Send and Receive Instant Messages

With Office Communicator, you can start an instant messaging session with a single contact, with multiple contacts, or with a group.

Send an Instant Message

You typically start an instant messaging session by double-clicking a contact name in the Contact List.

Send an instant message

In the Contact List, double-click a contact, type a message, and then press ENTER.

Add an emoticon

Position the text cursor where you want to add the emoticon, click the emoticon button, and then select the emoticon.

Send an instant message to a group

Hold the CTRL key and select multiple contacts. Right-click the last contact, and then select Send an Instant Message or press ENTER. You can also right-click a group, and then click Send an Instant Message.

Start a conversation with people inside or outside your organization

Click the Menu button, and then click Meet Now to open a new conversation. To invite someone inside your organization, click the Invite button, and then select a contact from the list. To invite someone outside your organization, in the new conversation window, click the arrow next to the Invite button, and then click Invite by E-mail. An e-mail message opens in Microsoft Office Outlook. (If you do not have Outlook, you can copy the invitation text to the e-mail program of your choice.) Send the e-mail to the invitee, who can join the conversation by using either Communicator or a Web browser.

Receive an Instant Message

When a contact sends you an instant message invitation, you see an instant message invitation alert in the lower-right corner of your computer screen.

Receive an instant message

To accept an instant message invitation, click the left pane.

Set your status to Do Not Disturb when you receive an invitation

Click the Redirect button, and then click Set to Do Not Disturb. You typically use this feature when your status shows you as available, but you are in an unscheduled meeting or an important conversation. The new presence status lasts until the beginning of the next hour.

Share Your Desktop

In Communicator 2007 R2, you can share your desktop with other participants, for example to display slides or share other documents and applications. You can also share control so that other participants can provide mouse and keyboard input on your desktop.

Share your desktop

During a conversation or IM, click the Sharing button, and then click Share Desktop to allow other participants to view your entire computer desktop.

Share control

To share control so that another participant can provide mouse and keyboard input to your desktop, click the down arrow next to In Control: <your name>, and then under Share Control, click the name of the participant. To allow any participant to take control, click Share Control with All Participants.
Each contact in your Contact List has a Presence button and a status text string that reflects his or her availability and willingness to be contacted. You can use the status indicated by the Presence button to determine which mode of communication is best suited for connecting with the contact. Office Communicator provides many communication options. For example, you can double-click the contact to start an IM session, click the Call button for one-click calling, or click the Presence button for additional contact details or communication options.

Control Access to Your Presence Information

With Office Communicator, you use Access Levels to control the presence information that others see. For example, you probably have a short list of co-workers who you want to have access to your mobile phone number. To make your mobile number available to a contact, assign the contact to a Team or Personal Access Level.

Communicate with Your Contacts

Determine whether a contact is available
View the contact’s Contact Card
View ways to communicate with a contact
View phone calling options

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Switch to Access Levels view
Click the Change view button, and then click Access Levels.

Change a person’s Access Level
Right-click a contact’s name, click Change Level of Access, and then select a level. You can also drag a contact into an Access Level group if you are viewing the Contact List by Access Levels.

Block a person from contacting you
In the Contact List, right-click a contact’s name, and then click Block.

Create a list of contacts who can interrupt you

Switch to the Access Levels view, and then drag the contacts who you want to be able to interrupt you while your presence is set to Do Not Disturb into the Team Access Level.