

## Introducing Microsoft Office Communicator 2005

AgIT Call Center

FYI No. C7.3.39

### Procedure Statement

**Microsoft Office Communicator 2005 is the latest in secure, convenient instant messaging technology currently being released.**

With Communicator 2005, you can instantly connect with people on the Lafayette Campus on the Purdue University Network, County Extension offices and Purdue Ag Centers via a secure connection. This saves time and money because you can have answers instantly at your desk in real-time. Integration with other Microsoft Office products and Microsoft Outlook allows you and other collaborators the option of instant meetings.

#### Instant Convenience

The following is a breakdown of the advantages to using this new real-time service:

- It is faster than email, which does not require an immediate response. Email messages can also get lost in a busy inbox.
- Invite a contact to live meetings in real-time without having to worry about booking a room or traveling.
- Can invite multiple contacts for chat, whiteboard, desktop applications sharing.
- Cannot use multi point for audio/video conferencing.
- This is by no means meant to replace IPVideo.
- Allow others to view your desktop.
- Share thoughts on a whiteboard.
- Set custom away messages.
- Optionally log conversations.
- Integration with the MS Outlook Calendar allows for your status to automatically reset using your meeting schedule and out-of-office replies.
- Instantly view the status and availability of fellow collaborators in MS SharePoint and MS Office applications, including Word and Excel.
- Make voice “calls” to other Purdue staff using Microsoft Office Communicator (these types of calls can only be made to others who also have Communicator 2005).

FYI

Page 1 of 2

Created: 4/16/2008

Modified: 4/29/2008

## Introducing Microsoft Office Communicator 2005

AgIT Call Center

FYI No. C7.3.39

### More Information

To learn more about this unique tool, we recommend that you take a tour of Communicator and use the help topics. This will help familiarize you with the application and learn how to use it effectively.

- To access the tour, click the **Help** menu, then click **Start Communicator Tour**. For example, from the Start Communicator Tour, click on Voice and Video.
- To access the **Help Topics**, click the **Help** menu, then click **Help Topics**.

### Helpful Documents

#### [C7.3.39 Introducing Microsoft Office Communicator](#)

[http://sharepoint.agriculture.purdue.edu/agit/training/PROCEDURES/C7\\_3\\_39\\_Communicator2005.pdf](http://sharepoint.agriculture.purdue.edu/agit/training/PROCEDURES/C7_3_39_Communicator2005.pdf)

#### [C7.3.40 Accessing Microsoft Communicator](#)

[http://sharepoint.agriculture.purdue.edu/agit/training/PROCEDURES/C7\\_3\\_40\\_Microsoft%20Office%20Communicator.pdf](http://sharepoint.agriculture.purdue.edu/agit/training/PROCEDURES/C7_3_40_Microsoft%20Office%20Communicator.pdf)

#### [C7.3.41 How to Install your Headset for Use in Microsoft Office Communicator](#)

[http://sharepoint.agriculture.purdue.edu/agit/training/PROCEDURES/C7\\_3\\_41\\_Install\\_Headset\\_in\\_Microsoft\\_Communicator.pdf](http://sharepoint.agriculture.purdue.edu/agit/training/PROCEDURES/C7_3_41_Install_Headset_in_Microsoft_Communicator.pdf)

#### [C7.3.42 Using Microsoft Communicator to Make Audio \(Voice\) or Video Calls](#)

[http://sharepoint.agriculture.purdue.edu/agit/training/PROCEDURES/C7\\_3\\_42\\_USE\\_Communicator.pdf](http://sharepoint.agriculture.purdue.edu/agit/training/PROCEDURES/C7_3_42_USE_Communicator.pdf)

### Communicator Tour

<http://office.microsoft.com/assistance/asstvid.aspx?assetid=ZA011927981033&vwidth=680&vheight=560&type=flash>

FYI