

## GroupWise Messaging Overview

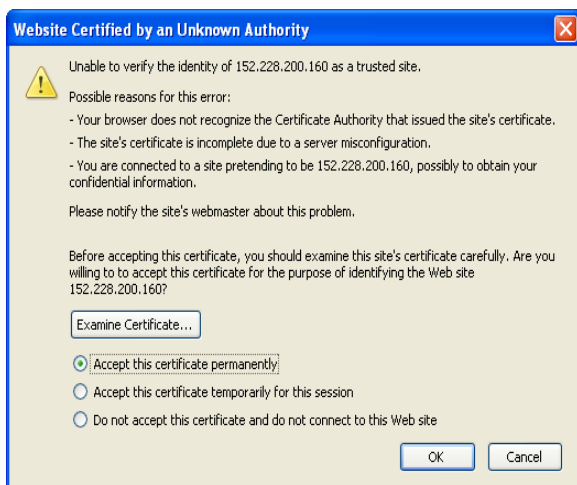
GroupWise Messenger is a secure instant messaging system that provides for real-time text chat and instant messaging. However, unlike third-party messaging services such as AOL Instant Messenger, Google Talk, and Yahoo! Messenger, GroupWise Messenger is available only to users with VU GroupWise account. Messages sent on this system are encrypted and are managed by a VU instant messaging server. Because of this extra level of security, it is recommended official university business be transmitted via GroupWise Instant Messaging, rather than third party services.

## GroupWise Installation Instructions: Windows

GroupWise Messaging can be installed to a PC using a web browser such as Mozilla Firefox or Microsoft Internet Explorer. Browse to <https://messenger.valpo.edu:8300>.

**Firefox users:** You will be prompted by a dialog box to accept a certificate, do so by clicking the **Accept this certificate permanently** radio button, and then clicking **OK**.

**Internet Explorer 6 users:** You will be prompted to proceed, click **Yes** to continue.



Mozilla Firefox



Microsoft Internet Explorer 6

To install the Windows-based client:

- Click the **Windows** link on the Welcome to GroupWise Messenger screen.

- Click the **GroupWise Messenger** link to begin the download.



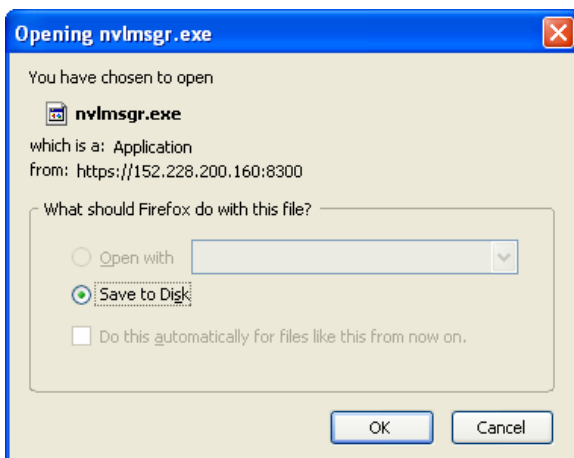
## Windows Installation Instructions

### Step 1: Download

[GroupWise Messenger](#) (file size - 6.0 MB)

#### Firefox users:

- Select **Save to Disk**.
- Click **OK**

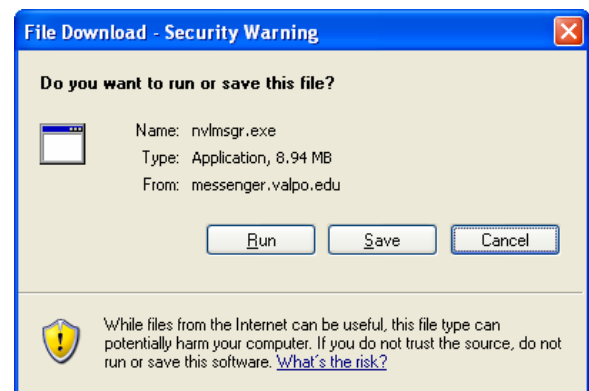


- The Messenger installation file will appear be downloaded. Click the **GroupWise Messenger** link to begin the download.



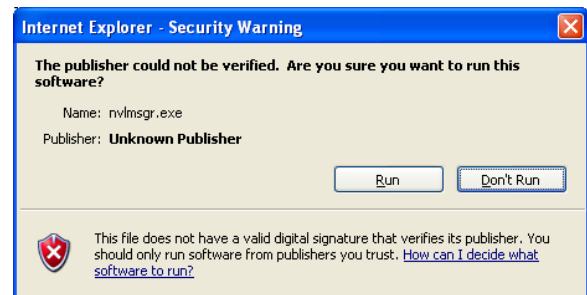
#### Internet Explorer 6 users:

- Click **Run**.

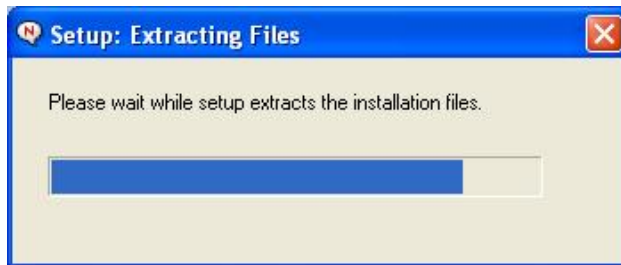


When the next warning message appears:

- Click **Run**.



A window will appear during the download process displaying its progress.



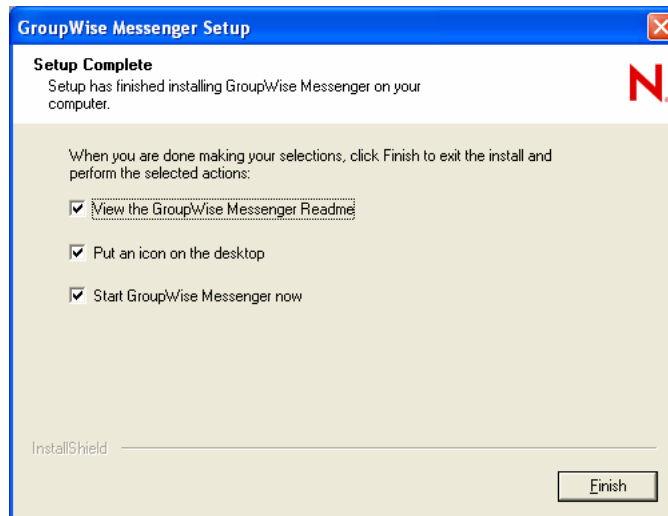
When the *Choose Setup Language* window appears:

- Select **English**.

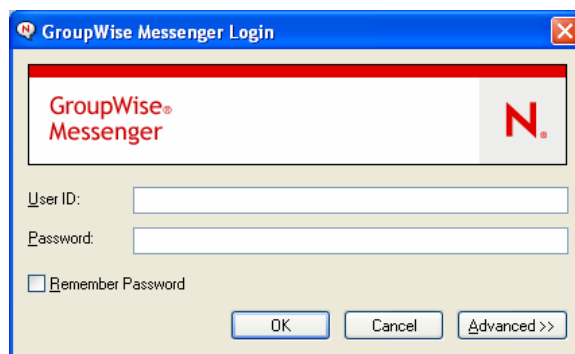


When the *GroupWise Messenger Setup* window appears:

- Check the appropriate boxes for your installation preferences.



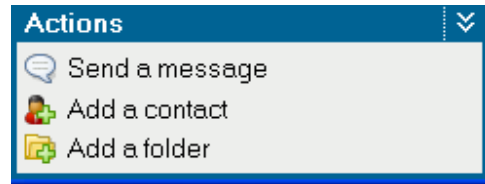
- Log in GroupWise Messenger using your GroupWise username and password.



# Adding Contacts

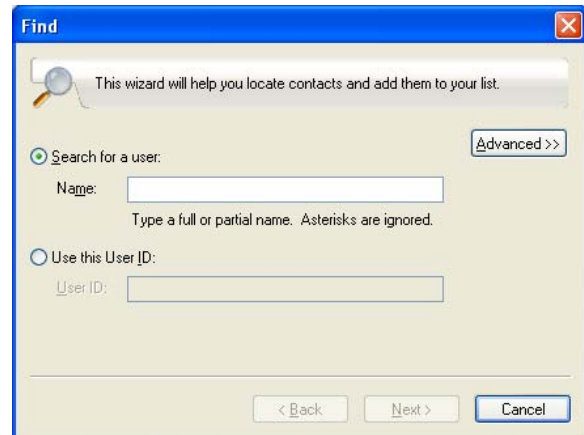
To add a contact:

- Click the **Actions** link at the bottom of Messenger window to display the *Actions pane*.
- Click **Add a contact**



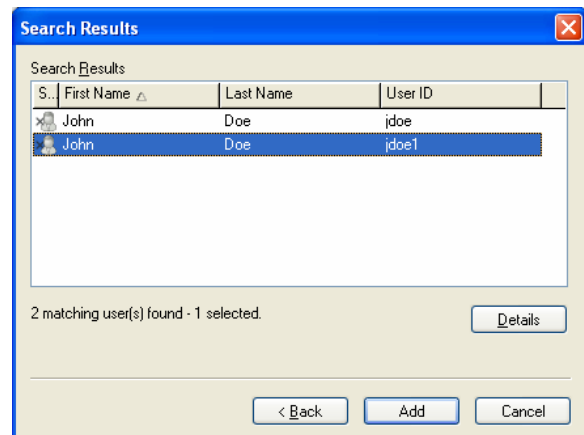
To find a user to add to your contacts:

- Type in all or part of the user's name in the **Name** field of the *Find* window, and then click **Next**.



The *Search Results* window will appear with all the GroupWise user that have matching criteria.

- Click the desired user to highlight their name.
- Click the **Add** button.



The user will appear in your *Contact List*.

- Repeat these steps to add additional users to your *Contact List*.



# Sending an Instant Message

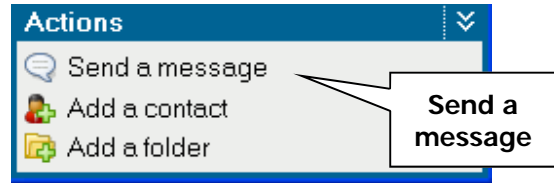
To send an Instant Message:

- Double-click a user in your **Contact List**.

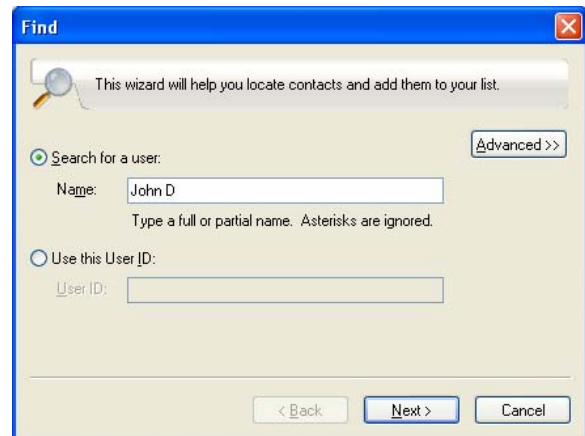


If the user is not in your Contact List:

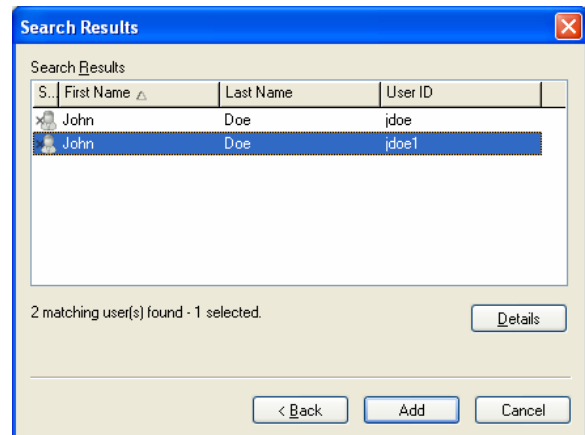
- Click **Send a message** in the *Action Pane*.



- Type all or part of the users name in the **Name** field.
- Click the **Next** button

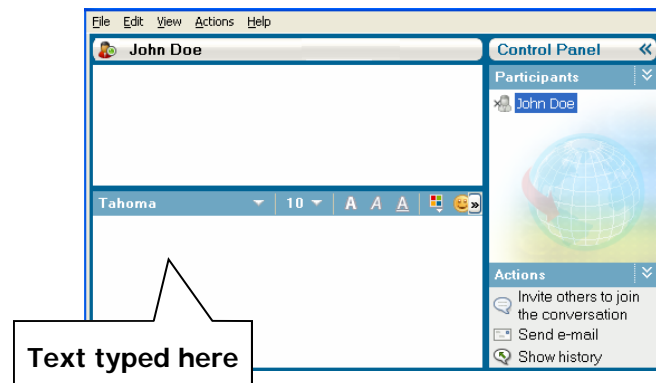


- Select the individual from the list of users that match your search criteria.
- Click the **Add** button.



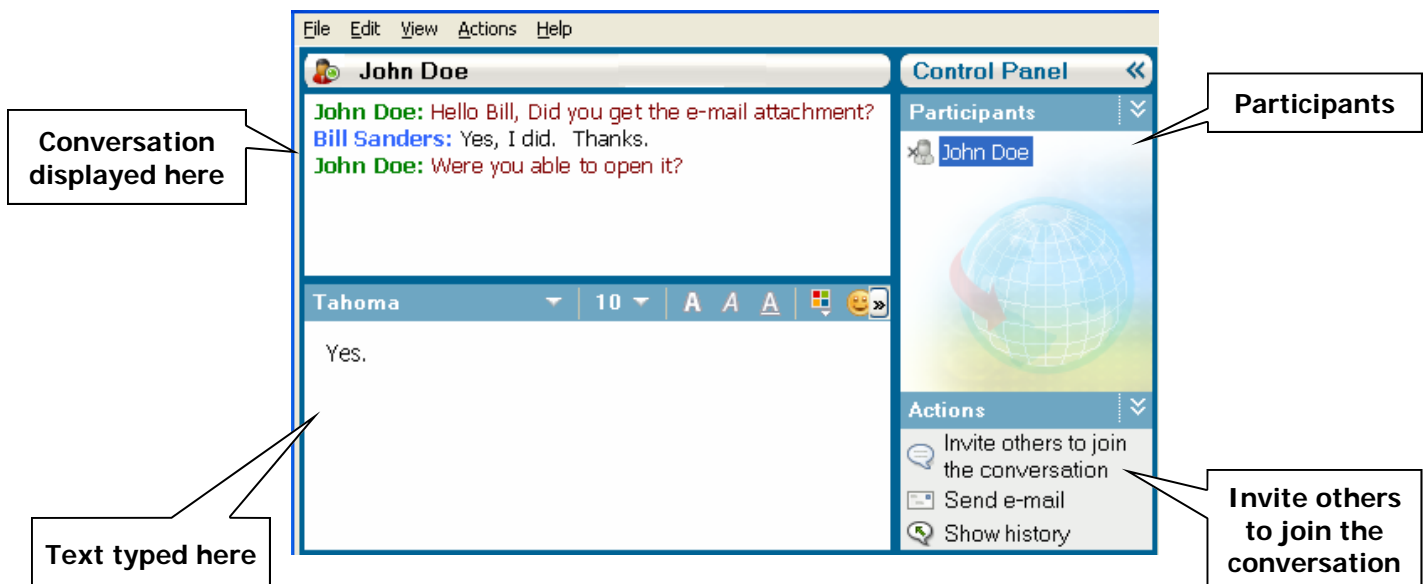
The **Conversation** window appears with the name of the selected Contact displayed.

- Type your message in the **lower left** pane.
- Press **Enter** to send the message.



# The Conversation Window

Conversations in Messenger are held in the **Conversation Window**. Messages are typed into the lower left pane, and when **Enter** is pressed; the typed text is displayed in the upper left pane, along with the author's name. You may invite others to join the conversation by clicking the **Invite others to join the conversation** link in the *Actions* pane. A list of users taking part in the conversation is displayed in the **Participants** pane.



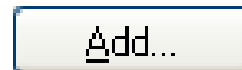
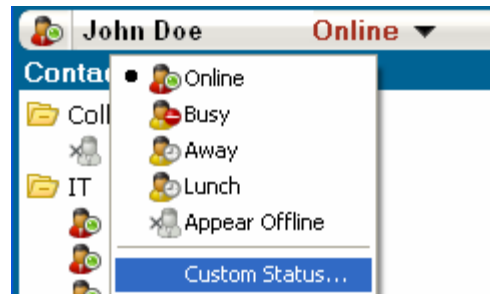
# Contact Status

The **Status** of users is displayed in Messenger with different looking icons next to the users name. There are four Standard Statuses:



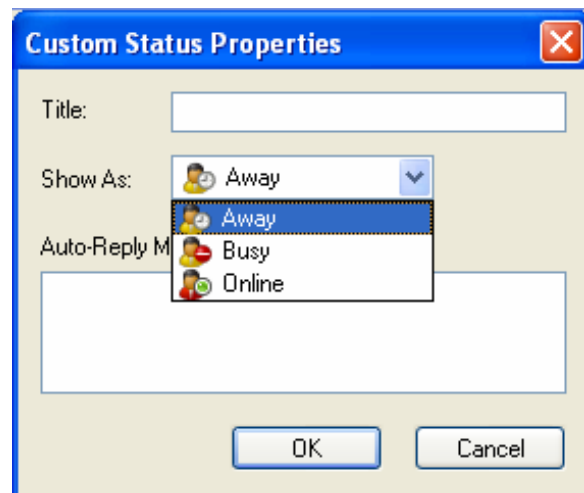
You may select which Status you wish Messenger to display to other users. To change your Status:

- Click the Status Bar; this is where your name is displayed above the Contact List. A menu appears with the available selection of choices.



You may also define a **Custom Status** by:

- Selecting **Custom Status**, then defining your custom status.
- Next, click the **Add** button in the *Custom Availability Status* window. This launches the *Custom Status Properties* window.
- Enter a *Status* name in the **Title** field.
- Using the drop-down menu, select the appropriate **Show As** option.
- Enter an **Auto-Reply Message** (optional).
- Click **OK** to continue, then click **Close**.



**Note:** Any **Custom Status** and **Auto-Reply Message** you define will be visible to any GroupWise user; thus, be certain to choose one that is appropriate.