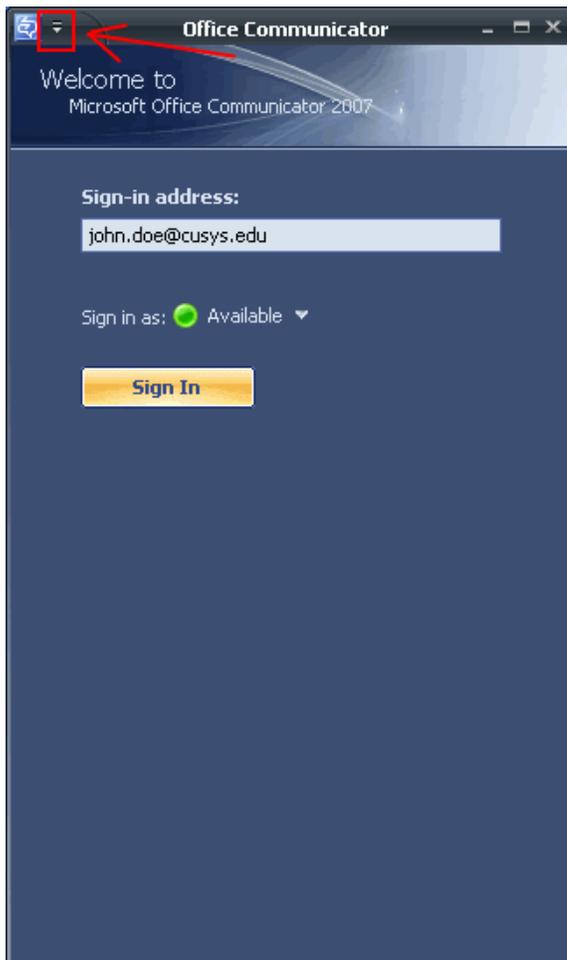


## Setting up Microsoft Communicator 2007

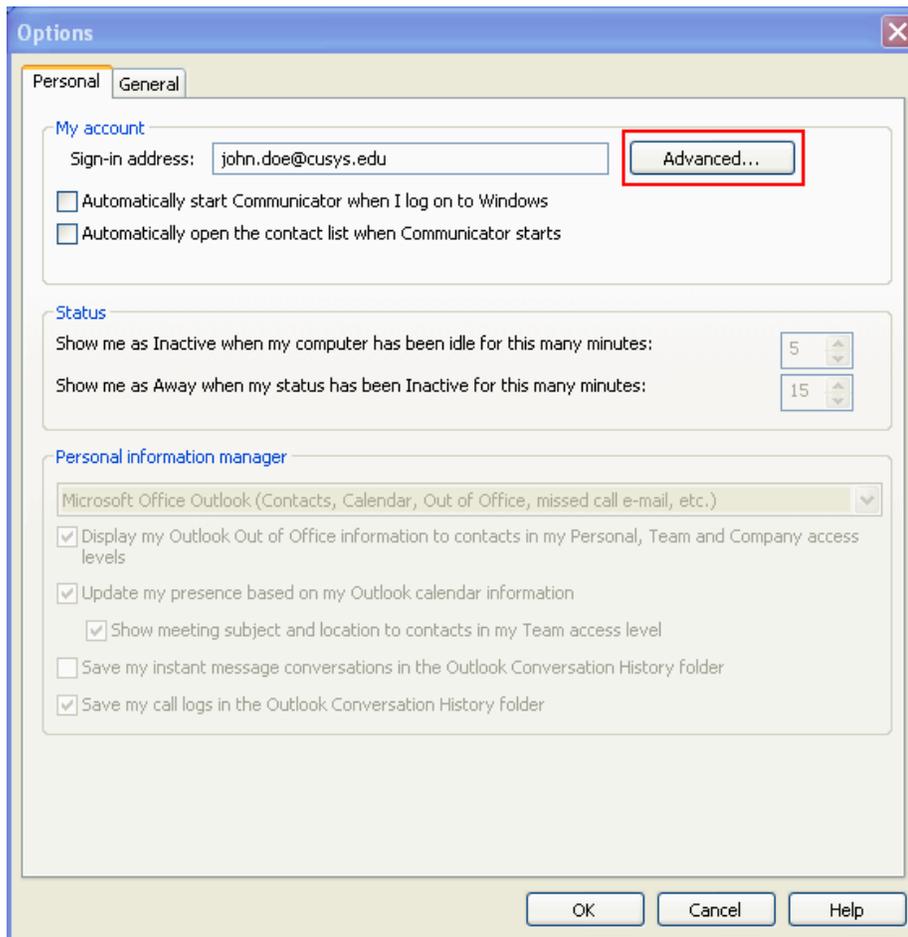
1. Open Communicator
2. Right click on Communicator Symbol in bottom right of screen (In taskbar area)



3. Click 'Open'
4. Click on down arrow symbol in top left of communicator screen

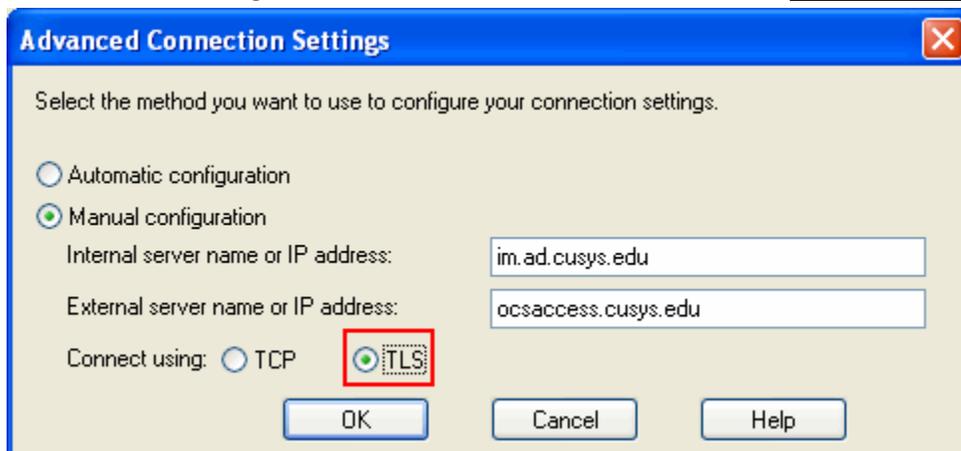


5. Go to 'tools' and the 'options'. Enter your name as shown in the 'Sign-in address: ' region.
6. Click on the 'Advanced...' button.



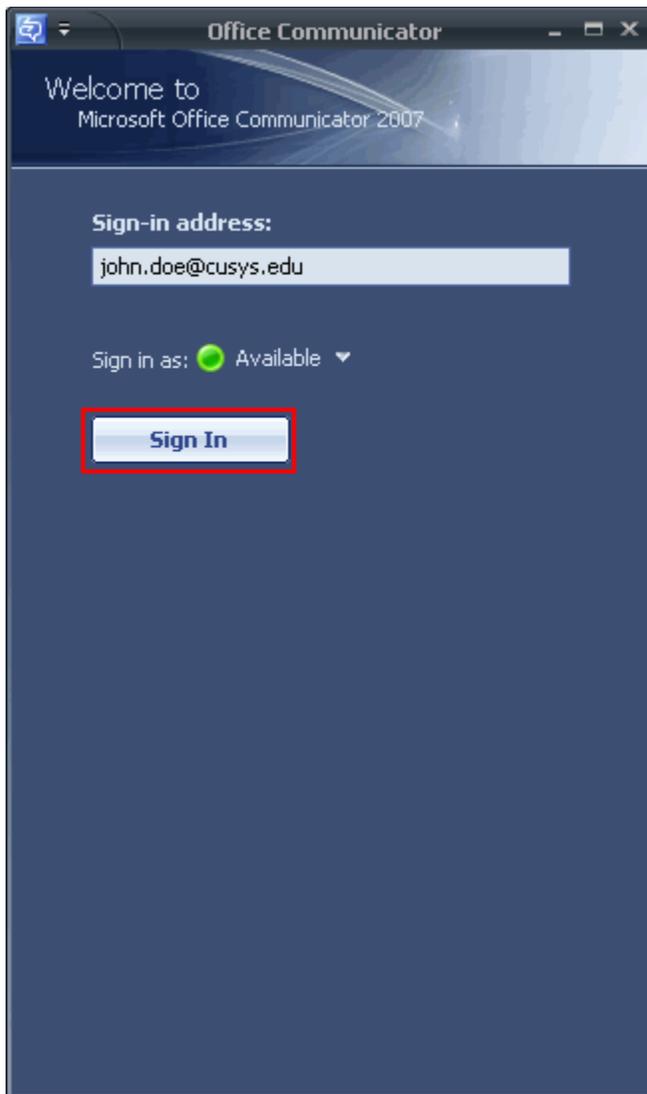
The screenshot shows the 'Options' dialog box with the 'General' tab selected. The 'My account' section contains a 'Sign-in address' field with the value 'john.doe@cusys.edu' and an 'Advanced...' button highlighted with a red box. Below this are two unchecked checkboxes: 'Automatically start Communicator when I log on to Windows' and 'Automatically open the contact list when Communicator starts'. The 'Status' section has two spinners: 'Show me as Inactive when my computer has been idle for this many minutes' set to 5, and 'Show me as Away when my status has been Inactive for this many minutes' set to 15. The 'Personal information manager' section has a dropdown menu set to 'Microsoft Office Outlook (Contacts, Calendar, Out of Office, missed call e-mail, etc.)' and several checkboxes: 'Display my Outlook Out of Office information to contacts in my Personal, Team and Company access levels' (checked), 'Update my presence based on my Outlook calendar information' (checked), 'Show meeting subject and location to contacts in my Team access level' (checked), 'Save my instant message conversations in the Outlook Conversation History folder' (unchecked), and 'Save my call logs in the Outlook Conversation History folder' (checked). At the bottom are 'OK', 'Cancel', and 'Help' buttons.

7. Select 'Manual Configuration' and fill in the form areas as shown. Make sure you select 'TLS'.



The screenshot shows the 'Advanced Connection Settings' dialog box. The title bar reads 'Advanced Connection Settings'. The main text says 'Select the method you want to use to configure your connection settings.' There are two radio buttons: 'Automatic configuration' (unselected) and 'Manual configuration' (selected). Below 'Manual configuration' are two text fields: 'Internal server name or IP address' with the value 'im.ad.cusys.edu' and 'External server name or IP address' with the value 'ocsaccess.cusys.edu'. Under 'Connect using:', there are two radio buttons: 'TCP' (unselected) and 'TLS' (selected and highlighted with a red box). At the bottom are 'OK', 'Cancel', and 'Help' buttons.

8. Click 'OK' and then 'OK' again. Click 'Sign in'.



9. Once signed-in, to add contacts, simply begin typing the name of the individual (in the office network) you would like to add. When their name shows up, right click on them and select 'Add to contact list'.

