

Use Office Communicator Web Access

Microsoft® Office Communicator Web Access is a browser-based instant messaging program that allows individuals with a University of Akron UAnet account to send each other instant messages and view an individual's presence (for example, online, busy, out-of-office), when they are away from their office. There is no software to install. Only a web browser and an internet connection are required.

Office Communicator Web Access has a similar look to that of Office Communicator 2005.

To use Office Communicator Web Access:

- Open a browser
- Navigate to the URL for Communicator Web Access
- Sign on

Use the following instructions to:

1. [Sign on](#)
2. [Start an instant message conversation](#)

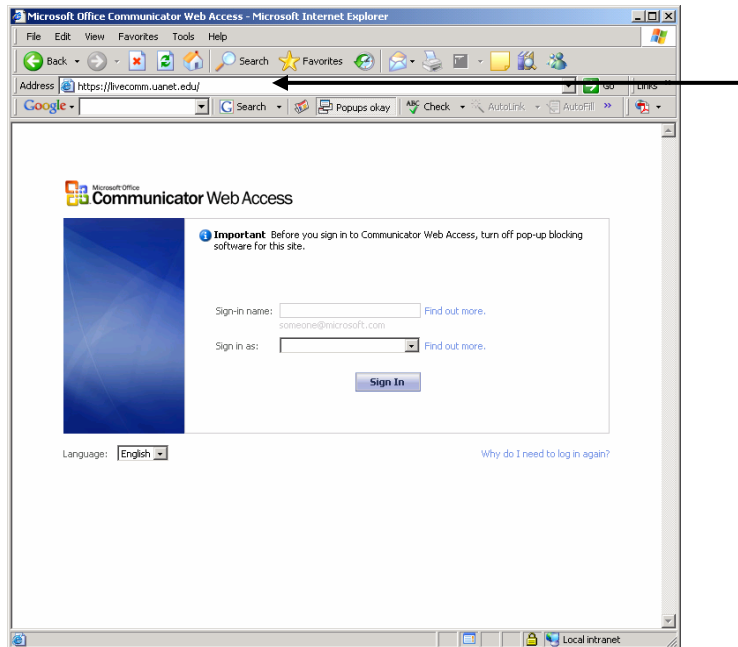
Use Communicator Web Access

Exercise 1: Sign On

To sign on to Communicator Web Access:

1. Open a web browser, such as Internet Explorer.
2. In the Address box of the browser, type the URL

<https://livecomm.uakron.edu> .



If a message is displayed to disable pop-up blocking, follow the **Configure the Pop-Up Blocker in Internet Explorer** instructions at <http://www.uakron.edu/its/learning/training/IEBasics.php> .

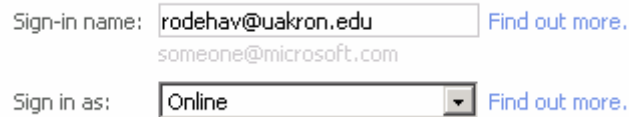
3. In the box, enter your complete UAnet ID, for example, **rodehav@uakron.edu** .

4. Click on the down arrow at

- Online
 - Busy
 - Do Not Disturb
 - Be Right Back
 - Away
 - Appear Offline


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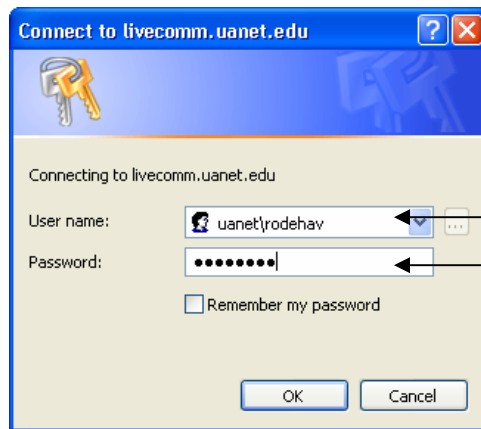
5. Select a presence status from the list.



Sign-in name: [Find out more.](#)
someone@microsoft.com

Sign in as: [Find out more.](#)

6. Click on  .
7. If the following prompt is displayed, type your User name and password.



Connect to livecomm.uanet.edu

Connecting to livecomm.uanet.edu

User name:

Password:

Remember my password

OK Cancel

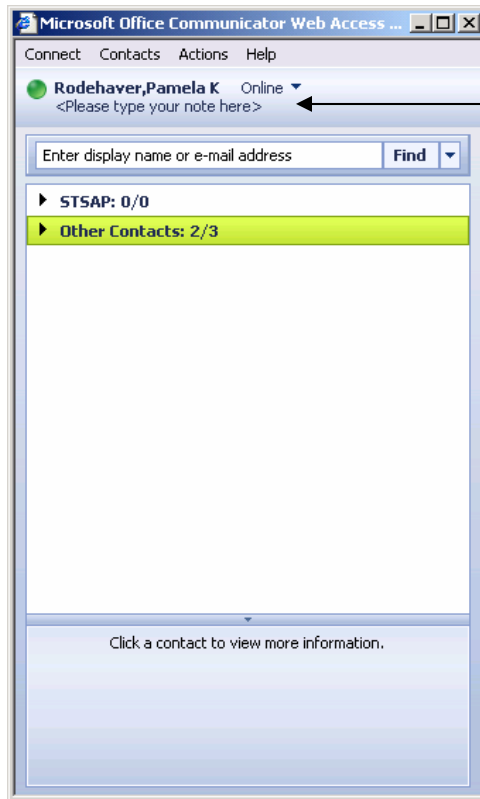
Your User name is entered as **uanet** and then **your UAnetID**.
An example is **uanet\rodehav** .

Enter your UAnet password in
the Password box.

8. Click on  .

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9. Communicator Web Access is opened and its window is displayed.

**TIP:**

Click on the <Please type your note here> to have the note you type display after the presence status.

10. When the Communicator Web Access window is displayed, the browser window will display the message:

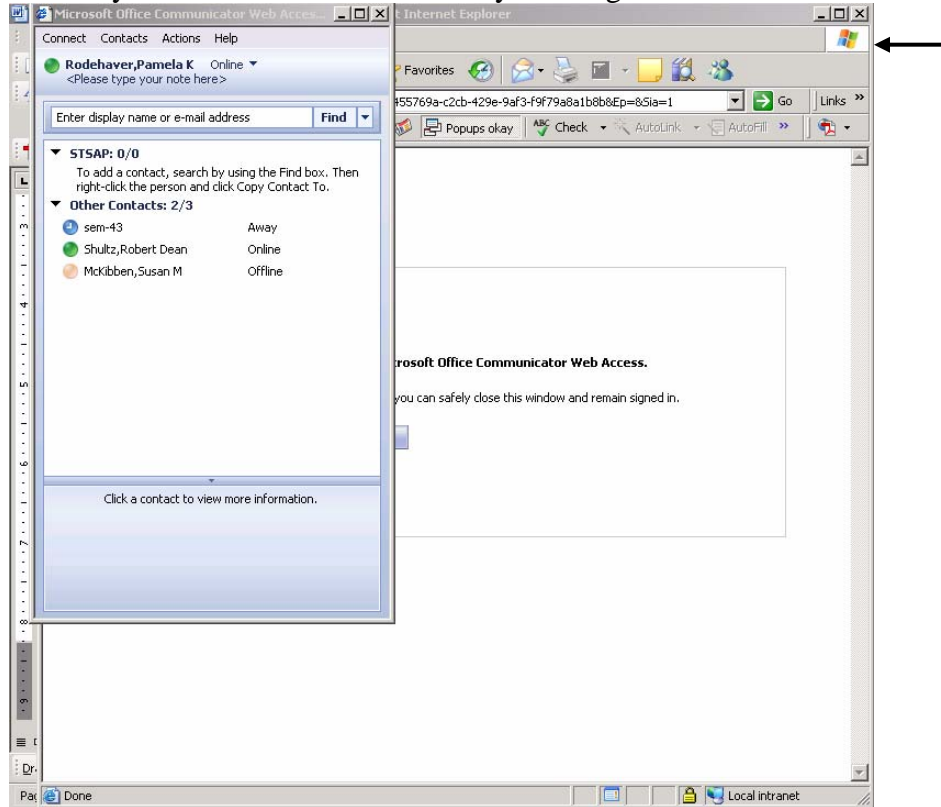
Welcome to Microsoft Office Communicator Web Access.

After you sign in, you can safely close this window and remain signed in.

Sign In Again


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11. You may close the browser window by clicking on its X.




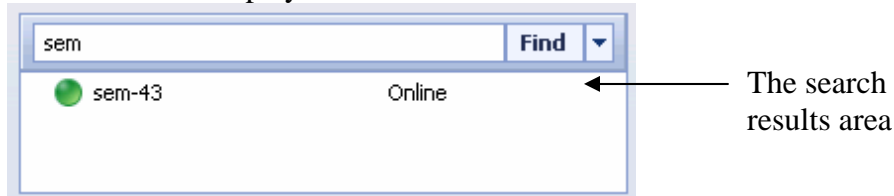
Use Communicator Web Access**Exercise 2: Start an instant message conversation**

To start an instant message conversation:

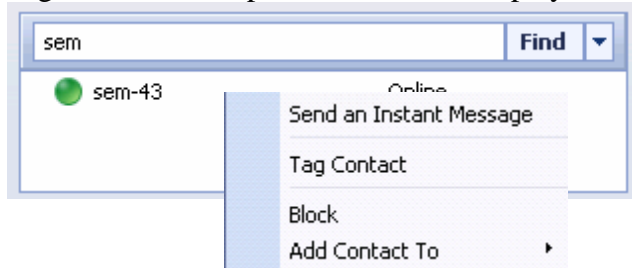
1. In the  box, type the person's last name or a partial last name. If it is a common last name, type the last name, a comma and the first name or partial first name.


You also may type the person's complete e-mail address, for example, rodehav@uakron.edu .

2. Click on  . The University of Akron's directory service is searched.
3. Communicator displays the results of the search.



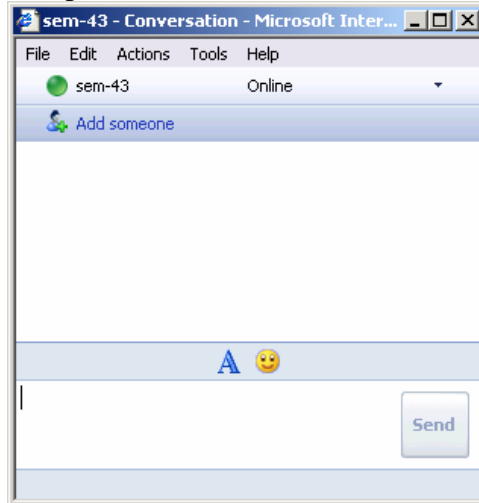
4. Right-click on the person's name to display a shortcut menu.



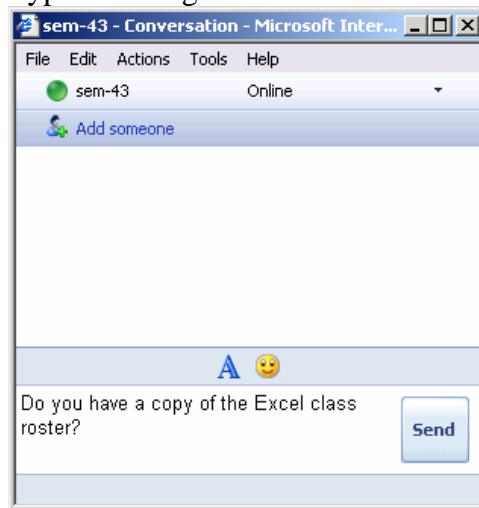
5. Click on  .


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6. A separate window that is a conversation window is opened.



7. Type a message in the box at the bottom of the conversation window.

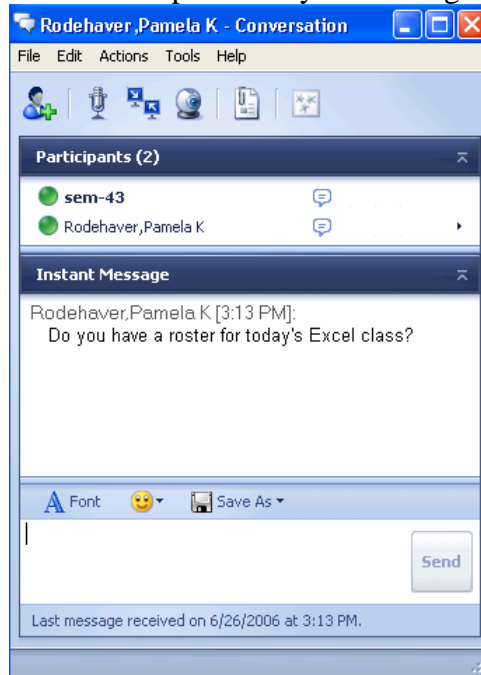


8. Click .
9. The recipient of your message will hear a tone and see a flashing icon on their taskbar as an alert.





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10. When the recipient clicks on the flashing icon, the conversation window opens on their computer and your message is displayed.



11. To continue the conversation, one of the participants types a message in the typing area and clicks on SEND.

12. To add another person to a conversation:

- Click on  .
- When the Add Someone to the Conversation window is displayed, use the Find box to locate the person.
- Click on the name of the person to add to the conversation.
- Click on  .

13. To end the conversation, it is customary to type and send a message to indicate that you are leaving.

Then, click on the X in the upper right corner of the Conversation window to close the window. (NOTE: No message is displayed in Communicator Web Access to indicate that a person left the conversation.)