

GroupWise 18 and Messenger Quick Start

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About GroupWise Messenger

GroupWise Messenger is a corporate instant messaging product. You can create a Contact List, send instant messages, create an archive of messages, allow and block others from seeing your availability, and more.

IMPORTANT: GroupWise Messenger must be installed on your workstation in order for Messenger functionality to be available in GroupWise.

Enabling GroupWise Messenger in GroupWise

- 1 In GroupWise, click **Tools > Options**.
- 2 Click **Environment > General**.
- 3 Select **Launch Messenger at startup**.
- 4 Select **Show Messenger presence**.
- 5 Click **OK**.

Sending an Instant Message from GroupWise Messenger

- 1 In GroupWise, click the **Address Book** icon.
- 2 Click the person you want to send a message to.
The Quick Info information for that user is displayed with the GroupWise Messenger Presence displayed.
- 3 Click the **Presence** icon. A GroupWise Messenger Conversation window opens.
- 4 Type the message.
- 5 Press Enter to sent the message.

Sending an Instant Message from the File Menu

- 1 In GroupWise, click **File > New > Instant Message**.
- 2 Click the person you want to send a message to.
or
Click the **Find User** button to search for a person who is not in your Contact List.
- 3 Click **OK**.
- 4 Type the message.
- 5 Press Enter, or press Alt+Enter.

Displaying the Messenger Contact List

- 1 In GroupWise, click **Tools > Messenger > Contact List**.

Displaying the GroupWise Messenger Presence Status

In GroupWise, you can see the GroupWise Messenger presence information for people who are in your corporate address book. The presence information is displayed in three places: the Quick Info in the **To**, **CC**, and **BC** fields of an item; the **From** field of a received item; and the Quick Info of a contact in the Address Book.

From GroupWise Messenger, you can send a message to contacts who are online or idle.

Adding Contacts from GroupWise to GroupWise Messenger

- 1 From an address book in GroupWise, drag and drop the contact into your GroupWise Messenger Contact List.

Starting GroupWise Messenger When GroupWise Starts

- 1 In GroupWise, click **Tools > Options**.
- 2 Double-click **Environment**.
- 3 On the **General** tab, select or deselect **Launch Messenger at startup**.

If you are running both GroupWise and GroupWise Messenger and you exit GroupWise, GroupWise Messenger continues to run until you also exit it.

Displaying GroupWise Messenger Options

- 1 In GroupWise, click **Tools > Messenger > Preferences**.
- 2 Select the options you want, then click **OK**.

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