Getting Started with MultiLine Desktop App

JULY 2021

QUICK START GUIDE

MOVIUS

Getting Started with MultiLine Desktop App

01 Check your email for an invitation to MultiLine

02 Go to the URL and enter the provided credentials to log in

03 Check your email for a PIN to enter on the validation screen

04 Set a new password

05 Enter your address where emergency services can reach you if you need to dial 911*

06 You're in! You can always see your MultiLine number in the upper right

07 Let's import your contacts

1. Go to Contacts
2. Click Connect to Office 365 Exchange Server

*United States only

3

Enter PIN

A PIN has been sent to your registered email if your account was found

| 8 | 8 | 3 | 9 | 4 | 6 | ⊗ |

Next

By clicking on "Next", you agree to the
Terms and Privacy Policy"

5

Welcome Onboard!

To use the MultiLine Web Client, you must enter a valid U.S. address where emergency services can find you if you call 911 from this device.

First Name
Last Name

Unit/Apt Number/Street#

Address Line 1

Address Line 1

City
Postal / Zip code

State
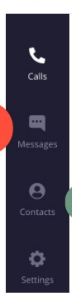
By clicking on "Continue", you agree to the E911 Terms & Conditions

Continue

6

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7

🔶 **MULTILINE**

📞 Calls

💬 Messages
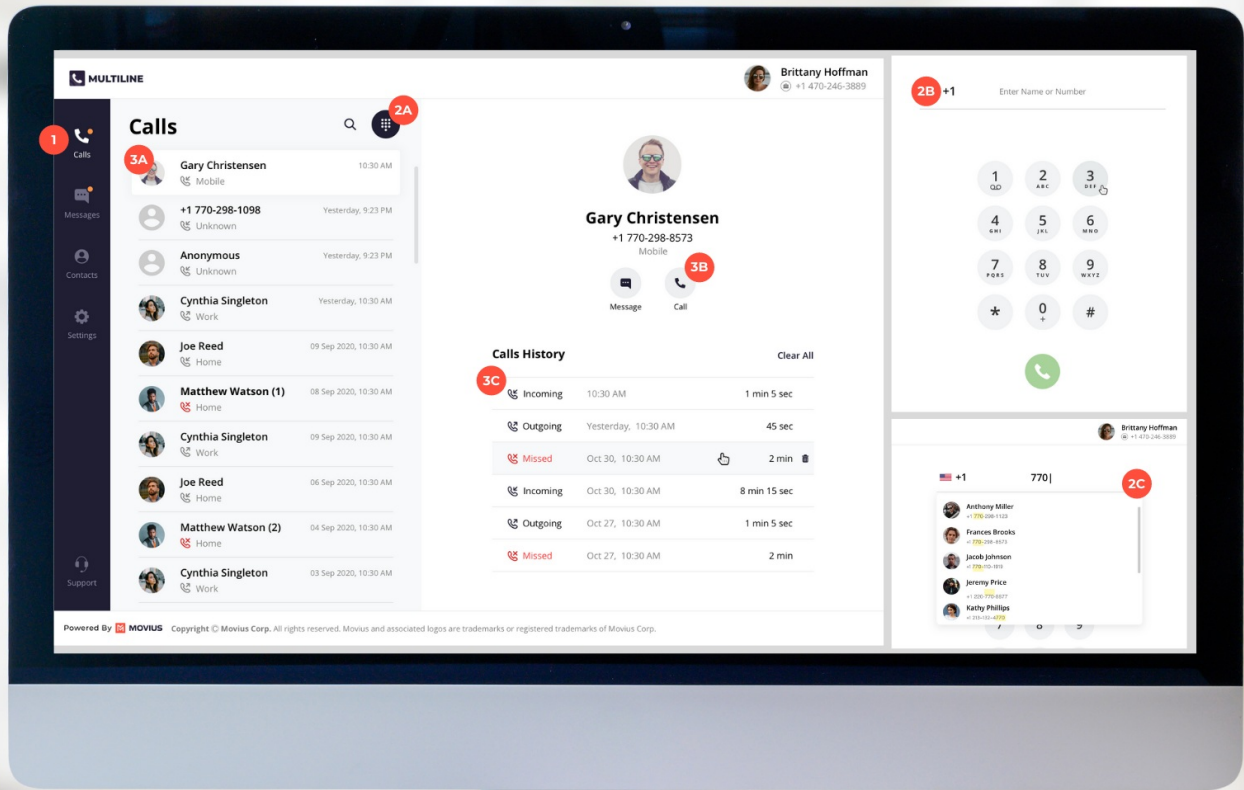
👤 Contacts **1**

⚙️ Settings

Welcome Onboard!

Sync your Exchange contacts and start communicating. Click **Connect to Office 365 Exchange Server** to access your Exchange Contacts

Connect to Office 365 Exchange Server **2**

I will do it later

CALLING IN DESKTOP

(1) Everything you need to make and manage calls is in the Calls section

(2A) Click this icon to pull up the dialer screen

(2B) Type or dial a number or enter a name from your Contacts

(2C) MultiLine will automatically pull up possible contacts as you type

(3A) Pull up your call history from the list of recent calls by clicking from the list

(3B) Place a call to the number with the call icon

(3C) View Call History

MESSAGES IN DESKTOP
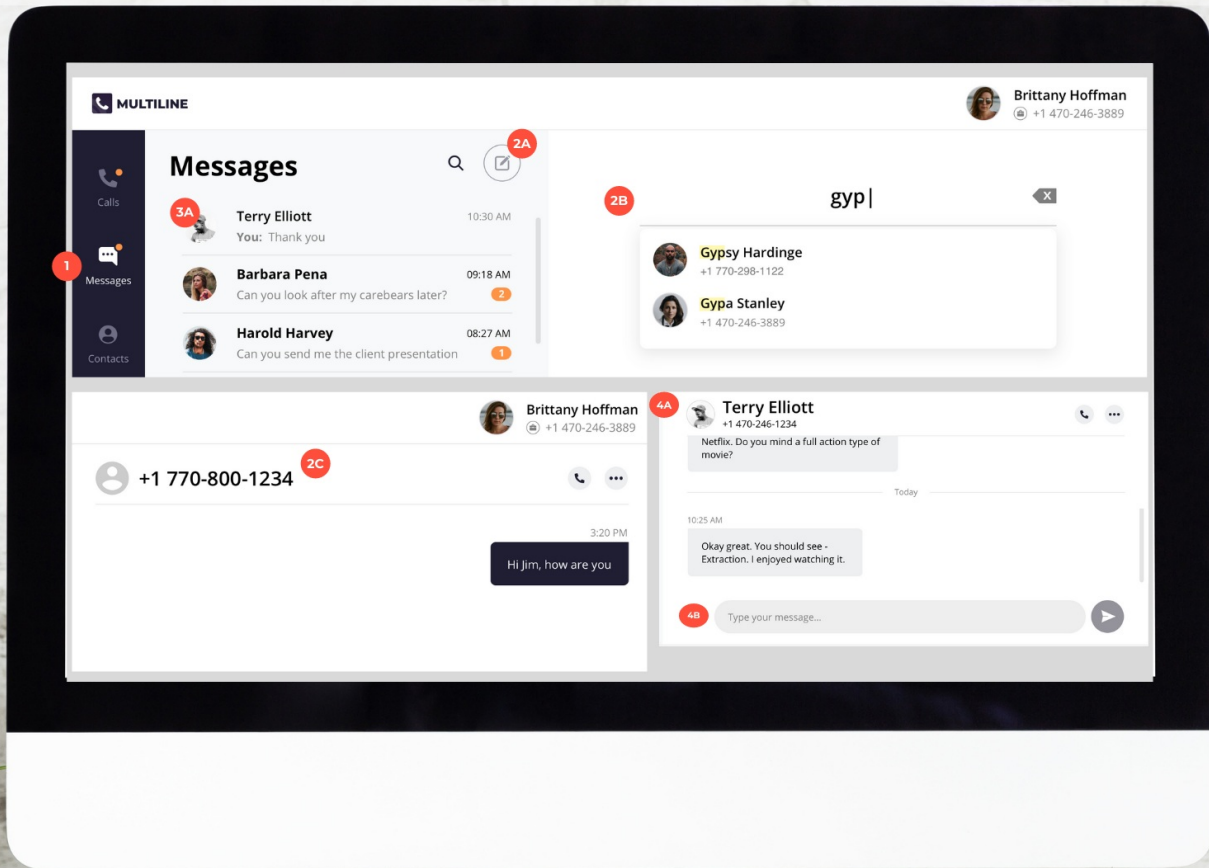
(1) Everything you need to send messages and manage conversations is in the Messages section

(2A) Click this icon to compose a new message

(2B) Type a number or enter a name from your Contacts and MultiLine will automatically pull up possible contacts as you type.

(2C) If the number is not in your contacts, only the number will appear at the top of the conversation

(3A) Click a conversation to open up the message history and view sent and received messages

(4A) Name and number of contacts will appear at the top of the conversation history and pull up possible contacts as you type

(4B) To send a message, enter your message in the field and then click the Send icon

Getting Started with MultiLine Desktop App (2).pdf

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