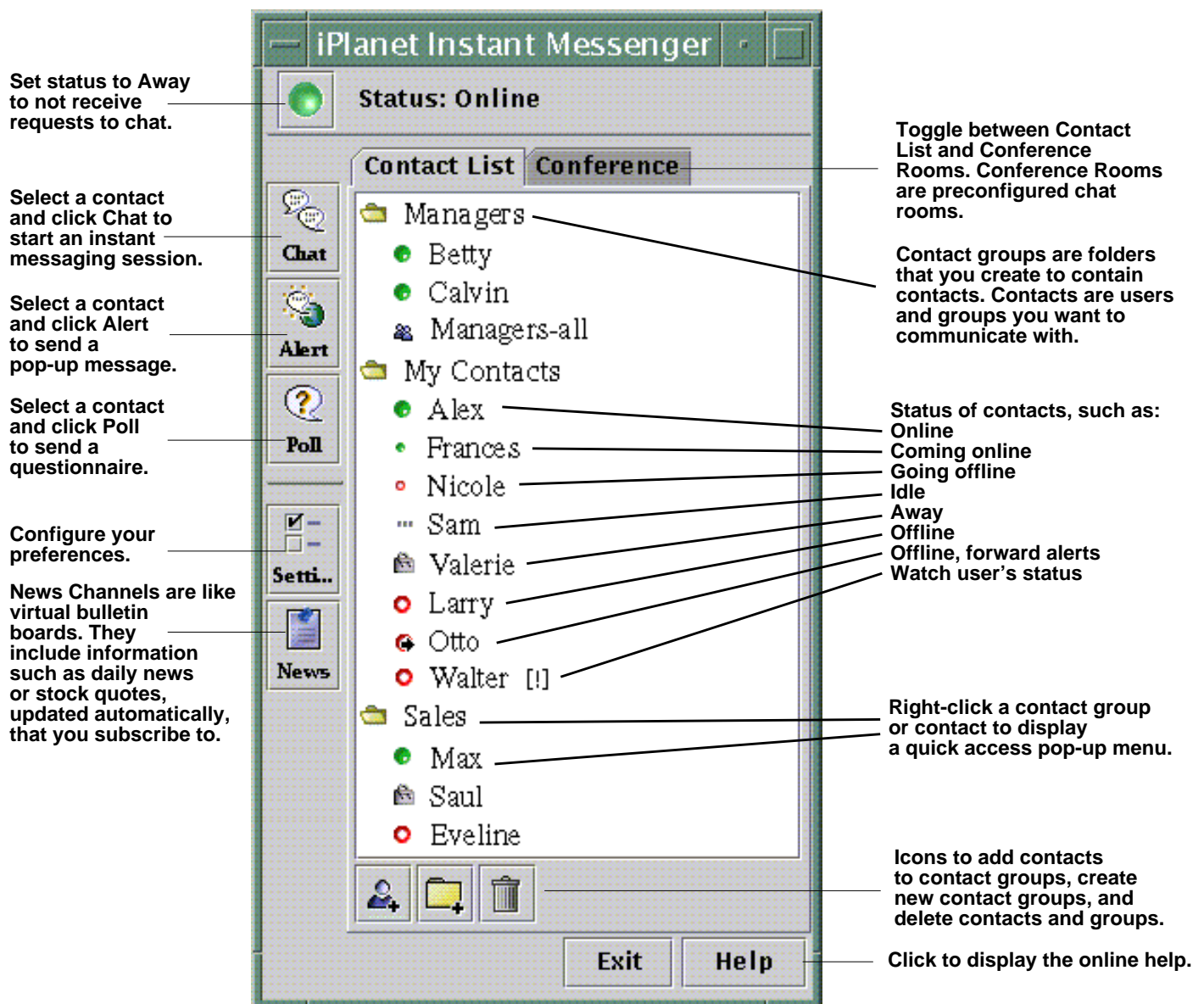


iPlanet Instant Messenger Release 3.0 Quick Reference

iPlanet™ Instant Messenger Main Window Overview



iPlanet Instant Messenger Procedures

- To configure your computer with the appropriate Java software, see:
 - Windows: iPlanet Instant Messenger for Windows Requirements
 - Solaris: iPlanet Instant Messenger for Solaris Requirements
- If you are using Java™ Web Start, on Windows you can create a Desktop shortcut, so you never really enter a URL. On Solaris, you can invoke the `javaws` launcher to start iPlanet Instant Messenger.
- If your browser is configured for the Java™ plug-in, do not close the browser window in which you started iPlanet Instant Messenger, nor change the URL as long as you are using the client. You can minimize this browser. If you do close this browser window by mistake, close all browser windows and restart before trying to rerun iPlanet Instant Messenger.

To Get Started Using iPlanet Instant Messenger

When you run iPlanet Instant Messenger for the first time, the Main window's Contact List tab shows one contact group named "My Contacts." To get started, do the following:

- Search for and add contacts to this contact group.

In iPlanet Instant Messenger, *contacts* are LDAP userIDs or groups that you send and receive instant messages with. You add contacts to your personalized *contact groups* so that you can monitor their online status. Other instant message environments refer to contacts as "buddies" and contact groups as "buddy lists."
- Add other contact groups to your Contact List.

Create contact groups for different categories of users you want to communicate with.
- (Optional) Rename the "My Contacts" group to some other name of your choice.

To rename a contact group, right-click the group and select Rename contact group from the pop-up menu.

To Search for and Add Contacts to a Contact Group

Use these steps to search for and add contacts to a contact group:

1. In the Main window, with the Contact List tab selected, click the Search and Add Contacts icon:



The Add New Contact to Contact Group window appears.

Tip: Right-click on a contact group to display a pop-up menu. From here you can add and delete contacts, and work with contact groups.

2. Search for contacts you want to add to your contact groups.

Use the Search by drop-down menu to choose the type of search, either User ID or Name, then type the user ID or name in the text box. When you search by Name, use the Search Options drop-down menu to choose Contains, Starts With, or Ends With. For example, if you know the contact's last name, choose "Ends With" and type the last name in the text box.

3. After entering your search criteria, click Search. The result is displayed in the List of contacts to Add, or if your search finds more than one match, the Select Contact window is displayed.

If the Select Contact window is displayed, select the contact(s) that you want to add to a contact group and press OK. You can use multiple selection in this window.

The Add New Contact to Contact Group window is updated with the contact(s) and the Select Contact window is closed.

4. To remove a contact from the list, select the contact and click Remove.

5. Use the Add contact(s) to group drop-down menu to select a contact group and click Add Contact(s).
iPlanet Instant Messenger updates your contact group with the contact(s).

To Create a New Contact Group

1. In the Main window, with the Contact List tab selected, click the Create a New Group icon:



The Enter new contact group name dialog appears.

2. Type the contact group name and click OK.

The new contact group is displayed in the Contact List tab.

To Send an Instant Message (Chat)

1. With the Contact List tab highlighted, select the contact(s) you want to chat with.

You can start an instant message session with one or multiple contacts. Use the Shift or Control keys for multiple selection.

2. Click the Chat icon:



The Chat window appears.

Tip: You can double-click a contact (or contacts) to launch the Chat Room window.

3. Type your message in the input area. When done, click Send.

The message will be sent to the users displayed and will appear in your upper display area. As users respond, their messages also appear here.

Tip: Use the toolbar to change text size or color, or to emphasize with bold, italic, or underlining.

4. To invite other users to participate, click the Invite Others button.

To Send an Alert

Use alerts, rather than chat, to send time-critical pop-up messages.

Note: You need Alert privileges to be able to send alerts. Contact your administrator for more information.

1. With the Contact List tab highlighted, select the contact(s) you want send the alert to.

You can send an alert to one or multiple contacts. Use the Shift or Control keys for multiple selection.

2. Click the Alert icon:



The Send alert message window appears. Recipients of the alert appear in a scrollable list box. If you do not need to add or delete recipients, skip to Step 4.

3. To add or delete recipients, click the Add Recipients button to display the Add Recipients window.

The Add Recipients window enables you to build a recipient list from your personal contact list, or to search the LDAP directory for contacts. When done adding or deleting recipients, click the OK button.

4. In the Send alert message window, type the alert message subject in the Subject text box. Type the text of the message. Add text formatting for effect.
5. Select the Show message status check box if you want to display a pop-up Status window on your desktop showing the status of each recipient.
6. When done, click Send.

The alert appears on the recipients' desktops, and in the Alerts tab in their News Channels window if the recipients have subscribed to that channel. If you selected the Show message status check box, a Status pop-up appears on your desktop.

Tip: You can chat with the sender of an alert. Right-click in the alert message to display a pop-up menu and select Chat with sender.

Commonly Used Abbreviations for Chat

Abbreviation	Meaning
ASAP	As Soon As Possible
BFN	Bye For Now
BRB	Be Right Back
BTW	By The Way
FYI	For Your Information
IAC	In Any Case
IMO	In My Opinion
IOW	In Other Words
JK	Just Kidding
K	O.K.
LOL	Laughing Out Loud
NP	No Problem
NRN	No Reply Necessary
OIC	Oh, I see
See PVT	See Private Chat
TX	Thanks
TIA	Thanks In Advance
WB	Welcome Back
:) ;-) :(Various expressions

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