Using WNYRIC Unified Communications Chat from a Web Browser

The WNYRIC Unified Communications web browser Chat at url address http://ucweb.wnyric.org can be used whenever you need to check the availability of a contact or co-worker, or to communicate with them without using your lotus notes client or logging into your email.

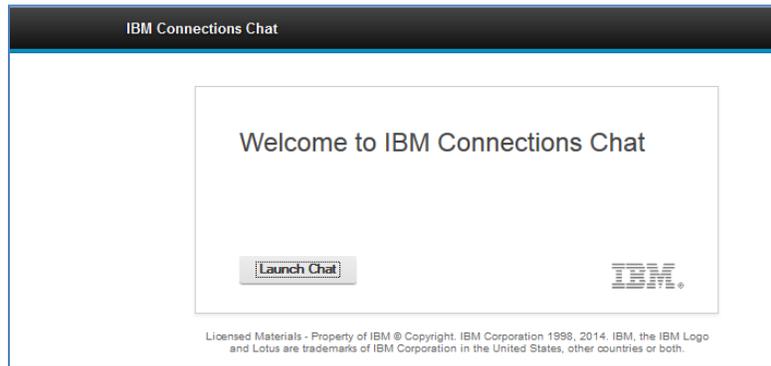Click "**Launch Chat**" for the login page

Figure 1 WNYRIC Chat home page

Login with your email id or uid and password

Change your status during logon if desired
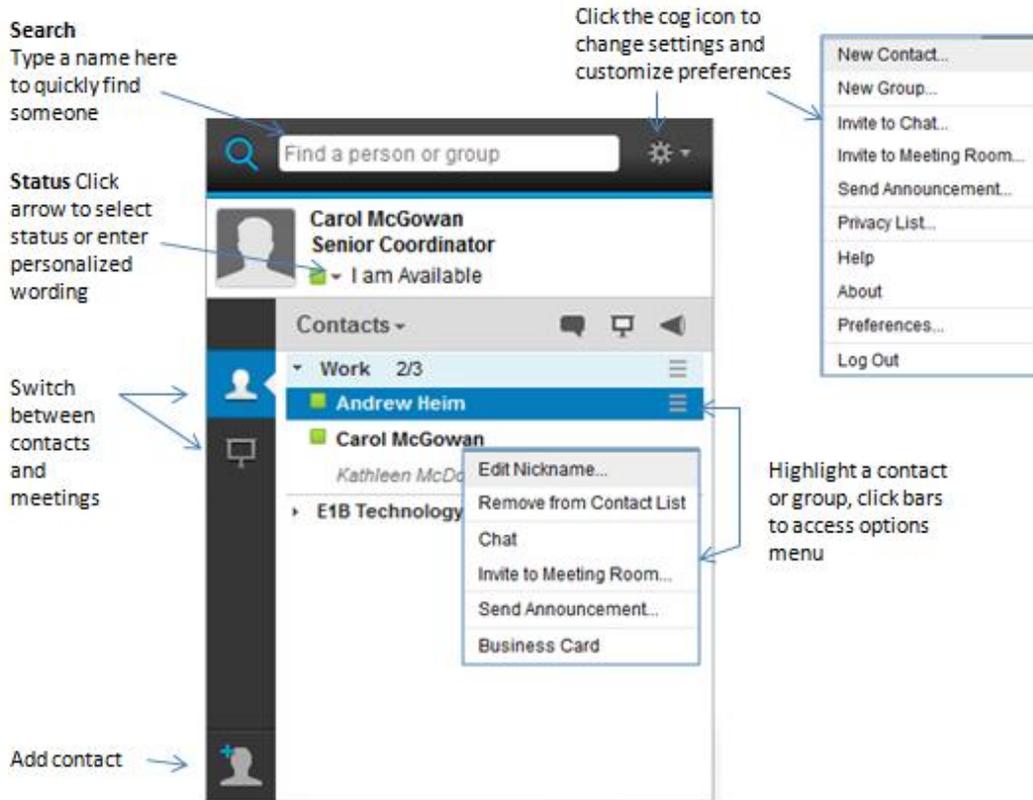
Figure 2 WNYRIC Chat login page

Search
Type a name here
to quickly find
someone

Click the cog icon to
change settings and
customize preferences

New Contact...

New Group...

Invite to Chat...

Invite to Meeting Room...

Send Announcement...

Privacy List...

Help

About

Preferences...

Log Out

Q Find a person or group   ⚙ ▾

Carol McGowan
Senior Coordinator
▢ ▾ I am Available

Status Click
arrow to select
status or enter
personalized
wording

Contents ▾   💬 🖵 ◀

Switch
between
contacts
and
meetings

▾ **Work** 2/3   ≡

◼ **Andrew Heim**   ≡

◼ **Carol McGowan**

Kathleen McDo   Edit Nickname...

▸ **E1B Technology**   Remove from Contact List

                       Chat

                       Invite to Meeting Room...

                       Send Announcement...

                       Business Card

Highlight a contact
or group, click bars
to access options
menu

Add contact →

Figure 3 WNYRIC Chat web browser contacts view

Search
Type a name here
to quickly find
someone

Click the cog icon
for options

Add to Contact List...

Invite Others...

Invite to Meeting Room...

Help

About

Close

Q Find a person or group   ⚙ ▾

Andrew Heim
Microcomputer Technical Support Speciali
◼ I am available   ≡
                                              ≫

Microcomputer Technical Support Speciali
aheim@e1b.org
716-821-7467

Icons to "Invite
Others", "Invite to
Meeting Room" or
"Add to contacts"

◼ Andrew He...   ⛓ 🖵 👥

Carol McGowan
Hi Andy. Are you available later today for a short meeting?   11:24 AM

Andrew Heim
Yes   11:24 AM   ← Chat history

Carol McGowan
ok thanks   11:24 AM

b *i* <u>u</u> | A ▾ ☺ ▾ 📑 📎

Chat Toolbar
Bold, Italics,
Underline, Text
Color, Emoticons,
Screen shot, and
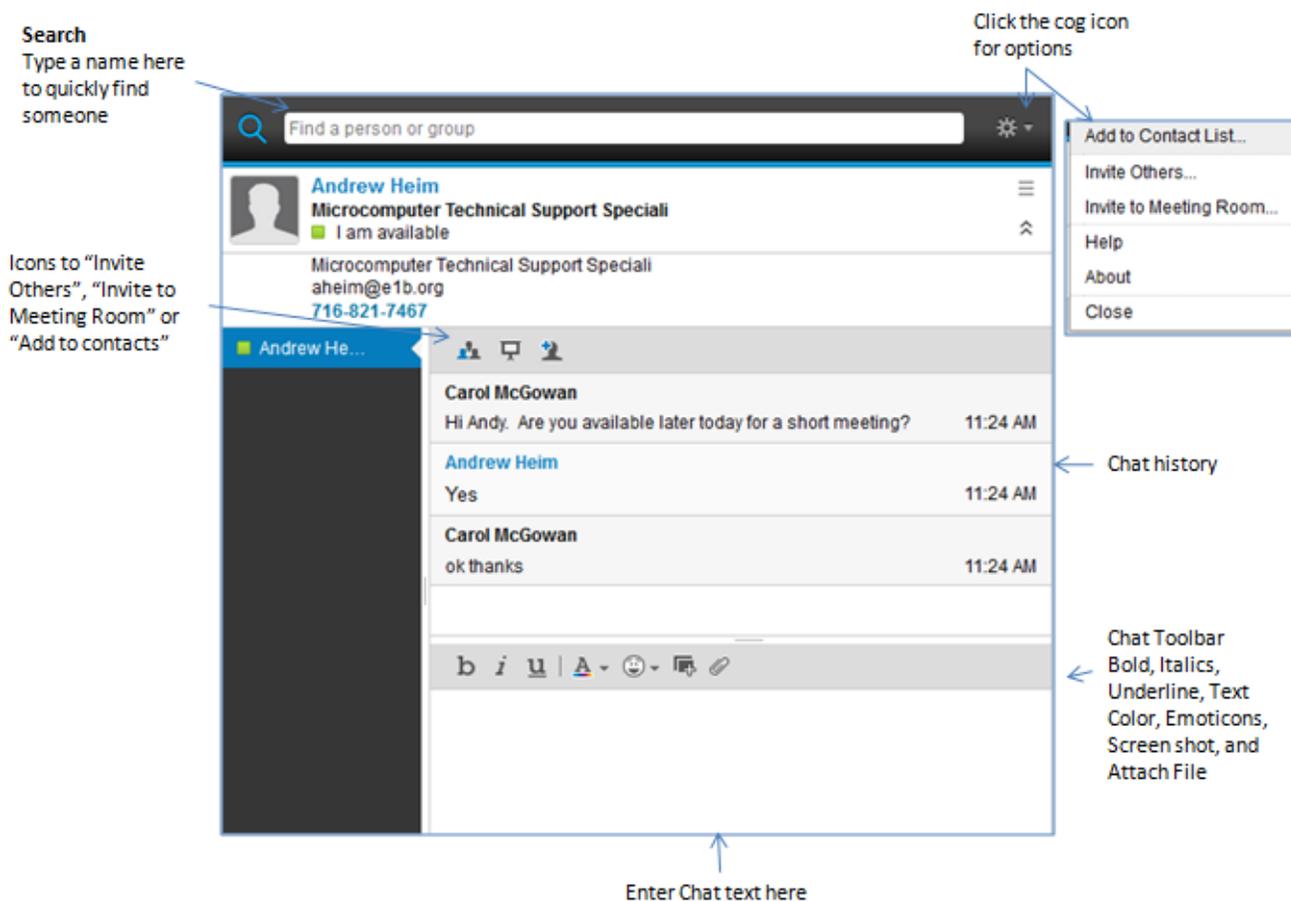Attach File

Enter Chat text here

Figure 4 WNYRIC Chat web browser instant message

Task Reference

Read this section to get started with the Sametime tasks. Some options may be unavailable for users with limited entitlement.

How do I…?	Using Sametime from a Web Browser
Change my availability status?	Click the down arrow beside the status icon 🟩 ▾ at the top of the contact list and select a status**.**
Customize my status message?	Double click your status message and enter the message that you want to display.
Add a personal or public group to my contact list?	Click the cog icon ⚙ and select **New Group**. Then, choose **Add a new personal group** or **Search for a public group** and enter the group name. Click **Add.**
Add a contact to my contact list?	Click the contact icon 👤 or click the cog icon ⚙ and select **New Contact** to open the **New Contact** dialog. Then search for a person, select the person that you want to add, assign them to a group and click **Add**.
List members of groups?	Click the group name to expand or contract the list of members.
Edit the name of a personal group on my contact list? **Note:** You cannot edit the names of public groups.	Hover over the group name in your contact list to show and click the menu icon ▤. Select **Rename Group**. Enter the new group name and click **Rename.**
Edit the name of a contact (nickname)?	Hover over the contact name in your contact list to show and click the menu icon ▤. Select **Edit Nickname**. Enter the new nickname and click **Rename.**
Remove a contact or group from my contact list?	Hover over the contact group name in your contact list to show and click the menu icon ▤. Select **Remove from Contact List.**
Start a text chat with someone on my contact list?	Click one or more contact's name. Then click the chat icon 💬 or click the menu icon ▤ and select **Chat**. You will be warned before sending a chat for any user not in the Available status.
Start a text chat with someone not on my contact list?	Click the cog icon ⚙ and select **Invite to Chat**. Type the name of the person with whom you want to chat in the **Search** field, select the names from the list, and click **Invite.**
Invite others to an existing chat?	In an open chat window, click the **Invite Others** icon 👥
Start a meeting?	Click the **Meeting** icon 🖥 and then select existing or instant meeting option. Enter a name in the search bar, select the names from the list, and click **Invite.**
Control how others see me in their contact lists (Privacy List)?	Click the cog icon ⚙ , select **Privacy List,** and then use the search bar to find a person or group. Select the name from the list of matches that appears, and click one of the following choices: ▪ ONLY those on the list can see me online. ▪ Everybody, EXCEPT those on the list can see me online
Send an announcement to a group or to one or more contacts on my contact list?	Highlight the group or contact name, click the menu icon ▤ and select **Send Announcement**. Enter the message to send and click **Send.**
Send an announcement to others not in my contact list?	Click the cog icon ⚙ and select **Send Announcement** or click the announcement icon ◀. Enter a name in the search bar; select the names from the list. Enter the message to send and click **Send.**

View a business card?	Highlight the group or contact name, click the menu icon ▤ and select **View Business Card**. Click the arrows to expand or contract additional information. Click the x to close.
Update preferences?	Click the cog icon ✳ and select **Preferences.** Options include: Contact List: Save expansion of groups on exit and Display offline contacts Chat Window: Display photos or user name in tabbed chat Notifications: Select whether to play a sound for a new chat and whether to be notified when chat partner leaves chat
Send a file?	In an open chat window, click the **Send a File** icon ✎ and **Browse** for a file to send.
Send a screen capture?	In an open chat window, click the **Screen Capture** icon 🖵 and capture a selected portion of your screen, then paste it into the chat window.
Logout?	Click the cog icon ✳ and select **Log Out**.