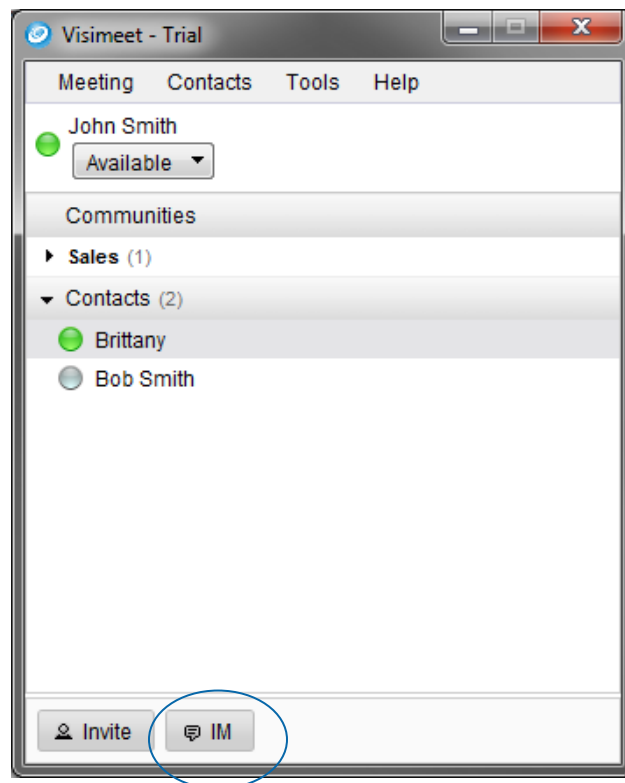


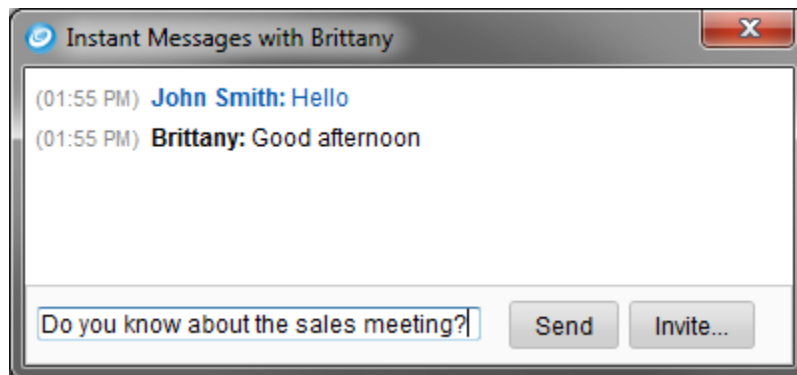
How to Send an Instant Message

Contacts can easily communicate with one another using the Instant Messaging feature. Only those who share presence can send instant messages to one another.

To send an instant message, highlight the name of the individual you would like to contact and click the IM button on the bottom left of the application.



A dialog box will appear allowing you to send messages to the user. Instant messages can only be one-to-one conversations but multiple instant messages can be open at the same time.



From the instant message window you can also invite the user you are communicating with to an instant meeting by clicking "Invite..."