

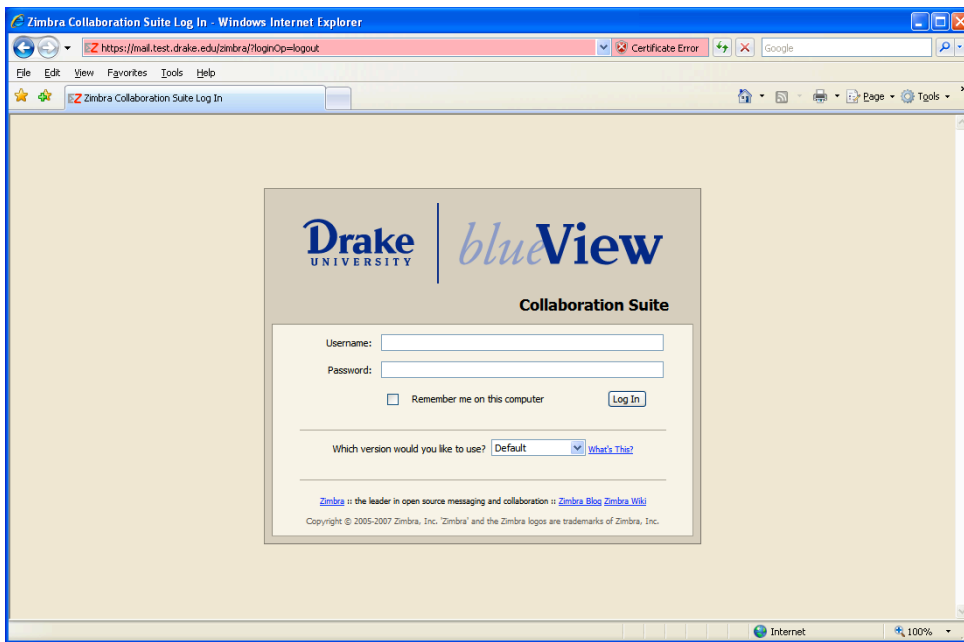
Getting Started with Drake University BlueView Collaboration Suite IM

1 Logging onto BlueView Collaboration Suite

Log into BlueView and click the Mail button

Or

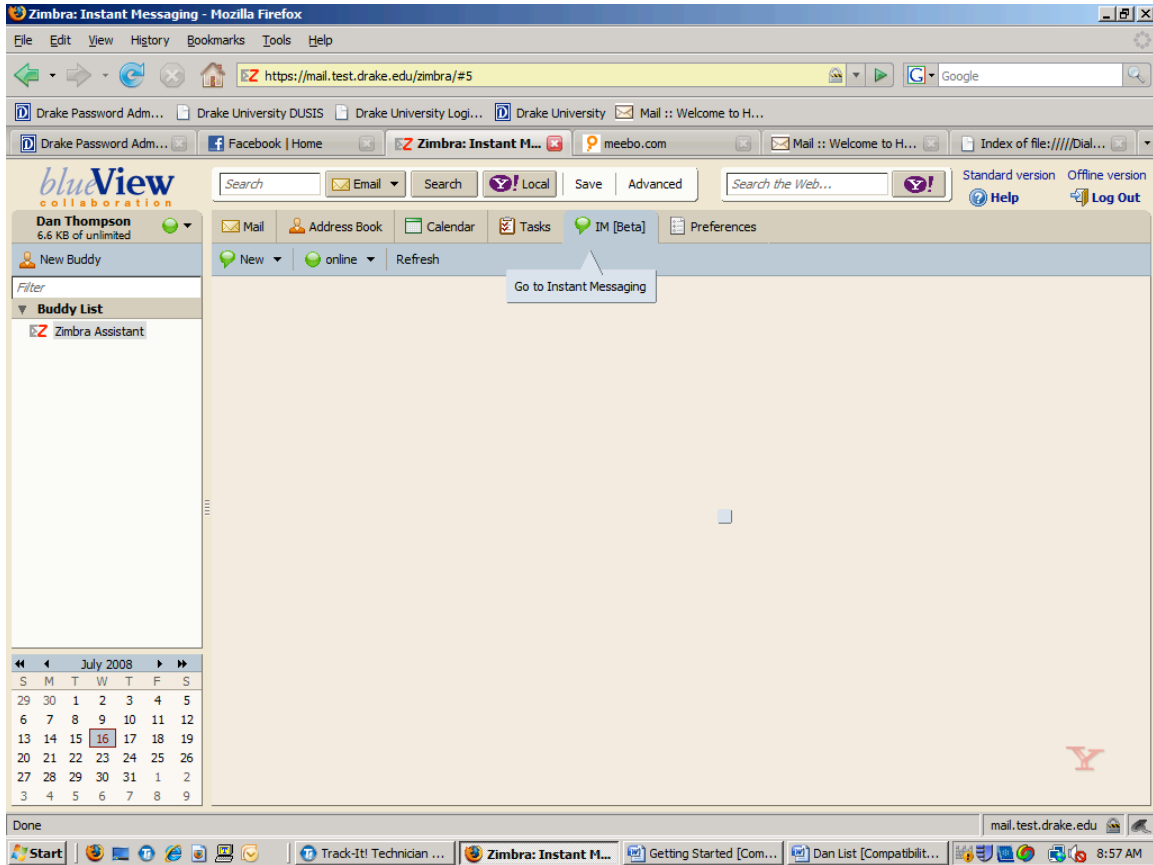
Go to mail.test.drake.edu



Username = your email username
Password = your BlueView password

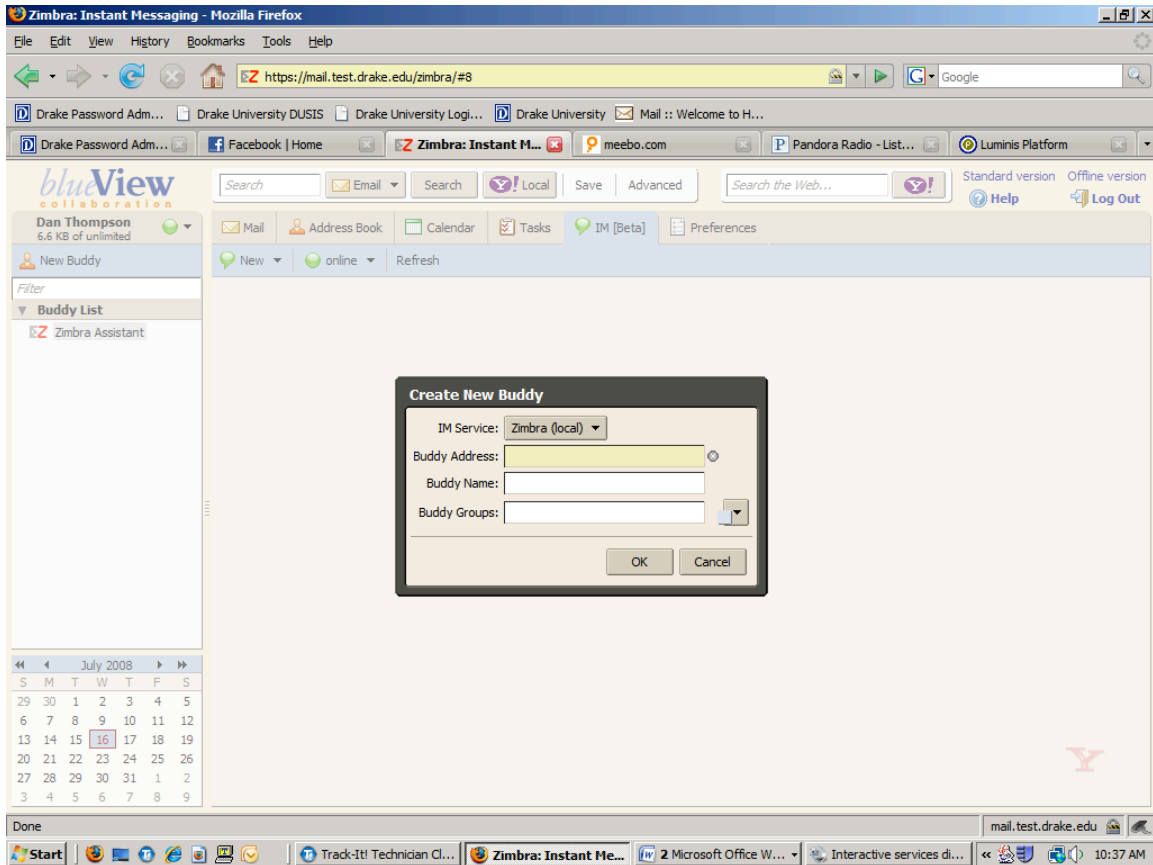
2 Adding New Contacts to Buddy List

After signing in click the IM button on the top to enter the IM home screen.



Your buddy list is displayed on the left hand side of the screen above the calendar.

To add a new buddy to the list click the New Buddy which should prompt for information.

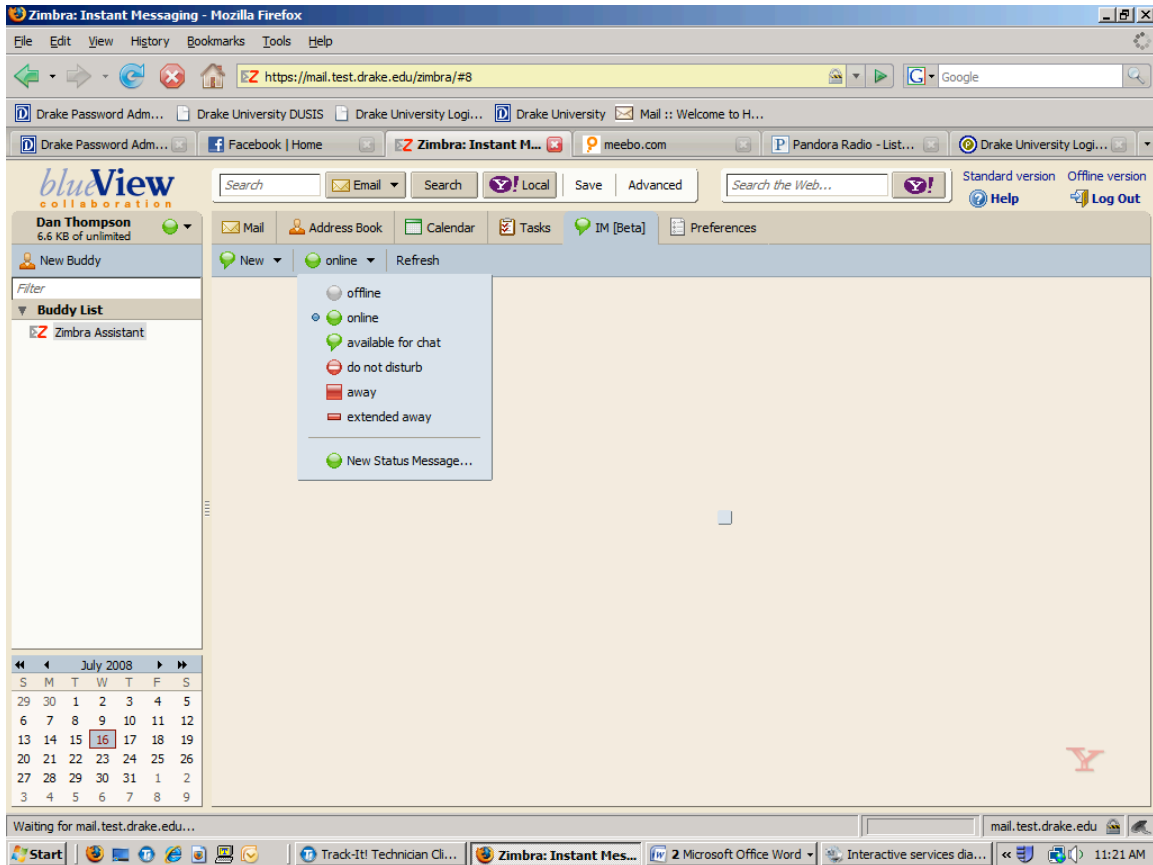


Buddy Address: Buddy's Drake email address
Buddy Name: Display name for the email address
Buddy Groups: Assign buddy to a group

Click OK after entering all of the new buddy information.

3 Changing your status

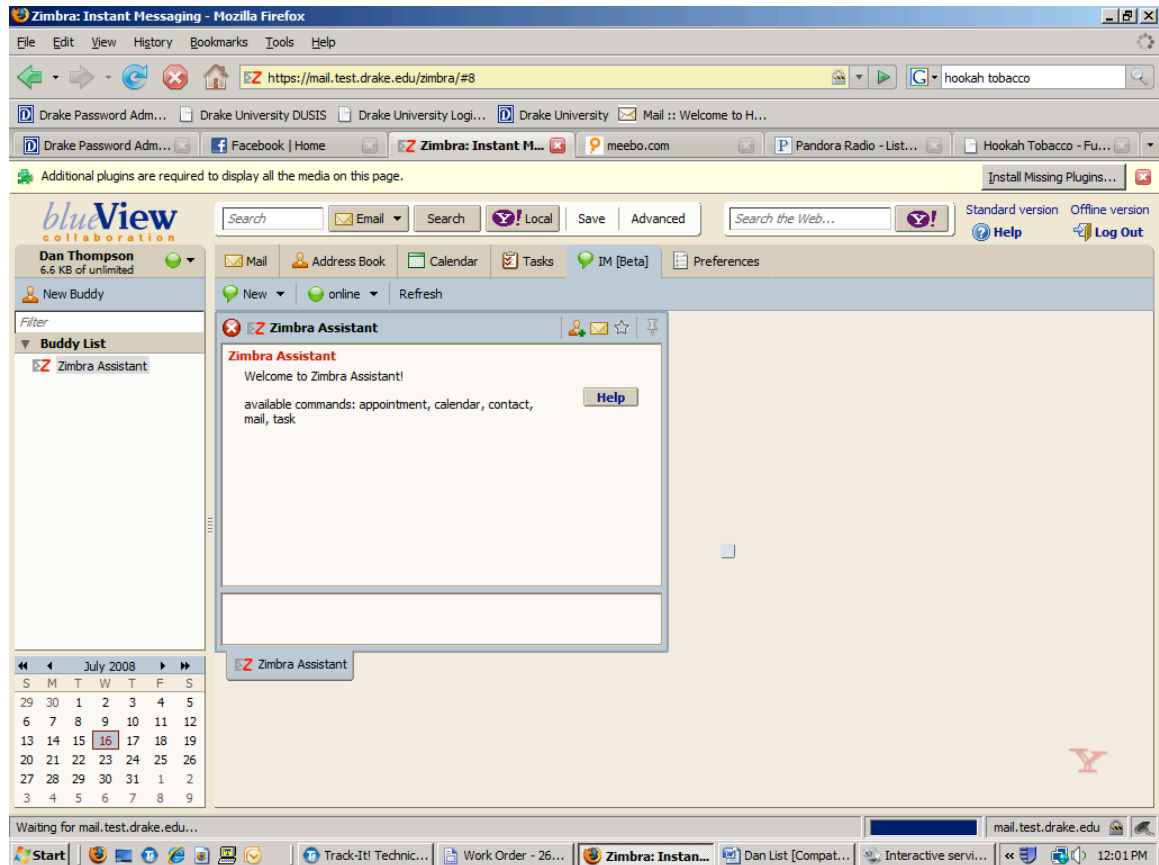
Click the Online button to view a dropdown menu with options to select a status.



Click on whatever status you wish to change to.

4 Instant Messaging

To open a message box with someone on your buddy list double click on their name to open the box which should look like this.



To send a message to the user click in the bottom white box and type your message and press enter.

To close a window click on the red X in the top left corner of the window.