

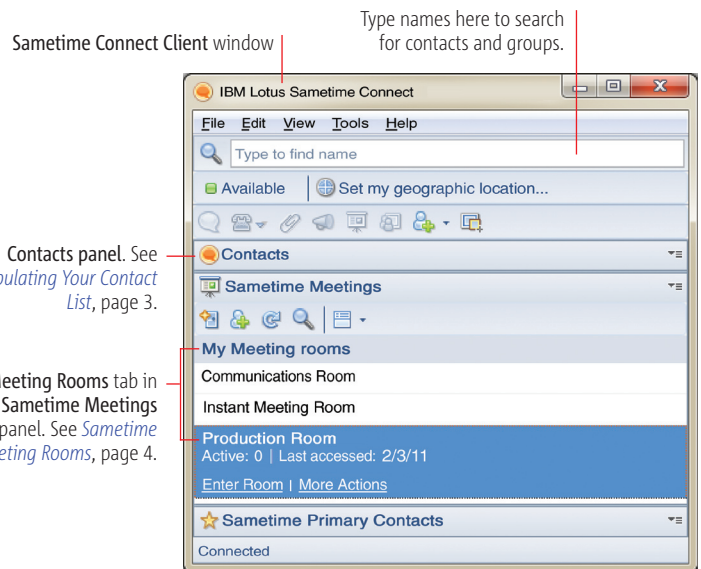
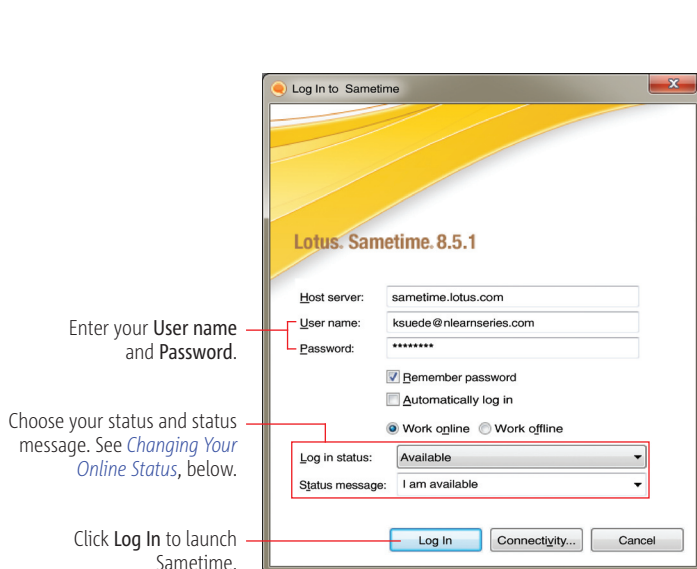


IBM Lotus® Sametime 8.5



Sametime is a communications program that enables real-time chat sessions and online meetings. Sametime meetings allow you to work collaboratively using shared programs and files, a whiteboard, and a screen sharing feature that lets users view your open programs. New to Sametime 8.5 are enhanced Meetings panel allowing you to quickly start or join meetings

and create meeting rooms, new drag and drop functionality for meeting invitations, and more convenient, browser-based chat and meeting options for a download-free communication experience.



Logging In

When you start the Sametime Connect Client, you are prompted to log in. Type your **User name** and **Password**, choose your startup **Status message** and click **Log In**.





Logging Out

In the **Lotus Sametime Connect** window, choose **File ▶ Log Out**. If you're logged in to more than one community, choose **File ▶ Log Out ▶ All or File ▶ Log Out ▶** and choose the community name you want to log out of. Choose **File ▶ Exit** to log out and exit the program.

Note: You can still view your Contact List after logging out, but you cannot receive alerts or perform online tasks such as sending chat and meeting invitations.

Changing Your Online Status

Your online status indicates your availability for online chats and meetings.

In the **Lotus Sametime Connect** window, click the status button (e.g. **Available**), or if you use multiple communities, (e.g. **Available**) and choose an option. Status icons appear to the left of the contact names: Available , Away , In A Meeting , and Do Not Disturb .

To customize the status message that appears to others: click the status button (e.g. **Available**) or (e.g. **Available**) and choose **Edit Status Message ▶ <status>**. Edit your message and click **OK**.

To have your status automatically change when in a meeting:

1. Choose **File ▶ Preferences**, and then choose **Auto-Status Changes** from the navigator.
2. In the **Event** field, check the **When I am in a Sametime Classic online meeting** box .
3. In the section below, click the **Automatically change my status** radio , and choose a status and message. Click **OK**.

To hide your active status from specific contacts:

1. Choose **Tools ▶ Privacy Lists**. In the **Preferences** dialog box, click the **When I Am Online** tab. Choose an option (e.g. **ONLY those on this list can see me online**).
2. In the **Type to find name** field, enter the names to be included or excluded. Alternatively, drag and drop names from your contact list into the privacy list.
3. Click **OK**.

To display the Do Not Disturb status to specific contacts:

1. Choose **Tools ▶ Privacy Lists**. In the **Preferences** dialog box, click the **When I am on Do Not Disturb** tab. In the **Type to find name** field, enter the names to be included. Alternatively, drag and drop names from your contact list into the privacy list. Click **OK**.

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