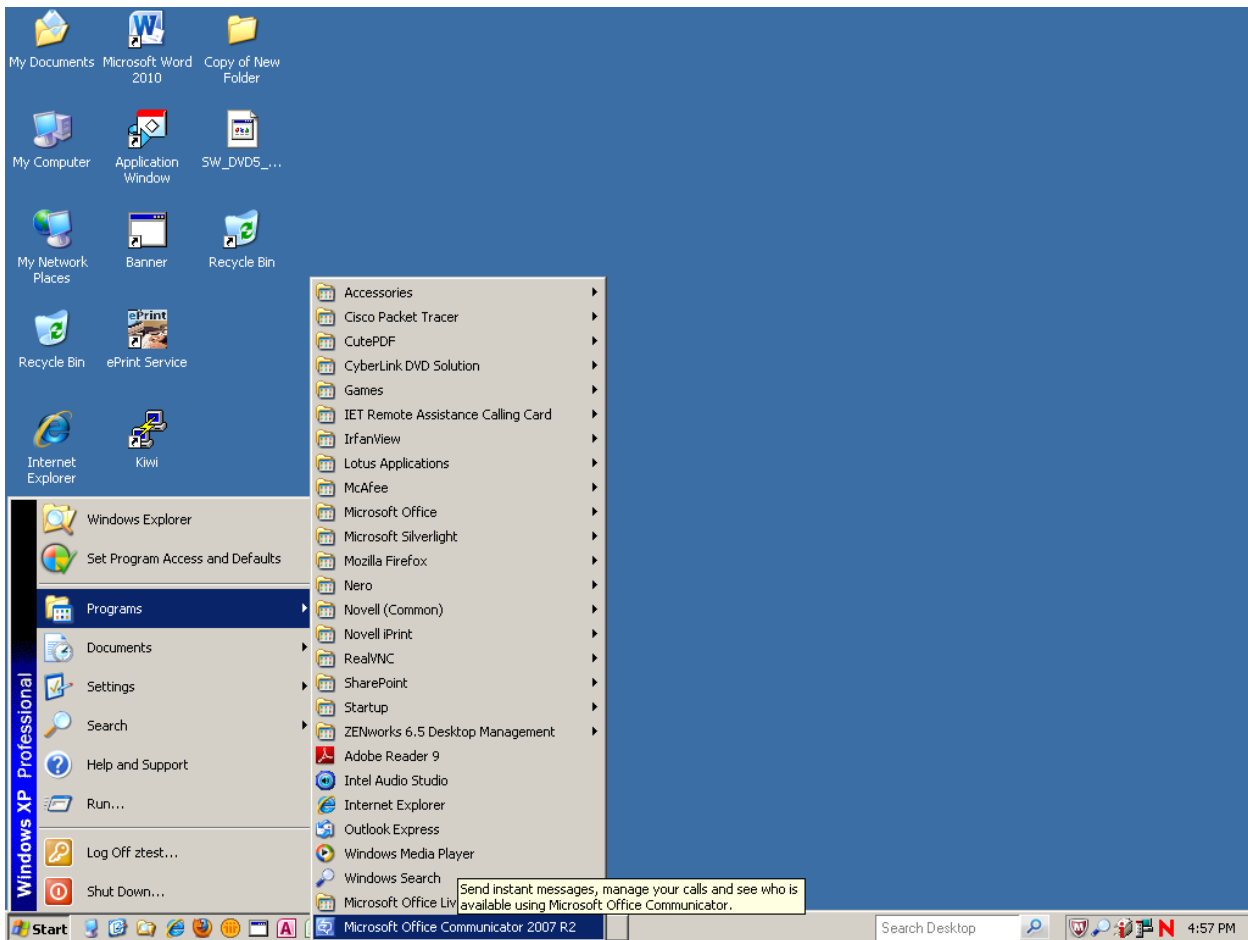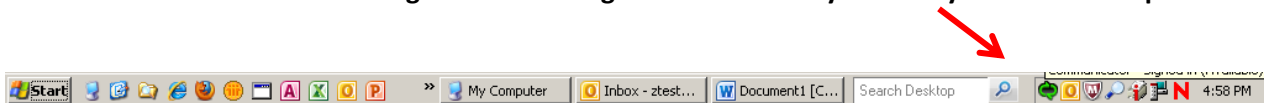# Configuring Office Communicator to open on Startup

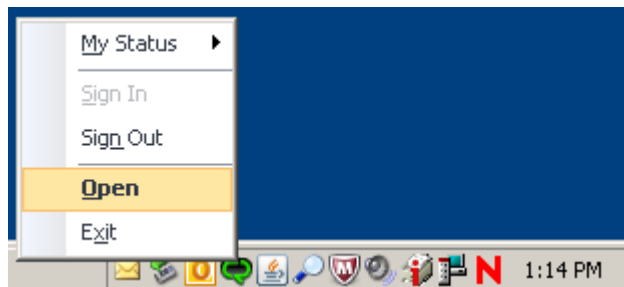**Open Office Communicator from:** *Start -> Programs -> Microsoft Office Communicator R2*
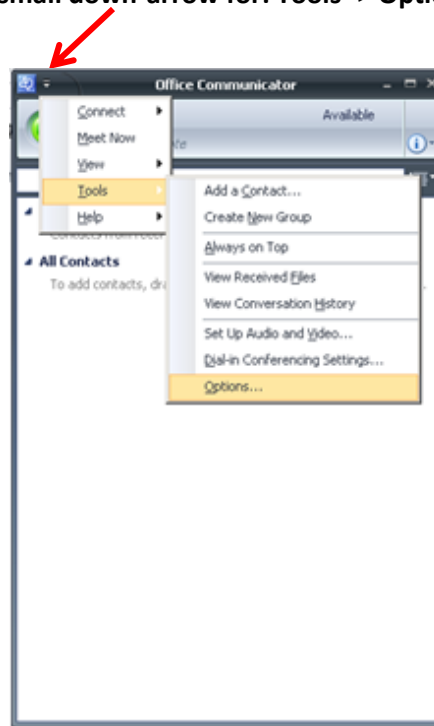

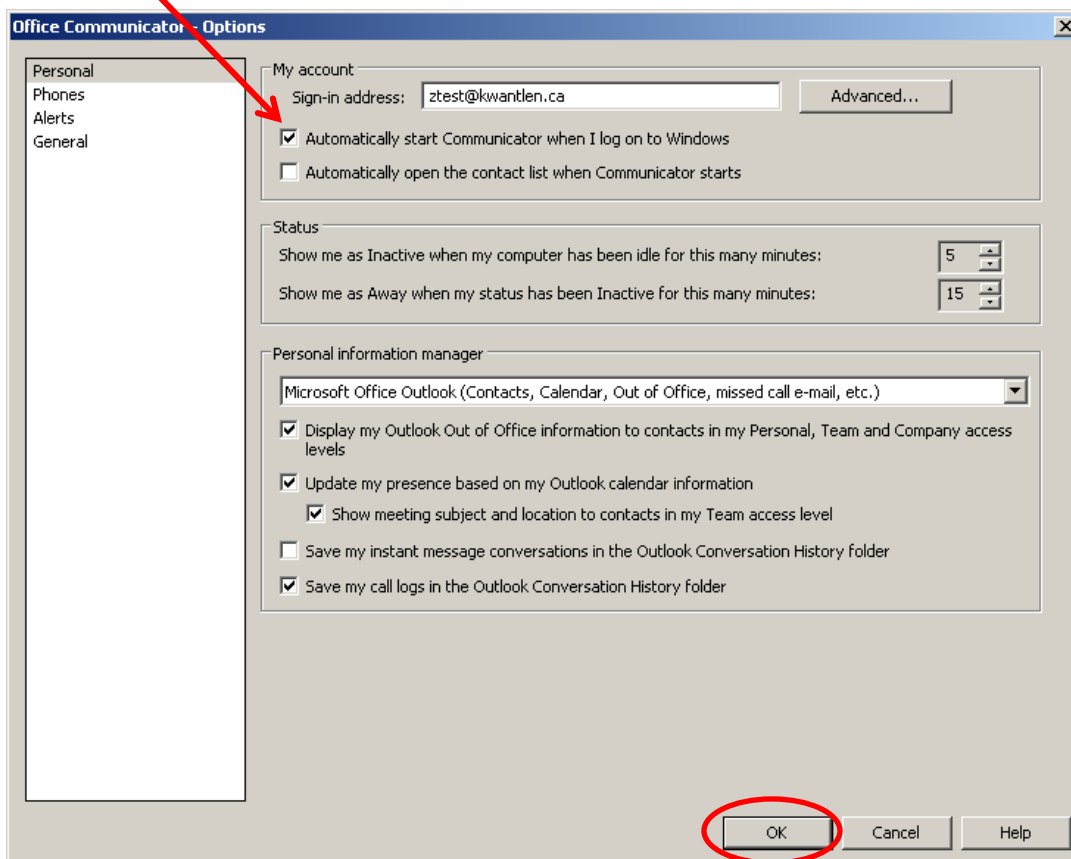**Right Click on the green icon in the System Tray and choose "Open"**

This menu pops up

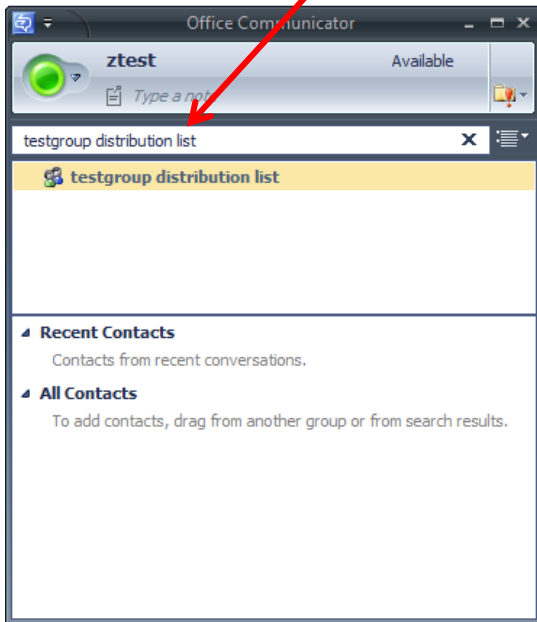**With Office Communicator open, click the small down-arrow for: Tools -> Options**

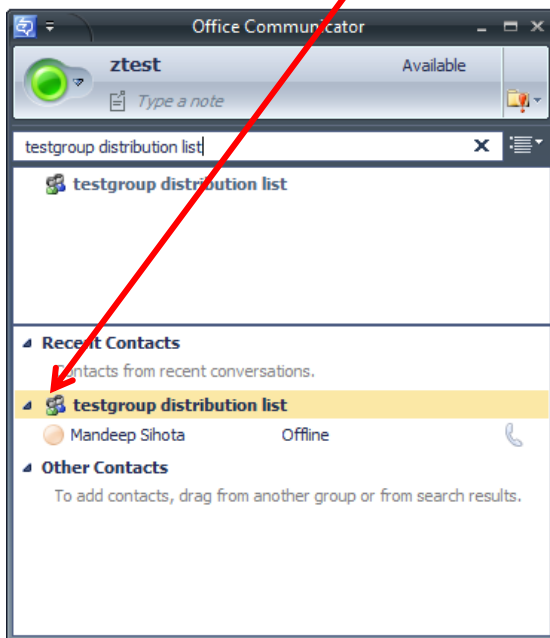**Check "Automatically Start Communicator when I log on to Windows"**

Click "OK"

Adding Department groups to Office Communicator

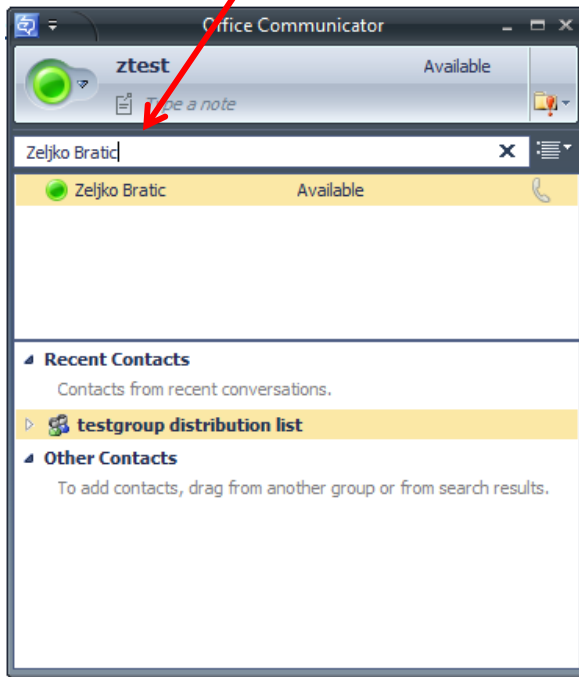**Enter the Distribution list in the search field.**

Drag the distribution list to "All Contacts"

Adding Individual Contacts to Office Communicator

Enter the person's name here…

Drag the name to "All Contacts"