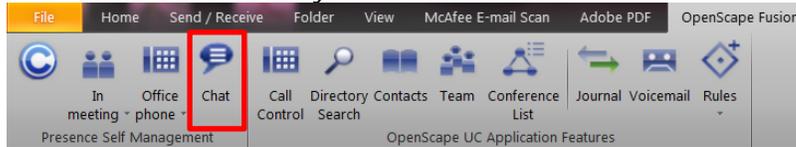


## Initiating a Chat/ IM Session

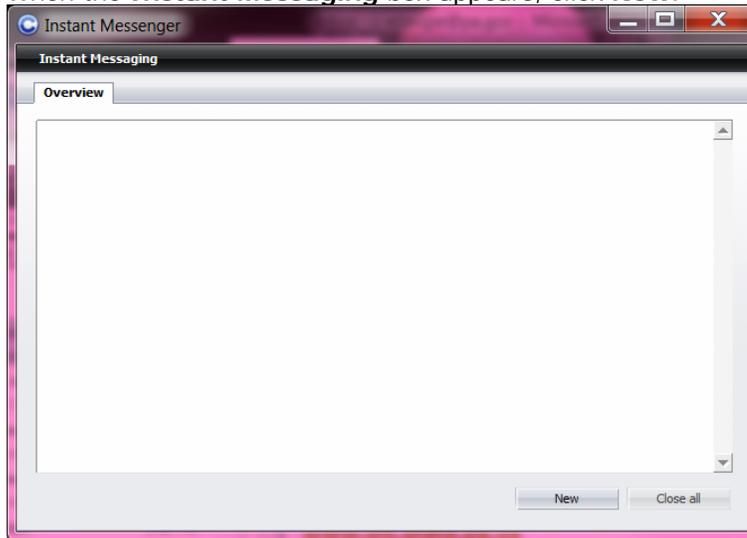
The following will give you step-by-step instructions for initiating a Chat session through Fusion. Chat is also known as Instant Message or IM.

### Initiating IM Session through Chat Icon

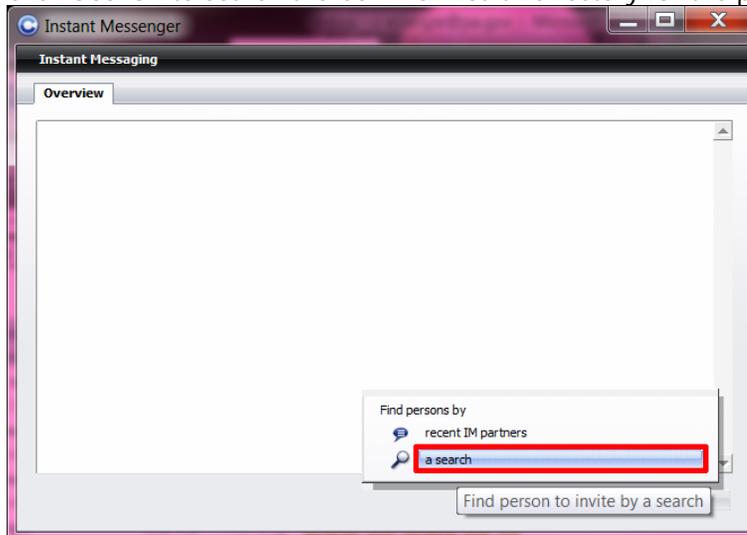
1. Click on the **Chat** icon in your Fusion toolbar.



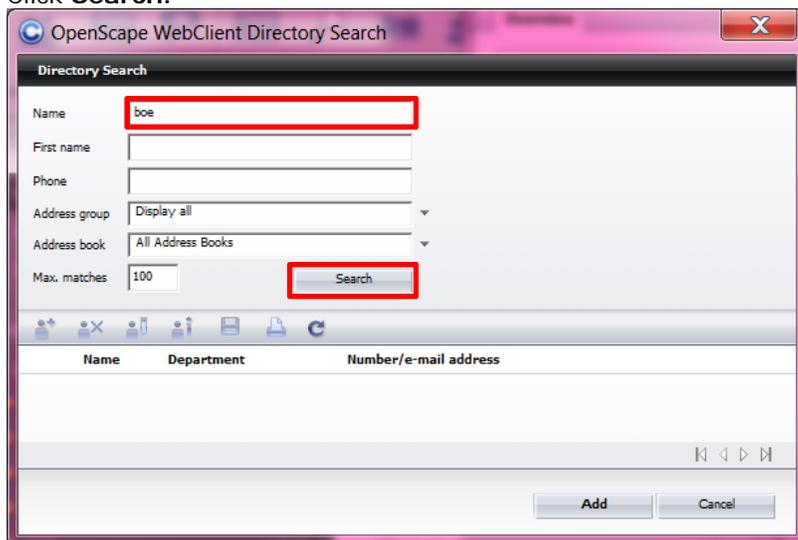
2. When the **Instant Messaging** box appears, click **New**.



3. Click **Search** to search the Commonwealth directory for the person you would like IM.



4. When the **Directory Search** box appears, type in the person's last name in the **Name** field. Click **Search**.



OpenScape WebClient Directory Search

Directory Search

Name: boe

First name:

Phone:

Address group: Display all

Address book: All Address Books

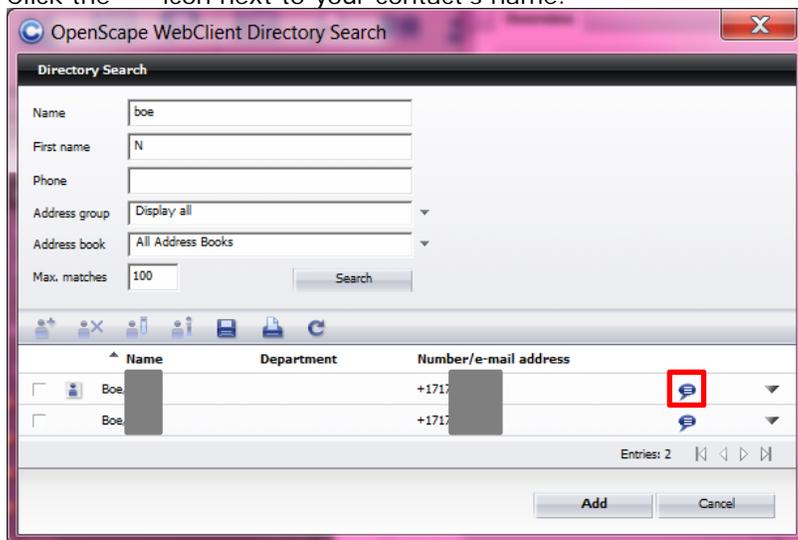
Max. matches: 100

Search

Name	Department	Number/e-mail address
------	------------	-----------------------

Add Cancel

5. Click the  icon next to your contact's name.



OpenScape WebClient Directory Search

Directory Search

Name: boe

First name: N

Phone:

Address group: Display all

Address book: All Address Books

Max. matches: 100

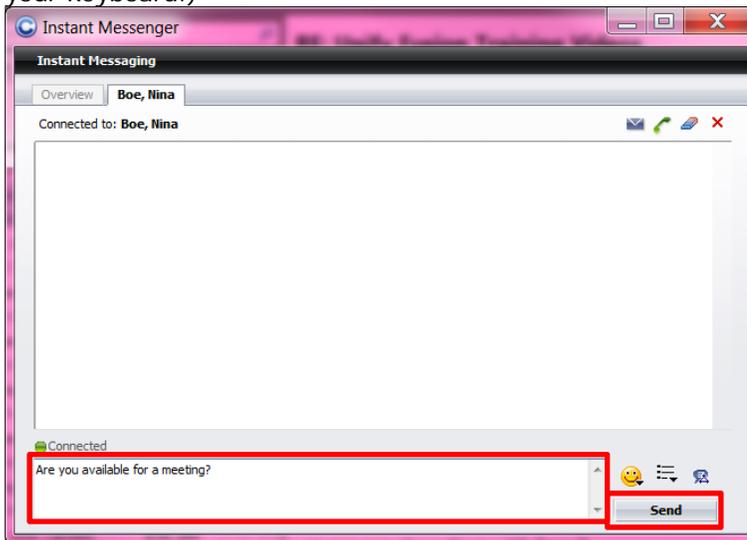
Search

Name	Department	Number/e-mail address
Boe		+1717
Boe		+1717

Entries: 2

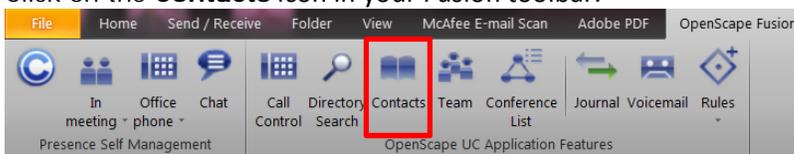
Add Cancel

6. Type your message in the lower box and press **Send**. (You may also press the enter button on your keyboard.)

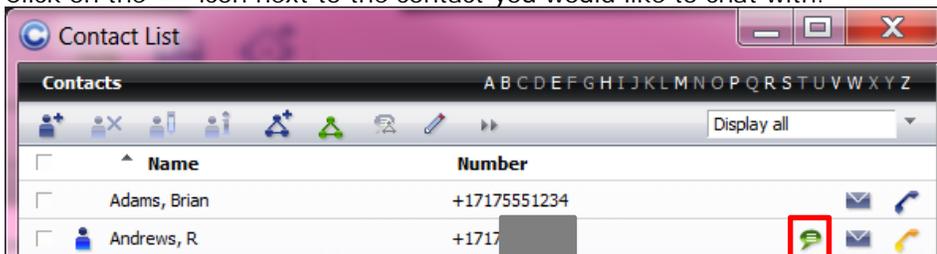


### Initiating a IM Session through Contacts List

1. Click on the **Contacts** icon in your Fusion toolbar.



2. Click on the  icon next to the contact you would like to chat with.



3. Type your message in the lower box and press **Send**. (You may also press the enter button on your keyboard.)

