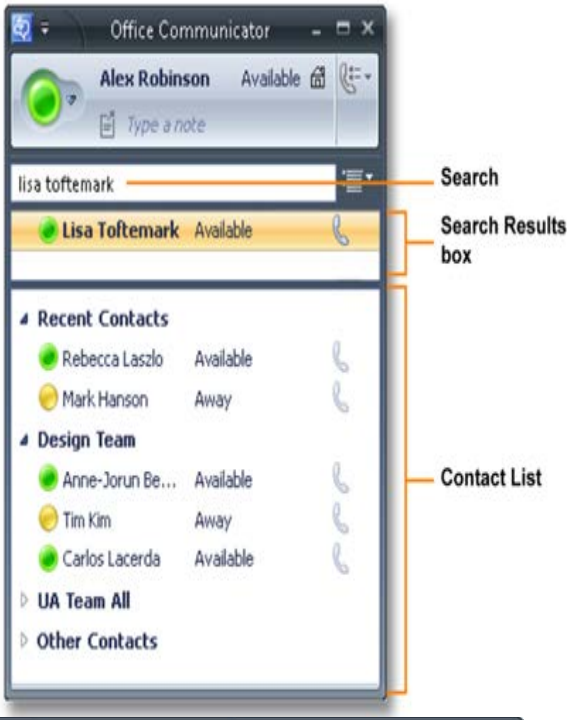
MICROSOFT OFFICE COMMUNICATOR QUICK START GUIDE

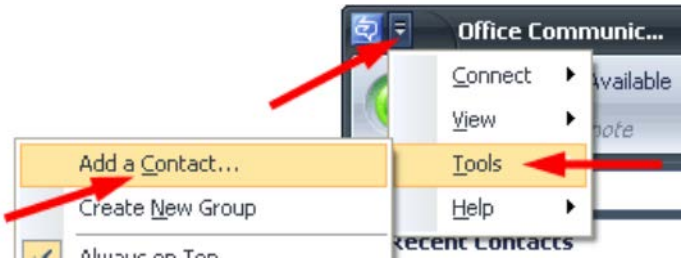
OPEN COMMUNICATOR:

- Double-click the icon to open Communicator and see your Contacts.
- If the icon is not showing, click **Start > All Programs > Microsoft Office Communicator**



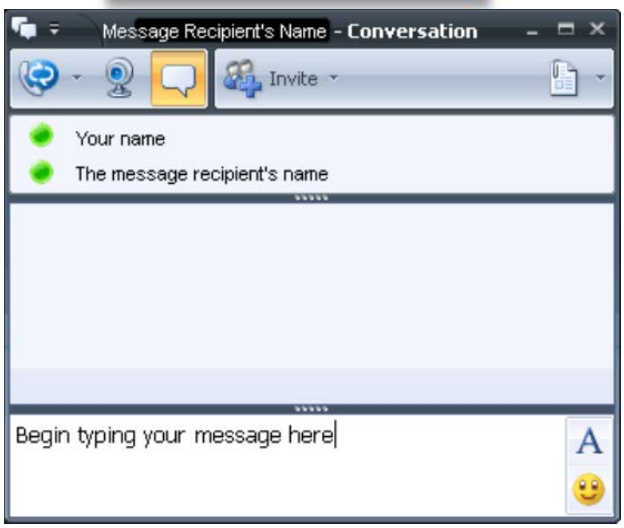
ADD A CONTACT:

- Click **Show Menu > Tools > Add a Contact**
- Select Search for a Contact. Follow the prompts. Click Next and Add
- Optional Group Contacts: Create a new group. Add the contact to a group



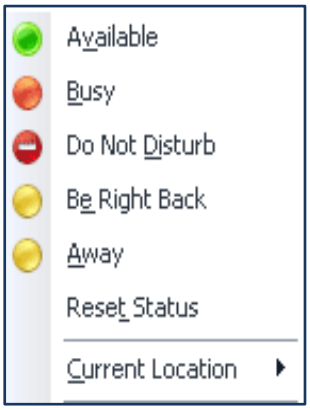
SEND A MESSAGE:

- Double-click a name in Contacts
- Your conversation will start in a separate window
- Enter your text in the bottom pane
- Press enter to send your message



NOTES:

- CREATE NOTE - Click Type a Note
- Type the text of your note. Press Enter
- Your note is saved and displayed
- VIEW NOTE - To the right of the contact's name, place your cursor over the Note
- The note is displayed in a new pop-up box

PRESENCE INFORMATION:

- Presence Status shows availability
- Automatically changes based on Outlook Calendar
- Manually change - Click down arrow next to your own status
- Tag a contact to be notified when their presence status changes
- Right-click the contact – select Tag the Contact for Status Change Alerts