Use Instant Messaging and Screen Sharing

Instant Messaging
UK IT has made available an instant messaging and screen sharing tool for all UK faculty, staff and students. Here are some instructions for using this tool, called Office Communicator (OCS).

1. Once you have installed the software and have it running, you will have the opportunity to add contacts. Do this by typing in the Type a Name line just under your status button (see below). When the name is recognized, one or more options will appear, highlighted in yellow.

2. Right click (or Control-Click on a Mac) on the appropriate name and choose Add To Contact List from the drop-down menu.

3. Alternative: You may also click on the small down-arrow in the top left corner (see below) and choose Tools>Add a Contact. If you use this method, choose the option to search for the contact via email.
4. Contacts will appear in your list with a circle by the name. If the circle is green, that person is “available.” Yellow indicates that they have stepped way or are “inactive” (not using their computer at the moment). Orange indicates that they are busy or in a meeting. There is even a Do Not Disturb setting, which when used rejects attempts at contact with an automatic response that the person is not accepting messages at that time.

5. To make contact with someone you have added, simply double-click on his or her name. A pop-up box like the one below will appear.
   a. Type your message in the lower portion of the box, where the red arrow appears below.
   b. The icons along the top (the green arrow is pointing upward toward them) may be clicked to initiate an audio chat, to start a video session, to hide the chat box (if you want to see only video, for example), to share your desktop, or to invite others to join the conversation. To the far right is an icon (it looks like a set of papers attached by paperclip) that will allow you to take notes using OneNote, Send a File, and more.
6. Copies of your conversations will be accessed in Outlook, if you use it. If you prefer that your conversations not be saved, then click on the small down-arrow in the top left corner, choose **Tools** and then **Options**. Click or unclick “Save my instant message conversations ...” as appropriate (see below, where red arrow points). Be sure to click **OK** when you have finished.

![Office Communicator Options](image)

7. You may share your desktop, allowing you to show presentations. You may even allow others to control your desktop, which will provide the opportunity to work on a document together or share other tasks. Simply click on the Sharing tool (see 5b). Others will need to click on a message within their window that accepts the sharing session.

8. To end your session, you may click the x in the top right corner.