

Using WNYRIC Unified Communications Chat from iNotes

The WNYRIC Unified Communications Chat can be used from iNotes whenever you need to check the availability of a contact or co-worker, or to communicate with them.

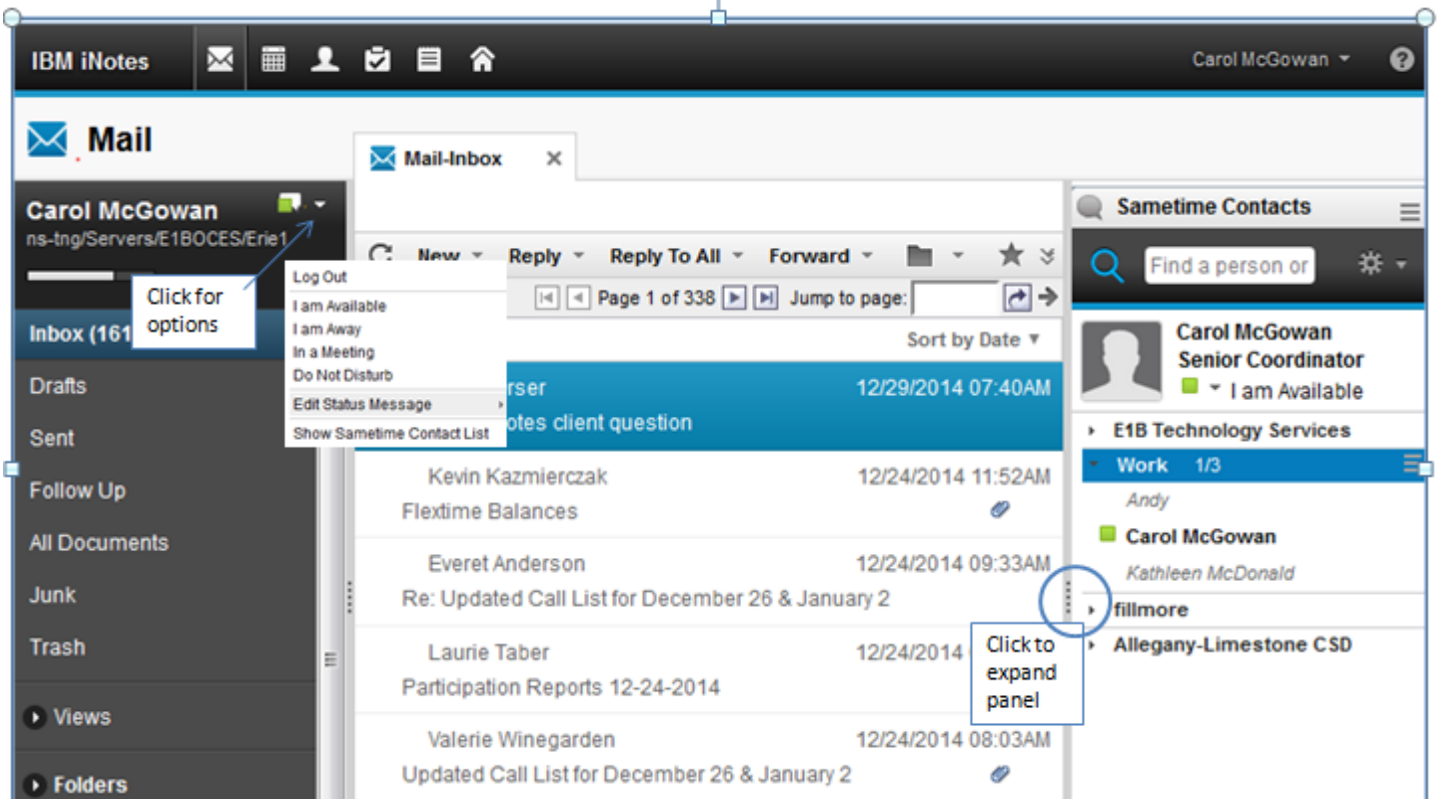


Figure 1: iNotes with Sametime

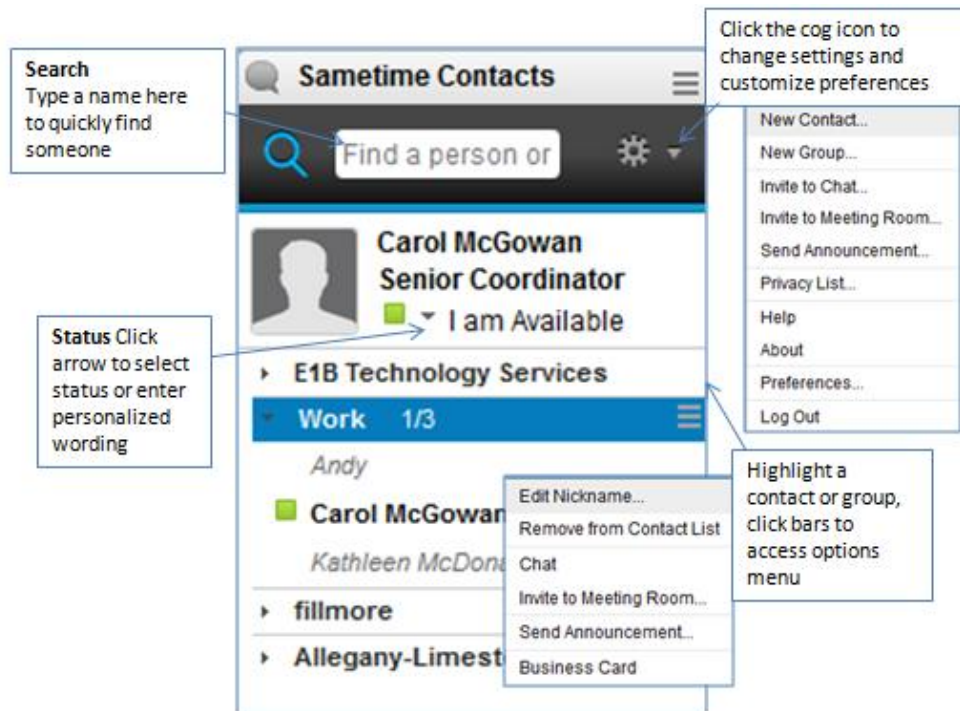


Figure 2: iNotes Sametime Contact List

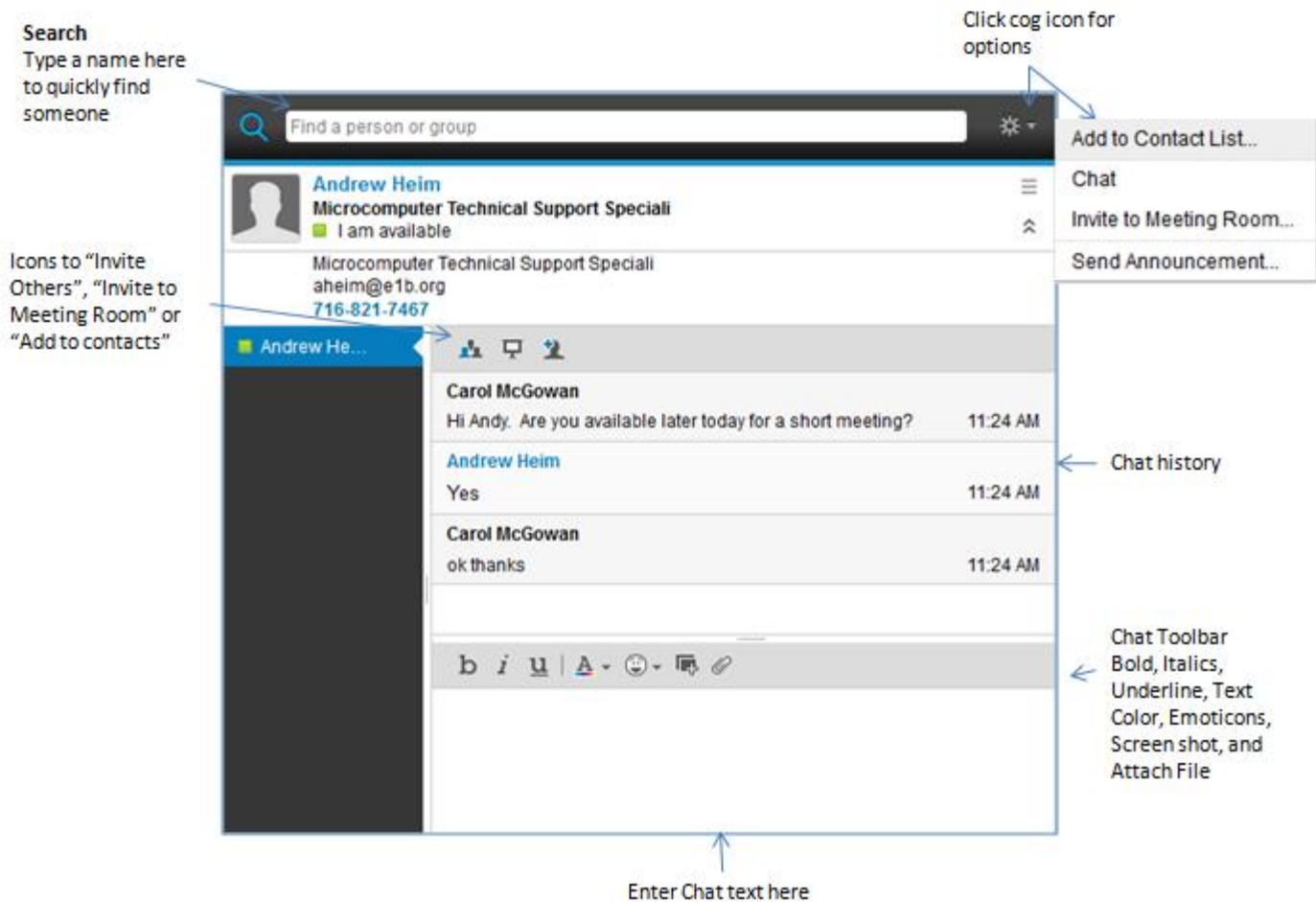






















Figure 3 iNotes instant message

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 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 .

<p>Edit the name of a contact (nickname)?</p>	<p>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.</p>
<p>Remove a contact or group from my contact list?</p>	<p>Hover over the contact group name in your contact list to show and click the menu icon . Select Remove from Contact List.</p>
<p>Start a text chat with someone on my contact list?</p>	<p>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.</p>
<p>Start a text chat with someone not on my contact list?</p>	<p>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.</p>
<p>Invite others to an existing chat?</p>	<p>In an open chat window, click the Invite Others icon </p>
<p>Start a meeting?</p>	<p>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.</p>
<p>Control how others see me in their contact lists (Privacy List)?</p>	<p>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:</p> <ul style="list-style-type: none"> ▪ ONLY those on the list can see me online. ▪ Everybody, EXCEPT those on the list can see me online
<p>Send an announcement to a group or to one or more contacts on my contact list?</p>	<p>Highlight the group or contact name, click the menu icon  and select Send Announcement. Enter the message to send and click Send.</p>
<p>Send an announcement to others not in my contact list?</p>	<p>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.</p>
<p>View a business card?</p>	<p>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.</p>
<p>Update preferences?</p>	<p>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</p>
<p>Send a file?</p>	<p>In an open chat window, click the Send a File icon  and Browse for a file to send.</p>
<p>Send a screen capture?</p>	<p>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.</p>
<p>Logout?</p>	<p>Click the cog icon  and select Log Out.</p>