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**Karolinska
Institutet**

BLUSTAR WEB – MOBILE & TABLET

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

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Description

What is BluStar Web?

BluStar 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 Internwebben one for you who has a KI ID and one for external users without a KI ID. Follow the link to Internwebben to get to the links or copy and paste them into your browser.

Link to Internwebben

<https://internwebben.ki.se/sv/it-och-telefoni>

Link to voicemail for users with KI ID

<https://ki.kund.tis.tele2.com/BluStarWeb>

Link for users without KI-ID

<https://ki.kund.tis.tele2.com/cmgooffice>

Sign in on BluStar Web

Sign in

1. Open the browser on your device (Explorer, Chrome or Safari) and use this URL:
<https://ki.kund.tis.tele2.com/BluStarWeb>
2. Use your KI account to sign in. (Picture 1)

BluStar Web

Användarnamn i Windows

KI ID

Lösenord

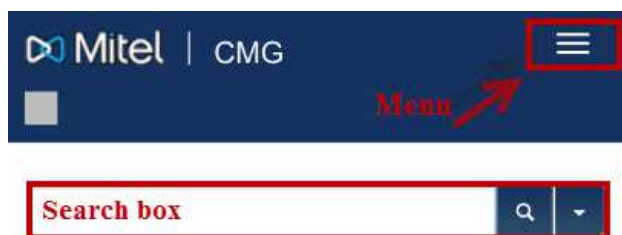
KI password

Kom ihåg mig

Logga in

Picture 1

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



Picture 2

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



Picture 3

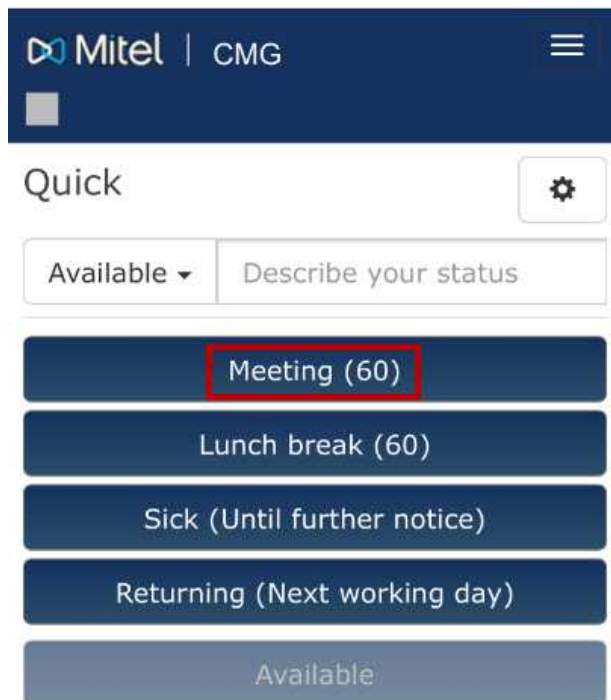
Description of options

Directory

Search for people in the phone registry, call or send mails directly – *This is the start page after signed in.*

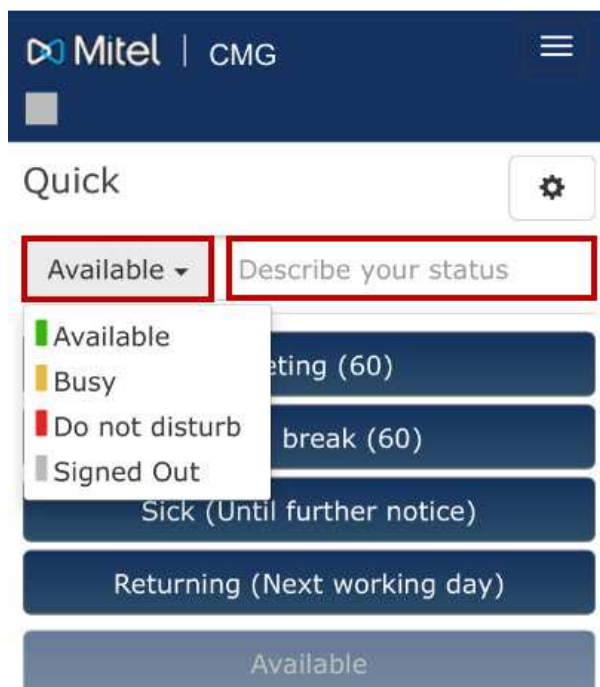
Activities

Choose an activity from the activity list. There is default fast buttons, for example Meeting 60 min. (Picture 4)



Picture 4

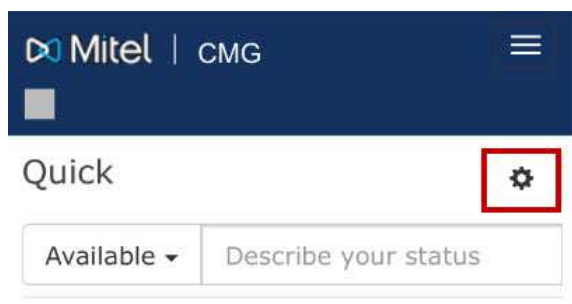
You can choose Availability and write a description (Picture 5)



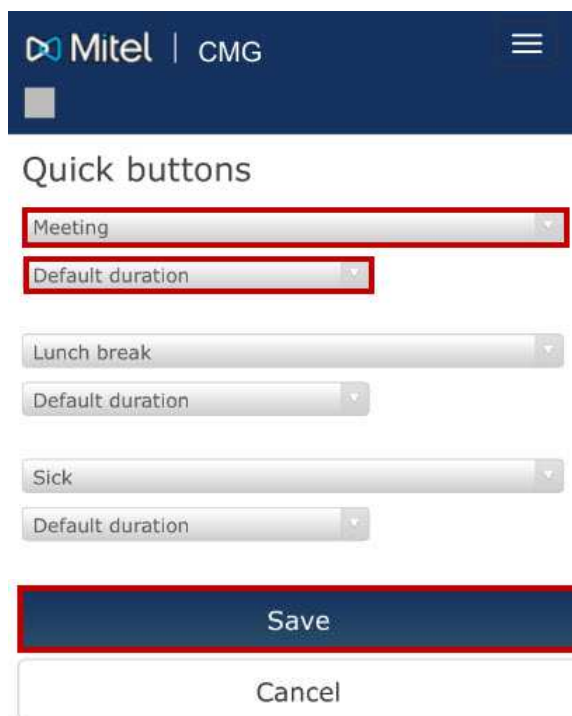
Picture 5

Click the gear icon to see your preset settings. Set with type of activity to find in the presets of the Activities tab.

Remember to save your settings. (Picture 6 and 7)



Picture 6

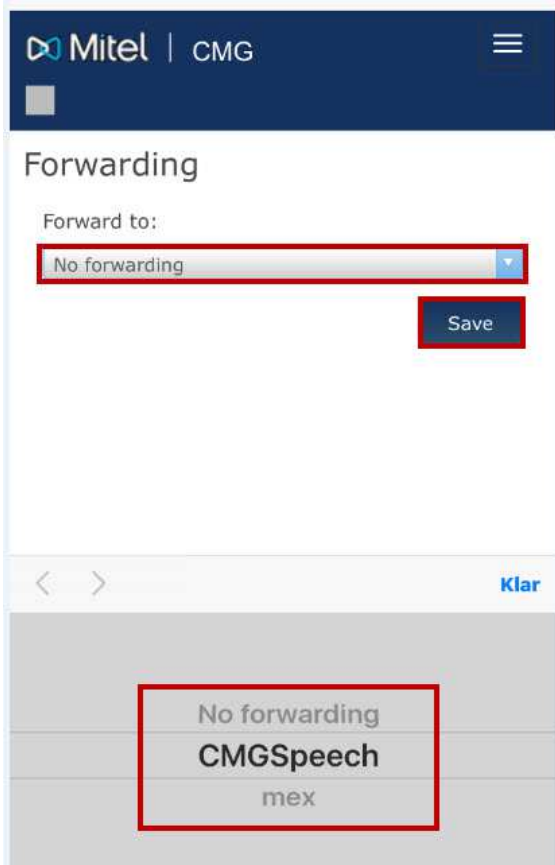


Picture 7

Forwarding

Here you can choose from pre- forwards. (Picture 8)

Creation of forwarding user profiles must be done when signed in on a computer in the BluStarWeb 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.



Picture 8

Messages

Here you can listen to your messages. (Picture 9)



Picture 9

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 BluStarWeb