

IT Help Guide



MORGAN WHITE
— GROUP —

LOG IN TO MITEL



1. Open Mitel by clicking on the Mitel Connect icon on your desktop.
2. Once Mitel opens:
 - a. Enter in your username which is in **"firstname.lastname"** format.
Example: john.smith (do not include the @morganwhite.com)
 - b. Enter in the Mitel password that you have created that is separate from your computer login. If it is the first time you are logging in to your Mitel account, the default password is: **MWGroup=1111**

If you have forgotten your Mitel password [click here](#).
 - c. If prompted for the server address, enter in: **mitel.morganwhite.com**
3. It is recommended to also check the **"Remember Me"** box. Selecting this should automatically sign you in every time Mitel opens.

A screenshot of the Mitel Connect login window. The window has a dark blue header with the Mitel Connect logo and title. Below the header, there are input fields for 'Email or username' (containing 'john.smith'), 'Password' (containing 'Password'), 'Domain' (containing 'Optional for added security'), and 'Server' (containing 'mitel.morganwhite.com'). There is a 'Show advanced ^' link, a 'Use Windows Credentials' checkbox, and a 'Remember me' checkbox which is checked. A blue 'Login' button is at the bottom right. Two orange arrows point from the instructions in the text to the 'Email or username' and 'Server' fields.