

Instant Messaging Tutorial

This tutorial will cover the Instant Messaging option built into the IceWarp Webmail interface.

Requirements:

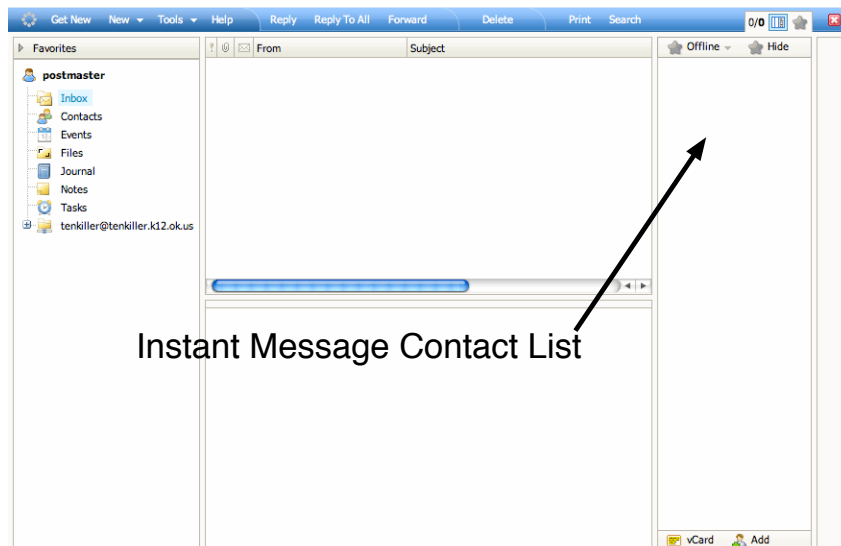
Internet connectivity

A valid email account - as the email account is the Jabber ID (Instant message ID)

Usage:

After logging into webmail the user should see an Instant Message Contact List.

Note : If this area does not exist, IM is either turned off for the user or the entire domain.



Getting Started:

IM requires that both parties agree to be in each others contact list.

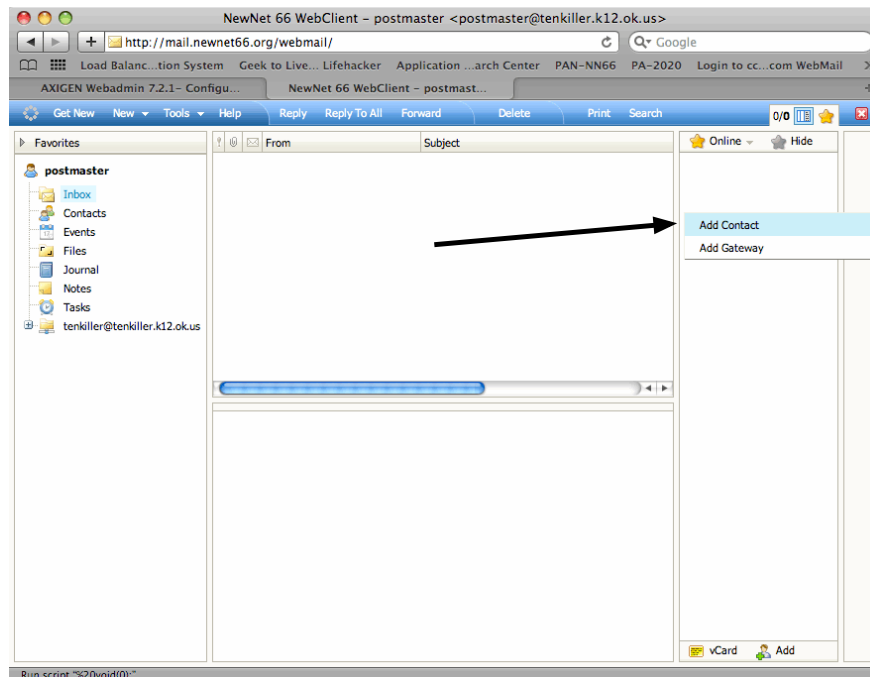
A user needs to add anyone they wish to IM to their contact list.

Instant Messaging Tutorial

Adding a User to a Contact List :

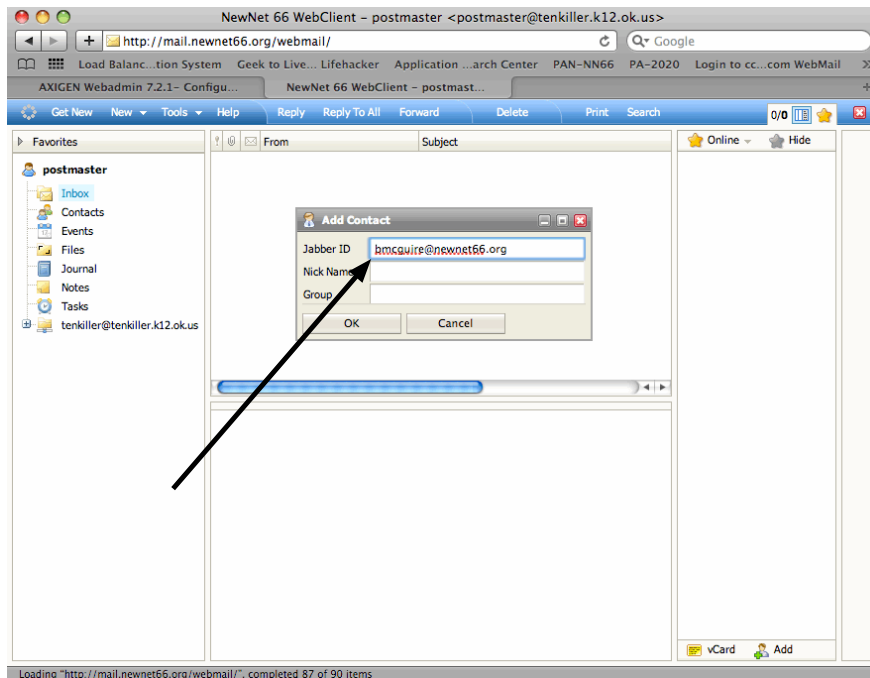
This tutorial will use the postmaster@tenkiller.k12.ok.us account to setup a Contact with bmcguire@newnett66.org

1. Postmaster will right click in the Instant Message Contact List area, and select Add Contact.

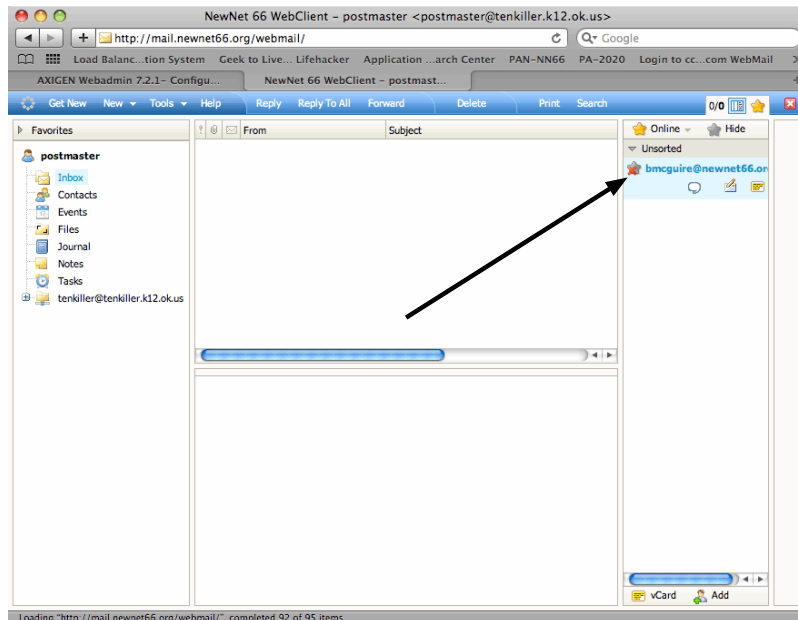


2. Postmaster will fill in the Jabber ID of the Contact -
This is the email address of the Contact. ex. bmcguire@newnett66.org
Nick Name and Group are optional.

Instant Messaging Tutorial



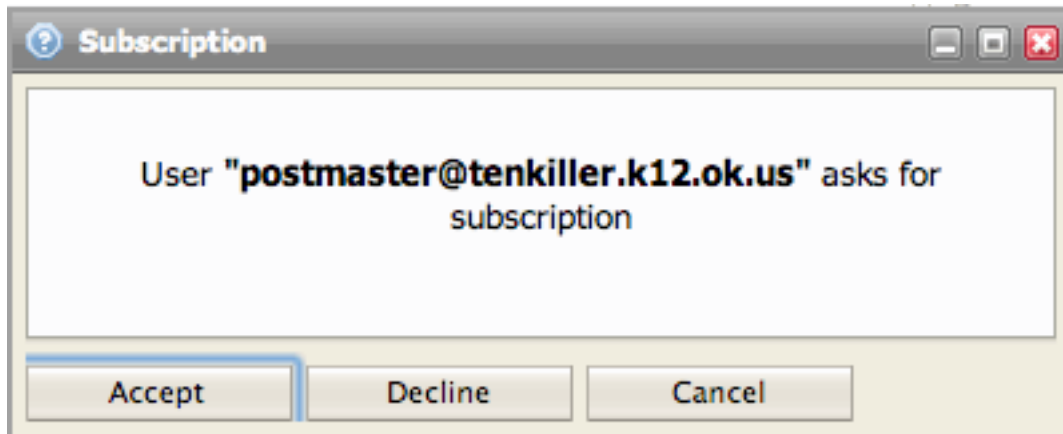
3. At this time the Contact will be added to postmaster's contact list and a Red X will be placed by the name pending confirmation.



Instant Messaging Tutorial

- The contact (bmcguire@newnet66.org) will get a request from the user (postmaster@tenkiller.k12.ok.us). It will look like this.

bmcguire will accept the subscription.



- Postmaster will get a response from bmcguire and it will look like this.



Instant Messaging Tutorial

6. After each has accepted the others request to be added to Contact lists. Then IM can be used to communicate. Clicking on a Contact's name will open the IM window.

