Configuring Office Communicator to open on Startup

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

)	W	1							
My Doc	umen	ts Microsoft Word	Copy of New							
			rolder							
		<u>_</u>								
My Col	moute	r Application	SW DVD5							
,		Window								
	1									
2	5	2								
My Ne Pla	etwork	anner Banner	Recycle Bin			_				
r ia				6	Accessories	۲				
	3	Print		(iii)	Cisco Packet Tracer	•				
				Image: A start of the start	CutePDF	۲I				
Recyc	:le Bin	ePrint Service		(iii)	CyberLink DVD Solution	۲I				
					Games	۲				
6	Ø	a de la comencia de l			IET Remote Assistance Calling Card	۲I				
l 🕐					IrfanView	1				
Inte	rnet brer	Kiwi			Lotus Applications	1				
C.Apr					McAfee	1				
	07	Windows Explorer			Microsoft Office	1				
-	$\overline{\mathbf{a}}$				Microsoft Silverlight	1				
		Set Program Acces	ss and Defaults		Mozilla Firefox	1				
		_			Nero	1				
		Programs			Novell (Common)	<u>*</u>				
		Documents	•		Novell iPrint	1				
					RealVNC					
L a	4	Settings	•		SharePoint	1				
ŝŝ	\bigcirc	Search	•		Startup	1				
je s			4		ZENworks 6.5 Desktop Management	1				
ă (?	Help and Support	0		Intel Audio Studio					
e a		Run			Internet Explorer					
2				6	Outlook Express					
	2	Log Off ztest		õ	Windows Media Player					
Ĕ		-			Windows Search					
1		Shut Down		m	Microsoft Office Liv available using Microsoft	s, m oft C	anage your calls and see who is Office Communicator,			
🛃 Sta	art	। 🕑 🖓	🥹 💮 🗂 🖪 (Ð	Microsoft Office Communicator 2007 R2			Search Desktop	2	 4:57 PM



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



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

1

Office Communicato	Options
Personal Phones Alerts	My account Sign-in address: ztest@kwantlen.ca Advanced
General	 Automatically start Communicator when I log on to Windows Automatically open the contact list when Communicator starts
	Status 5 Show me as Inactive when my computer has been idle for this many minutes: 5 Show me as Away when my status has been Inactive for this many minutes: 15
	Personal information manager Microsoft Office Outlook (Contacts, Calendar, Out of Office, missed call e-mail, etc.) Image: Display my Outlook Out of Office information to contacts in my Personal, Team and Company access levels
	 Update my presence based on my Outlook calendar information Show meeting subject and location to contacts in my Team access level Save my instant message conversations in the Outlook Conversation History folder
	Save my call logs in the Outlook Conversation History folder
	OK Cancel Help

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...

2 ÷	Office Communicator	-				
ztest		Available				
S I The	anote		C			
Zeljko Bratic		×	·≣•			
🥥 Zeljko Bratic	Available		C			
A Recent Contacts						
Contacts from recent conversations.						
Signature State						
▲ Other Contacts						
To add contacts, drag from another group or from search results.						

Drag the name to "All Contacts"

🤕 -	Office Cortimunicator	-	= ×
Ztest	a note	Available	i •
Zeljko Bratic		x	≣ •
🥥 Zeljko Bratic	Available		C
Recent Contacts Contacts from rec All Contacts	ent conversations,		
🥏 Zeljko Bratic	Available		b