

Basic GroupWise Messenger Tasks

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Adding a Contact

1. Click Add a Contact.
2. Type part or all of the name of the person you want to Add, click Next, click the name in the Search Results list, then click Add.

or

Type the user ID of the person, then click Add.

or

Click Advanced, click Begins With, Contains, or Equals from the drop-down list next to a field, type the information you are looking for in the field, then click Next. Select the user you want from the Search Results list, then click Add.

Sending an Instant Message from the GroupWise Client

1. Click File > New > Instant Message.
2. Click the person you want to send an instant message to.

or


Click the Find User button to search for a person who is not in your Contact List.

3. Click OK.
4. Type the message, then click the arrow button or press Enter.

Sending an Instant Message from GroupWise Messenger













1. Double-click the name of the person you want to send an instant message to.
2. Type the message, then click the arrow button or press Enter.

Using Emoticons in Your Message

1. In an open conversation, click  , then click the image that conveys your feelings.

or

Type any of the following keystrokes to represent an emoticon:

Keystrokes	Emoticon	Meaning	Keystrokes	Emoticon	Meaning
:) or :-)		Smile	:D or :-D		Big Smile
:(or :-((	Frown	:(or :'-((	Crying
;) or ; -)		Wink	O:) or O:-)		Innocent
:O or :-O		Surprised	:[or :-[	Embarrassed
:@ or :-@		Angry	:X or :-X		Lips Are Sealed
:/ or :-/		Undecided	:! or :-!		Foot in Mouth

When you use the keystrokes rather than selecting the image, the emoticon image appears when you press Enter to send your message. To remind yourself of the keystrokes when typing a message, click Edit > Emoticons.

Holding a Group Conversation

1. Double-click a user in your Contact List.
2. Click Actions, then click Add Another User to This Conversation.
3. Click a user (or Ctrl+click multiple users) in your Contact List, then click OK.

or

Click Find User to search for users who are not in your Contact List.

You can also Ctrl+click multiple users in your Contact List and press Enter to begin a group conversation.

Changing Your Status

1. Click the status bar (where your name appears under the menu bar).
2. Click the status you want other users to see next to your name in their Contact Lists: Online, Busy, Away, Appear Offline.