Microsoft® Office Communicator 2007 Training

Introduction to Communicator 2007
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Lesson 1

What is Communicator 2007?
What is Communicator 2007?

Communicator 2007 provides an easy-to-use interface that enables you to communicate in real time through instant messaging. It also provides audio and video conferencing.

Communicator 2007 saves time and improves productivity by ensuring that you reach the right person, the right way, the first time.

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In a nutshell, Communicator 2007 keeps you in touch.

Here's a rundown of Communicator features.

- **Instant messaging** with rich-text formatting.
- **Contact management** to help you find and select the information you need.
- **Presence management** to show your willingness and ability to communicate.
- **Integration with Microsoft Office programs** for convenient data sharing.
- **Voice and video calls** to your contacts.
Lesson 2

Manage your contacts
Add contacts

There are two ways to add someone to your Contact List.

1. Search for the contact …
2. … or add a contact by using a wizard.
Add contacts

Say you need to be in constant touch with your manager, William Lyon. To add him to your Contact List, you can search for William and drag his name from the search results to the list.

The picture on the left illustrates the process:

1. Type the name or e-mail alias in the Search box and press ENTER.

2. Drag the name from the Search Results pane to the Contact List. And that’s it.
Add contacts

Since William is your manager, you probably know his e-mail address already. When you don’t need to search for a contact, you can add the name directly.

Use the Add a Contact wizard, as shown on the right:

1. Click the **Show menu** button, point to **Tools**, and then click **Add a Contact**.

2. The Add a Contact wizard starts.
Create a contact group

1. Click the Show menu button, point to **Tools**, and then click **Create New Group**.

2. Type a name for the group and press ENTER.

When you’ve added a lot of names to your Contact List, it’s convenient to view them in, and send single messages to, groups.
Presence attributes

You can show your contacts how to reach you, when to reach you, where you are, what you are doing, what you are scheduled to do, and anything else you want to tell them.

Communicator 2007 tracks your availability by your computer activity, your Outlook calendar, and your user settings.

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To set your presence attributes, sign in to Communicator if necessary, and then click the colored circle to the left of your name. A menu opens where you can do the following.

- Choose the presence that describes your availability.
- Choose a location that describes your whereabouts.
- Open the **Options** dialog box to choose which information about your computer activity and Outlook you want Communicator to display.
You can also add a personal note to give more precise information.

If you have to leave your office unexpectedly, you can choose **Be Right Back** and then say how long you’ll be gone. The **Type a note** box is right under your name. Just click it and type.

It only takes a couple of seconds to keep you information up-to-the-minute.
Lesson 3
Send and receive instant messages
Send and receive instant messages

Now for the payoff: instant messages.

They combine the advantages of e-mail and phone calls.

After you sign in to Communicator 2007, add your contacts, and do a little contact management, you’re ready to start communicating.
Send an instant message

Sending an instant message in Communicator 2007 is really easy. Double-click a name in the Contact List, type your message, and press ENTER. That’s it.

To send an instant message to a group, right-click the group name and then click Send an Instant Message. Type your message, press ENTER, and all group members will receive it.
You can also send an instant message to several contacts who are not in a group.

Here's how:

1. Select the contacts while holding down the CTRL key.

2. Right-click a selected contact, and then click **Send an Instant Message**. You can guess the rest.
Format instant messages

You can make your own instant messages stand out from the replies. This helps make a conversation easier to follow.

Communicator 2007 offers you numerous text colors, fonts, and font sizes.

You can make text bold or italic, or you can underline it. You can also express your emotions in messages by using emoticons.
Format instant messages

You can make your own instant messages stand out from the replies. This helps make a conversation easier to follow.

Click the **Change text color, font, and other formatting** button. Then select the look you want.
Format instant messages

To personalize the look of all your instant messages, you need a few more steps.

In the main Communicator window, click the **Show menu** button, point to **Tools**, and then click **Options**.

In the **Options** dialog box, on the **General** tab, click **Change Font**. Make your choices, and then click **OK** twice.
Invite someone to join an instant messaging session

What if you realize during your instant messaging session that you want to invite someone else to join? Communicator 2007 makes that simple.

Just do this:

1. In the Conversation window, click the **Invite** button.

2. In the **Invite Someone** dialog box, select the name of a contact and click **OK**.
Invite someone to join an instant messaging session

What if you realize during your instant messaging session that you want to invite someone else to join? Communicator 2007 makes that simple.

If you want to invite someone who is not in your Contact List, type that person’s name in the empty box above the names in the **Invite Someone** dialog box.

When that person’s name appears in the search results, double-click the name.
Find and manage old instant messages

If you want to view instant messages that you sent or received, you can find old instant messages in two ways.

If you know the contact who sent or received the message, right-click the name in your Contact List, and then click Find Previous Conversations. If you don’t remember the contact, look at your conversation history.
Find and manage old instant messages

If you want to view instant messages that you sent or received, you can find old instant messages in two ways.

To see your conversation history, click the **Show menu** button, point to **Tools**, and then click **View Conversation History**.

Communicator 2007 stores this information in Outlook 2007, in a folder called **Conversation History**.