

QUICK START GUIDE FOR MICROSOFT OFFICE COMMUNICATOR 2007


OPEN COMMUNICATOR:

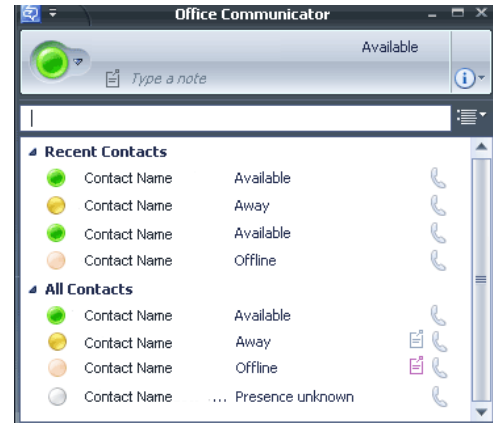
Double-click the icon to open Communicator and see your Contacts.

If the icon is not showing, click **Start > All Programs > Microsoft Office Communicator**.

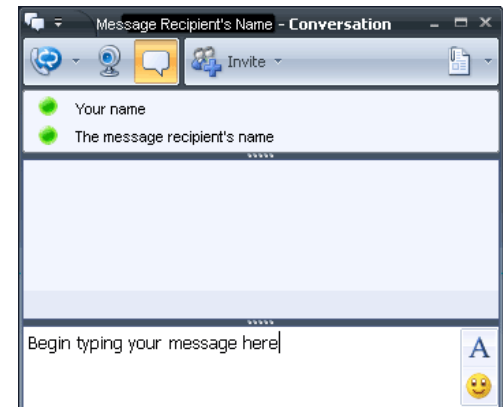
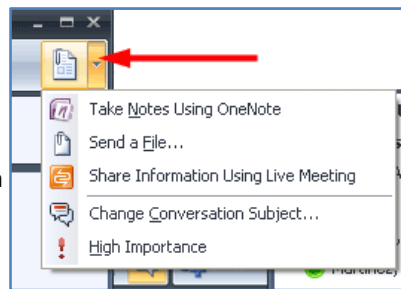


SEND A MESSAGE:

- Double-click a name in Contacts. Your conversation will start in a separate window.
- Hold the CTRL key and select multiple contacts to send a message to multiple recipients. Right-click the last recipient selected and press Enter. Your conversation will start in a separate window.
- Click on **Invite** to add other contacts to join your web conference. Select the contact you want to add and click **OK**.
- Enter your text in the bottom pane, click the icon  to format the font, and when you press the Enter key it will be sent to the recipient.
- Click on the icon in the top right corner to send a file with your message. You can also change the conversation subject or mark a message with high importance.

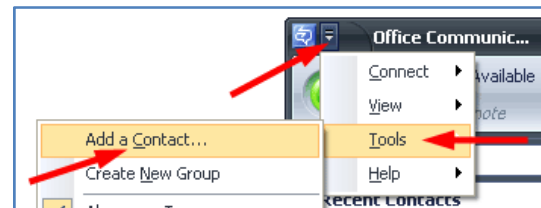


- You can also send a file by dragging it from your desktop onto a contact's name. Type in a message and when you press **Enter** the recipient will receive the message and be able to accept or decline the transfer.



ADD A CONTACT:

- Click **Show Menu > Tools > Add a Contact**.
- It is easiest to Search for a Contact. Follow the prompts. Click Next and Add.
- Create a New Group if you would like to group your contacts
- Tag a contact if they are not available and you want to be notified when their status changes. Right-click the contact and select **Tag the Contact for Status Change Alerts**. The status ranges from **Personal** for the most access, to **Blocked** if you want to stop the person contacting you on Communicator.
- It is possible to change a contact's access level. Right-click the contact, click Change Level of Access, and choose the appropriate level.



CHANGE YOUR STATUS:

Your presence will be visible to other users on the Marquette network in Outlook.

- Click the down arrow next to your own status to change it and make your selection from the menu.
- Choose Current Location and Home, Office or Custom if you want to share this information.

