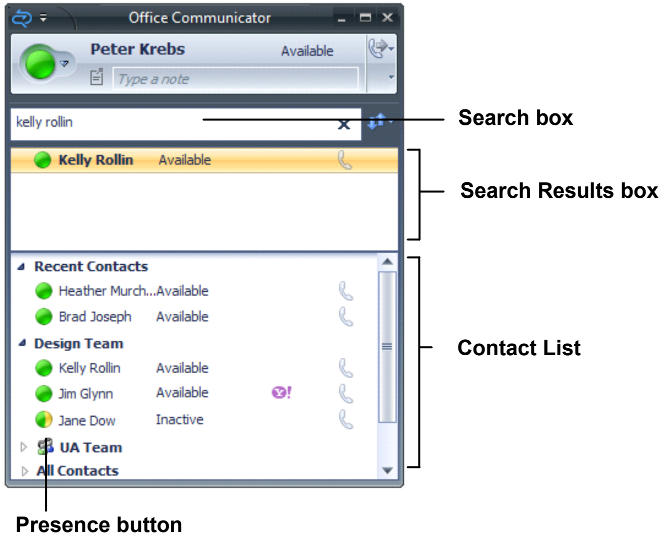
Microsoft Office Communicator Client Quick Reference Card

Manage Your Contacts and Contact List

Your Contact List is a list of co-workers, family and friends with whom you communicate most often. When you first install Communicator, you must build your Contact List.



Search for someone

- Type a person's name or e-mail address in the Search box.

Add a person or distribution group to your Contact List

- Type the person or distribution group's name in the Search box, and then drag the name from the Search Results box into the Contact List.

Add a contact outside your company

- To add a person from AOL®, Yahoo® Messenger, MSN® Messenger or Windows Live Messenger Service, type the person's e-mail address in the Search box and then drag the name from the Search Results box into the Contact List.

View a contact's Contact Card

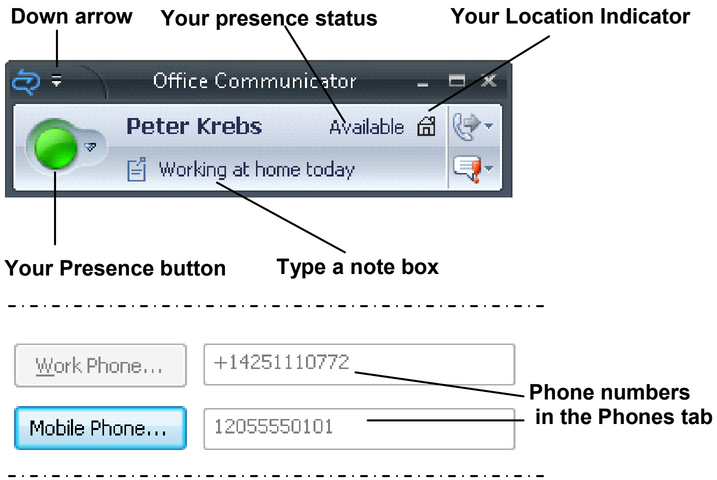
- Click the contact's Presence button.

Create a custom group

- In the Contact List, right-click an existing group name, select **Create New Group**, type a name for the group, and then press ENTER. To add contacts to the group, drag them from an existing group or from the Search Results box.

Customize Your Presence Information

Office Communicator provides a full set of personal presence attributes that you can customize and make available to other contacts to help them communicate with you. As shown in the following illustration, some presence attributes include your presence status, phone numbers, location, and personal note.



Add and publish phone numbers

- In the Office Communicator Title bar, click the Down arrow and then click **Tools**. Click **Options** and then click the **Phones** tab. Click the button for the phone number you want to add. Enter the phone number and then click **OK**. Check the **Publish this phone number** check box to make the number visible to others. After you add the phone number, you should change access levels for those contacts for which you want the numbers to be visible. See the "Control Access Levels to Your Presence Information" section n this Card for more information.

Manually change your presence status

- Click your Presence button and then select a state.

Set your location

- Click your Presence button, point to **Current Location,** and then select a location or create a new location.

Create a note

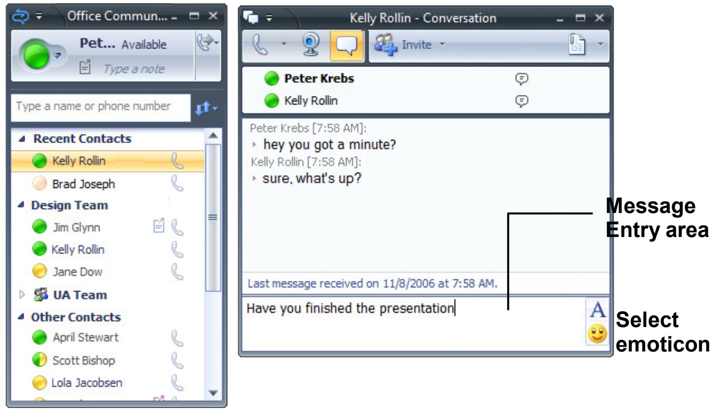
- Click in the **Type a note** box, and then enter a personal note. Click outside the box when you are done.

Send and Receive Instant Messages

With Office Communicator, you can start an instant messaging session with a single contact, with multiple contacts, or with a group.

Send an Instant Message

You typically start an instant messaging session by double-clicking a contact name in the Contact List.



Send an instant message

- In the Contact list, double-click a contact, type a message, and then press ENTER.

Add an emoticon

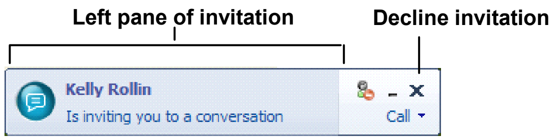
- Place the mouse pointer where you want to add the emoticon, click the Emoticon button and then select the emoticon.

Send an IM to a group

- Hold the CTRL key and select multiple contacts. Right-click the last contact, and then select **Send an Instant Message** or press ENTER. You can also right-click a group and then click **Send an Instant Message.**

Receive an Instant Message

When a contact sends you an instant message invitation, you see an instant message invitation alert in the bottom right corner of your PC screen.



Receive an instant message

- To accept an instant message invitation, click the left pane of the invitation.

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Presence Information and Access Levels

Each Communicator contact, including you, has a full set of presence attributes that describe availability, activity, and willingness to be contacted. Presence attributes also include contact information such as phone numbers, personal notes, and location. The amount and type of presence information that you make available to others is controlled by Access Levels. For example, when you assign a contact to the Team Access Level, that contact has access to your mobile phone number, calendar “free or busy” information, and your location, as shown in the following table.

Access Levels

Presence Information	Block	Public	Company	Team	Personal
Offline Presence	X				
Presence		X	X	X	X
Display Name	X	X	X	X	X
Email Address	X	X	X	X	X
Title *		X	X	X	X
Work Phone *			X	X	X
Mobile Phone *				X	X
Home Phone *					X
Other Phone					X
Company		X	X	X	X
Office *			X	X	X
Work Address *			X	X	X
Sharepoint Site			X	X	X
Meeting Location				X	
Meeting Subject				X	
Free Busy			X	X	X
Working Hours			X	X	X
Endpoint Location				X	X
Notes (Out of Office Note)			X	X	X
Notes (Personal)			X	X	X
Last Active				X	X

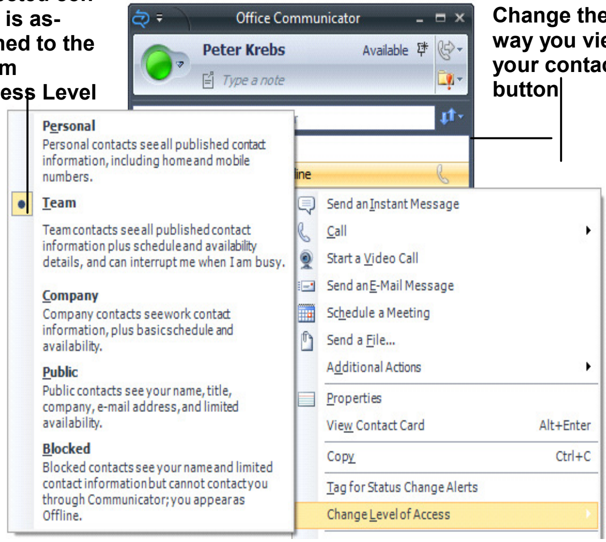
* If these attributes are defined in Microsoft Active Directory, they are visible to all contacts in your company, regardless of the Access Level defined. They are not visible to contacts outside your company with Public and Blocked Access Levels.

Control Access to Presence Information

With Office Communicator, you use Access Levels to control the presence information that others see. For example, you probably have a short list of co-workers who you want to have access to your mobile phone number. To make your mobile number available to a contact, you assign the contact to a **Team** or **Personal** Access Level.

Selected contact is assigned to the Team Access Level

Change the way you view your contacts button



Switch to Access Levels

- Click the **Change the way you view your contacts** button and then click **Access**

Change a person’s Access Level

- Right-click a contact’s name, click **Change Level of Access**, and then select a level. You can also drag a contact into an Access Level group if you

Block a person from contacting you

- In the Contact List, right-click a contact’s name, click **Change Level of Access**,

Create a list of contacts who can interrupt you when your presence status is set to Do Not Disturb

- Switch to the Access Levels view, and then drag the contacts who you want to be able to interrupt you while your presence status is set to **Do Not Disturb** into the **Team** Access Level.

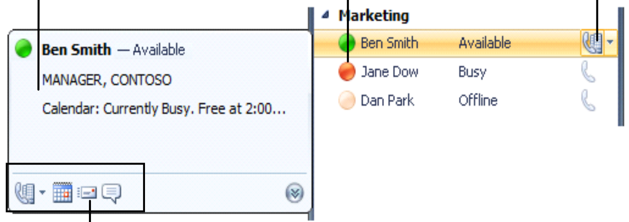
Communicate with Your Contacts

Each contact in your Contact List has a Presence button and a status text string that reflects his or her availability and willingness to be contacted. You can use the status indicated by the Presence button to determine which mode of communication is best suited for connecting with the contact. Office Communicator provides a variety of communication options. For example, you can double-click the contact to start an IM session, click the Call button for one-click calling, or click the Presence button for additional contact details or communication options.

Contact

Click the Presence button to show the Contact Card

Call button for one-click computer calling



Communication options include phone, schedule a meeting, e-mail and IM

Determine if a contact is available

- View the con-

View a contact’s Contact Card

- Click the con-

View ways to communicate with a contact

- Right-click the contact in the

View phone calling options

- Click the arrow to the right of the Call button associated with the contact.

Get notified when a contact’s availability

- In the Contact List, right-click the contact, and then click **Tag for Status Change Alerts.** When the contact’s status changes, you receive an alert on your desktop.