



Instant Messenger



Windows Instant Messenger lets you instantly communicate with co-workers across the NASA Agency from your computer using text chat. Live Communications Server (LCS) is used for Instant Messenger.

Getting Started...Sending an Instant Message (IM)

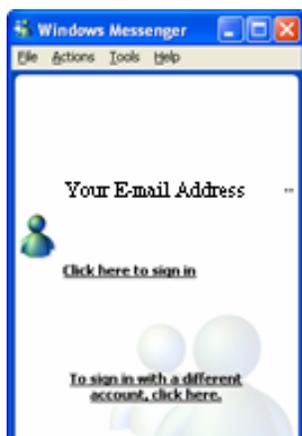
You will only be able to conduct conversations with customers within NASA, not to external users, such as family and friends.

1. Sign in to Windows Messenger by double clicking on the icon in the system tray at the bottom right corner of your screen. (Your tray may not be identical to this image.)



If you do not see this icon, click on **Start, Programs**, and click **Windows Messenger**.

2. When the window opens, click **Click here to sign in**.



3. If this is the first time you have used Instant Messenger, perform the following steps A & B below. Otherwise, go to step 4 on the next page

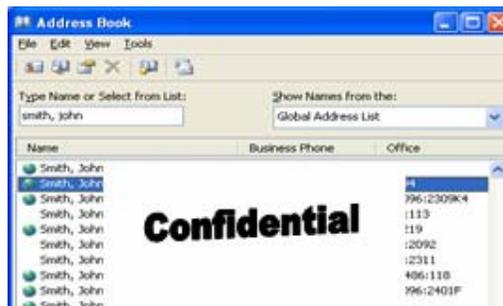
- A. Select **SIP Communications Service** and click **OK**.



- B. Type your **OneNASA E-mail address** in the blank and click **OK**.



Note: In Outlook, to find your OneNASA E-mail address, click the **Address Book** Icon, type in your name, double click your name from the list that appears to open the **Properties** window, and click the **E-mail Addresses** Tab. Use the E-mail address on the SMTP line to set up your Instant Messaging. Look for the email address following SMTP in uppercase.



Set up will not work with aliases. If you have an alias on the SMTP line or if you do not know/cannot find your OneNASA E-mail address, please call your local ODIN Help Desk.

Upon completion of setup, if the following authentication prompt appears repeatedly, in a loop, setup has failed. If setup fails, you may be using an alias or have some other technical problem. Please call your local ODIN Help Desk for assistance

- Type **Center\UserName** in the User ID text box (i.e. hq\jdoe)
- Type your Entourage password in the Password text box
- Click **Next** and click **Finish**

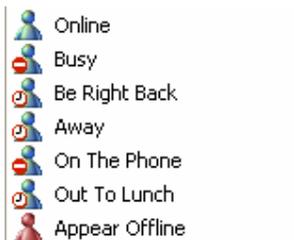


Instant Messenger on Live Communications Server for PCs

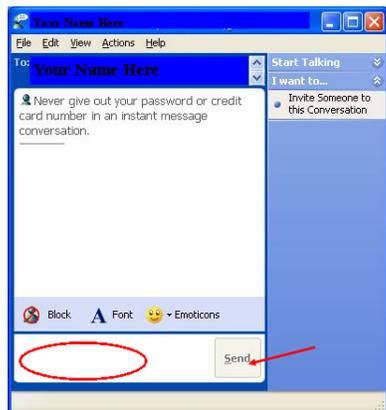
- When the **Windows Messenger** window opens, click a name in the window under **All Contacts** to open a conversation with that person.



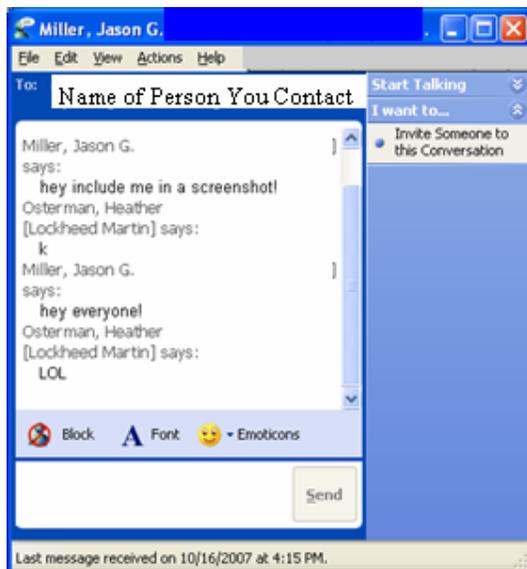
Note: Some people may be unavailable to chat with you at the moment. Please note the meaning of the icons which appear in front of their names.



- After you double-click a name, a conversation window will open. In the bottom of the message window, type your message.
- Click **Send**.



- When your message is sent, it moves to the upper box, leaving you space to type more messages in the lower box. Responses to you will appear in the upper box.



Note: Alternatively, to initiate an Instant Message in the main messenger window, click the **Actions** menu option, and then select **Send an Instant Message**. Click the name of an online contact, and then click **OK**. Type and send messages as usual.

Receiving an Instant Message

When you receive an instant message, you will hear a sound and see a flashing alert on your Windows taskbar. Your IM Icon will flash. Click the flashing icon to open the message.

If you are offline or select the option to appear offline, you will not receive Instant Messages.

More Information

Official NOMAD training materials and documentation are available at:
<https://nomad.nasa.gov/nomad/documentation.html>
 Provide suggestions or corrections to nomadao@nasa.gov
 Help Desk and Center Outreach contact information is available at:
<https://nomad.nasa.gov/nomad/nomadoutreach.html>



Adding a Contact to Your List

Begin with an open instant messenger window.

1. Under **I want to...**, click **Add a Contact**.



2. In the **Add a Contact Wizard**, click one of the following:
 - A. **By e-mail address**
If you are adding by e-mail address, the wizard checks that the e-mail address you typed is valid. If it is, the person is added to your contact list.
 - or—
 - B. **Search for a contact**
 - i. You will be given the option of searching by either the **Firstname**, **Lastname**, **Company**, **Email**, by **Center** or by any combination of those fields..
 - ii. Select the correct name and click **Next**.
 - iii. Click **Finish**. (If you click Next instead of Finish, you can add another contact.)

Removing Someone from Your Contact List

On the contact list, right-click the name you want to remove, and then click **Delete Contact**.

The contact is deleted from your list—and from all the groups he or she might have been in.

Adding Other People to an Ongoing Conversation

1. In the conversation window, under **I want to...**, click **Invite Someone to this Conversation**.



2. Click the name of a contact, or click **Other** and type an e-mail address or sign-in name, and then click **OK**.

Alerts

What kind of alerts can you receive?

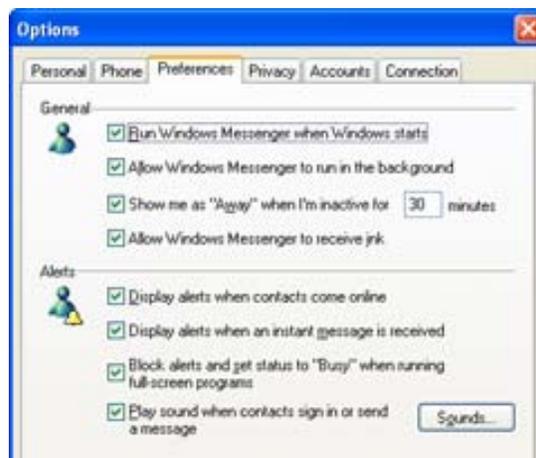
Alerts pop up in a small box near the Windows Messenger icon on your Windows taskbar.

Sign-in alerts: When a contact signs in, an alert appears. Click the alert to open the conversation window.

Instant message alerts: When you receive an instant message, you'll receive an alert. Click the alert to open the message and continue with the conversation.

To turn off alerts or set alert preferences

1. In the main window, click the **Tools** menu, select **Options**, and click the **Preferences** tab.
2. In the **Alerts** section, clear the check box for the alerts you want to turn off and click **OK**.





Online Status and Preferences

To change your status

Click your name at the top of the main window, and then click the item that best describes your status.

To change the time that elapses before away status appears

1. In the main window, click the **Tools** menu, select **Options**, and click the **Preferences** tab.
2. Type a number in **Show me as "Away" when I'm inactive for ___ minutes**.
3. Make sure the check box is selected, and click **OK**.

To see others without being seen

You can be signed in to Windows Messenger but appear to your contacts as though you are offline.

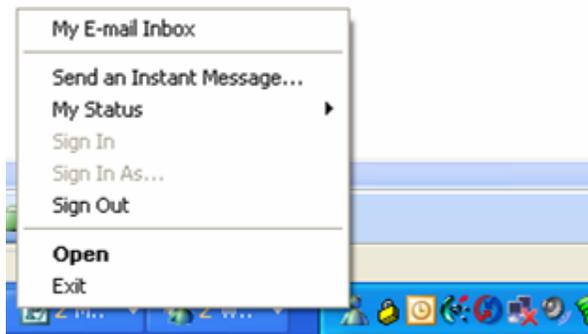
In the Windows Messenger main window, click your name, and then click **Appear Offline**.

Although you will still be able see your contacts' online status, you won't be able to send them instant messages until you change your status to anything except Appear Offline.

Configuring Windows Messenger

To use Windows Messenger without opening the main window

You can do most of your tasks from the icon in the Windows taskbar (near the clock).



To Open the main window – Double-click the icon in the taskbar.

To Access Quick Menu Controls – Click the program icon in the taskbar to send an instant message, sign in or sign out, change your status, go to your e-mail inbox, or exit the program.

Logout/Exit Messenger – The only way to shut down Messenger and remove it from your taskbar is to click **Exit** on the icon menu.

Note: Closing the main window does not sign you out or stop Windows Messenger from running.

To make a window always visible

- In the Main window, click **Tools** from the menu bar and select **Always on Top**.
- If you are in the middle of a conversation, click the **View** menu, and select **Always on Top**.

To allow others to add you without seeking your approval

1. In the Windows Messenger main window, click the **Tools** menu, click **Options**, and then click the **Privacy** tab.
2. Uncheck the **Alert me when other people add me to their contact lists** check box.



Note: Each person who adds you will automatically be put in your Allow list and added to your contact list.



Live Communications Services – Windows Messenger Shortcut/Emotions

One key part of instant messaging is being able to express yourself. Here are a few helpful hints.

To send this:	Type the following:
	(Y) or (y)
	(N) or (n)
	(B) or (b)
	(D) or (d)
	(X) or (x)
	(Z) or (z)
	(6)
	:-[or :[
	{}
	{}
	:-) or :)
	:-D or :d
	:-O or :o
	:-P or :p
	;-) or ;)
	:-(or :(
	:-S or :s
	:- or :
	: '(
	:\$ or :-\$
	(H) or (h)
	:-@ or :@

To send this:	Type the following:
	(A) or (a)
	(L) or (l)
	(U) or (u)
	(K) or (k)
	(G) or (g)
	(F) or (f)
	(W) or (w)
	(P) or (p)
	(~)
	(T) or (t)
	(@)
	(&)
	(C) or (c)
	(I) or (i)
	(S)
	(*)
	(8)
	(E) or (e)
	(^)
	(O) or (o)
	(M) or (m)