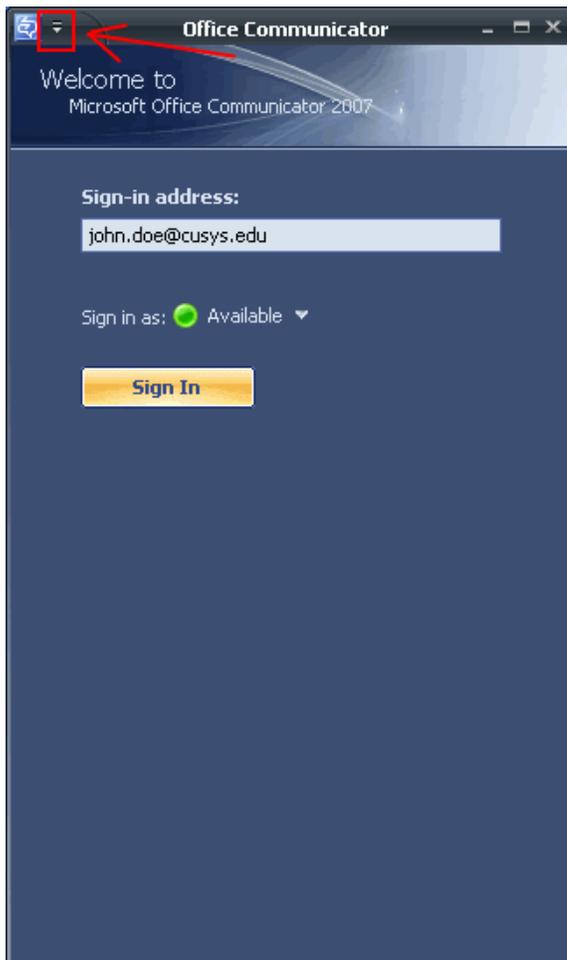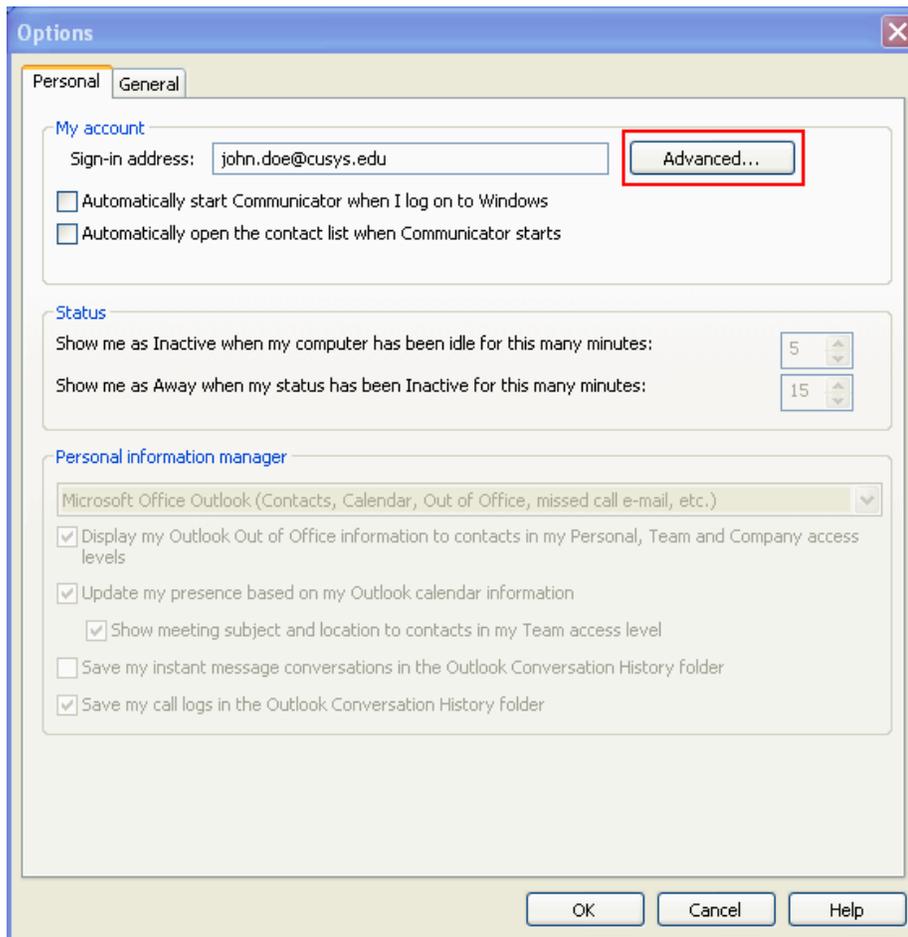# Settting up Microsoft Communicator 2007

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

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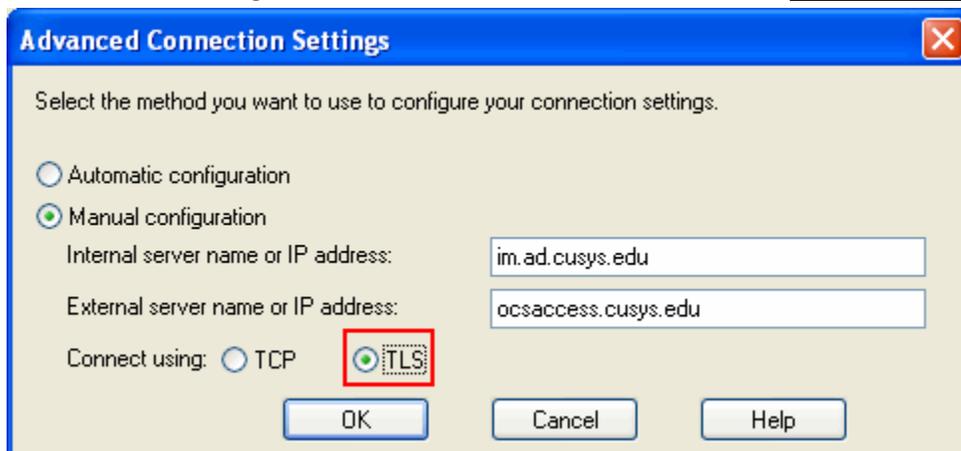4. Click on down arrow symbol in top left of communicator screen

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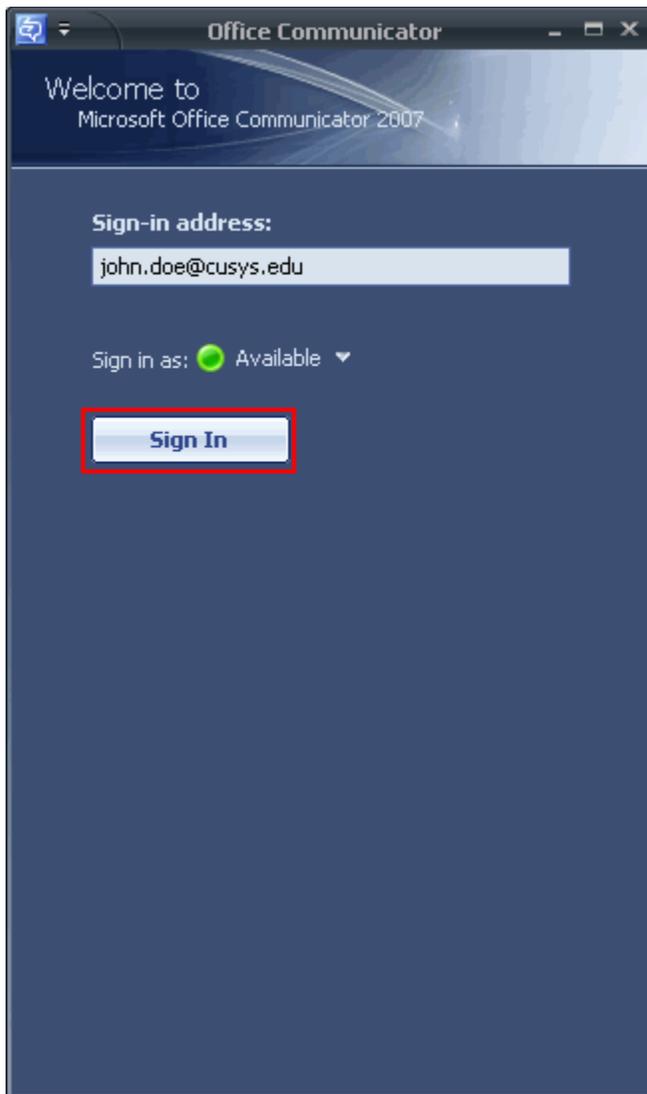6. Click on the 'Advanced…' button.

7. Select 'Manual Configuartion' and fill in the form areas as shown. <u>Make sure you select 'TLS'.</u>

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'.