

# GroupWise Messenger Quick Start

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GroupWise Messenger is a corporate, cross-platform instant messaging product. You can send instant messages, allow and block others from seeing your availability, create a corporate-level conversation archive, and more.

This *Quick Start* provides a high-level roadmap for installing GroupWise Messenger and performing some basic tasks. For complete system requirements and installation instructions, see the [GroupWise Messenger Administration Guide](#). For complete information about the features in the GroupWise Messenger client, see the [GroupWise Messenger Client User Guide](#), or click **Help > Help** in the client.

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## Installing Messenger

For complete instructions on installing a GroupWise Messenger server and clients, see the [GroupWise Messenger Installation Guide](#).

## Messenger System Requirements

For information regarding system requirements for the Messenger server and clients, see “[GroupWise Messenger Hardware and Software Requirements](#)” in the [GroupWise Messenger Installation Guide](#).

## Basic GroupWise Messenger Tasks

These sections can help you get started with GroupWise Messenger.

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## Sending an Instant Message

To send an instant message:

- 1 Double-click a contact, and then follow [Step 3](#).

or

If you want to send a message to someone who is not in your Contact List, click **Send a message**, and then follow [Step 2](#).

- 2 Click **Find User**, select **Use this User ID**, type the user ID of the person, and then click **Finish**.-

or

Click **Find User**, select **Search for a user**, type all or part of the name you are looking for, and then click **Next**. Select the user you want from the **Search Results** list, click **Add** if you want to add the user to your contact list, and then click **Finish**.

or

Click **Find User**, click **Advanced**, click **begins with**, **contains**, or **equals** from the drop-down list next to a field, type the information you are looking for in the field, and then click **Next**. Select the user you want from the **Search Results** list, click **Add** if you want to add the user to your contact list, and then click **Finish**.

- 3 Type your message.

- 4 Click  or press Enter.

## Sending an Instant Message from the GroupWise Client

To send an instant message from the GroupWise Client:

- 1 Click **File > New > Instant Message**.

- 2 Click the person you want to send an instant 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, and then click the arrow button or press Enter.













## Using Emoticons in Your Message

Information about using emoticons is provided below.

In an open conversation, click , and then click the image that conveys your feelings.

or

Type any of the following keystrokes to represent an emoticon:

Keystrokes	Emoticon	Meaning
:) or :-)		Smile
:( or :-(		Frown
;) or ;-)		Wink
:O or :-O		Surprised
:@ or :-@		Angry
:/ or :-/		Undecided
:D or :-D		Big Smile
:'( or :'-(		Crying
O:) or O:-)		Innocent
:[ or :-[		Embarrassed
:X or :-X		Lips Are Sealed
:! or :-!		Foot in Mouth

When you use the keystrokes rather than selecting the image, the emoticon image appears when you press Enter to send your message. To remind yourself of the keystrokes when typing a message, click [Edit > Emoticons](#).

If you do not want the keystrokes to be converted into images, click [Tools > Options](#), and then deselect [Use graphical emoticons](#). This setting prevents the typed character sequences from being converted into images.

## Adding a Contact

To add a contact:

- 1 Click [Add a Contact](#).
- 2 Type part or all of the name of the person you want to add, click [Next](#), click the name in the [Search Results](#) list, and then click [Add](#).  
or  
Select [Use this User ID](#) and type the user ID of the person, and then click [Add](#).  
or  
Click [Advanced](#), click [begins with](#), [contains](#), or [equals](#) from the drop-down list next to a field, type the information you are looking for in the field, and then click [Next](#). Select the user you want from the [Search Results](#) list, and then click [Add](#).


## Holding a Group Conversation

You can hold instant messaging conversations with more than one user. Start a conversation with one user, and then invite additional users to join.

- 1 Double-click a user in your Contact List.
- 2 Click the Expand arrow next to the user's name with whom you are having a conversation.
- 3 Click **Invite others**.
- 4 Click a user (or Ctrl+click multiple users) in your Contact List, and then click **OK**.

You can also Ctrl+click multiple users in your Contact List and press Enter to begin a group conversation.

Each user who is invited to the conversation receives





If you cannot see the list of participants in this conversation, click  to open the Control Panel.


After a user accepts the invitation to join the conversation, he or she can send messages to the other participants. A user cannot see any messages that were sent before he or she joined the conversation, or after he or she leaves the conversation.

## Changing Your Status

To change your status:

- 1 Click the **status bar** (where your name appears under the menu bar).
- 2 Click the status you want other users to see next to your name in their Contact Lists.

- ◆  Online
- ◆  Busy
- ◆  Away
- ◆  Appear Offline

You can also right-click the  Messenger icon in the notification area (Windows and Linux only), click **Status**, and then click a status.

## Creating a Chat Room

You can create a chat room only if the administrator has granted you access to create chat rooms. The default access does not allow you to create a chat room.


- 1 Click **Tools > Chat Rooms**, and then click **Create**.
- 2 (Optional) Select the owner of the chat room.  
By default, the owner is the user who is creating the chat room.
- 3 Type the chat room name.
- 4 (Optional) Type a description and welcome message for the chat room.
- 5 (Optional) Select the maximum number of participants.

The default number of participants is 50 and 500 is the maximum number for any chat room.

- 6 (Optional) Select if you want to archive the chat room.
- 7 (Optional) Select if you want the chat room to be searchable.
- 8 (Optional) Click the **Access** tab, and then select the access rights for all users or a particular user.
- 9 Click **OK** to create the chat room.

## Sending a Broadcast Message to Selected Users

To send a broadcast message to selected users:

- 1 Right-click a contact and click **Send Broadcast**, and then continue with [Step 3](#).  
or  
If you want to send a broadcast to someone who is not in your Contact List, click **Send a broadcast**, and then continue with [Step 2](#).
- 2 Click **Find User**, select **Use this User ID**, type the user ID of the person, and then click **Add**.  
or  
Click **Find User**, select **Search for a user**, type all or part of the name you are looking for, and then click **Next**. Select the user you want from the **Search Results** list, click **Add to my Contact List** if desired, and then click **Finish**.  
or  
Click **Find User**, click **Advanced**, click **begins with**, **contains**, or **equals** from the drop-down list next to a field, type the information you are looking for in the field, and then click **Next**. Select the user you want from the **Search Results** list, click **Add to my Contact List** if desired, and then click **Finish**.
- 3 Type your broadcast message.
- 4 Click  or press Enter.

## Viewing Your Personal History

To view your personal chat history, do the following:

From a conversation window, chat room window, or a broadcast window, click **Actions > Show History**.

## Documentation Resources

The GroupWise Messenger documentation is available on the [GroupWise documentation web site](#).

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