

# Novell GroupWise® Messenger

2.0

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CLIENT USER GUIDE

August 15, 2005



Novell®

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GroupWise Messenger 2.0 Client User Guide

[August 15, 2005](#)

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# About This Guide

This Novell® *GroupWise® Messenger 1.0 Client User Guide* explains how to use GroupWise Messenger on Windows\*, Linux\* or MacIntosh\*. The guide is divided into the following sections:

Chapter 1, “Getting Started,” on page 9

Chapter 2, “Working with Conversations,” on page 11

Chapter 5, “Working with Contacts,” on page 27

Chapter 7, “Working With Statuses,” on page 33

Chapter 8, “Customizing GroupWise Messenger,” on page 35

Chapter 9, “Using GroupWise Messenger from Within GroupWise (Windows Only),” on page 47

## Additional Documentation

For additional GroupWise Messenger documentation, see the following guides at the [Novell GroupWise Messenger 2 documentation Web site \(http://www.novell.com/documentation/nm2\)](http://www.novell.com/documentation/nm2):

- ♦ *Installation Guide*
- ♦ *Administration Guide*

## Documentation Updates

For the most recent version of the *GroupWise Messenger Client User Guide*, visit the [Novell GroupWise Messenger 2 documentation Web site \(http://www.novell.com/documentation/nm2\)](http://www.novell.com/documentation/nm2).

## Documentation Conventions

In Novell documentation, a greater-than symbol (>) is used to separate actions within a step and items in a cross-reference path.

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When a pathname or startup option can be written with a backslash for some platforms or a forward slash for other platforms, it is presented with a backslash. Users of platforms that require a forward slash, such as Linux, should use forward slashes as required by your software.

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We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comment feature at the bottom of each page of the online documentation, or go to [www.novell.com/documentation/feedback.html](http://www.novell.com/documentation/feedback.html) and enter your comments there.

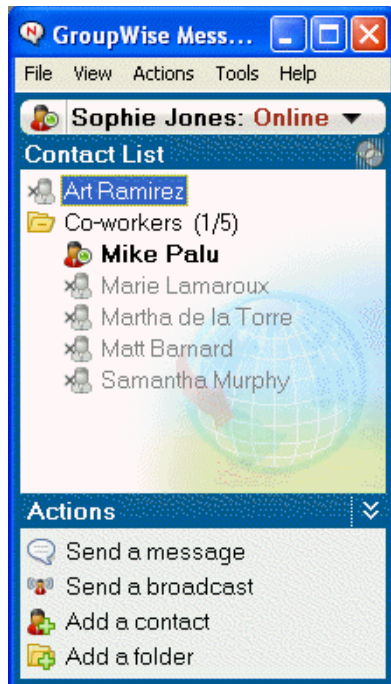


# 1

## Getting Started

Novell® GroupWise® Messenger is a corporate instant messaging product that uses Novell eDirectory™ as its user database.

You can create a Contact List, send instant messages, create an archive of messages, allow and block others from seeing your availability, and more.




GroupWise Messenger options are available only if GroupWise Messenger is installed and running.

This section contains the following topics:

- ♦ [“Logging In to GroupWise Messenger” on page 9](#)
- ♦ [“Logging Out of GroupWise Messenger” on page 10](#)

## Logging In to GroupWise Messenger

- 1** Open GroupWise Messenger, using the  icon on your desktop.
- 2** Type your user ID in the User ID field.
- 3** Type your password in the Password field.



- 4 Select Remember Password if you want the system to not ask you for your password again.

The user ID and password you use to log in to GroupWise Messenger is your directory (NDS<sup>®</sup>/Novell eDirectory) user ID and password, which might not be the same as your GroupWise user ID and password. Check with your system administrator if you don't know your password.

- 5 Click Advanced.
- 6 Type your server name in the Server field.
- 7 Type your port number in the Port field.

If you are not sure what to type in the Server and Port fields, contact your system administrator.



- 8 Click OK.

When you log in to GroupWise Messenger, the  GroupWise Messenger icon is added to the system tray for Windows and Linux. For Macintosh, the  GroupWise Messenger icon is added to the dock.

## Logging Out of GroupWise Messenger

- 1 Click File > Log Out.

Log Out logs you out of GroupWise Messenger but does not close the main window or exit GroupWise Messenger.

There are two other options on the main File menu: Close this Window closes the GroupWise Messenger window but leaves the  icon in the system tray for Windows and Linux, and leaves the  icon on the dock for Macintosh. Exit logs you out of GroupWise Messenger, closes the GroupWise Messenger window, and removes the icon from the system tray for Windows and Linux, and from the dock on Macintosh.

If at any time your network or GroupWise Messenger connection is interrupted, you are logged out of GroupWise Messenger, but as soon as your connection is restored, you are logged back in. If you are in the middle of a conversation when this happens, the conversation can continue as soon as the connection is restored.

# 2

## Working with Conversations

This section contains the following topics:

- ◆ “Sending an Instant Message” on page 11
- ◆ “Using Emoticons in Your Message” on page 12
- ◆ “Changing the Font of Text in a Conversation” on page 13
- ◆ “Holding a Group Conversation” on page 13
- ◆ “Adding a Time Stamp to Each Entry in a Conversation” on page 14
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- ◆ “Searching the Archives for Logged Conversations” on page 15
- ◆ “Sending an E-Mail Message (Windows Only)” on page 15

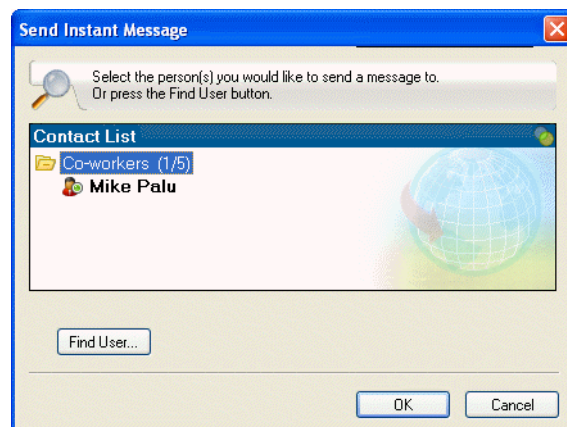
### Sending an Instant Message

- 1 Double-click a contact, then follow Step 3.

or

If you want to send a message to someone who is not in your Contact List, click Send a Message, then follow Step 2.

- 2 Click Find User, select Use This User ID, type the user ID of the person, then click Finish.




or


Click Find User, select Search for User, type all or part of the name you are looking for, then click Next. Select the user you want from the Search Results list, click Add to My Contact List if desired, then click Finish.

or

Click Find User, 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, click Add to My Contact List if desired, then click Finish.













- 3 Type your message.
- 4 Click  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
:) or :-)		Smile
:( or :-)		Frown
;) or ;-)		Wink
:O or :-O		Surprised
:@ or :-@		Angry
:/ or :-/		Undecided
:D or :-D		Big Smile
:( or :-(		Crying
O:) or O:-)		Innocent
:[ or :-[		Embarrassed
:X or :-X		Lips Are Sealed
! 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.

If you do not want the keystrokes to be converted into images, click Tools > Options, then deselect Use Graphical Emoticons. This setting prevents the typed character sequences from being converted into images.

## Changing the Font of Text in a Conversation

- 1** In an open conversation, select the text you want to change.
- 2** Click Edit > Font.
- 3** Make selections, then click OK.

You can also select text and make selections from the header over the text you are typing.



To specify default fonts, see “[Specifying the Font of Composed Messages](#)” on page 40 and “[Specifying the Font of Received Messages](#)” on page 41.

## Holding a Group Conversation

You can hold instant messaging conversations with more than one user. Start a conversation with one user, then invite additional users to join.

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

or

Click Send Message, then find a user by following [Step 2 on page 11](#).

- 2** Click Actions, then click Invite Others to Join the Conversation.

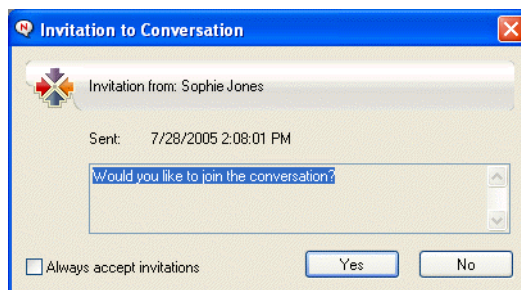
- 3** Click a user (or Ctrl+click multiple users) in your Contact List, then click OK.


or

Click Find User to search for users who are not in your Contact List. Follow [Step 2 on page 11](#).

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

Each user who is invited to the conversation receives this message box:



If you cannot see the list of participants in this conversation, click  to open the Control Panel.

After a user accepts the invitation to join the conversation, he or she can send messages to the other participants. A user cannot see any messages that were sent before he or she joined the conversation, or after he or she leaves the conversation.

## Adding a Time Stamp to Each Entry in a Conversation

- 1 In an open conversation, click View, then click Show Timestamp.

## Saving a Conversation

- 1 In an open conversation, click File.
- 2 Click Save Conversation As, browse to a location, then specify a filename.  
or  
Click Save Conversation if you have already saved the conversation at least once.  
or  
Click Save Conversation to iFolder if you have Novell iFolder<sup>®</sup> installed (Windows only).
- 3 Specify the location to save the conversation.
- 4 Click Save.

The conversation is saved with a .txt file extension.

You are also prompted to save a conversation whenever you close the conversation. To change this setting, see [“Specifying If You’re Prompted to Save Conversations” on page 38](#).

## Opening a Saved Conversation

- 1 In a Conversation window, click File > Open Conversation.
- 2 Browse to the location of the conversation, then click OK.

If you want to search for a conversation that has been archived, your system administrator needs to grant you access rights. For more information, see [“Searching the Archives for Logged Conversations” on page 15](#).

## Printing a Conversation


- 1 In an open conversation, click File > Print Conversation.  
or  
In Macintosh and Linux, click File > Print.
- 2 Click Print again.

## Searching the Archives for Logged Conversations

The system administrator can specify that all conversations be logged in a system archive. If you are given access rights, you can search the archive for logged conversations. The Search Archive menu item only appears if you have been granted access to search the archive.

- 1 Click File > Search Archive.



- 2 Use the Search Archived Messages dialog box to search by participants, dates, and conversation text:  
Click Find to search for and add participants.  
Click  to select dates in the Date Range field.  
Type the text you want to search for in the Containing Text field.
- 3 Click Search to search for conversations that meet the search criteria you specified.
- 4 To print or save the list of logged conversations that displays, click Print List or Save List on the File menu.
- 5 To print or save the currently selected logged conversation, click Print or Save on the File menu.
- 6 To make changes to your search, click File, click Modify Search, make changes, then click Search again.

## Sending an E-Mail Message (Windows Only)

- 1 Click Send E-Mail.
- 2 Select the name of the person you want to send an e-mail message to, then click OK.  
or  
Double-click the name of the person you want to send an e-mail message to.  
or  
Click Find User, select Use This User ID, type the user ID of the person, then click Finish.  
or  
Click Find User, select Search for User, type all or part of the name you are looking for, then click Next. Select the user you want from the Search Results list, click Add to My Contact List if desired, then click Finish.  
or

Click Find User to search for a person. 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, click Add to My Contact List if desired, then click Finish.

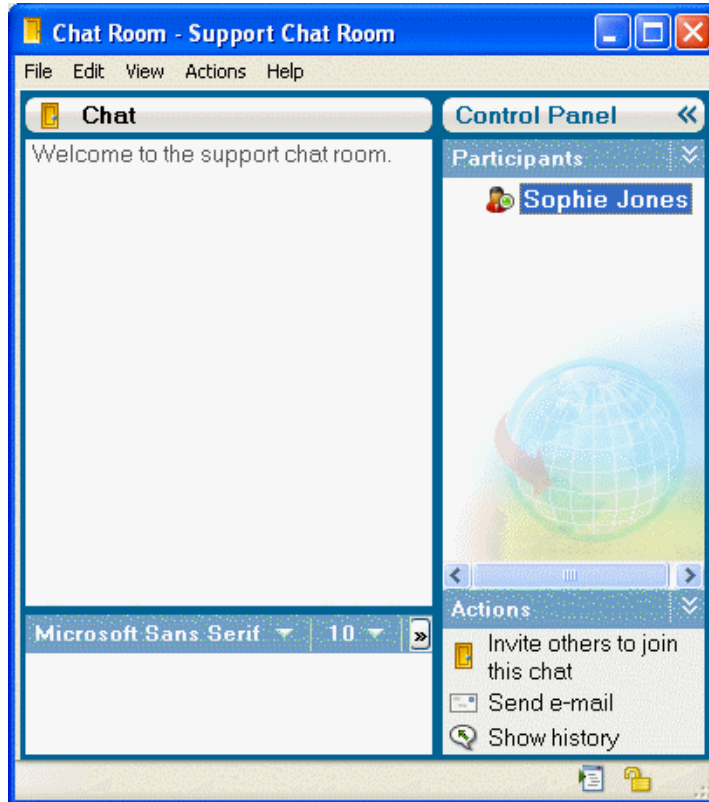
**3** When the e-mail item opens, complete the message and click Send on the Toolbar.

If you want to be prompted to send an e-mail each time you try to send an instant message to someone who is offline, click Tools, click Options, click the Message tab, make sure Send E-Mail When I Start A Message to An Offline Contact is selected, then click OK.

# 3

## Working with Chat Rooms

Chat rooms allow several users to join a chat room and discuss a topic. You can create and join chat rooms in the client, if you have rights to do so.



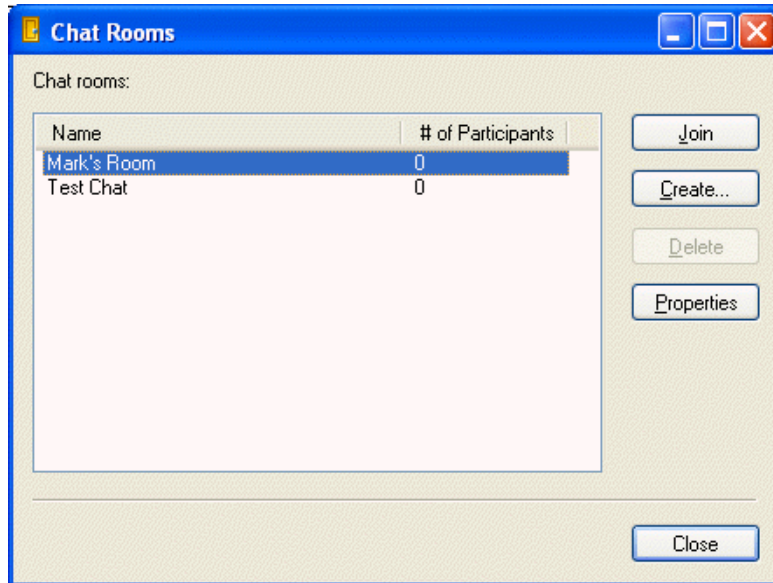
The following topics are included in this section:

- ◆ “Searching for a Chat Room” on page 18
- ◆ “Joining a Chat Room Without Searching” on page 18
- ◆ “Creating a Chat Room” on page 18
- ◆ “Modifying Access Rights for a Chat Room” on page 19
- ◆ “Ignoring a User in a Chat Room” on page 20
- ◆ “Performing Moderator Tasks” on page 21

## Searching for a Chat Room

Only chat rooms that are selected to be searchable when created appear in a chat room search.

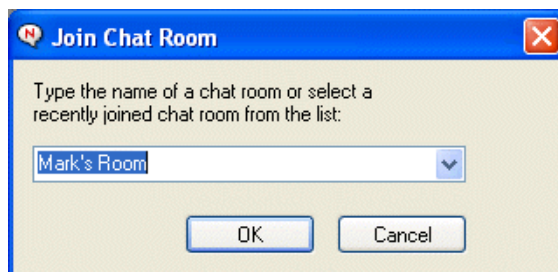
- 1 Click Tools > Chat Rooms.
- 2 Select the chat room to join, then click Join.



## Joining a Chat Room Without Searching

You can join a chat room that was not selected to be searchable during creation by joining the chat room by name.

- 1 Click Actions > Join Chat Room.

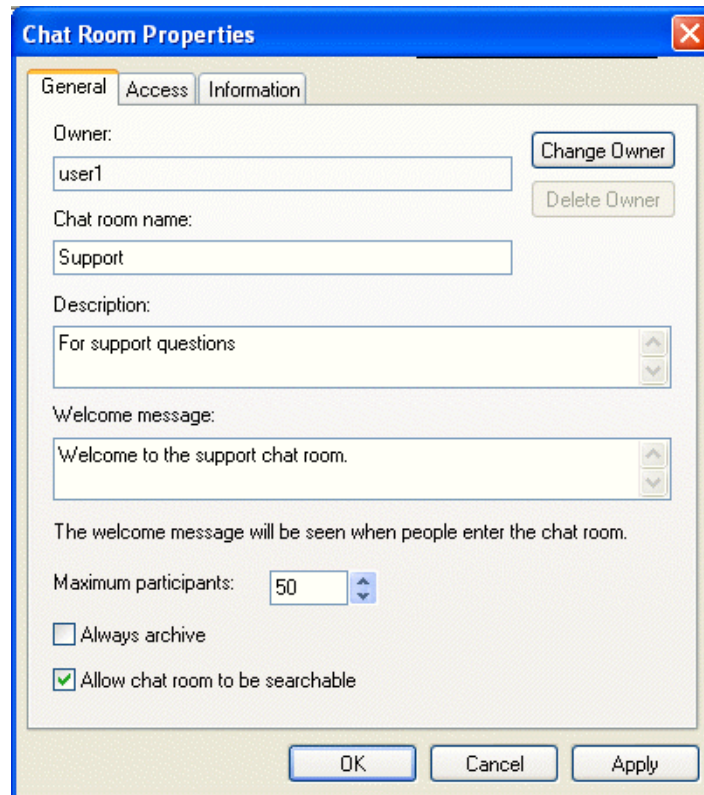


The last four chat rooms that you joined are stored the Join Chat Room drop-down list.

## Creating a Chat Room

You can create a chat room only if the administrator has granted you access to create chat rooms. The default access does not allow you to create a chat room.

- 1 Click Tools > Chat Rooms, then click Create.



- 2** (Optional) Select the owner of the chat room.  
By default, the owner is the user who is creating the chat room.
- 3** Type the chat room name.
- 4** (Optional) Type a description and welcome message for the chat room.
- 5** (Optional) Select the maximum number of participants.
- 6** (Optional) Select if you want to archive the chat room.
- 7** (Optional) Select if you want the chat room to be searchable.
- 8** (Optional) Click the Access tab, then select the access rights for all users and a particular user.
- 9** Click OK to create the chat room.

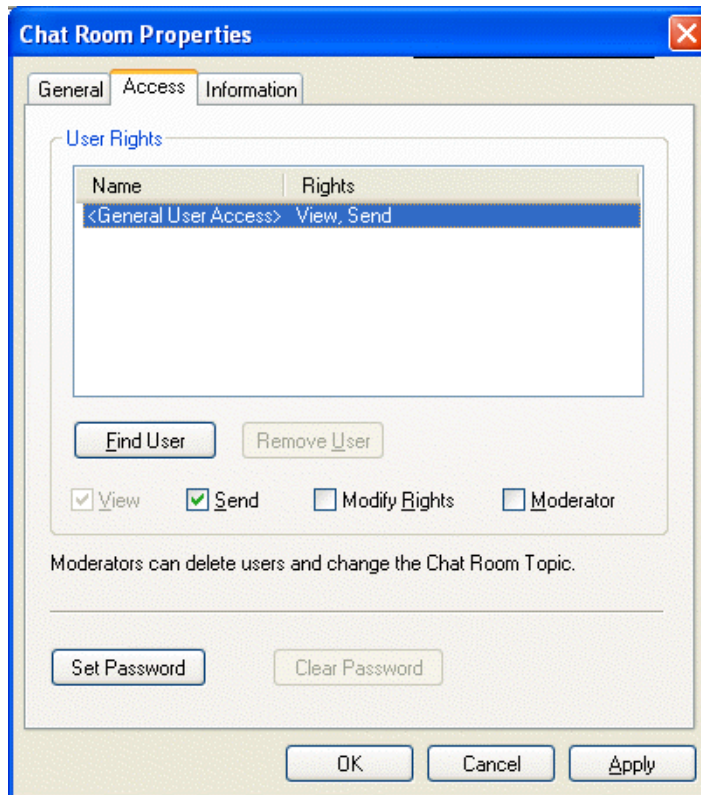
## Modifying Access Rights for a Chat Room

You can modify the access right for a chat room that you have the ability to change the rights for.

- 1** If you are creating a chat room with access rights, click Tools > Chat Room, click Create, then click the Access tab. For additional information about creating chat rooms, see [“Creating a Chat Room” on page 18](#).

or

If you are modifying the rights for a chat room already created, click Tools > Chat Rooms, select the chat room to modify, then click Properties.



- 2** By default general user access is displayed in the access list. To add another user to the access list click Find User.
- 3** Type the contacts name in the Name field, then click Next.
- 4** Select the user then click Finish.
- 5** Select the access rights for the user. The following is a list of access rights:
  - View:** Allows the user to view the chat room.
  - Send:** Allows the user to send a message to the chat room.
  - Modify Rights:** Allows the user to modify the rights to the chat room.
  - Moderator:** The moderator can delete a user and change the topic of the chat room.
- 6** Click Set Password to set a password for the chat room.
 

This requires user to enter a password to join the chat room. There is only one password for the chat room.

## Ignoring a User in a Chat Room

If you do not want to see the messages sent to a chat room from a particular user, you can choose to ignore that user.

- 1** Right-click the user to ignore, then click Ignore.
 

To see messages from that user again, right-click the user you ignored, then deselect Ignore.

# Performing Moderator Tasks

The owner of a chat room can make a person a moderator in the Access page of the chat room properties. For more information about access rights, see [“Modifying Access Rights for a Chat Room” on page 19](#).

As a moderator of a chat room, you can remove users from the chat room and you can change the topic of the chat room.

- ◆ [“Removing a User from the Chat Room” on page 21](#)
- ◆ [“Changing the Topic of a Chat Room” on page 21](#)

## Removing a User from the Chat Room

When you remove someone from a chat room, their chat room window closes and they are no longer part of the chat room. However, they can join back into the chat room.

- 1 Right-click the user to remove from the chat room, then click Remove.

## Changing the Topic of a Chat Room

- 1 Click Actions > Edit Chat Room Topic.
- 2 Type the new topic in the Chat Room Topic field, then click OK.



# 4

## Working with Broadcasts

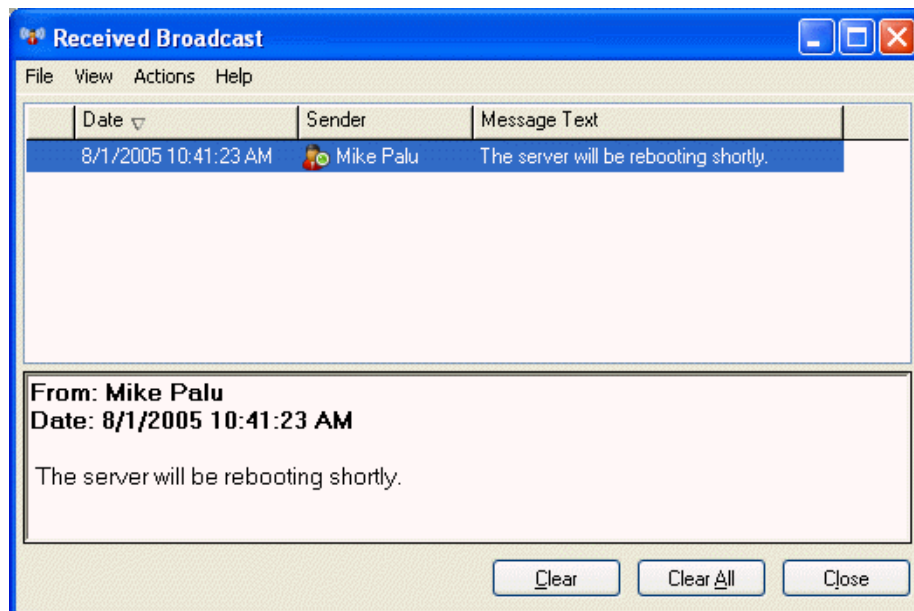
A broadcast message is a message that can either be sent to the entire system or to individual users. There are two types of broadcast message types: a system broadcast that is sent to all users and a broadcast message that is sent to selected users.

A broadcast message is a one-way message; you cannot respond to it. By default, broadcast messaging to other users is enabled, and system broadcasts are disabled. A system administrator can change the defaults.

- ◆ “Receiving a Broadcast Message” on page 23
- ◆ “Clearing Broadcasts” on page 24
- ◆ “Sending a Broadcast Message to Selected Users” on page 24
- ◆ “Sending a System Broadcast” on page 25

### Receiving a Broadcast Message

When a broadcast is sent to you, the Received Broadcast window appears.



From the Received Broadcast window, you can clear the broadcast or clear all broadcasts.

## Clearing Broadcasts

- 1 From the Received Broadcast window, select the broadcast to clear, then click Clear.

To clear all received broadcasts, click Clear All in the Received Broadcast window.

**NOTE:** If you do not clear your broadcast messages, you are prompted to clear your broadcast messages when Messenger shuts down.

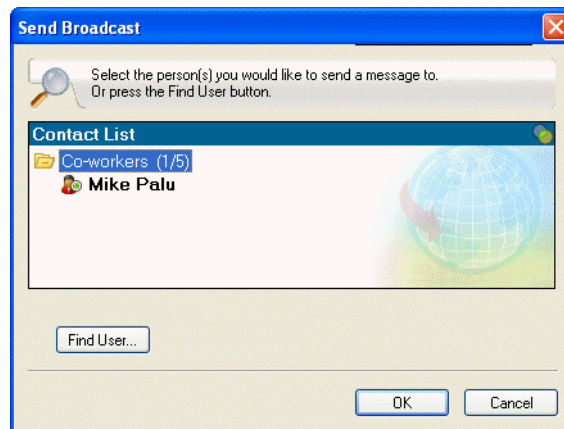
## Sending a Broadcast Message to Selected Users

- 1 Right-click a contact and click Send Broadcast, then follow Step 3.

or

If you want to send a broadcast to someone who is not in your Contact List, click Send a Broadcast, then follow Step 2.

- 2 Click Find User, select Use This User ID, type the user ID of the person, then click Finish.



or

Click Find User, select Search for User, type all or part of the name you are looking for, then click Next. Select the user you want from the Search Results list, click Add to My Contact List if desired, then click Finish.

or


Click Find User, 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, click Add to My Contact List if desired, then click Finish.

- 3 Type your broadcast message.

- 4 Click  or press Enter.

## Sending a System Broadcast

A system broadcast is sent to everyone in the entire system who is currently online. You must be granted access to send system broadcasts by your system administrator.

- 1** Click Actions > Send System Broadcast.
- 2** Type your broadcast message.
- 3** Click  or press Enter.



# 5

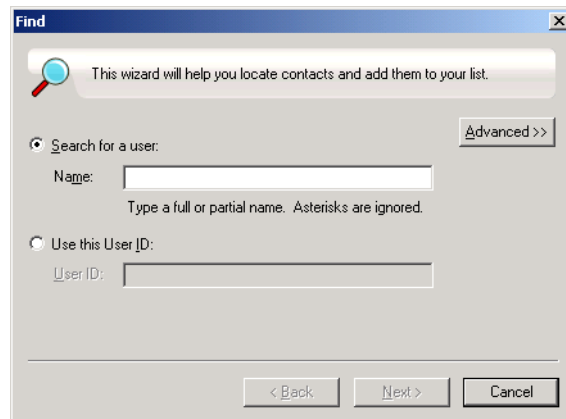
## Working with Contacts

This section contains the following topics:

- ◆ “Adding a Contact” on page 27
- ◆ “Deleting a Contact” on page 28
- ◆ “Organizing the Contact List” on page 28
- ◆ “Importing a Contact List” on page 28
- ◆ “Exporting a Contact List” on page 28

### 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

Select Use This User ID and 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.

### Deleting a Contact

- 1 Right-click the contact, then click Remove.

## Organizing the Contact List

You can organize your Contact List by dragging contacts and folders to the location you want them. Or, you can use the following steps:

- 1** Click Tools, then click Organize Contacts. For Macintosh, click Preferences, then click Organize.
- 2** Click contact names, then click Move Up or Move Down to change the position in the list.
- 3** To add a folder, click Add Folder, then type the folder name.
- 4** To move a contact to a folder, drag the contact to the folder, or click the contact, click Move, select the folder from the drop-down list, then click OK.
- 5** Click Close.

## Importing a Contact List

You can import a contact list if you have a .nmx file (contact list file) to import. A .nmx file is a file that has been exported from a GroupWise<sup>®</sup> Messenger contact list. The imported contacts are merged with your existing Contact List.

- 1** Click File, then click Import Contact List.
- 2** Browse to the location of the .nmx file.
- 3** Click the filename, then click Open.

## Exporting a Contact List

You can save your contact list as a .nmx file (contact list file) to distribute to other users. When someone imports the .nmx file, the imported contacts are merged with his or her existing Contact List.

- 1** Click File, then click Export Contact List.
- 2** Browse to the location of the .nmx file.
- 3** Select the filename, then click Save.

# 6

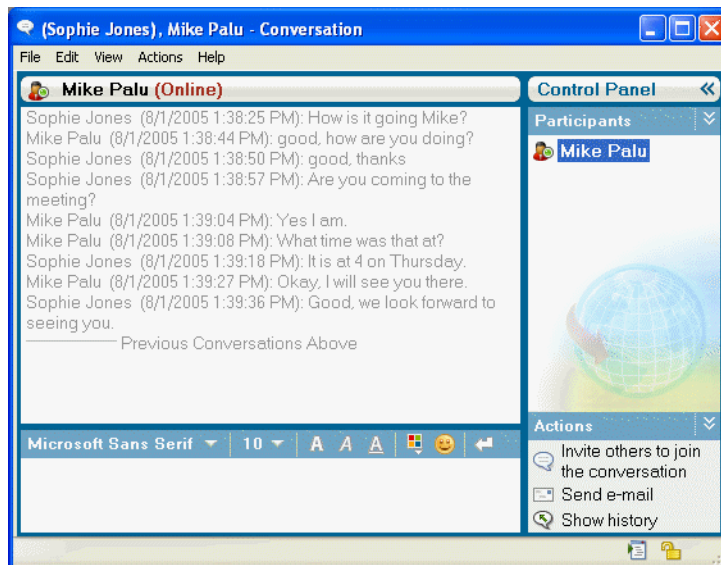
## Working with Your Personal History

Personal History shows past messages that you have either received or sent in GroupWise® Messenger. This feature is helpful when you need to find information from an earlier message. Conversations, chat rooms, and broadcasts are all part of your personal history. Personal history can be disabled by an administrator. By default, personal history is enabled for all users.

- ◆ “Viewing Your Personal History in a Conversation, Chat Room, or Broadcast Window” on page 29
- ◆ “Disabling the Personal History in a Conversation, Chat Room, or Broadcast Window” on page 30
- ◆ “Displaying the History File from a Conversation, Chat Room, or Broadcast Window” on page 30
- ◆ “Clearing Your History” on page 30

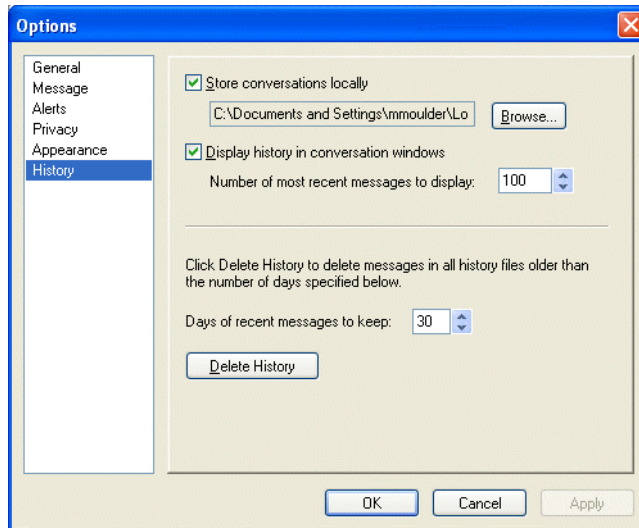
### Viewing Your Personal History in a Conversation, Chat Room, or Broadcast Window

By default your personal history displays the last 100 messages in a conversation, chat room, or broadcast window.



# Disabling the Personal History in a Conversation, Chat Room, or Broadcast Window

- 1 Click > Tools > Options, then click History. For Macintosh, click Preferences > Options, then click History.



- 2 Deselect Display Personal History in Conversation Windows.

# Displaying the History File from a Conversation, Chat Room, or Broadcast Window

You can display the history file for a conversation window from the conversation window. Every time you have a conversation, enter a chat room, or send/receive a broadcast, the history of that conversation, chat room, or broadcast is written to a history file.

Most history files are associated with the type of window you are in and who you are messaging. For example, all your conversations with Mike Palu would be saved in a file named *Conv\_mpalu\_number.hst*. If it is a chat room history file, the name changes to *Chat\_nameofchatroom\_number.hst*. However, all sent broadcasts are saved in the *Broadcasts\_sent.hst* file. You can change the history file location. For more information about moving the history file, see [“Changing the History Files Location” on page 43](#).

When the history file displays, you cannot edit the file from History window.

- 1 From a conversation, chat room, or broadcast window, click Show History. The content of the history file is displayed.

# Clearing Your History

- 1 Click Tools, then click Options. For Macintosh, click Preferences, then click Options.
- 2 Click History.
- 3 Select the number of days to keep recent messages.
- 4 Click Delete History.

This clears all messages up to the number of days selected. You can only clear history up to one day old.

To totally clear your history, you need to delete the history files. To determine where your history files are stored, click Tools > Options, then click History. For Macintosh, click Preferences > Options, then click History. The history files location is stored in the Store Conversations Locally field.

You can change the history file location. For more information about moving the history file, see [“Changing the History Files Location” on page 43](#).







# 7


## Working With Statuses

This section contains the following topics:

- ♦ “Changing Your Status” on page 33
- ♦ “Creating a Custom Status” on page 33

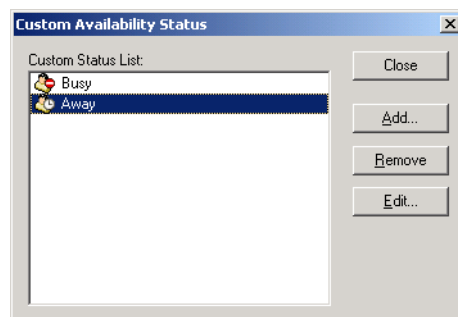
### Changing Your Status

- 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

You can also right-click the  GroupWise Messenger icon on the system tray (Windows and Linux only), click Status, then click a status.

### Creating a Custom Status

- 1 Click File, click Status, then click Custom Status.



- 2 Click Add.
- 3 Type the custom status title, for example, In a Meeting.
- 4 Select Online, Busy or Away from the Show As drop-down list. This determines the icon that displays next to your status.

- 5** (Optional) Type the text you want to automatically be returned to a user who tries to send you an instant message when you have this status selected, for example, “I’m in a meeting right now and can’t respond.”
- 6** Click OK, then click Close.

# 8

## Customizing GroupWise Messenger

This section contains the following topics:

- ◆ “Changing Your Password” on page 35
- ◆ “Specifying When GroupWise Messenger Opens” on page 36
- ◆ “Specifying Whether to Show Contacts at Startup” on page 37
- ◆ “Specifying How Long to Wait Before You Are Shown as Idle” on page 37
- ◆ “Specifying If You’re Prompted to Save Conversations” on page 38
- ◆ “Specifying to be Prompted to Connect to the Internet” on page 38
- ◆ “Specifying to Use Graphical Emoticons” on page 38
- ◆ “Specifying to Always Accept Invitations to Conferences Without Prompting” on page 39
- ◆ “Specifying the Interface Language” on page 40
- ◆ “Specifying to Remember Your Password” on page 40
- ◆ “Specifying the Font of Composed Messages” on page 41
- ◆ “Specifying How the Enter Key Works” on page 41
- ◆ “Specifying the Font of Received Messages” on page 41
- ◆ “Specifying Offline Options for Contacts” on page 42
- ◆ “Specifying When You Receive Sounds and Alerts” on page 42
- ◆ “Specifying Who Can See Your Status and Send You Messages” on page 43
- ◆ “Changing the Contact List Appearance” on page 43
- ◆ “Changing the History Files Location” on page 43
- ◆ “Specifying To Show the History In the Conversation Window” on page 44
- ◆ “Specifying the Number of Days to Keep the History” on page 45
- ◆ “Showing Only Online Contacts” on page 45
- ◆ “Turning Off the Sound (Windows and Linux Only)” on page 45
- ◆ “Using Startup Options” on page 46

### Changing Your Password

If the system administrator gives you rights, you can change your GroupWise® Messenger password. Because you log in to GroupWise Messenger using your directory (NDS®/Novell® eDirectory™) password, this changes your directory password.

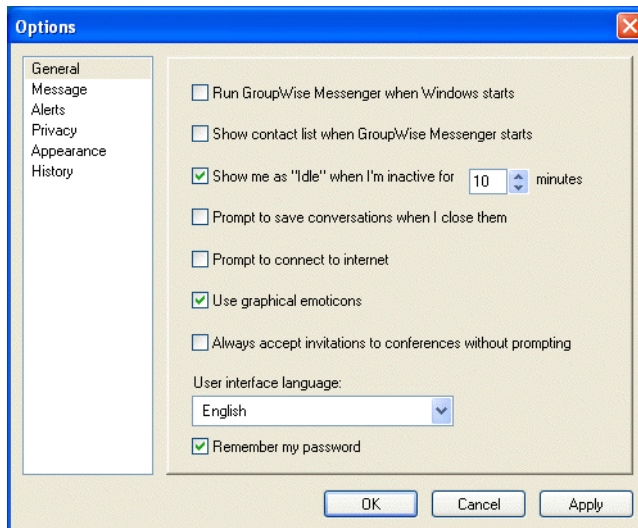
- 1 Click Tools > Change Password. For Macintosh, click Preferences > Change Password.



- 2 Type your old password in the Old Password field, then type your new password in the New Password and Confirm Password fields.
- 3 Click OK.

## Specifying When GroupWise Messenger Opens

- 1 Click Tools, then click Options. For Macintosh, click Preferences, then click Options.
- 2 Click General.

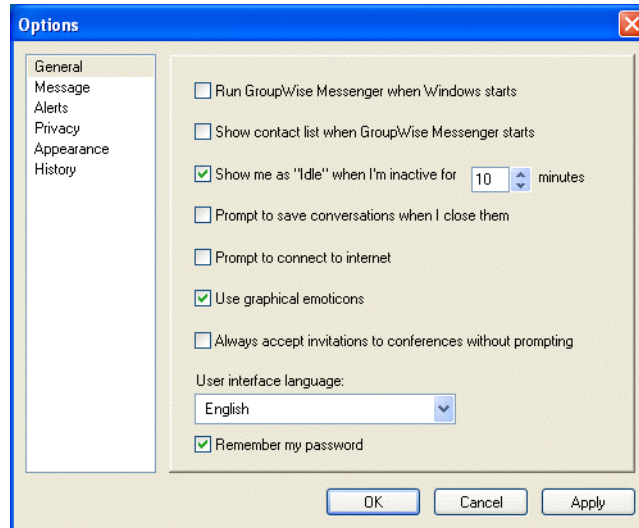


- 3 Select or deselect Run GroupWise Messenger When Windows Starts.
- 4 Click OK.

In the GroupWise client, you can also specify whether or not to open GroupWise Messenger when the GroupWise client starts. In the GroupWise client, click Tools, click Options, double-click Environment, then select or deselect Launch Messenger At Startup.

## Specifying Whether to Show Contacts at Startup

- 1 Click Tools > Options. For Macintosh, click Preferences > Options.
- 2 Click General.



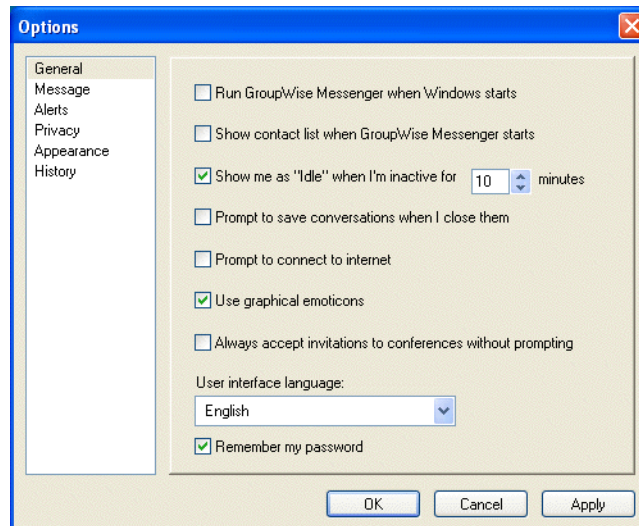
- 3 Select or deselect Show Contacts when GroupWise Messenger Starts.

If you deselect Show Contacts when GroupWise Messenger Starts, GroupWise Messenger starts minimized in the system tray.

## Specifying How Long to Wait Before You Are Shown as Idle

When you do not use GroupWise Messenger for a certain amount of time, “Idle” displays next to the status for your name in other users’ Contact Lists. You can change this amount of time.

- 1 Click Tools > Options. For Macintosh, click Preferences, then click Options.
- 2 Click General.



- 3 Make sure Show Me As Idle When I’m Inactive For \_\_ Minutes is selected.
- 4 Change the amount of time.
- 5 Click OK.

## Specifying If You're Prompted to Save Conversations

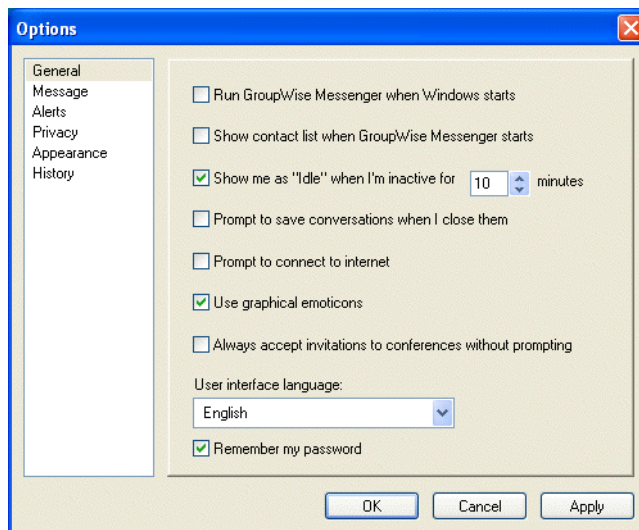
- 1 Click Tools, then click Options. For Macintosh, click Preferences, then click Options.
- 2 Click General.
- 3 Select or deselect Prompt to Save Conversations When I Close Them.
- 4 Click OK.

## Specifying to be Prompted to Connect to the Internet

- 1 Click Tools > Options. For Macintosh, click Preferences, then click Options.
- 2 Click General.
- 3 Select or deselect Prompt To Connect To Internet.
- 4 Click OK.

## Specifying to Use Graphical Emoticons

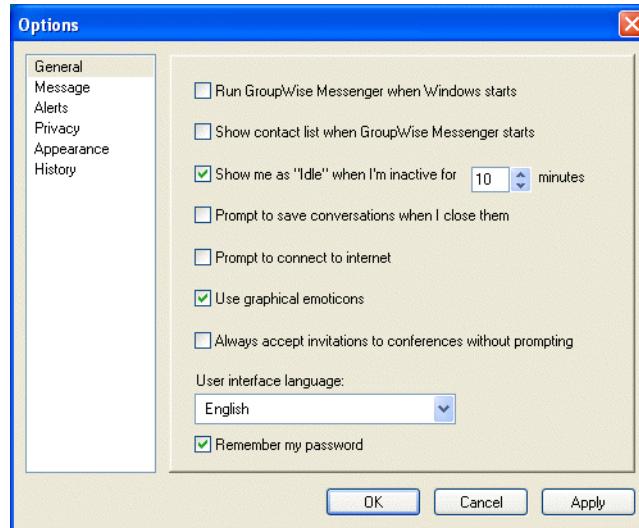
- 1 Click Tools > Options. For Macintosh, click Preferences, then click Options.
- 2 Click General.



- 3 Select or deselect Use Graphical Emoticons.
- 4 Click OK.

## Specifying to Always Accept Invitations to Conferences Without Prompting

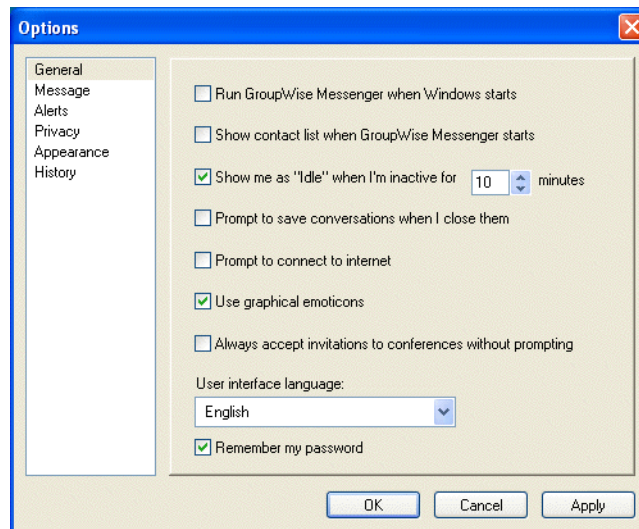
- 1 Click Tools > Options. For Macintosh, click Preferences, then click Options.
- 2 Click General.



- 3 Select or deselect Always Accept Invitations to Conferences Without Prompting.
- 4 Click OK.

## Specifying the Interface Language

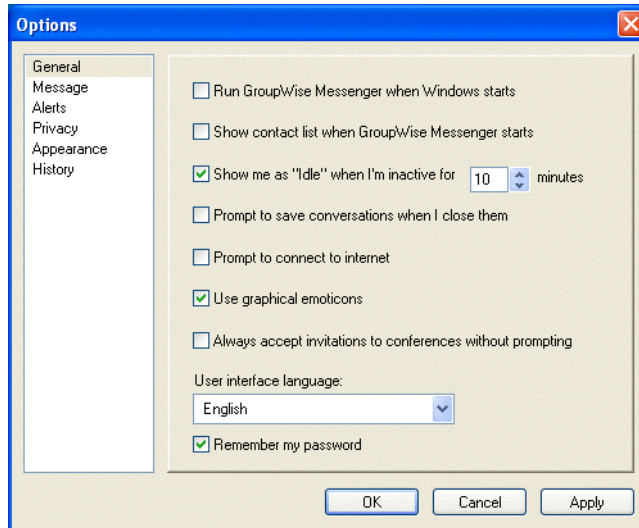
- 1 Click Tools > Options. For Macintosh, click Preferences, then click Options.
- 2 Click General.



- 3 Select the user interface language in the User Interface Language drop-down list.
- 4 Click OK.

## Specifying to Remember Your Password

- 1 Click Tools > Options. For Macintosh, click Preferences, then click Options.
- 2 Click General.



**3** Select or deselect Remember My Password.

**4** Click OK.

## Specifying the Font of Composed Messages

**1** Click Tools, then click Options. For Macintosh, click Preferences, then click Options.

**2** Click Message.

**3** Click Change (next to Default Font When I Compose Messages).

**4** Make font selections, then click OK.

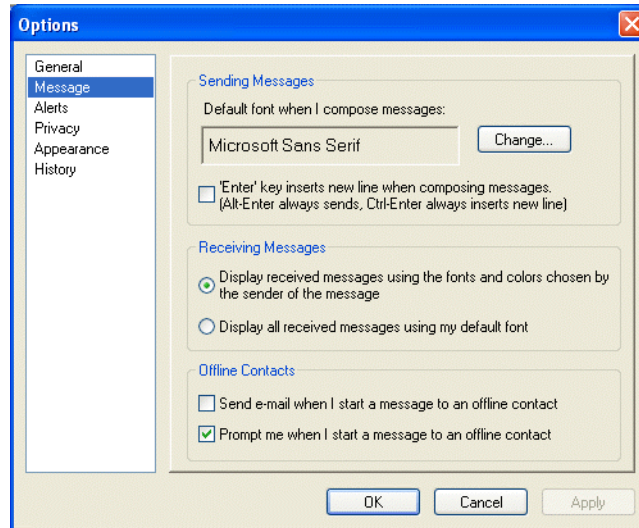
**5** Click OK.

## Specifying How the Enter Key Works

By default, pressing the Enter key sends the message you are composing. You can change this so that the Enter key inserts a new line into your message.

**1** Click Tools, then click Options. For Macintosh, click Preferences, then click Options.

**2** Click the Message tab.



**3** Select Enter Key Inserts New Line When Composing Messages.

**4** Click OK.

Ctrl+Enter and Shift+Enter always insert a new line and Alt+Enter always sends a message.

## Specifying the Font of Received Messages

**1** Click Tools, then click Options. For Macintosh, click Preferences, then click Options.

**2** Click Message.

**3** Select one of the options in the Receiving Messages group box.

**4** Click OK.

## Specifying Offline Options for Contacts

**1** Click Tools, then click Options. For Macintosh, click Preferences, then click Options.

**2** Click Message.

**3** Select one of the options in the Offline Contacts group box.

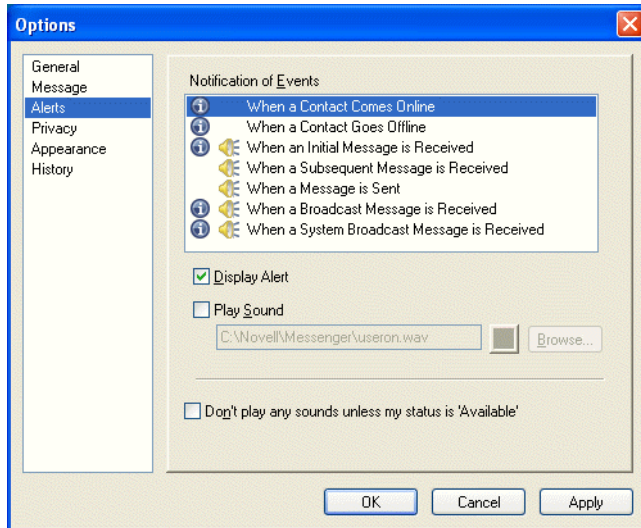
Send E-mail When I Start a Message To an Offline Contact is only available in the Windows client.

**4** Click OK.

## Specifying When You Receive Sounds and Alerts

**1** Click Tools, then click Options. For Macintosh, click Preferences, then click Options.

**2** Click Alerts.

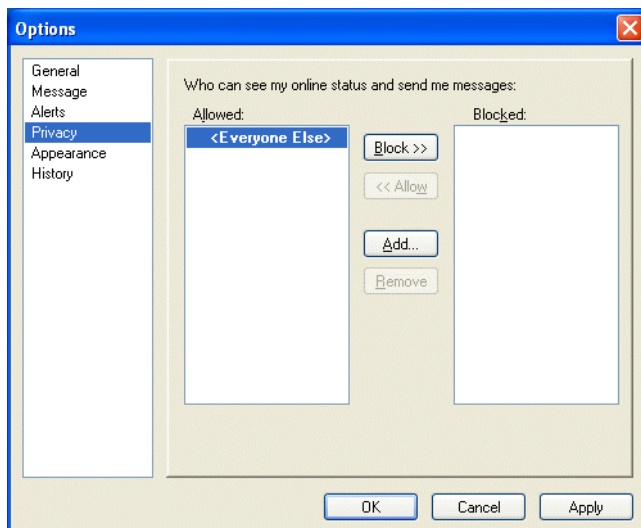


- 3** In the Notification of Events list, click the event for which you want to specify sounds and alerts.
- 4** Select or deselect Display Alert and Play Sound. To change the default sound, browse to a different sound file.
- 5** (Optional) Select Don't Play Any Sounds Unless My Status Is Available.
- 6** Click OK.

To mute all sounds temporarily, right-click the GroupWise Messenger status icon in the system tray, then select Mute. Follow the same step to turn sounds back on. If you use Mute to turn sounds off, they will be turned back on when you exit GroupWise Messenger and log back in.

## Specifying Who Can See Your Status and Send You Messages

- 1** Click Tools > Options. For Macintosh, click Preferences > Options.
- 2** Click Privacy.



- 3 Use the Add and Remove buttons to add and remove users from the Allowed and Blocked lists.
- 4 Select users and use the Block >> and Allow >> buttons to move users from one list to the other.
- 5 Click OK.

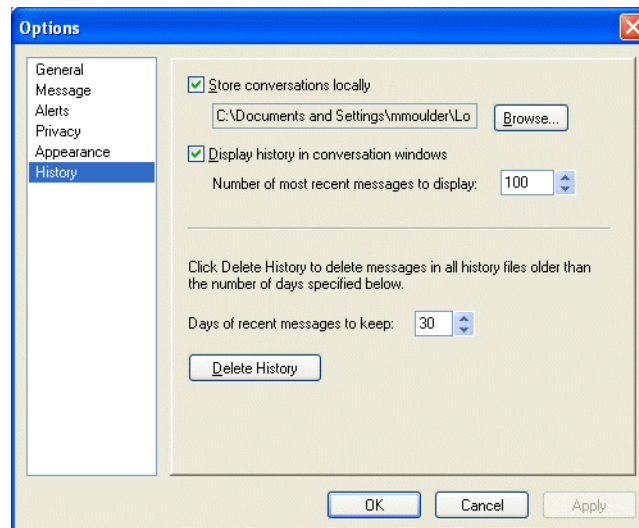
## Changing the Contact List Appearance

- 1 Click Tools > Options. For Macintosh, click Preferences > Options.
- 2 Click Appearance.
- 3 Click Change, then select the font, the font style, and the font size.
- 4 Click OK twice.

## Changing the History Files Location

You can only specify one location for all the history files. When you move the history file location, new history files are created, and the old content of the history file is not displayed when you view the history.

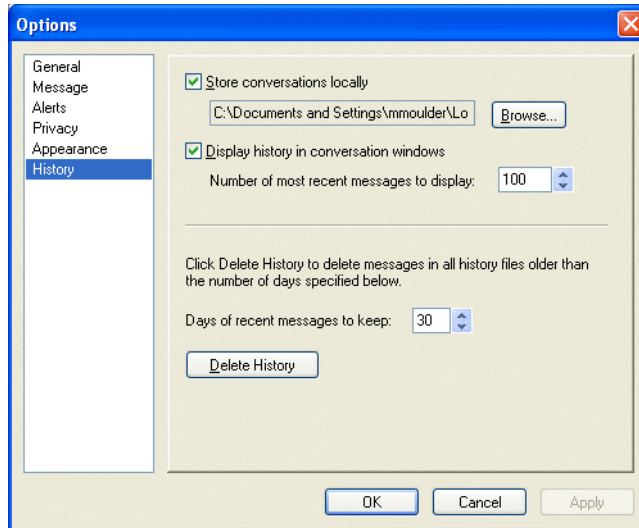
- 1 Click Tools > Options. For Macintosh, click Preferences > Options.
- 2 Click History.



- 3 Select Store Conversations locally.
- 4 Click Browse, then browse to the location you want to save the history files at.
- 5 Click OK twice.

## Specifying To Show the History In the Conversation Window

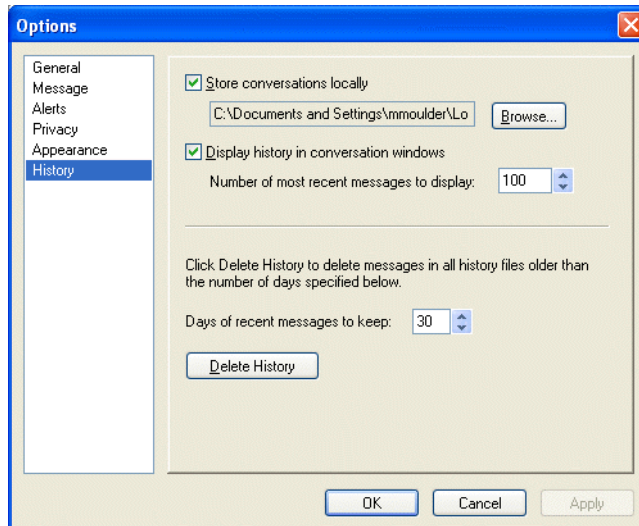
- 1 Click Tools > Options. For Macintosh, click Preferences > Options.
- 2 Click History.



- 3 Select or deselect Display History in Conversation Window.
- 4 Specify the number of recent messages to display.
- 5 Click OK.

## Specifying the Number of Days to Keep the History


- 1 Click Tools > Options. For Macintosh, click Preferences > Options.
- 2 Click History.



- 3 Specify the number of days to keep messages in the history.
- 4 Click Delete History to delete the history older than the number of days selected.
- 5 Click OK.

## Showing Only Online Contacts


By default, all the contacts in your Contact List display.

- 1 Click  in the header over the Contact List, then click Show Online Contacts.

You can also click View, then click Show Online Contacts.

## Turning Off the Sound (Windows and Linux Only)

You can turn all sounds off temporarily.

- 1 Right-click the  GroupWise Messenger status icon on the system tray, then select Mute.
- 2 To turn sounds back on, repeat step 1.

If you use Mute to turn sounds off, they are turned back on when you exit GroupWise Messenger and log back in.

For information about specifying when you are notified by sounds and alerts, see [“Specifying When You Receive Sounds and Alerts” on page 42](#).

## Using Startup Options

You can use the following startup options on the command line when starting GroupWise Messenger:

Startup Option	What It Does
/l-xx	Sets the user interface language. XX is the two-letter ANSI language abbreviation.
/background	Starts GroupWise Messenger without showing the main window.
/u-xxx or /@u-xxx	Specifies what user ID to log in with. XXX is the user ID.
/ipa-xxx	Specifies the IP address to log in with. XXX is the IP address.
/ipp-xxx	Specifies the IP port to log in with. XXX is the IP port.
/import- <i>filename</i>	Imports a specific contacts list. <i>filename</i> is the .nmx file.

The following options can be used both on the command line and in a browser window, such as Internet Explorer.

Option	What It Does
nim:launchNM	Opens GroupWise Messenger.
nim:startIm	Opens the Invite dialog box.
nim:startIm?username= <i>username</i>	Starts a conversation with <i>username</i> .

Option	What It Does
<code>nim:startIm?username=<i>username</i>&amp;message=<i>message</i></code>	Sends a specific message to <i>username</i> . For example: <code>nim:startIm?username=AAdams&amp;message=Good+morning</code>
<code>nim:addContact</code>	Brings up the Add Contact dialog box.
<code>nim:addContact?username=<i>username</i></code>	Opens the GroupWise Messenger main window with <i>username</i> added to the Contact List. The name is added to the root level of the contact list and not to a specific folder. For example: <code>nim:addcontact?username=AAdams</code> .
<code>nim:addContact?username=<i>username</i>&amp;foldername=<i>folder_name</i></code>	Opens the GroupWise Messenger main window with <i>username</i> added to the Contact List. The name is added to the folder named <i>folder_name</i> .
<code>nim:import?filename=<i>filename</i></code>	Imports the contacts in the .nmx file <i>filename</i> .
<code>nim:invite</code>	Opens the Invite dialog box. (same as <code>nim:startim</code> )
<code>nim:close</code>	Closes the GroupWise Messenger main window but does not exit GroupWise Messenger.
<code>nim:exit</code>	Exits GroupWise Messenger.
<code>nim:open</code>	Opens the GroupWise Messenger main window.
<code>nim:preferences</code>	Opens the Options dialog box.
<code>nim:joinChat?roomname=<i>roomname</i></code>	Joins the specified chat room when Messenger starts.

# 9

## Using GroupWise Messenger from Within GroupWise (Windows Only)

The following GroupWise® Messenger options are available within GroupWise:

- ◆ “Displaying Messenger Presence in GroupWise (Windows Only)” on page 47
- ◆ “Sending an Instant Message” on page 47
- ◆ “Displaying the GroupWise Messenger Contact List” on page 48
- ◆ “Specifying Whether or Not to Start GroupWise Messenger When GroupWise Starts” on page 48
- ◆ “Displaying GroupWise Messenger Options” on page 48

For GroupWise Messenger to work with GroupWise, you must be using the Windows client for both.

### Displaying Messenger Presence in GroupWise (Windows Only)

With the GroupWise Client for Windows, you can see the presence information for a user. The presence information is displayed in the Quick Info for the To field when sending a message, in the Quick Info for the From field of messages that you have received, and in the Quick Info for contacts in your Address Book.

To display the Quick Info, hold your mouse cursor over the contact and the Quick Info displays after a short period.

You can send a message to contacts who are online by clicking the presence status.

### Sending an Instant Message

- 1** In GroupWise, click File > New, then click Instant Message.  
or  
Click the presence status for a contact. Continue with [Step 4](#).
- 2** Click the person you want to send a 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.
- 5** Press Enter, or press Alt+Enter.

## Displaying the GroupWise Messenger Contact List

- 1 In GroupWise, click Tools > Messenger, then click Contact List.

## Specifying Whether or Not to Start GroupWise Messenger When GroupWise Starts

- 1 In GroupWise, click Tools > Options.
- 2 Double-click Environment.
- 3 On the General tab, select or deselect Launch Messenger At Startup.

If you are running both GroupWise and GroupWise Messenger and you exit GroupWise, GroupWise Messenger continues to run until you exit it also.

## Displaying GroupWise Messenger Options

- 1 In GroupWise, click Tools > Messenger, then click Preferences.