

State of Maine Office of Information Technology User Guide – For General Distribution Version 1.0.07.27.23

## Installing Avaya Workplace

## REQUIREMENTS

Your account will need to be converted and you will need to install the Avaya Workplace application from Company Portal.



CONFIGURE AVAYA WORKPLACE FOR LOGIN

| ×   | \$ ×                         | <u>\$</u> ×   | ₿ ×  |
|---|------------------------------|---|--|
| workplace   | workplace                    | Using email address is the easiest<br>way to setup Workplace. Choose<br>another configuration method only if<br>instructed by support team. | workplace  |
| Join a meeting  | Enter your email address (j) | Use web address<br>Manually configure (Expert mode)   | Enter Web Address                                  |
| Let's get into the meeting!<br>You can also join from your calendar<br>tap the link in the meeting invite | Email                        | Email   | URL tlcap.state.me.us/acs/resources/configurations |
| Configure my account<br>I have an Avaya Workplace account,<br>let's set it up and get me signed in!       | Back                         | Back  | Back   |

On starting the program, you will be greeted with the first screen. Choose "Configure my account"

The screen will change, and you'll see the next window. Don't enter your email yet. In the upper right, click the gear icon and choose "Use Web Address" and enter the following as the URL

## https://oit-isaevvtlcap.state.me.us/acs/resources/configurations

|                                    | 694 A          |
|------------------------------------|----------------|
| AVAYA                              |                |
| workplac                           | ce             |
| Enter your credentials for Autocor | figuration (i) |
|                                    |                |
| Username your.email@maine.gov      |                |
| Username your.email@maine.gov.     |                |
| Username your.email@maine.gov      |                |

Now you can enter your Windows credentials and click next. The application will configure itself and you will be logged into your extension and ready to use your Avaya Workplace softphone