Communicator 07
Quick Reference Guide

renew

defra
Department for Environment
Food and Rural Affairs

Communicator – Instant Messaging

Follow up. Start by 20 July 2008. Due by 20 July 2008.
Sent: Fri 18/07/2008 13:26
To: (SSD)
Cc: (Available)
I T Trainer, Defra
@defra.gsi.gov.uk
Calendar: Currently Out of Office. Free at 11:00
From corporate address book
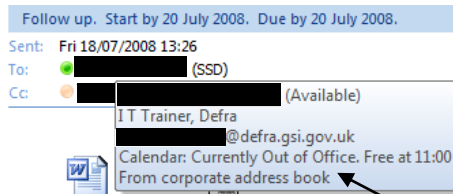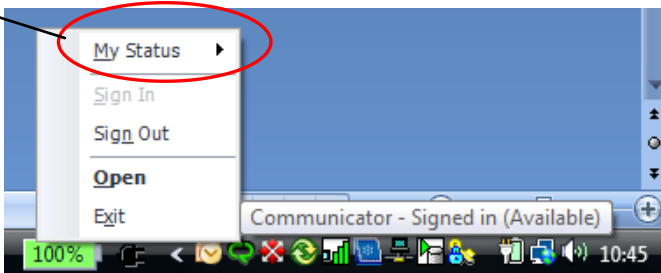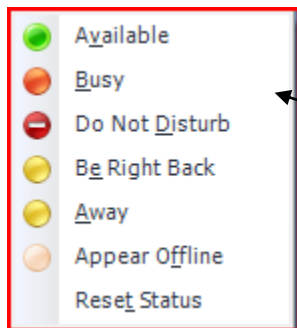
Communicator is accessed from the green arrow button in your system tray at the bottom right of your screen when you logon. It will automatically change from red to green when it has signed you in automatically.

100% < 10:43

It will check your diary to determine your initial status. If there is nothing in your diary it will show you are available. If you have a meeting or are out of the office it should show your status as busy.

Any one who has received an email from you in Outlook can also see your status by hovering the mouse alongside your name in the address area
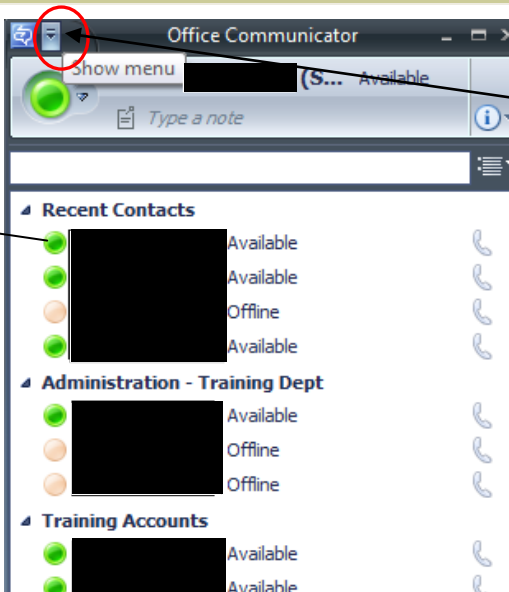
Your can change your status by clicking the **communicator button, selecting My Staus** and choosing the appropriate option.

● Available
● Busy
● Do Not Disturb
● Be Right Back
● Away
● Appear Offline
  Reset Status

My Status ▶
Sign In
Sign Out
Open
Exit

Communicator - Signed in (Available)

100% < 10:45

Double click the **Communicator** button to open the program.

Start an Instant Message

Clicking on the Communicator button
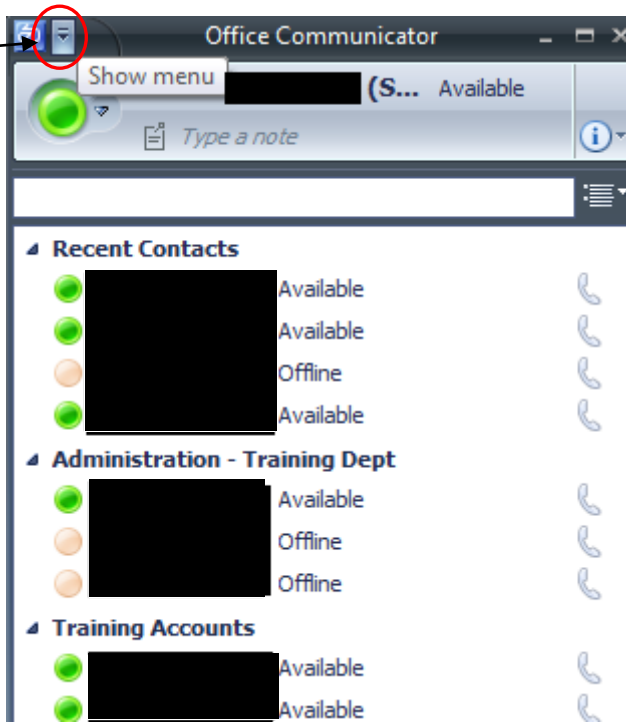
will open a window similar to the one shown.:

Double click a contact name to start an instant message with them.

The message window appears instantly on their screen as soon as you send the first message.

Office Communicator

Show menu
(S... Available
Type a note

Menu options can be chosen by clicking on the white arrow head

▲ **Recent Contacts**
● Available
● Available
● Offline
● Available

▲ **Administration - Training Dept**
● Available
● Offline
● Offline
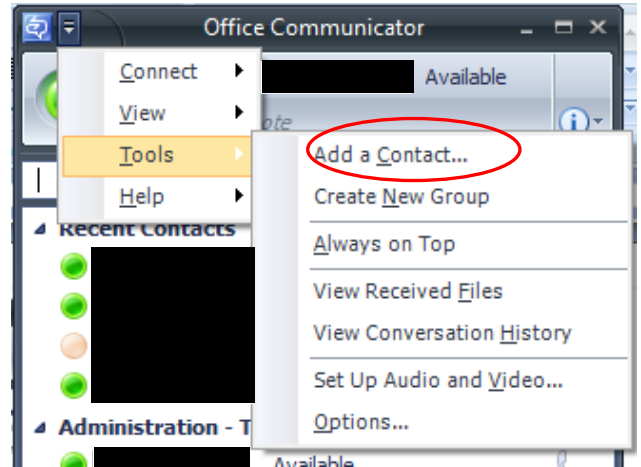
▲ **Training Accounts**
● Available
● Available

Using the Menu Options

Use the **Menu** button at the top of the screen.

Add a Contact

Use the **Menu** button at the top of the screen and select **Tools** to access the **Add Contact** option

You can type the email address for your contact or choose the search option to find from the corporate directory

Hold a Conversation

Double click on a contact to start a conversation with them. You can then type your message in the bottom window. The message will be sent as soon as you press **Return**.
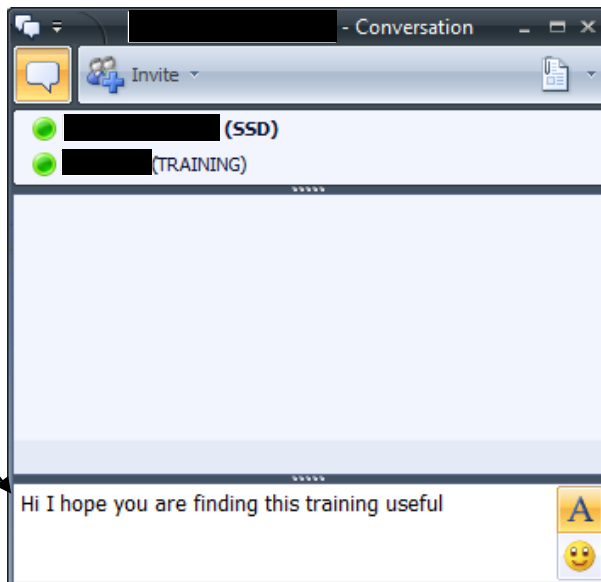

Here is a conversation started by [redacted] to [redacted]. They will type message into the bottom dialogue area and press **return** to send. The text will appear in the middle area and be seen by both of them.
They can invite others to join the conversation by clicking on the **Invite button**
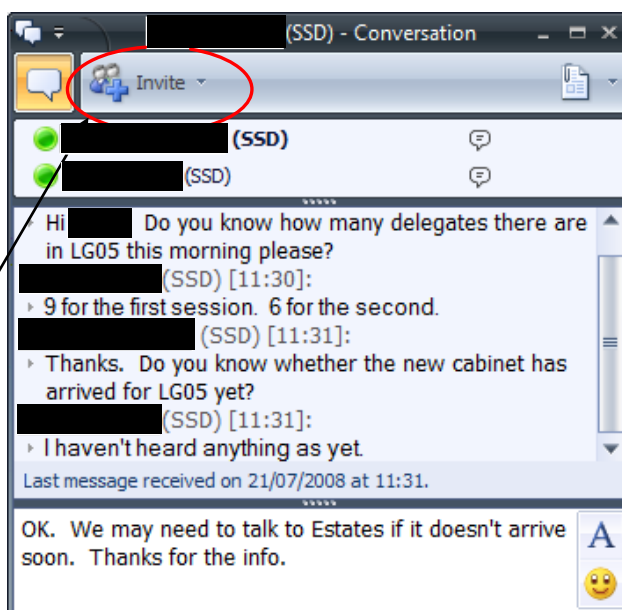
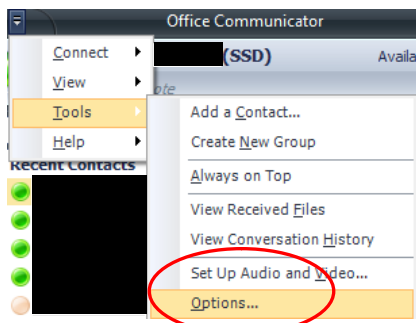

Change Availability Status

Availability status may be changed by clicking on the green button at the top of the Communicator screen
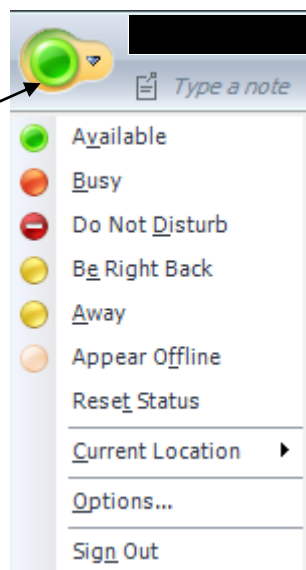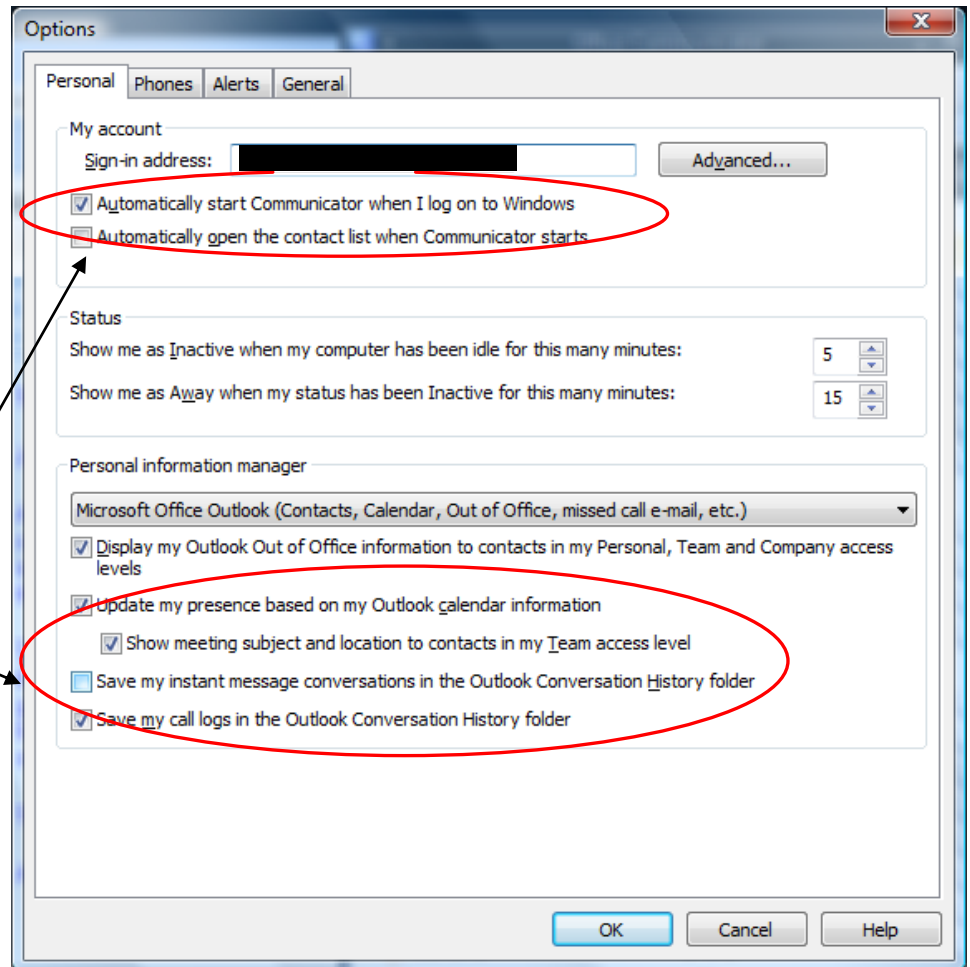

Change Communicator Default Options

Access **Tools, Options** to change defaults.

For instance, you can choose whether to **start Communicator automatically** when you log on, decide whether you want your presence updated based on your Outlook calendar information and select whether your wish your instant message conversations to be saved.

Getting Help

If you need help with Communicator, Vista or Office 2007 you can send a message to **Renew**. This contact should already be set up for you and should be listed at the bottom on your contacts list.