Microsoft Communicator 2011 for Mac
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Microsoft Communicator

Microsoft Communicator allows you to send instant messages, files, e-mails and make phone and video calls with other communicator users on Macs or on PCs. In addition to the Communicator client that comes with Office 2011, you will also need to install security certificates to access the HSC Communicator services. The security certificate is available at https://hscommons.hsc.wvu.edu/Shared Documents/hscreesex.zip.

To Log into Communicator

1. In the login dialog, enter your email address, hs\MasterID, and MasterID password.

2. If you are logging into the HSC network, Communicator can authenticate using those credentials and can log you in automatically when you launch Communicator.
Finding and Adding Contacts

Office Communicator displays only the contacts you have added, it does not display all users in the Exchange system. You can search by user ID (the first part of their e-mail address) or last name to find a user.

To Find a Contact
1. Type in the last name or user ID of the person you want to add to your contact list.
2. **Double click** to start a conversation with that person or **right click**, select **Add to Contact List**.

Using Communicator

Once you have added someone to your contact list, right click on their name to view the ways you can communicate with that individual.

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Instant Messaging

There are several ways to begin an instant message session with someone on the Exchange system.

To Launch an Instant Message Session
1. Click on the Send button and select an individual from the menu.
--OR--
From the menu select Contact and Send an Instant Message and select an individual from the menu.
--OR--
Double click on the name of the co-worker with whom you want to chat.
--OR--
Right click on the name of the person and from the menu select Send an Instant Message.

Communicating with Multiple Individuals

You can add individuals to an existing conversation.

To Add Individuals to an Existing Conversation
1. In the existing conversation, click the Invite button.

2. In the Invite a Contact dialog box, select the contact(s) you want to add.

Receiving an Instant Message

If Communicator is open in the background, when you receive a new message, an alert will appear and a sound will play.
**Status**

There are five status levels you can use in Office Communicator.

- Available
- Busy
- Do Not Disturb
- Be Right Back
- Away

*To Change Your Status*

1. In the Office Communicator window, click the green button.
2. From the drop down menu, select the desired status.

**Alert Options**

You can modify Communicator’s alert options. These are the sounds and pop-ups that occur when you receive a new message or call.

*To Modify the Alert Options*

1. From the menu select **Communicator** and then **Preferences**.
2. Select the **Alerts** tab.
3. Modify the options as desired.
Sending Files

When you are in a conversation, you can send a file to the individuals in your conversation. Please be aware that files are not sent instantaneously, but take some time to transfer, depending upon the size of the file.

To Send a File

1. In the Conversation window, click the **Send a file** button. Select the file you want to send.
   --OR--
   **Drag and drop** the file into the Conversation window.
   
   ![Conversation window with Send File button highlighted]

2. You will see a message asking you to wait while the file is sent. To cancel the transfer, press **Ctrl + C**.
3. You can continue the conversation while the file is transferring.
4. Once the file is transferred, you will receive a message alerting you the transfer has been completed.

   ![Conversation window with message alerting file transfer completion]

   Last message received on 11/15/10 at 2:47 PM
Communicator Call

In order to make a call, you must have a working microphone and speakers on your computer, or a headset with a microphone that is plugged into your computer.

To Launch a Call
1. In your contact list, select the individual you want to call.
2. Click the Call button at the top of the window.

To Start a Call from an Ongoing Conversation
1. Click the Call button at the top of the window.

To end a call, click the red phone button.
Video Chat

In order to have a video chat with someone on the exchange system, you must both have a web cam and microphone attached to your computer. However, even if you do not have a camera, you can still see the other individual if they have a camera.

To Launch a Video Call
1. In the Contacts window, click the Video button.

To Switch to Video Chat from a Conversation
1. In the conversation window, click the Video button.
2. When the recipient answers, the IM changes to a video call.
3. Click the Display Pictures button to hide or show your portion of the video.
4. To end the video portion of the call, while remaining in the IM, click the red phone button.

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