

Lesson 1: Use Instant Messaging



Use Instant Messaging



[View video](#)

Microsoft Office Communicator 2005 is communication software that allows individuals with a University of Akron Exchange server account to send each other instant messages, files, view an individual's presence (for example, online, busy, out-of-office), and share applications.


In this lesson, you will learn the basics of sending and receiving instant messages using Communicator by completing the following exercises:

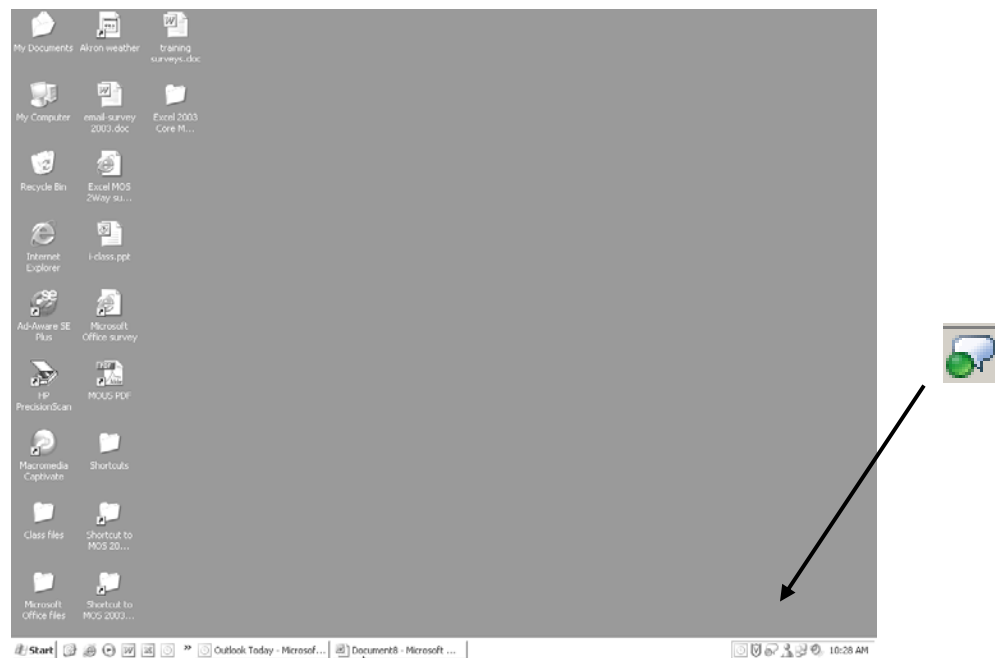
1. [Sign on](#)
2. [Set up a Contacts list](#)
3. [Search for a contact in your Outlook or Communicator Contact lists](#)
4. [Start an instant message conversation](#)

Lesson 1: Use Instant Messaging**Exercise 1: Sign On**


To send and receive messages, Office Communicator must be open and you need to sign on.

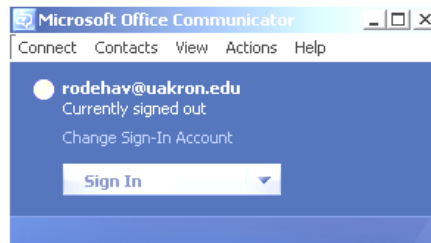
After you use Communicator for the first time, it automatically will start when you logon to your computer and will sign on for you.

1. If the Microsoft® Office Communicator window did not open automatically when you logged on to your computer, double click its icon  in the System tray to open its window.



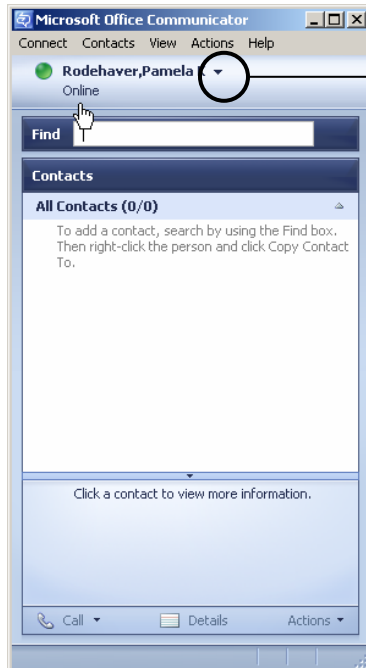
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- Near the top of the Communicator window, your e-mail address is displayed with information about your **presence**. If the indicator states that you are “currently signed out,” click on the  button.

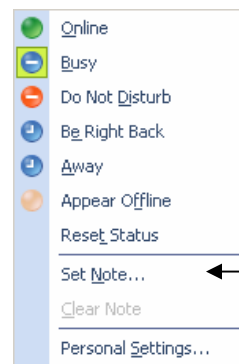


- When you are signed in, the window changes its appearance and indicates your presence status. In the example shown below, the presence status is **Online**. If someone has you on their Contact list in Communicator or searches for your address in the Find box, they will see your presence status.

If you use Outlook as your personal information manager, Communicator connects to the Exchange server and displays the status based on your calendar and Out of Office Assistant selection.



Click on the down arrow to change your presence status.



TIP:
Select the Set Note option to have the note you type display after the presence status.

- To manually change your presence status, select from the list at the down arrow, as shown above.


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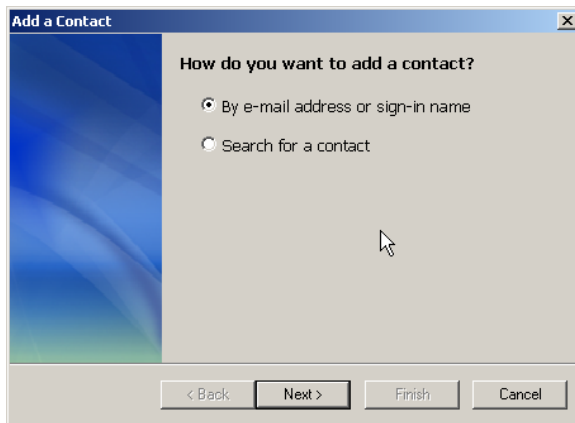
Communicator can use the addresses in The University of Akron's directory service and your Outlook Contacts. You can search these lists for individuals and add the people of your choice to your Communicator Contact list.

To search for and add a contact to your Communicator Contact list:


1. Click on Contacts, Add a Contact from the menu.




2. In the Add a Contact dialog box, select one of the two options and click on  .




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3. If you selected the “by e-mail address or sign-in name” option, the following box is displayed in which to type the person’s complete e-mail address. Then, click on .

TIP:
An example of a complete e-mail address is rodehav@uakron.edu.

If you selected the “Search for a contact” option, the following dialog box is displayed in which to type at least a partial first and partial last name. Then, click on .

The University’s directory service and your Outlook Contacts are searched for a match.

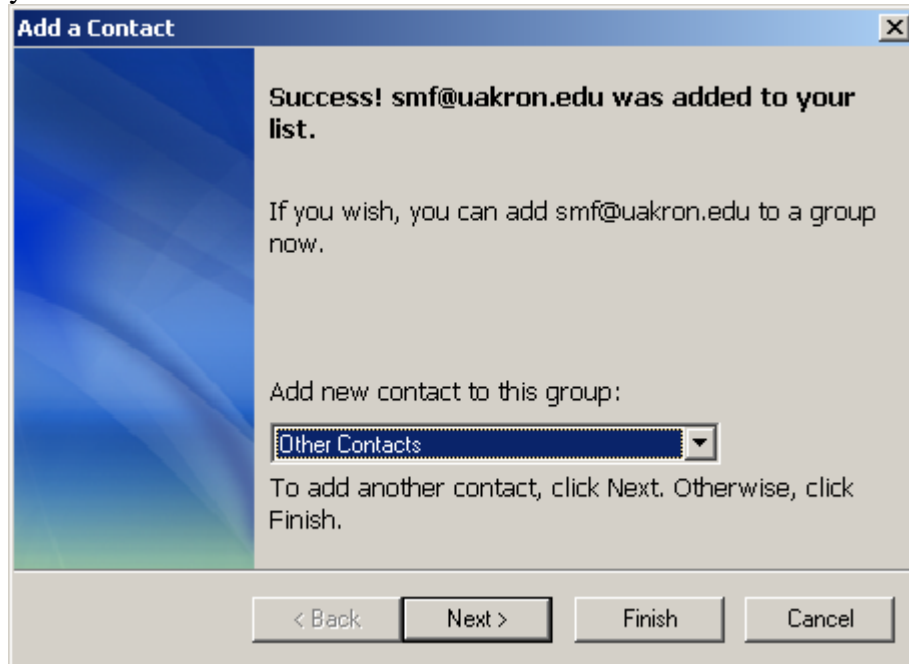
The search results box is displayed to select a name from the list. Then, click on .

Name	Title	Office	Phone	Company
McKibben,Susan M	Mgr Software Training Svcs	LIB 52B	6391	The University

TIP:
If the person you need is not in the search results, click on the Back button and revise your search.

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4. With both options, a message displays to indicate that the person was added to your Contact list in Communicator.



5. To add another Contact, click on .
If there are no Contacts to add at this time, click .

Lesson 1: Use Instant Messaging**Exercise 3: Search for a contact in your Outlook or Communicator Contact lists**

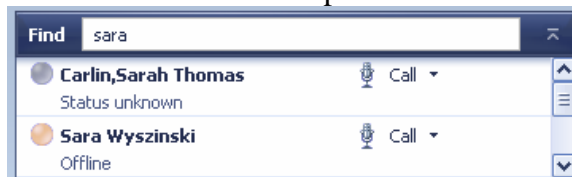
When you want to begin an Instant Message conversation, you can search your Contact lists in both Office Communicator and Outlook for the person.

1. Click in the **Find** box  .
2. Type a last name, first name, part of a name or an e-mail address.



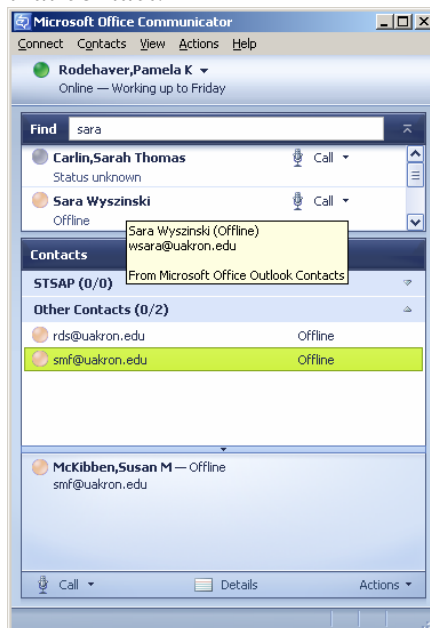
The **Find results** are displayed in the area below the Find box. If the text is in boldface, the contact was found in your Outlook Contacts folder.

Communicator can list up to 50 results in the Find results area.



Note the scroll box on the scroll bar. It indicates that there are additional results displayed. Scroll to view those results.

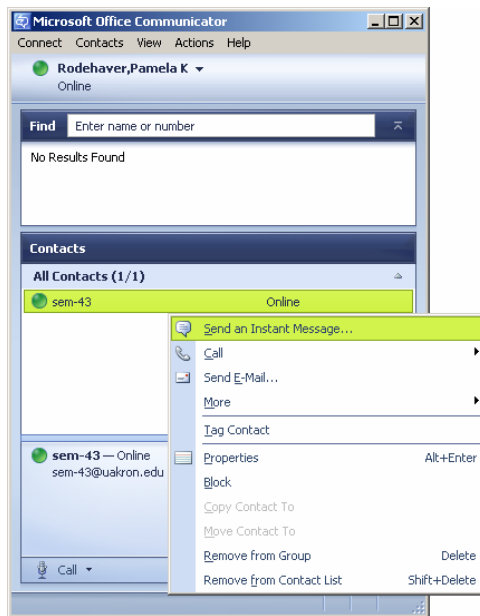
3. Move the mouse pointer over a name to view additional information about that contact.



Continue to Exercise 4 to learn how to start an Instant Message conversation with someone.

Lesson 1: Use Instant Messaging**Exercise 4: Start an Instant Message Conversation**

- To start a conversation with someone in your Communicator or Outlook Contact lists**, do any one of the following:
 - From the menu, click on Actions, Send an Instant Message. Use the Find box.
 - OR
 - In the Contacts list or Find results, double-click the name of the person.
 - OR
 - In the Contacts list or Find results, right-click the person's name and from the shortcut menu select Send an Instant Message.



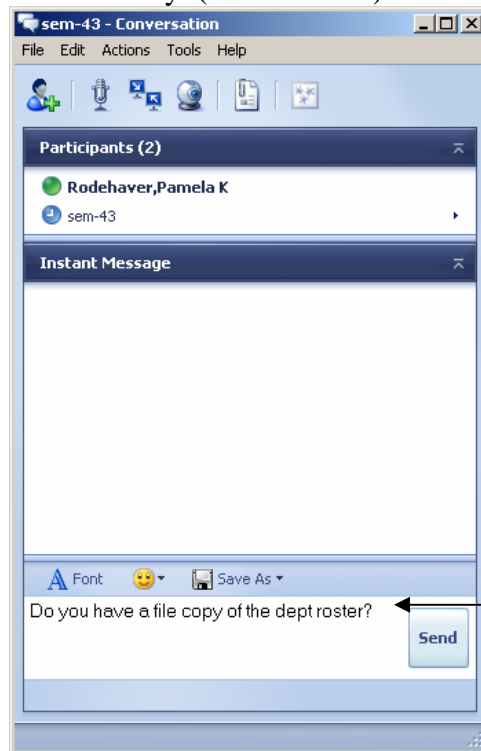
A separate window that is a conversation window is opened.

- To start a conversation with someone who has an Exchange Server account but is not in your Communicator or Outlook Contact lists:**
 - Follow the instructions in [exercise 2](#) to add the person to your contacts
 - Follow the instructions above in step 1.

A separate window that is a conversation window is opened.

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3. Type a message in the box at the bottom of the conversation window. To start a new line while you are typing, hold down the Shift key and press the Enter key. (Shift + Enter)

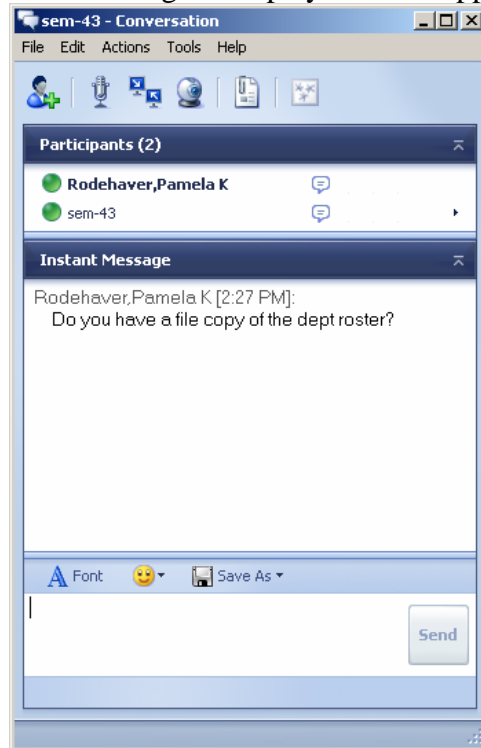


Type your message here.

4. Click  .

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5. Your message is displayed in the upper box of the Conversation window.

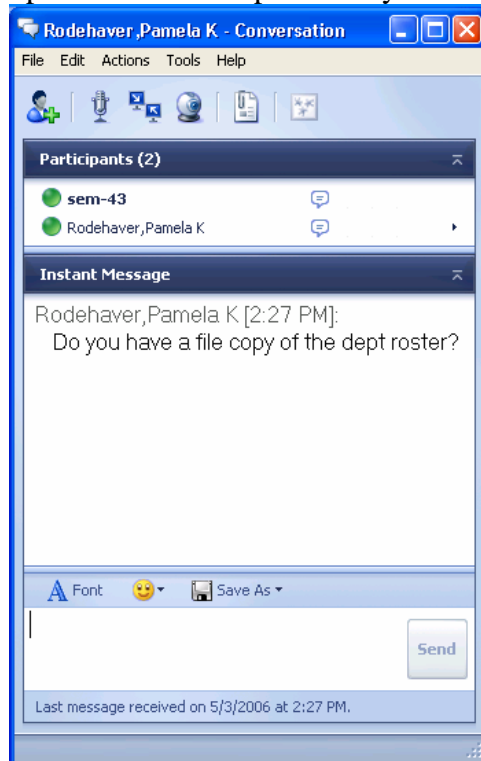


6. The recipient of your message will hear a tone and see a flashing icon on their taskbar as an alert.



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



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

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9. To add another person to a conversation:

- In the menu of the Conversation window, click on Actions, Invite Someone to Join This Conversation
OR


click on the Invite someone to join this conversation tool



TIP:

As many as 32 people can participate in the same conversation.

- When the Invite Someone to Join This Conversation window is displayed, click on the name of the Contact to add to the conversation.
- When the person joins the conversation, a message, similar to the one shown here, is displayed in the Conversation window.

 rds@uakron.edu has been added to the instant message conversation.

10. 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.

11. When a person leaves the conversation, a message is displayed in the Conversation window.

 Shultz, Robert Dean has left the instant message conversation.

Contact pstrain@uakron.edu or appsupport@uakron.edu .