




GETTING STARTED WITH OFFICE COMMUNICATOR ON A MAC

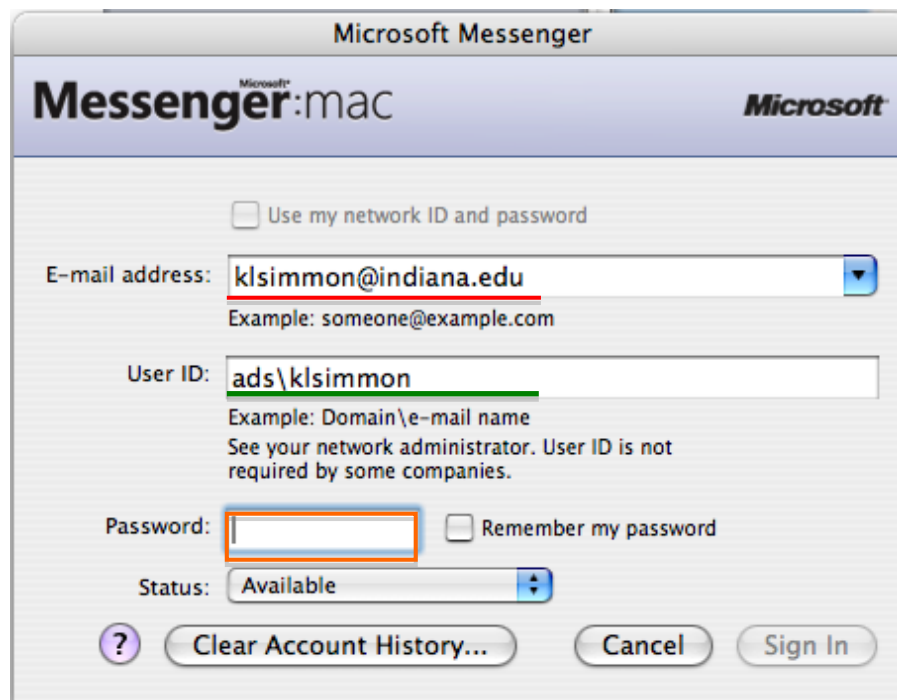


IMPORTANT: MUST BE DONE BEFORE YOU CAN USE OFFICE COMMUNICATOR!



The Office Communicator Clients requires account activation. Click the [Emergency 911 Acknowledgement Statement](#) link listed here and login when prompted with your IU (ADS) username and password. Read the agreement and answer accordingly.

Once your Corporate Edition of Mac Messenger has been installed you can  with your **IU Email Address**, **ads\username** and **password**.



The screenshot shows the Microsoft Messenger:mac sign-in dialog box. It features a title bar with "Microsoft Messenger" and "Microsoft" logos. The main area contains the following fields and options:

- Use my network ID and password
- E-mail address: (Example: someone@example.com)
- User ID: (Example: Domain\e-mail name. Note: See your network administrator. User ID is not required by some companies.)
- Password: (Remember my password:)
- Status:

At the bottom, there are three buttons: a help icon (?), "Clear Account History...", "Cancel", and "Sign In".



MANAGING CONTACTS



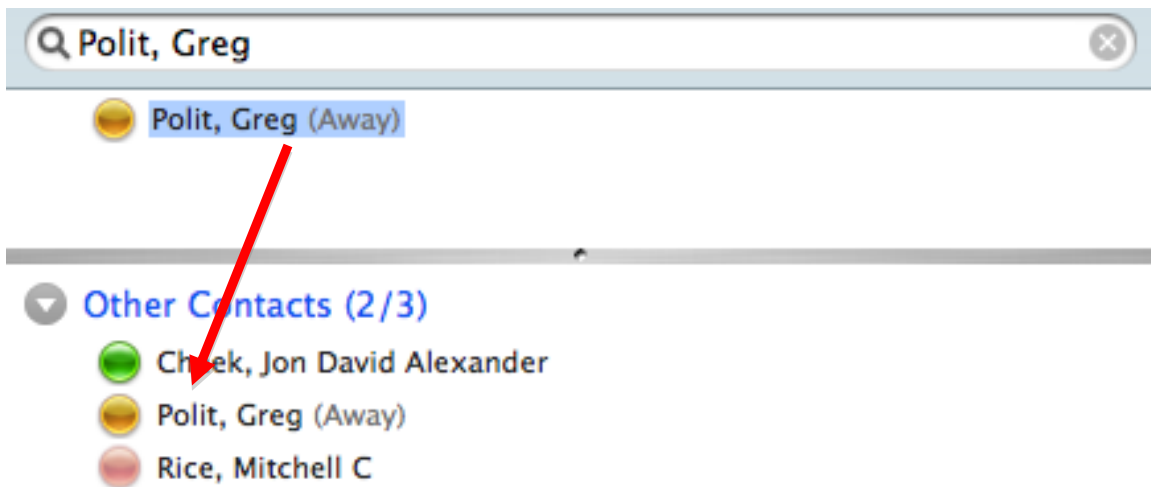
ADDING A SINGLE CONTACT

Adding contacts to your contact list allow you to communicate and retrieve information from co-workers and colleagues within your department and across the IUB campus.

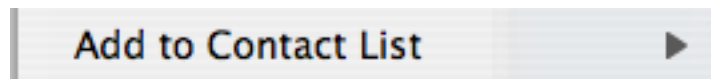
To add a single contact enter the contact's **first and last name**, **IU (ADS) username** or **IU email address** into the finder.

The image shows three sequential screenshots of a contact finder interface. Each screenshot features a search bar with a magnifying glass icon on the left and a close button (an 'x' in a circle) on the right. Below each search bar, a single search result is displayed, consisting of a yellow circular status indicator (a half-filled circle) followed by the text 'Polit, Greg (Away)'. The search terms in the search bars are 'Polit, Greg', 'gpolit', and 'gpolit@indiana.edu' respectively.

Once you have found the contact you can add him or her by simple dragging the contact into your contact list



Or right click on the contact and select:



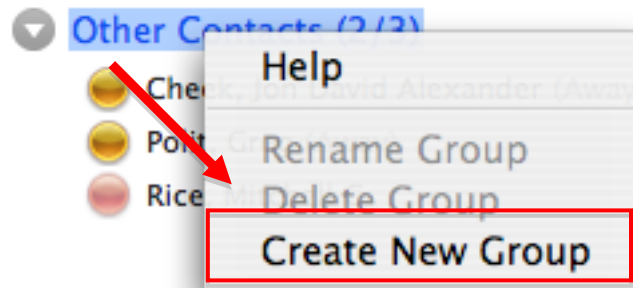
*Adding distribution lists is not yet available on the Mac version of Office Communicator.



CREATING A GROUP OF CONTACTS

Creating groups of contacts allow you to organize your contacts by department.

To create a group simply click on **Contact** in the menu of the Office Communicator and select **Add a Group**. Or you can right click on any pre-existing group and select **Create New Group**.



Drag a pre-existing or new contact into the group that you created.

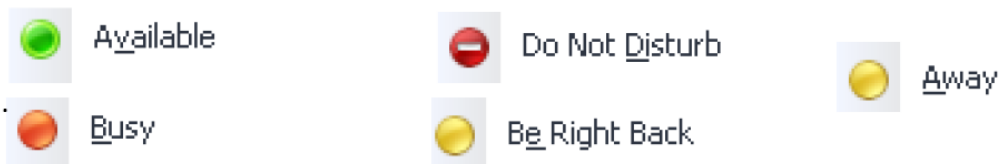




MANAGING PRESENCE LEVELS

Presence levels give your contacts information on your availability to be contacted.

You may change your presence level manually to one of the following presence statuses:



To set your status manually:

1. Press the **Presence button**. A drop-down menu appears.
2. Choose your preferred **presence state**.



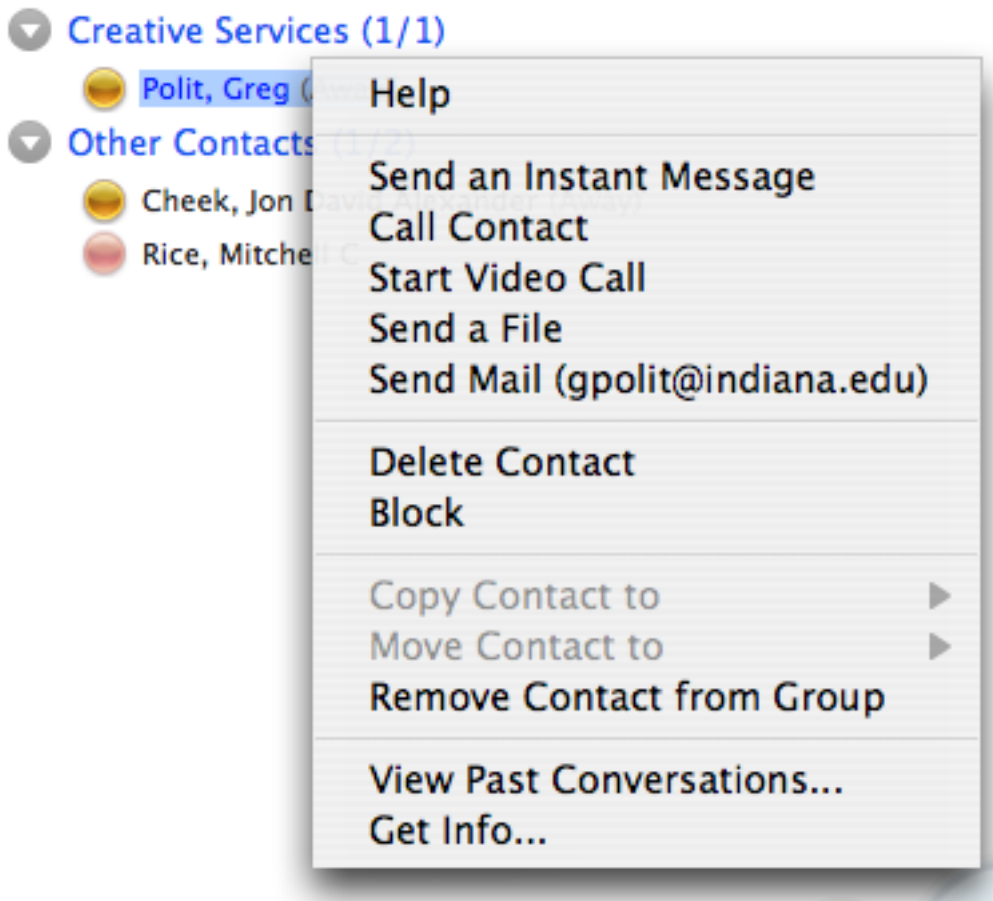


CONTACT FEATURES

Once you have added and grouped your contacts you can access a whole host of features. Click on a contact and you can access any of the options displayed at the top of the messenger:



Or you can right click on the contact and reveal the same features:

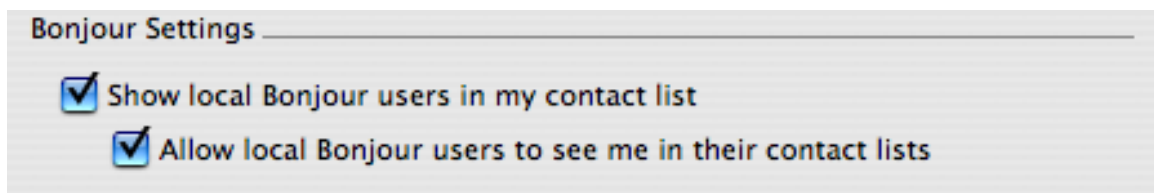




USE BONJOUR TO FIND NEARBY MESSENGER CONTACTS

Bonjour allows Mac OS X users to detect computers on the same network. If you turn on Bonjour in Messenger, your contact lists includes other Messenger for Mac Bonjour users on your network who are online and located near you.

1. Sign into your Messenger for Mac **Corporate Account**.
2. On the **Contact** menu, click **Privacy...**
3. Under **Bonjour Settings**, select the **Show local Bonjour users in my contact list** check box.



To make yourself visible to other users, select the **Allow local Bonjour users to see me in their contact lists** check box.