

# Instant Messaging Tutorial

This tutorial will cover the Instant Messaging option built into the IceWarp Webmail interface.

## Requirements:

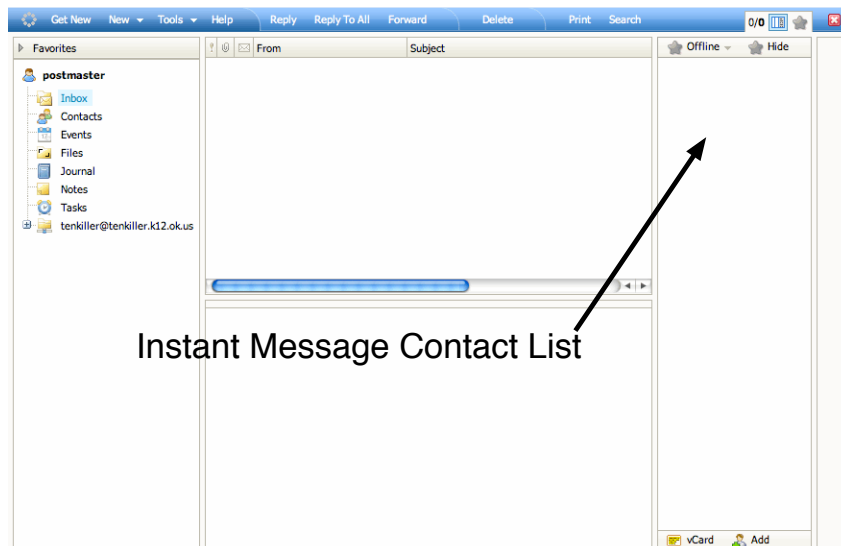
Internet connectivity

A valid email account - as the email account is the Jabber ID (Instant message ID)

## Usage:

After logging into webmail the user should see an Instant Message Contact List.

*Note : If this area does not exist, IM is either turned off for the user or the entire domain.*



## Getting Started:

IM requires that both parties agree to be in each others contact list.

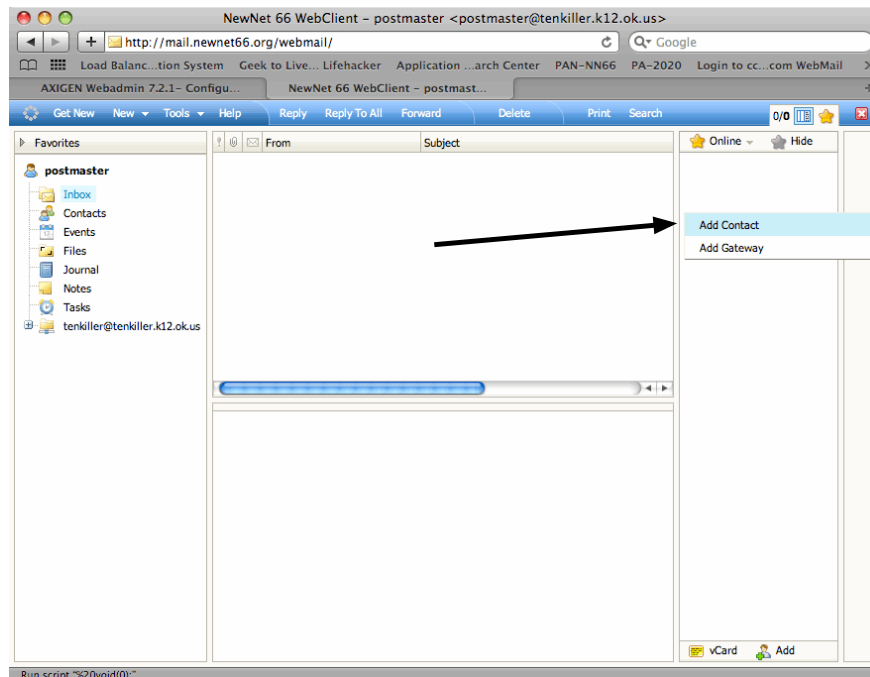
A user needs to add anyone they wish to IM to their contact list.

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Adding a User to a Contact List :

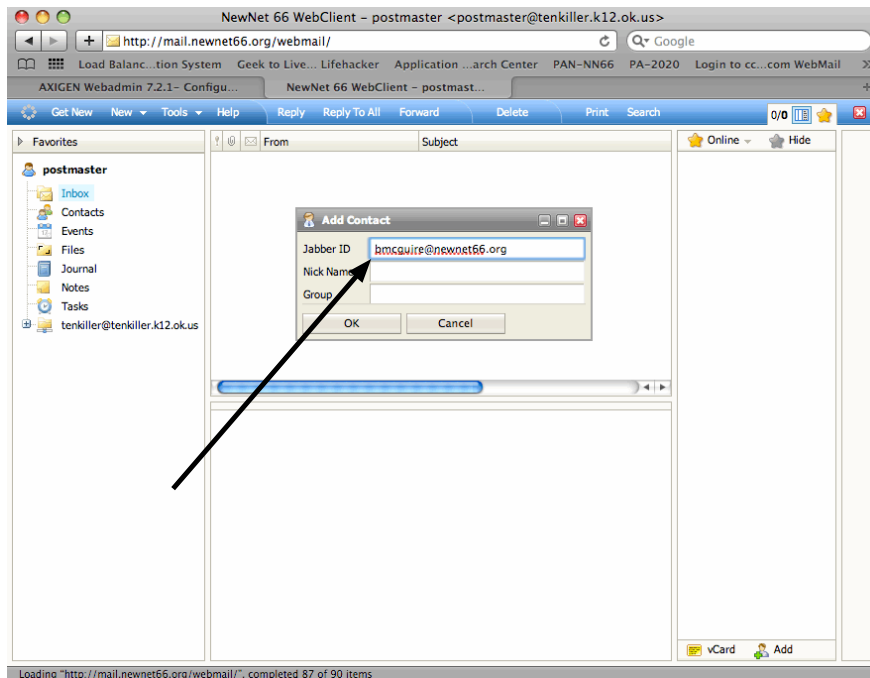
This tutorial will use the [postmaster@tenkiller.k12.ok.us](mailto:postmaster@tenkiller.k12.ok.us) account to setup a Contact with [bmcguire@newnett66.org](mailto:bmcguire@newnett66.org)

1. Postmaster will right click in the Instant Message Contact List area, and select Add Contact.

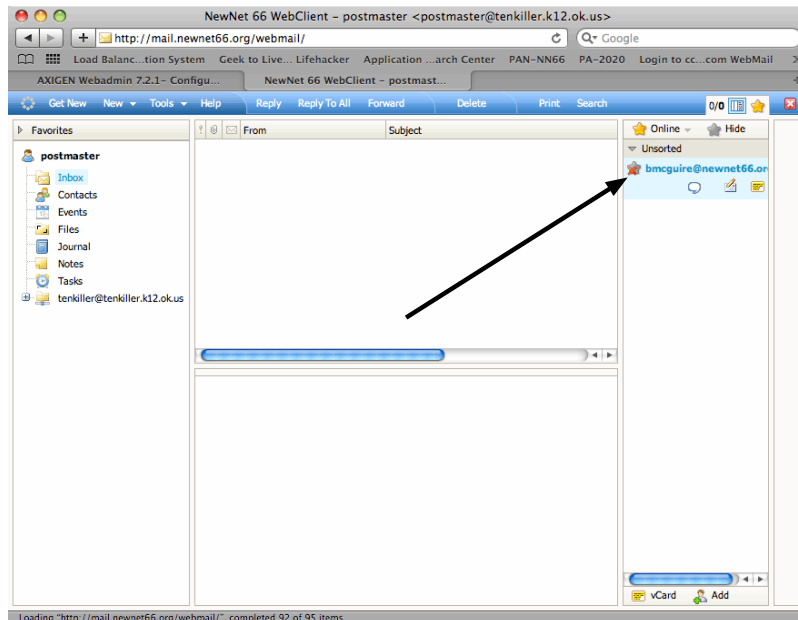


2. Postmaster will fill in the Jabber ID of the Contact -  
This is the email address of the Contact. ex. [bmcguire@newnett66.org](mailto:bmcguire@newnett66.org)  
Nick Name and Group are optional.

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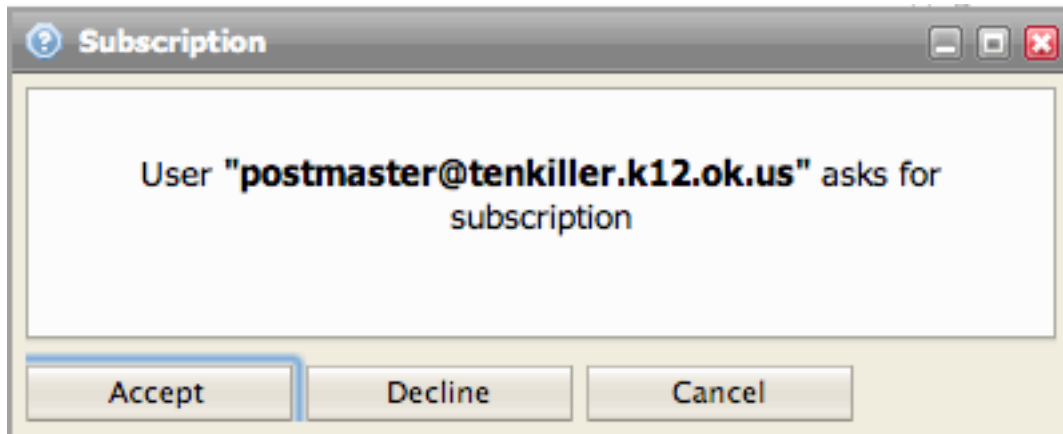
3. At this time the Contact will be added to postmaster's contact list and a Red X will be placed by the name pending confirmation.



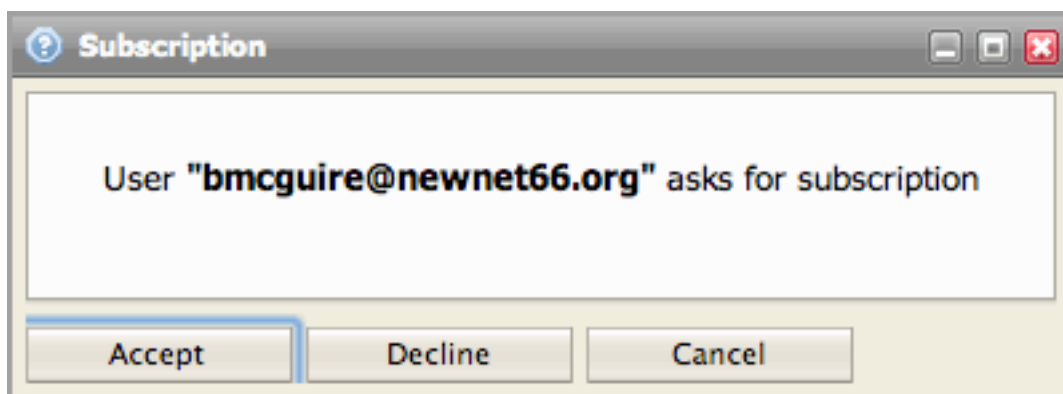
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4. The contact ([bmcguire@newnet66.org](mailto:bmcguire@newnet66.org)) will get a request from the user ([postmaster@tenkiller.k12.ok.us](mailto:postmaster@tenkiller.k12.ok.us)). It will look like this.

bmcguire will accept the subscription.



5. Postmaster will get a response from bmcguire and it will look like this.



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6. After each has accepted the others request to be added to Contact lists. Then IM can be used to communicate. Clicking on a Contact's name will open the IM window.

