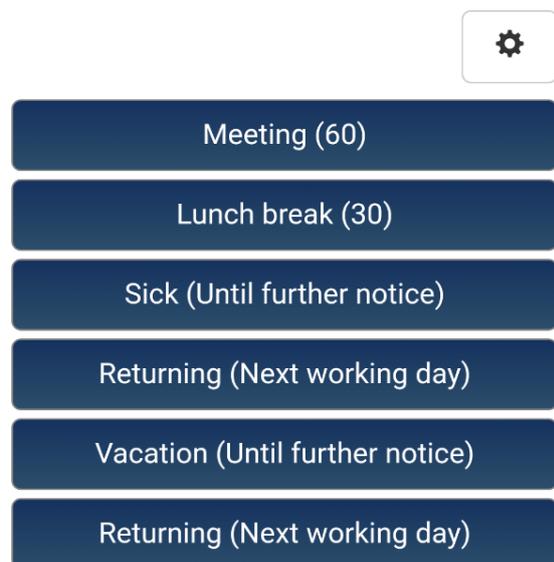
Picture 5

The shortcuts that were previously found under Activities have moved to the box that changes color depending on your status. Touch the box to reach the shortcuts. *(Picture 6)*

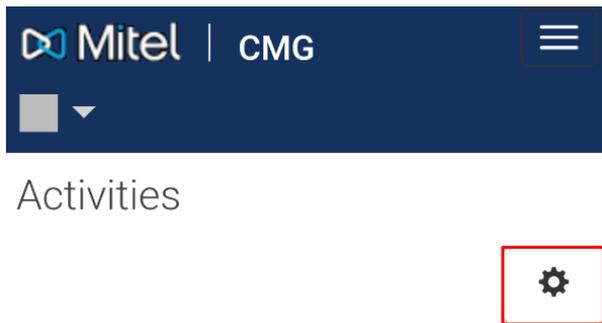There are pre-set shortcuts for example when you are in a meeting for 60 minutes. (See Figure 6)
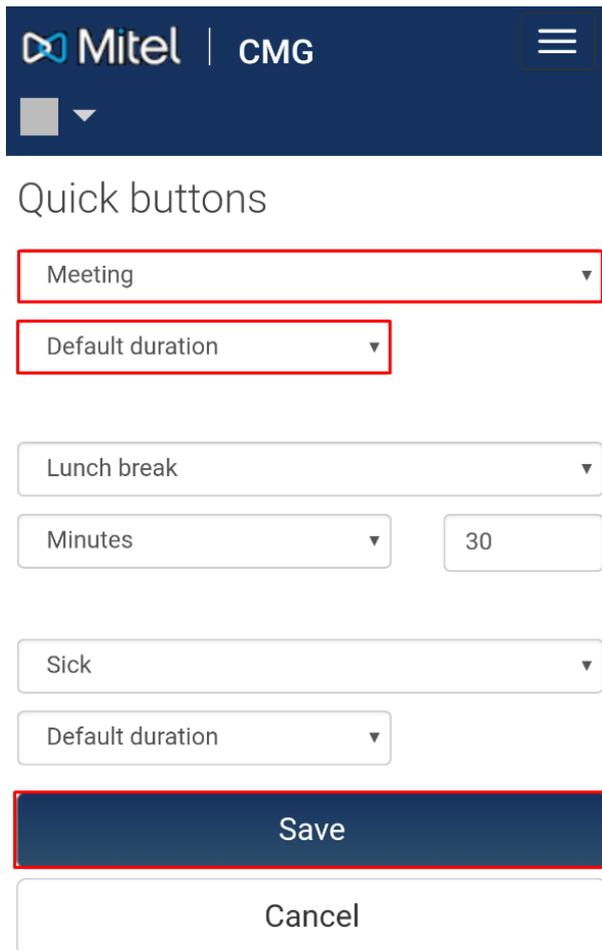

Picture 6

If you click on the "Gear", you will get to the settings for your quick selection. Here you can set which type of activity should be available as a pre-selection.

NOTE! Do not forget to save your settings. *(Picture 7 and 8)*

Activities

Picture 7

Quick buttons

Meeting

Default duration

Lunch break

Minutes   30

Sick

Default duration

Save

Cancel

Picture 8

Forwarding

Here you can choose from pre- forwards. (*Picture 9*)

Creation of forwarding user profiles must be done when signed in on a computer in the CMG Web application. Once the user profile is created it remains in the system until deleted. When you click the forwarding button you see the alternatives from where you can choose the forwarding profile to use and save it.

Forwarding

Forward to:

No forwarding ▼

Save

ÅTER   NÄSTA   **KLAR**

◉ No forwarding

○ Operator

○ MEX
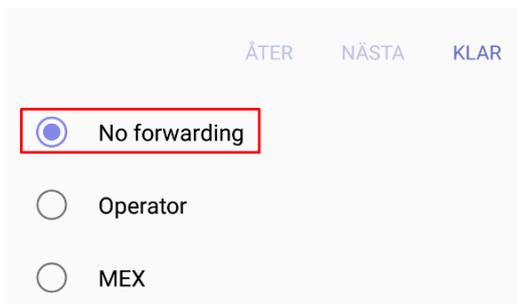
Picture 9

Messages

Here you can listen to your messages. *(Picture 10)*

all new read ...

No messages

Picture 10

Settings

In settings is where you change language.

Picture 10

Sign out

Click on Sign out "*Your Name*" on the menu to sign out from CMG Web