

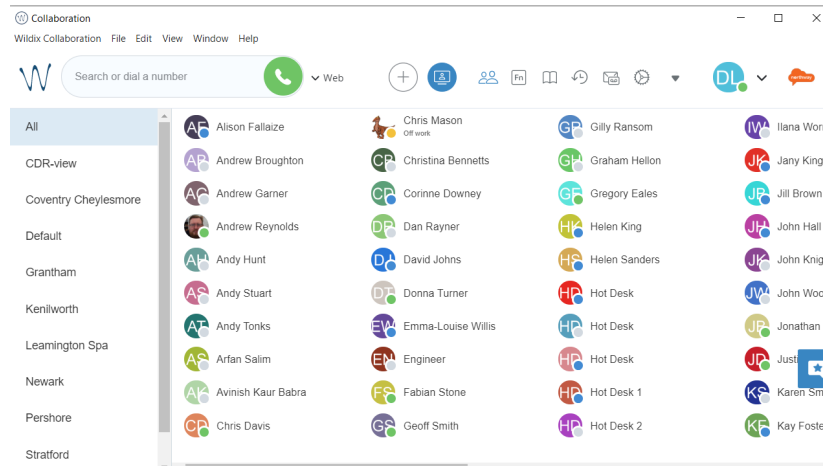


**Accessing the
Wildix
Collaboration
application on
your computer**

Introduction

Wildix is the new society-wide telephony system. It is being implemented from mid-2021 onwards and will replace all legacy telephony systems.

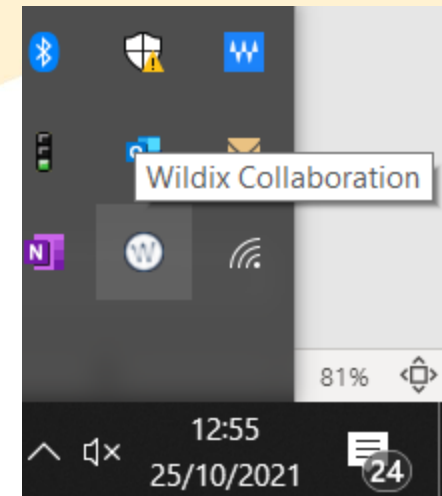
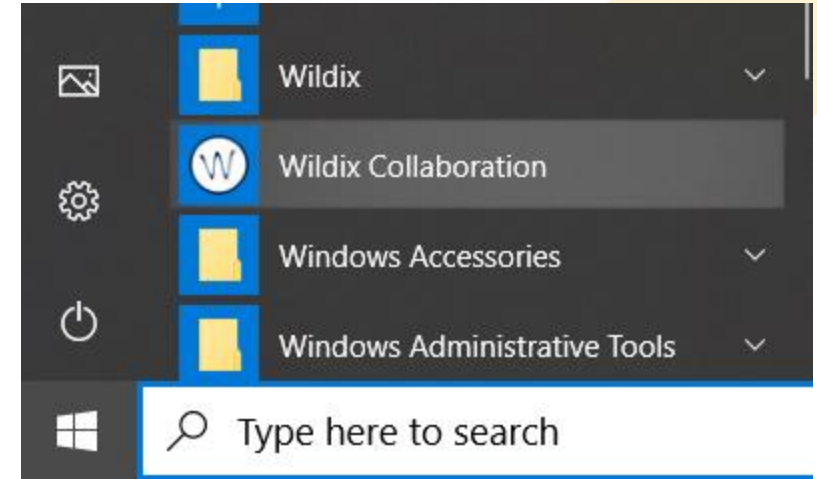
This training presentation will help you access the **Wildix Collaboration** application on your computer.



If you have any questions, please contact the project team via unified.communications@midcounties.coop

Accessing the Wildix desktop application

- Wildix should automatically open every time you log in
- If you ever need to open it manually, just type “Wildix” into your search bar or search in your list of applications
- Once open, Wildix may minimise to your system tray when not in use. It will still be running in the background
- To maximise Wildix, just click on the up arrow near your clock and select the Wildix Collaboration icon



Signing in to Wildix

- On the Welcome screen, select the Windows icon at the bottom right of the screen



Welcome
to Wildix Collaboration

Login

Password

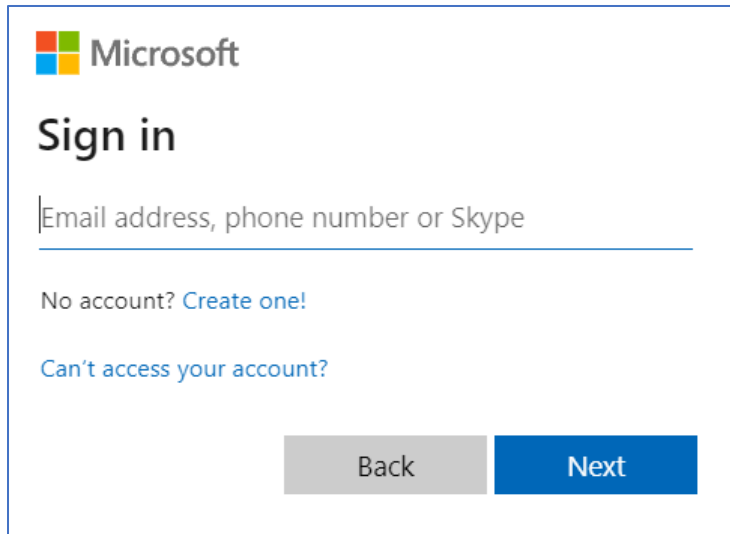
Remember me
 Call Control only

Login

Login with  

Sometimes, you may need to sign in and add your password. This may lead to Multi Factor Authentication for security reasons. The next slide details this process. Do not worry if you do not have to go through this process

1. Enter your email

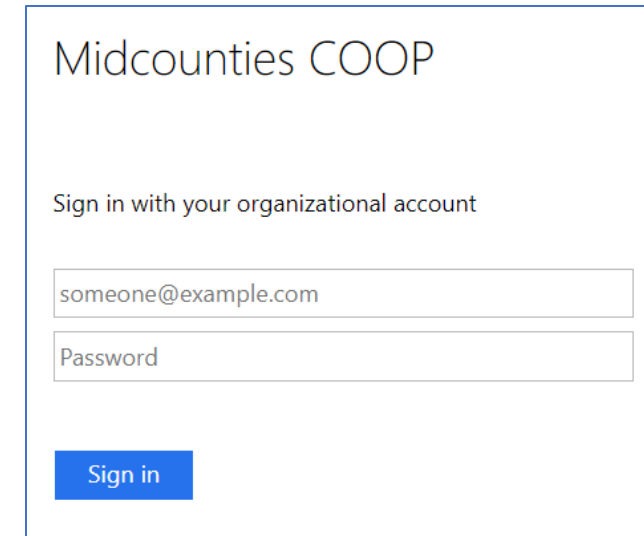


Microsoft
Sign in

No account? [Create one!](#)

[Can't access your account?](#)

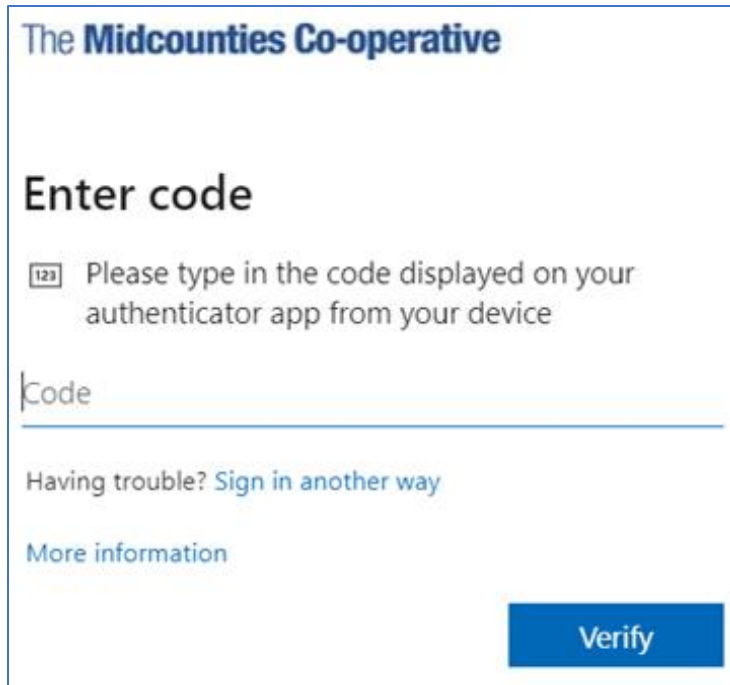
2. Enter your normal password



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Sign in with your organizational account

3. You may need to perform Multi Factor Authorisation. Follow the on screen instructions to validate your log in



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Enter code

Please type in the code displayed on your authenticator app from your device

Having trouble? [Sign in another way](#)

[More information](#)

4. Select Stay signed in if asked



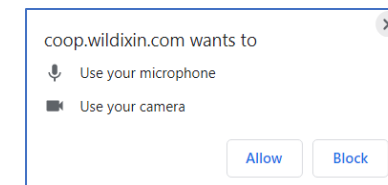
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Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

5. Allow access to microphone and camera if asked



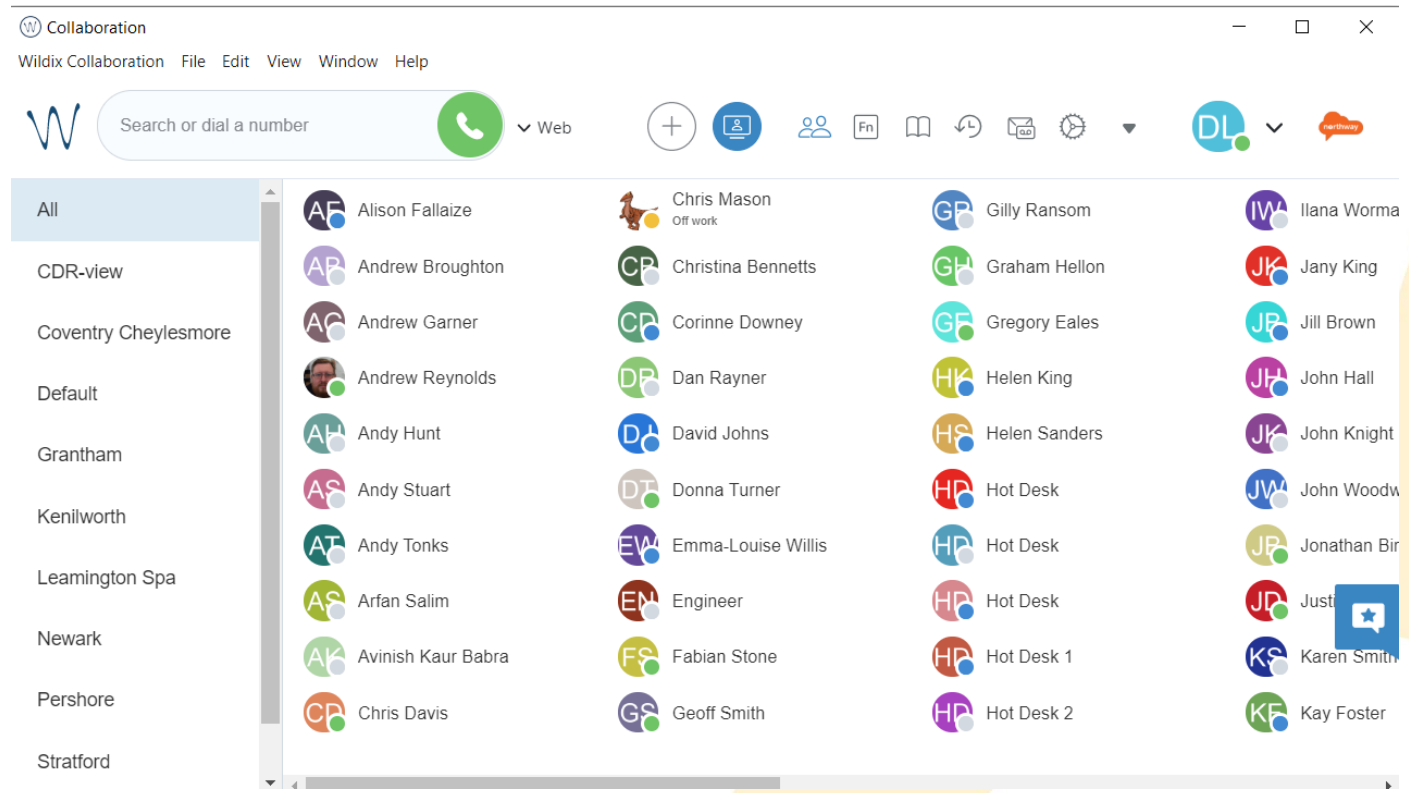
coop.wildixin.com wants to

Use your microphone

Use your camera



Welcome to Collaboration



To find out how to use Collaboration, please see “Travel Branches – Using the Collaboration desktop app” on Colleagues Connect.