

Novell Messenger

1.0

www.novell.com

QUICK START

Novell® Messenger is a corporate instant messaging product that is based on Novell eDirectory™. You can send instant messages, allow and block others from seeing your availability, create a corporate-level conversation archive, and more.

The server side of this product is called Novell Messenger, but the client side used in GroupWise® is called Novell GroupWise Messenger.

This *Quick Start* provides a high-level roadmap for installing Novell Messenger and performing some basic tasks. For complete system requirements and installation instructions, see the *Novell Messenger Installation Guide*. For complete information about the features in the GroupWise Messenger client, click Help > Help in the client.

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LOCATING NOVELL MESSENGER DOCUMENTATION

The following Novell Messenger documentation is available on the *Novell GroupWise Messenger* CD:

| Documentation | Location |
|--|--|
| Novell Messenger Admin/Agent Readme | \server\readmeen.txt |
| GroupWise Messenger Client Readme | \client\win32\readmeen.txt |
| <i>Novell Messenger Installation Guide</i> | \server\docs\en\NovellMessengerInstallationGuide.pdf |

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The following additional Novell Messenger documentation is available on the [GroupWise 6.5 documentation Web site](http://www.novell.com/documentation/lg/gw65/index.html) (<http://www.novell.com/documentation/lg/gw65/index.html>):

Guide

Novell Messenger Administration Guide

Contents

Messaging Agent configuration, Messenger system administration, GroupWise Messenger client management, and conversation archiving.

INSTALLING NOVELL MESSENGER

Novell Messenger Server System Requirements

- ☐ NDS® eDirectory™ version 8.78 or later, or Novell eDirectory 85.23 (eDirectory 8.5.1) or later
- ☐ ConsoleOne® 1.3.4 or later
- ☐ NetWare® 5.1 or later, plus the latest Support Pack for your version of NetWare
- ☐ Windows* NT* 4 (viable but unsupported) or Windows 2000, plus the latest Service Pack for your version of Windows

Basic Novell Messenger Installation

- 1 From a Windows 98/NT/2000 workstation, log in as an Admin equivalent to the eDirectory tree where you are installing Novell Messenger.

If you will be installing the Novell Messenger agents on a Windows server, you should run the Installation program on that server.

- 2 Run setup.exe at the root of the *Novell GroupWise Messenger* CD.
- 3 Click Install Server.
- 4 Select the installation language, click OK, then click Yes to accept the License Agreement.
- 5 In the Installation Options dialog box, select Create or Update a System, then click Next.
- 6 Follow the on-screen instructions of the Installation program to extend the eDirectory schema for Novell Messenger objects, create your Novell Messenger System, install the Novell Messenger agents, and install the Novell Messenger snap-in to ConsoleOne.

See the *Novell Messenger Installation Guide* for more information.

INSTALLING THE GROUPWISE MESSENGER CLIENT

GroupWise Messenger Client Workstation Requirements

- ❑ One of the following Windows platforms:
 - ♦ Windows 98
 - ♦ Windows NT 4 (viable but unsupported)
 - ♦ Windows 2000
 - ♦ Windows XP

GroupWise Messenger Client Installation

Installing from the *Novell GroupWise Messenger* CD

- 1 Run setup.exe at the root of the *Novell GroupWise Messenger* CD.
- 2 Click Install Client.
- 3 Follow the on-screen instructions to install the GroupWise Messenger client software.

Installing from the GroupWise Messenger Download Page

- 1 Complete the Novell Messenger server installation.
- 2 In a Web browser, enter the IP address and port of the Messaging Agent.

For example, if you installed the Messaging Agent to a server with an IP address of 13.45.67.89 and did not change the default port for this agent, you would enter http://13.45.67.89:8300. This opens the Novell Messenger Download Page.
- 3 Follow the instructions on the Download page to install the GroupWise Messenger software.

In addition to using the download page, you can distribute the GroupWise Messenger client as a GroupWise client add-on. You can also use ZENworks® for Desktops to distribute the Messenger client application. See the *Novell Messenger Administration Guide* for more information about these additional client software distribution methods.

BASIC GROUPWISE MESSENGER TASKS

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- ♦ "Adding a Contact" on page 5
- ♦ "Holding a Group Conversation" on page 5
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Sending an Instant Message from the GroupWise Client

- 1 Click File, click New, then click Instant Message.
- 2 Click the person you want to send an instant 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, then click the arrow button or press Enter.

Sending an Instant Message from GroupWise Messenger













- 1 Double-click the name of the person you want to send an instant message to.
- 2 Type the message, then click the arrow button 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.

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

Type the userID 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.

Holding a Group Conversation

- 1 Double-click a user in your Contact List.
- 2 Click Actions, then click Add Another User to This 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.

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

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.