AUTHORIZED DOCUMENTATION

Client User Guide

Novell® Messenger

2.1

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About This Guide

This Novell *Messenger 2.1 Client User Guide* explains how to use Novell Messenger on Windows, Linux or MacIntosh. The guide is divided into the following sections:

- Chapter 1, “Getting Started,” on page 9
- Chapter 2, “Working with Conversations,” on page 13
- Chapter 3, “Working with Chat Rooms,” on page 19
- Chapter 4, “Working with Broadcasts,” on page 25
- Chapter 5, “Working with Contacts,” on page 27
- Chapter 6, “Working with Your Personal History,” on page 29
- Chapter 7, “Working With Statuses,” on page 33
- Chapter 8, “Customizing Novell Messenger,” on page 35
- Chapter 9, “Using Novell Messenger from Within GroupWise (Windows Only),” on page 47
- Chapter 10, “Using Novell Messenger with Novell Conferencing,” on page 49

Audience

This guide is intended for Novell Messenger users.

Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comments feature at the bottom of each page of the online documentation, or go to www.novell.com/documentation/feedback.html and enter your comments there.

Documentation Updates

For the most recent version of the *Novell Messenger Client User Guide*, visit the Novell Messenger 2.1 documentation Web site (http://www.novell.com/documentation/novell_messenger21/index.html).

Additional Documentation

For additional Novell Messenger documentation, see the following guides at the Novell Messenger 2.1 documentation Web site (http://www.novell.com/documentation/novell_messenger21/index.html):

- *Installation Guide*
- *Administration Guide*

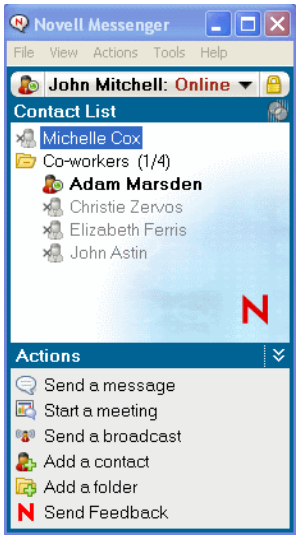
Getting Started

1

Novell Messenger is a corporate instant messaging product that uses Novell eDirectory as its user database.

You can create a Contact List, send instant messages, create an archive of messages, allow and block others from seeing your availability, and more.

Figure 1-1 *Novell Messenger Main Window*



Novell Messenger options are available only if Novell Messenger is installed and running.

This section contains the following topics:

- Section 1.1, “Logging In to Novell Messenger,” on page 9
- Section 1.2, “Logging Out of Novell Messenger,” on page 10
- Section 1.3, “Connecting Messenger to Other Instant Messaging Systems,” on page 10

1.1 Logging In to Novell Messenger

1. Open Novell Messenger, using the icon on your desktop.
2. Type your user ID in the *User ID* field.
3. Type your password in the *Password* field.
4. Select *Remember Password* if you want the system to not ask you for your password again.

   The user ID and password you use to log in to Novell Messenger is your directory (Novell eDirectory) user ID and password, which might not be the same as your GroupWise user ID and password. Check with your system administrator if you don't know your password.
5. Click *Advanced*.
6. Type your server name in the *Server* field.
7. Type your port number in the *Port* field.

If you are not sure what to type in the *Server* and *Port* fields, contact your system administrator.

8 Click *OK*.

When you log in to Novell Messenger, the Novell Messenger icon is added to the notification area for Windows and Linux. For Macintosh, the Novell Messenger icon is added to the dock.

1.2 Logging Out of Novell Messenger

1 Click *File* > *Log Out*.

Log Out logs you out of Novell Messenger but does not close the main window or exit Novell Messenger.

There are two other options on the main File menu: *Close this Window* closes the Novell Messenger window but leaves the icon in the notification area for Windows and Linux, and leaves the icon on the dock for Macintosh. *Exit* logs you out of Novell Messenger, closes the Novell Messenger window, and removes the icon from the notification area for Windows and Linux, and from the dock on Macintosh.

If your network or Novell Messenger connection is interrupted at any time, you are logged out of Novell Messenger, but as soon as your connection is restored, you are logged back in. If you are in the middle of a conversation when this happens, the conversation can continue as soon as the connection is restored.

1.3 Connecting Messenger to Other Instant Messaging Systems

Pidgin is an open source project that enables you to connect various instant messaging networks, including Novell Messenger. When you use Pidgin with Novell Messenger, you are not limited to instant messaging colleagues and friends who are on your same Novell Messenger network. For example, if you have a friend that uses MSN Messenger, you can chat with that friend through your Novell Messenger system by using Pidgin.

For more information about Pidgin that isn't covered in this section, see the Pidgin Web Site (http://www.pidgin.im/).

- Section 1.3.1, "Downloading and Installing Pidgin," on page 10
- Section 1.3.2, "Setting Up Pidgin," on page 11

1.3.1 Downloading and Installing Pidgin

1 In your Internet browser, enter the address to the Pidgin Web Site (http://www.pidgin.im/).

2 Click the *Download* tab.

3 Click the operating system that is installed on your computer.

4 Click the *Download* icon.

5 Click *Save File*.

6 Browse to the location in your file system where you want to save the file, then click *Save*.

7 Navigate to the location where you saved the `pidgin.exe` file, double-click the file, then click *Run*.

8 Choose your preferred language, then click *OK*.

This launches the Pidgin Setup Wizard.

9 At the wizard welcome screen, click *Next*.

10 Click *Next* to accept the license agreement.

11 Select the components you want to install, then click *Next*.

If you are unsure, then do not select anything. This installs only the default options.

Pidgin requires that your computer have a GTK (Graphical Took Kit) installed. If your computer does not already have a GTK installed, then the Pidgin Setup Wizard installs one for you.

12 If you need to install the GTK, browse to the location where you want to install it, then click *Next*.

13 Browse to the location where you want to install Pidgin, then click *Next*.

14 When installation is complete, click *Next*.

15 Select *Run Pidgin*, then click *Finish*.

1.3.2 Setting Up Pidgin

After Pidgin is installed, you need to set it up.

- "Setting Up Your GroupWise Account" on page 11
- "Setting Up Other Instant Message Systems" on page 12
- "Adding Contacts" on page 12

Setting Up Your GroupWise Account

1 In the Welcome to Pidgin page, click *Add*.

The Add Account page is displayed.

2 In the *Protocol* field, click the drop-down arrow, then click *GroupWise*.

3 In the *Username* field, enter your Messenger username.

4 In the *Password* field, enter your Messenger password.

5 Click the *Advanced* tab.

6 In the *Server address* and *Server port* fields, enter the server address and server port that your Novell Messenger system uses.

If you know the server address and port number, enter the information into the appropriate fields and skip to Step 7. If you don't know the server address and port number, complete the following steps:

6a Launch Novell Messenger.

6b On the Novell Messenger toolbar, click *Help* > *About Novell Messenger*.

The server address and server port of the Novell Messenger server are listed.

7 Click *Save*.

8 In the *Accounts* window, select the GroupWise account.

9 Click *Accept* to accept the certificate from the Novell Messenger server.

After you accept the certificate, you are logged in to the Novell Messenger server through the Pidgin application, and should now be able to instant message your Messenger contacts.

In order to instant message users who are using instant messaging clients other than Novell Messenger, you need to set up those individual clients in Pidgin. To accomplish this, see "Setting Up Other Instant Message Systems" on page 12.

Setting Up Other Instant Message Systems

1. In the Accounts page, click *Add*.
2. In the *Protocol* field, click the drop-down arrow, then click the instant messaging service that you want to communicate with. For example, if you want to instant message a user who has a Yahoo account, click *Yahoo*.

   You must have an active account with the messenger service that you want to communicate with. For example, if you want to add Yahoo to your list of accounts, then you must have an account with Yahoo.
3. In the *Username* field, enter the username that you have already established with the messenger service.
4. In the *Password* field, enter the password that is associated with your username.
5. Click *Save*.

Adding Contacts

1. From the Buddy List toolbar, click *Buddies* > *Add Buddy*.
2. From the drop-down list, select the messenger service where the contact you want to add is registered.
3. In the *Buddy's username* field, enter the contact's username that is associated with the network where they are registered.

   For example, if you want to add a contact who has an account with Yahoo, and the contact's email address is Jim75@yahoo.com, then in the *Buddy's username* field, enter Jim75.
4. (Optional) In the *Alias* field, enter a name for the contact.
5. In the *Add buddy to group* field, click the drop-down list and click the category where you want to add your contact.

   This feature helps you keep your contacts organized.
6. Click *Add*.

Working with Conversations 2

This section contains the following topics:

- Section 2.1, “Sending an Instant Message,” on page 13
- Section 2.2, “Using Emoticons in Your Message,” on page 14
- Section 2.3, “Changing the Font of Text in a Conversation,” on page 14
- Section 2.4, “Holding a Group Conversation,” on page 15
- Section 2.5, “Adding a Time Stamp to Each Entry in a Conversation,” on page 15
- Section 2.6, “Saving a Conversation,” on page 16
- Section 2.7, “Opening a Saved Conversation,” on page 16
- Section 2.8, “Printing a Conversation,” on page 16
- Section 2.9, “Searching the Archives for Logged Conversations,” on page 16
- Section 2.10, “Sending an E-Mail Message (Windows Only),” on page 17

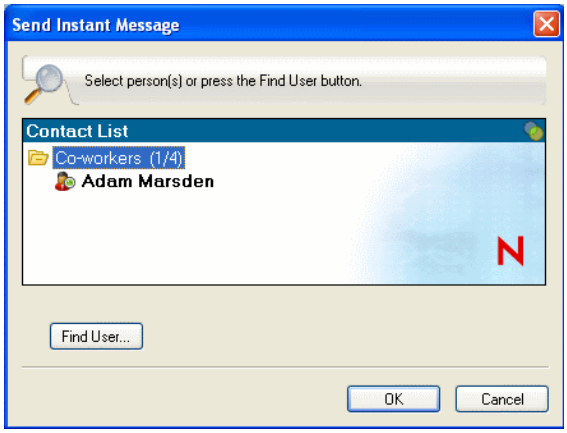
2.1 Sending an Instant Message

1 Double-click a contact, then follow Step 3.

or

If you want to send a message to someone who is not in your Contact List, click *Send a message*, then follow Step 2.

2 Click *Find User*, select *Use this User ID*, type the user ID of the person, then click *Finish*.



or

Click *Find User*, select *Search for a user*, type all or part of the name you are looking for, then click *Next*. Select the user you want from the *Search Results* list, click *Add* if you want to add the user to your contact list, then click *Finish*.

or

Click *Find User*, click *Advanced*, click *begins with*, *contains*, or *equals* from the drop-down list next to a field, type the information you are looking for in the field, then click *Next*. Select the user you want from the *Search Results* list, click *Add* if you want to add the user to your contact list, then click *Finish*.

3 Type your message.

4 Click or press Enter.

2.2 Using Emoticons in Your Message

1 In an open conversation, click , then click the image that conveys your feelings.

or

Type any of the following keystrokes to represent an emoticon:

Keystrokes	Emoticon	Meaning
:) or :-)		Smile
:(or :-(		Frown
;) or ;-)		Wink
:O or :-O		Surprised
:@ or :-@		Angry
:/ or :-/		Undecided
:D or :-D		Big Smile
:'(or :'-(		Crying
O:) or O:-)		Innocent
:[or :-[		Embarrassed
:X or :-X		Lips Are Sealed
:! or :-!		Foot in Mouth

When you use the keystrokes rather than selecting the image, the emoticon image appears when you press Enter to send your message. To remind yourself of the keystrokes when typing a message, click *Edit* > *Emoticons*.

If you do not want the keystrokes to be converted into images, click *Tools* > *Options*, then deselect *Use graphical emoticons*. This setting prevents the typed character sequences from being converted into images.

2.3 Changing the Font of Text in a Conversation

1 In an open conversation, select the text you want to change.

2 Click *Edit* > *Font*.

3 Make selections, then click *OK*.

You can also select text and make selections from the header over the text you are typing.

Figure 2-1 *Font Header*

To specify default fonts, see Section 8.11, “Specifying the Font of Composed Messages,” on page 40 and Section 8.13, “Specifying the Font of Received Messages,” on page 41.

2.4 Holding a Group Conversation

You can hold instant messaging conversations with more than one user. Start a conversation with one user, then invite additional users to join.

1. Double-click a user in your Contact List.

   or

   Click *Send a message*, then find a user by following Step 2 on page 13.
2. Click the Expand arrow next to the user’s name with whom you are having a conversation.
3. Click *Invite others to join the conversation*.
4. Click a user (or Ctrl+click multiple users) in your Contact List, then click *OK*.

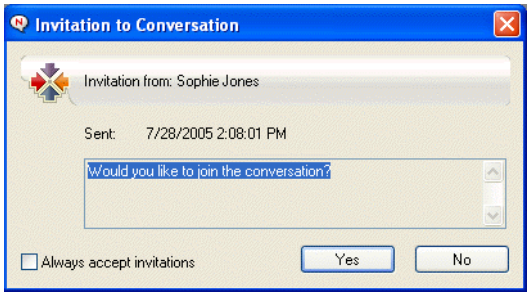
   or

   Click *Find User* to search for users who are not in your Contact List. Follow Step 2 on page 13.

You can also Ctrl+click multiple users in your Contact List and press Enter to begin a group conversation.

Each user who is invited to the conversation receives this message box:

Figure 2-2 *Invitation To Conversation Message Box*



If you cannot see the list of participants in this conversation, click to open the Control Panel.

After a user accepts the invitation to join the conversation, he or she can send messages to the other participants. A user cannot see any messages that were sent before he or she joined the conversation, or after he or she leaves the conversation.

2.5 Adding a Time Stamp to Each Entry in a Conversation

1. In an open conversation, click *View*, then click *Show Timestamp*.

2.6 Saving a Conversation

1. In an open conversation, click *File*.
2. Click *Save Conversation As*, browse to a location, then specify a filename.

   or

   Click *Save Conversation* if you have already saved the conversation at least once.

   or

   Click *Save Conversation to iFolder* if you have Novell iFolder installed (Windows only).
3. Specify the location to save the conversation.
4. Click *Save*.

The conversation is saved with a `.txt` file extension.

You are also prompted to save a conversation whenever you close the conversation. To change this setting, see Section 8.5, "Specifying If You're Prompted to Save Conversations," on page 38.

2.7 Opening a Saved Conversation

1. In a Conversation window, click *File* > *Open Saved Conversation*.
2. Browse to the location of the conversation, then click *OK*.

If you want to search for a conversation that has been archived, your system administrator needs to grant you access rights. For more information, see Section 2.9, "Searching the Archives for Logged Conversations," on page 16.

2.8 Printing a Conversation

1. In an open conversation, click *File* > *Print Conversation*.

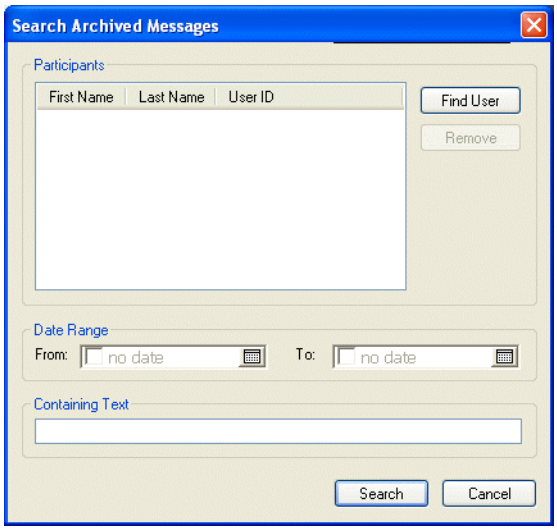
   or

   In Macintosh and Linux, click *File* > *Print*.
2. Click *Print* again.

2.9 Searching the Archives for Logged Conversations

The system administrator can specify that all conversations be logged in a system archive. If you are given access rights, you can search the archive for logged conversations. The Search Archive menu item only appears if you have been granted access to search the archive.

1. Click *File* > *Search Archive*.



2 Use the Search Archived Messages dialog box to search by participants, dates, and conversation text:

Click *Find* to search for and add participants.

Click to select dates in the *Date Range* field.

Type the text you want to search for in the *Containing Text* field.

3 Click *Search* to search for conversations that meet the search criteria you specified.

4 To print or save the list of logged conversations that displays, click *Print List* or *Save List* on the File menu.

5 To print or save the currently selected logged conversation, click *Print* or *Save* on the File menu.

6 To make changes to your search, click *File*, click *Modify Search*, make changes, then click *Search* again.

2.10 Sending an E-Mail Message (Windows Only)

1 Click *Actions* > *Send E-Mail*.

2 Select the name of the person you want to send an e-mail message to, then click *OK*.

or

Double-click the name of the person you want to send an e-mail message to.

or

Click *Find User*, select *Use this User ID*, type the user ID of the person, then click *Finish*.

or

Click *Find User*, select *Search for a user*, type all or part of the name you are looking for, then click *Next*. Select the user you want from the *Search Results* list, click *Add to my Contact List* if desired, then click *Finish*.

or

Click *Find User* to search for a person. Click *Advanced*, click *begins with*, *contains*, or *equals* from the drop-down list next to a field, type the information you are looking for in the field, then click *Next*. Select the user you want from the *Search Results* list, click *Add to my Contact List* if desired, then click *Finish*.

3. When the e-mail item opens, complete the message and click *Send* on the Toolbar.

If you want to be prompted to send an e-mail each time you try to send an instant message to someone who is offline, click *Tools > Options*, select *Message*, make sure *Send e-mail when i start a message to an offline contact* is selected, then click *OK*.

Working with Chat Rooms

3

Chat rooms allow several users to join a chat room and discuss a topic. You can create and join chat rooms in the client, if you have rights to do so.

Figure 3-1 *Main Chat Room Window*

The following topics are included in this section:

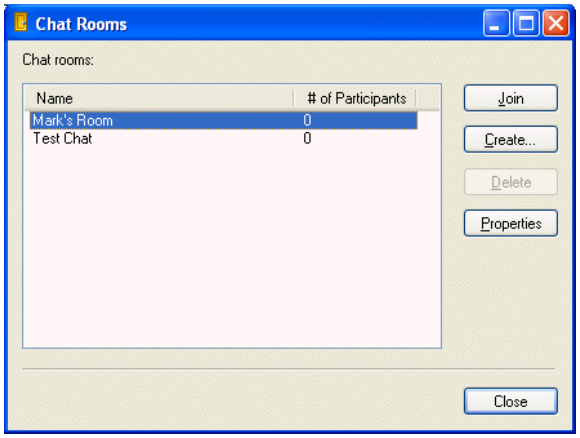
- Section 3.1, “Searching for a Chat Room,” on page 19
- Section 3.2, “Joining a Chat Room without Searching,” on page 20
- Section 3.3, “Creating a Chat Room,” on page 20
- Section 3.4, “Modifying Access Rights for a Chat Room,” on page 21
- Section 3.5, “Ignoring a User in a Chat Room,” on page 22
- Section 3.6, “Performing Moderator Tasks,” on page 22

3.1 Searching for a Chat Room

Only chat rooms that are selected to be searchable when created appear in a chat room search.

1 Click *Tools* > *Chat Rooms*.

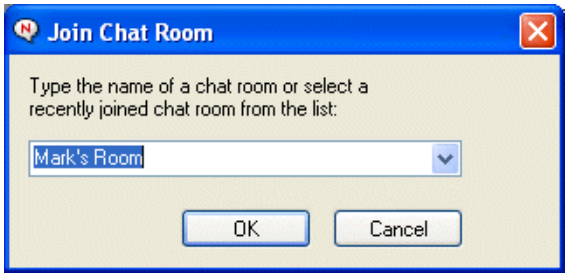
2 Select the chat room to join, then click *Join*.



3.2 Joining a Chat Room without Searching

You can join a chat room that was not selected to be searchable during creation by joining the chat room by name.

1 Click *Actions* > *Join Chat Room*.

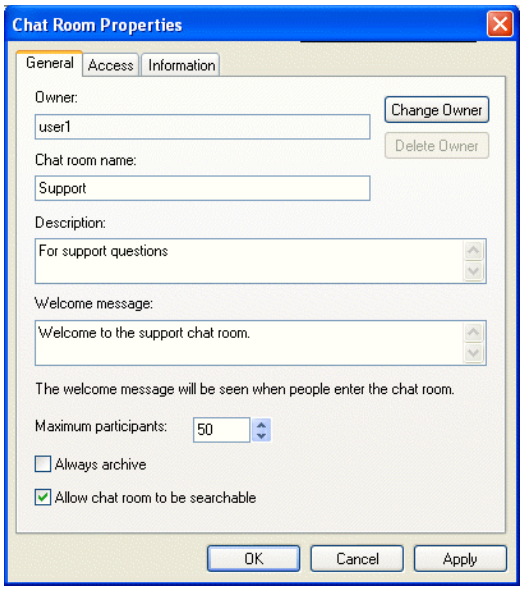


The last four chat rooms that you joined are stored in the *Join Chat Room* drop-down list.

3.3 Creating a Chat Room

You can create a chat room only if the administrator has granted you access to create chat rooms. The default access does not allow you to create a chat room.

1 Click *Tools* > *Chat Rooms*, then click *Create*.



2 (Optional) Select the owner of the chat room.

   By default, the owner is the user who is creating the chat room.

3 Type the chat room name.

4 (Optional) Type a description and welcome message for the chat room.

5 (Optional) Select the maximum number of participants.

   The default number of participants is 50 and 500 is the maximum number for any chat room.

6 (Optional) Select if you want to archive the chat room.

7 (Optional) Select if you want the chat room to be searchable.

8 (Optional) Click the *Access* tab, then select the access rights for all users and a particular user.

9 Click *OK* to create the chat room.

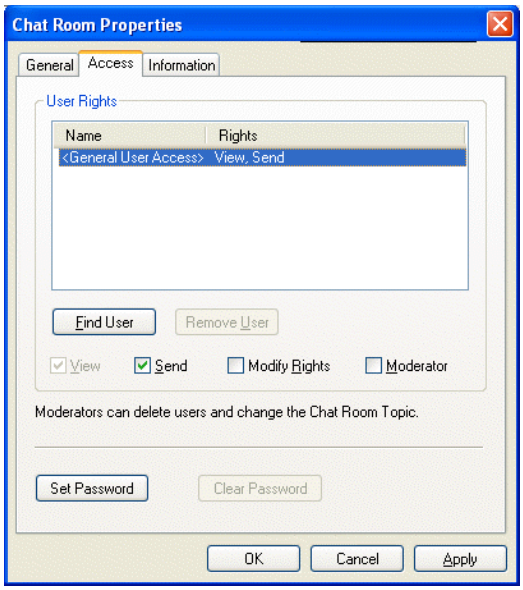
3.4 Modifying Access Rights for a Chat Room

You can modify the access rights for a chat room that you have the ability to change the rights for.

1 If you are creating a chat room with access rights, click *Tools* > *Chat Room*, click *Create*, then click the *Access* tab. For additional information about creating chat rooms, see Section 3.3, “Creating a Chat Room,” on page 20.

   or

   If you are modifying the rights for a chat room already created, click *Tools* > *Chat Rooms*, select the chat room to modify, then click *Properties*.



2 By default *General User Access* is displayed in the access list. To add another user to the access list click *Find User*.

3 Type the contact's name in the *Name* field, then click *Next*.

4 Select the user, then click *Finish*.

5 Select the access rights for the user.

View: Allows the user to view the chat room.

Send: Allows the user to send a message to the chat room.

Modify Rights: Allows the user to modify the rights to the chat room.

Moderator: The moderator can delete a user and change the topic of the chat room.

6 Click *Set Password* to set a password for the chat room.

This requires user to enter a password to join the chat room. There is only one password for the chat room.

3.5 Ignoring a User in a Chat Room

If you do not want to see the messages sent to a chat room from a particular user, you can choose to ignore that user.

1 Right-click the user to ignore, then click *Ignore*.

To see messages from that user again, right-click the user you ignored, then deselect *Ignore*.

3.6 Performing Moderator Tasks

The owner of a chat room can make a person a moderator in the Access page of the chat room properties. For more information about access rights, see Section 3.4, "Modifying Access Rights for a Chat Room," on page 21.

As a moderator of a chat room, you can remove users from the chat room and you can change the topic of the chat room.

- Section 3.6.1, “Removing a User from the Chat Room,” on page 23
- Section 3.6.2, “Changing the Topic of a Chat Room,” on page 23

3.6.1 Removing a User from the Chat Room

When you remove someone from a chat room, their chat room window closes and they are no longer part of the chat room. However, they can join the chat room again.

1. Right-click the user to remove from the chat room, then click *Remove*.

3.6.2 Changing the Topic of a Chat Room

1. Click *Actions* > Edit *Chat Room Topic*.
2. Type the new topic in the *Chat Room Topic* field, then click *OK*.

Working with Broadcasts

4

A broadcast message is a message that can either be sent to the entire system or to individual users. There are two types of broadcast message types: a system broadcast that is sent to all users and a broadcast message that is sent to selected users.

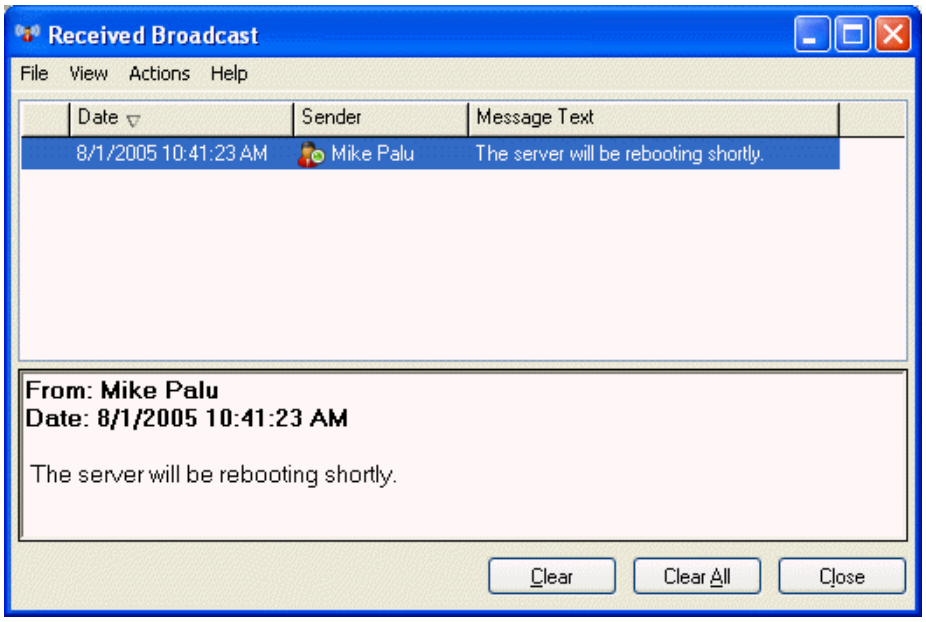
A broadcast message is a one-way message; you cannot respond to it. By default, broadcast messaging to other users in enabled, and system broadcasts are disabled. A system administrator can change the defaults.

- Section 4.1, “Receiving a Broadcast Message,” on page 25
- Section 4.2, “Clearing Broadcasts,” on page 25
- Section 4.3, “Sending a Broadcast Message to Selected Users,” on page 26
- Section 4.4, “Sending a System Broadcast,” on page 26

4.1 Receiving a Broadcast Message

When a broadcast is sent to you, the Received Broadcast window appears.

Figure 4-1 *Received Broadcast Window*



From the Received Broadcast window, you can clear the broadcast or clear all broadcasts.

4.2 Clearing Broadcasts

1 From the Received Broadcast window, select the broadcast to clear, then click *Clear*.

To clear all received broadcasts, click *Clear All* in the Received Broadcast window.

NOTE: If you do not clear your broadcast messages, you are prompted to clear your broadcast messages when Messenger shuts down.

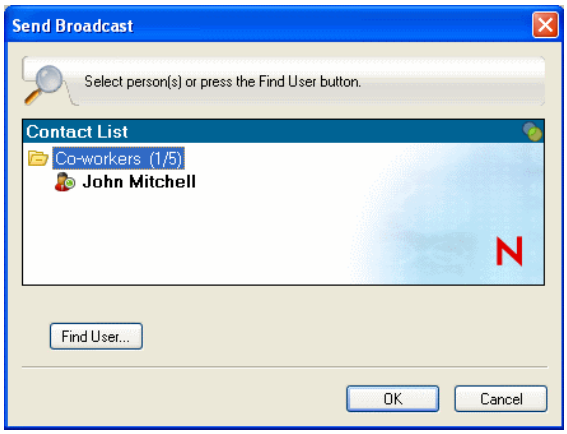
4.3 Sending a Broadcast Message to Selected Users

1 Right-click a contact and click *Send Broadcast*, then continue with Step 3.

or

If you want to send a broadcast to someone who is not in your Contact List, click *Send a broadcast*, then continue with Step 2.

2 Click *Find User*, select *Use this User ID*, type the user ID of the person, then click *Add*.



or

Click *Find User*, select *Search for a user*, type all or part of the name you are looking for, then click *Next*. Select the user you want from the *Search Results* list, click *Add to my Contact List* if desired, then click *Finish*.

or

Click *Find User*, click *Advanced*, click *begins with*, *contains*, or *equals* from the drop-down list next to a field, type the information you are looking for in the field, then click Next. Select the user you want from the *Search Results* list, click *Add to my Contact List* if desired, then click *Finish*.

3 Type your broadcast message.

4 Click or press Enter.

4.4 Sending a System Broadcast

A system broadcast is sent to everyone in the entire system who is currently online. You must be granted access to send system broadcasts by your system administrator.

1 Click *Actions* > *Send System Broadcast*.

2 Type your broadcast message.

3 Click or press Enter.

Working with Contacts

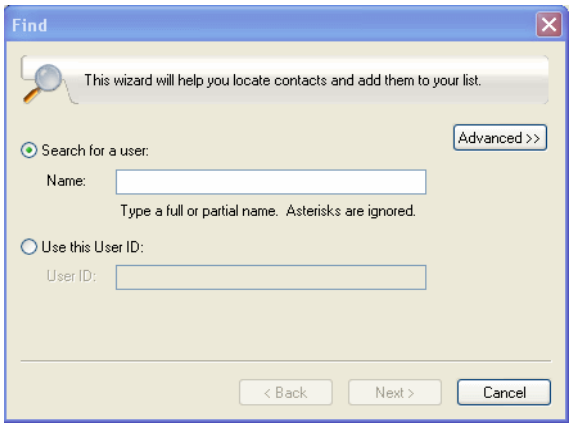
5

This section contains the following topics:

- Section 5.1, “Adding a Contact,” on page 27
- Section 5.2, “Deleting a Contact,” on page 27
- Section 5.3, “Organizing the Contact List,” on page 28
- Section 5.4, “Importing a Contact List,” on page 28
- Section 5.5, “Exporting a Contact List,” on page 28

5.1 Adding a Contact

1 Click *Add a contact*.



2 Type part or all of the name of the person you want to add, click *Next*, click the name in the *Search Results* list, then click *Add*.

or

Select *Use this User ID* and type the user ID of the person, then click *Add*.

or

Click *Advanced*, click *begins with*, *contains*, or *equals* from the drop-down list next to a field, type the information you are looking for in the field, then click *Next*. Select the user you want from the *Search Results* list, then click *Add*.

5.2 Deleting a Contact

1 Right-click the contact, then click *Remove*.

5.3 Organizing the Contact List

You can organize your Contact List by dragging contacts and folders to the location you want them. Or, you can use the following steps:

1. Click *Tools* > *Organize Contacts*. For Macintosh, click *Preferences* > *Organize*.
2. Click contact names, then click *Move Up* or *Move Down* to change the position in the list.
3. To add a folder, click *Add Folder*, then type the folder name.
4. To move a contact to a folder, drag the contact to the folder, or click the contact, click *Move*, select the folder from the drop-down list, then click *OK*.
5. Click *Close*.

5.4 Importing a Contact List

You can import a contact list if you have a `.nmx` file (contact list file) to import. A `.nmx` file is a file that has been exported from a Novell Messenger contact list. The imported contacts are merged with your existing Contact List.

1. Click *File* > *Import Contact List*.
2. Browse to the location of the `.nmx` file.
3. Click the filename, then click *Open*.

5.5 Exporting a Contact List

You can save your contact list as a `.nmx` file (contact list file) to distribute to other users. When someone imports the `.nmx` file, the imported contacts are merged with his or her existing Contact List.

1. Click *File* > *Export Contact List*.
2. Browse to the location of the `.nmx` file.
3. Select the filename, then click *Save*.

Working with Your Personal History

6

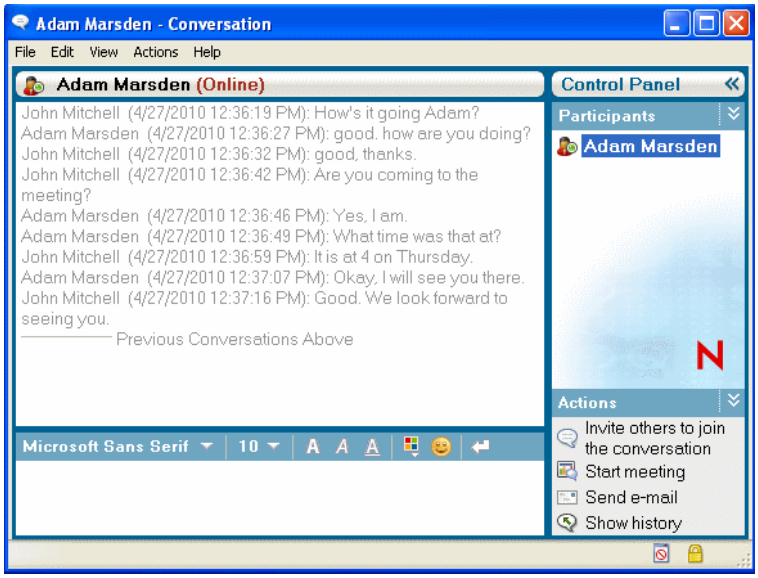
Personal History shows past messages that you have either received or sent in Novell Messenger. This feature is helpful when you need to find information from an earlier message. Conversations, chat rooms, and broadcasts are all part of your personal history. Personal history can be disabled by an administrator. By default, personal history is enabled for all users.

- Section 6.1, “Viewing Your Personal History in a Conversation, Chat Room, or Broadcast Window,” on page 29
- Section 6.2, “Disabling the Personal History in a Conversation, Chat Room, or Broadcast Window,” on page 30
- Section 6.3, “Displaying the History File from a Conversation, Chat Room, or Broadcast Window,” on page 30
- Section 6.4, “Clearing Your History,” on page 30

6.1 Viewing Your Personal History in a Conversation, Chat Room, or Broadcast Window

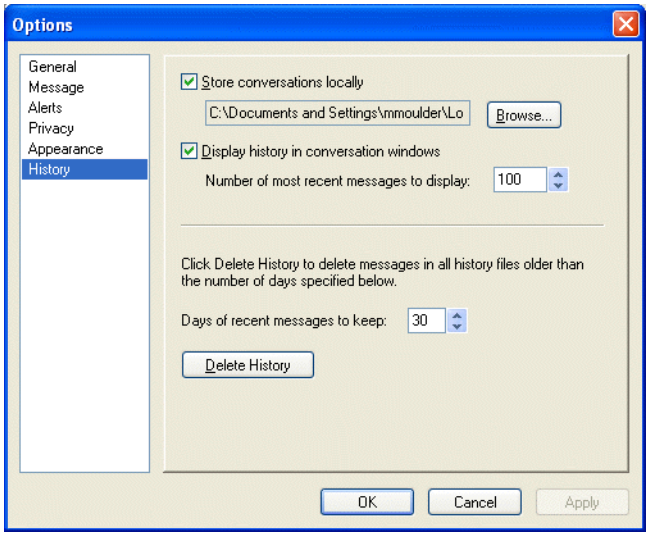
By default your personal history displays the last 100 messages in a conversation, chat room, or broadcast window.

Figure 6-1 *Personal History In a Conversation Window*



6.2 Disabling the Personal History in a Conversation, Chat Room, or Broadcast Window

1 *Click* > *Tools* > *Options*, then click *History*. For Macintosh, click *Preferences* > *Options*, then click *History*.



2 Deselect *Display history in conversation windows*.

6.3 Displaying the History File from a Conversation, Chat Room, or Broadcast Window

You can display the history file for a conversation window from the conversation window. Every time you have a conversation, enter a chat room, or send/receive a broadcast, the history of that conversation, chat room, or broadcast is written to a history file.

Most history files are associated with the type of window you are in and who you are messaging. For example, all your conversations with Mike Palu would be saved in a file named `Conv_mpalu_number.hst`. If it is a chat room history file, the name changes to `Chat_nameofchatroom_number.hst`. However, all sent broadcasts are saved in the `Broadcasts_sent.hst` file. You can change the history file location. For more information about moving the history file, see Section 8.18, “Changing the History Files Location,” on page 43.

When the history file displays, you cannot edit the file from History window.

1 From a conversation, chat room, or broadcast window, click *Show history*. The content of the history file is displayed.

6.4 Clearing Your History

1 Click *Tools* > *Options*, then click *History*. For Macintosh, click *Preferences* > *Options*, then click *History*.

2 Select the number of days to keep recent messages.

3 Click *Delete History*.

This clears all messages up to the number of days selected. You can only clear history up to one day old.

To totally clear your history, you need to delete the history files. To determine where your history files are stored, click *Tools* > *Options*, then click *History*. For Macintosh, click *Preferences* > *Options*, then click *History*. The history file location is stored in the *Store conversations locally* field.

You can change the history file location. For more information about moving the history file, see Section 8.18, “Changing the History Files Location,” on page 43.

Working With Statuses 7

This section contains the following topics:

- Section 7.1, “Changing Your Status,” on page 33
- Section 7.2, “Creating a Custom Status,” on page 33

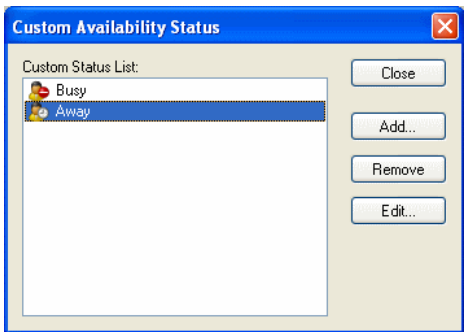
7.1 Changing Your Status

1. Click the *status bar* (where your name appears under the menu bar).
2. Click the status you want other users to see next to your name in their Contact Lists.
   - Online
   - Busy
   - Away
   - Appear Offline

You can also right-click the Novell Messenger icon in the notification area (Windows and Linux only), click *Status*, then click a status.

7.2 Creating a Custom Status

1. Click *File* > *Status* > Custom Status.



2. Click *Add*.
3. Type the custom status title, for example, In a Meeting.
4. Select *Online*, *Busy* or *Away* from the *Show As* drop-down list. This determines the icon that displays next to your status.
5. (Optional) Type the text you want to automatically be returned to a user who tries to send you an instant message when you have this status selected, for example, “I'm in a meeting right now and can't respond.”
6. Click *OK*, then click *Close*.

Customizing Novell Messenger

8

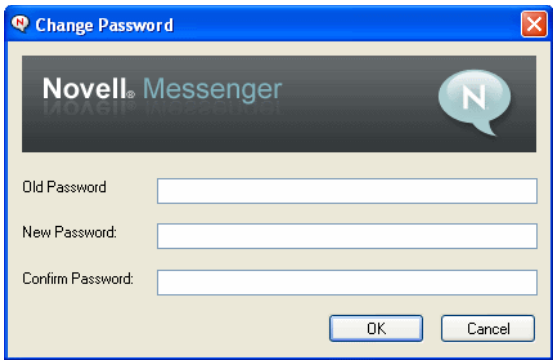
This section contains the following topics:

- Section 8.1, “Changing Your Password,” on page 35
- Section 8.2, “Specifying When Novell Messenger Opens,” on page 36
- Section 8.3, “Specifying Whether to Show Contacts at Startup,” on page 36
- Section 8.4, “Specifying How Long to Wait Before You Are Shown as Idle,” on page 37
- Section 8.5, “Specifying If You're Prompted to Save Conversations,” on page 38
- Section 8.6, “Specifying to Be Prompted to Connect to the Internet,” on page 38
- Section 8.7, “Specifying to Use Graphical Emoticons,” on page 38
- Section 8.8, “Specifying to Always Accept Invitations to Conferences without Prompting,” on page 39
- Section 8.9, “Specifying the Interface Language,” on page 39
- Section 8.10, “Specifying to Remember Your Password,” on page 40
- Section 8.11, “Specifying the Font of Composed Messages,” on page 40
- Section 8.12, “Specifying How the Enter Key Works,” on page 40
- Section 8.13, “Specifying the Font of Received Messages,” on page 41
- Section 8.14, “Specifying Offline Options for Contacts,” on page 41
- Section 8.15, “Specifying When You Receive Sounds and Alerts,” on page 41
- Section 8.16, “Specifying Who Can See Your Status and Send You Messages,” on page 42
- Section 8.17, “Changing the Contact List Appearance,” on page 43
- Section 8.18, “Changing the History Files Location,” on page 43
- Section 8.19, “Specifying to Show the History in the Conversation Window,” on page 44
- Section 8.20, “Specifying the Number of Days to Keep the History,” on page 45
- Section 8.21, “Showing Only Online Contacts,” on page 45
- Section 8.22, “Turning Off the Sound (Windows and Linux Only),” on page 45
- Section 8.23, “Using Startup Options,” on page 46

8.1 Changing Your Password

If the system administrator gives you rights, you can change your Novell Messenger password. Because you log in to Novell Messenger using your directory (Novell eDirectory) password, this changes your directory password.

1 Click *Tools* > *Change Password*. For Macintosh, click *Preferences* > *Change Password*.



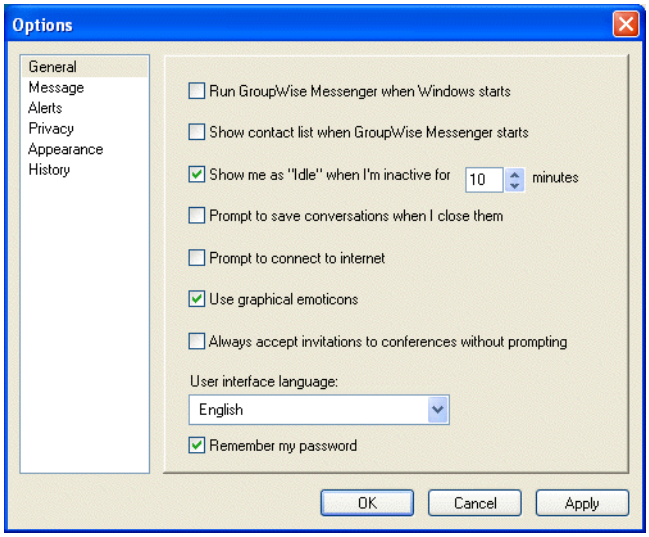
2 Type your old password in the *Old Password* field, then type your new password in the *New Password* and *Confirm Password* fields.

3 Click *OK*.

8.2 Specifying When Novell Messenger Opens

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *General*.



3 Select or deselect *Run Novell Messenger when Windows starts*.

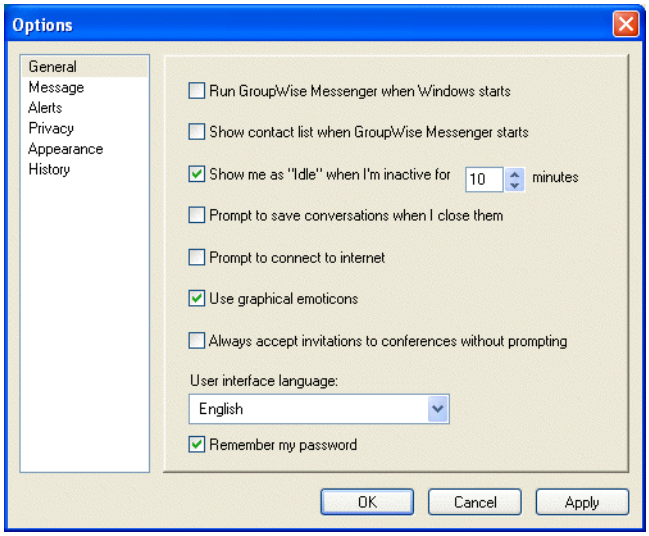
4 Click *OK*.

In the GroupWise client, you can also specify whether or not to open Novell Messenger when the GroupWise client starts. In the GroupWise client, click *Tools* > *Options*, double-click *Environment*, then select or deselect *Launch Messenger at startup*.

8.3 Specifying Whether to Show Contacts at Startup

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *General*.



3 Select or deselect *Show contacts list when Novell Messenger starts*.

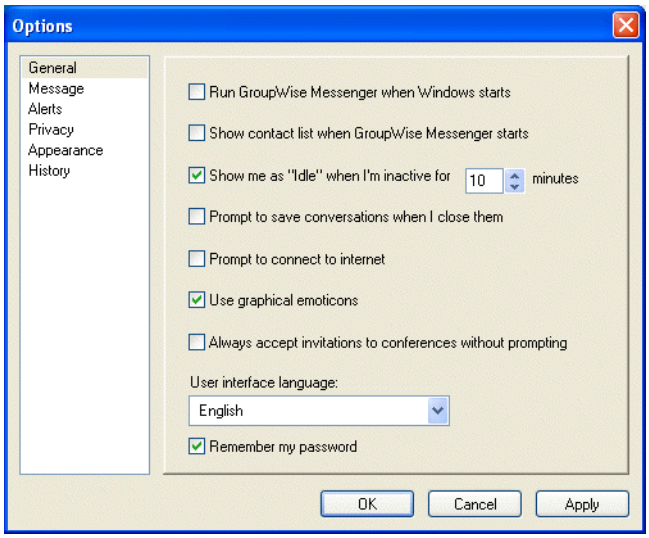
If you deselect *Show contacts when Novell Messenger starts*, Novell Messenger starts minimized in the notification area.

8.4 Specifying How Long to Wait Before You Are Shown as Idle

When you do not use Novell Messenger for a certain amount of time, “Idle” displays next to the status for your name in other users' Contact Lists. You can change this amount of time.

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *General*.



3 Make sure *Show me as “Idle” when I'm inactive for __ minutes* is selected.

4 Change the amount of time.

5 Click *OK*.

8.5 Specifying If You're Prompted to Save Conversations

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *General*.

3 Select or deselect *Prompt to save conversations when I close them*.

4 Click *OK*.

8.6 Specifying to Be Prompted to Connect to the Internet

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *General*.

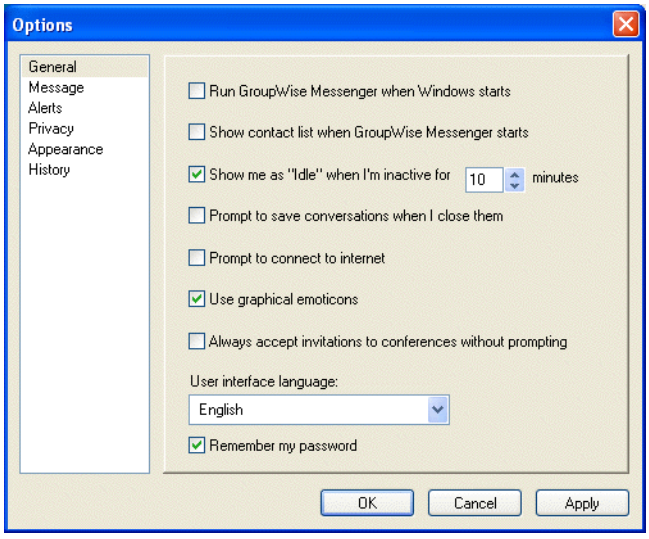
3 Select or deselect *Prompt to connect to internet*.

4 Click *OK*.

8.7 Specifying to Use Graphical Emoticons

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *General*.

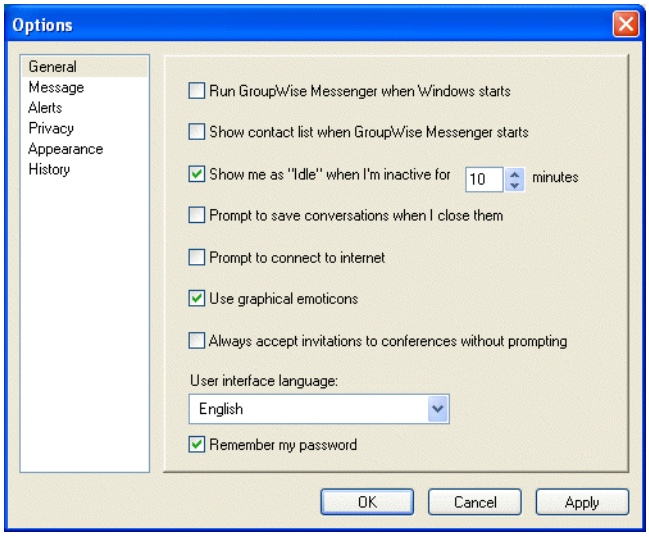


3 Select or deselect *Use graphical emoticons*.

4 Click *OK*.

8.8 Specifying to Always Accept Invitations to Conferences without Prompting

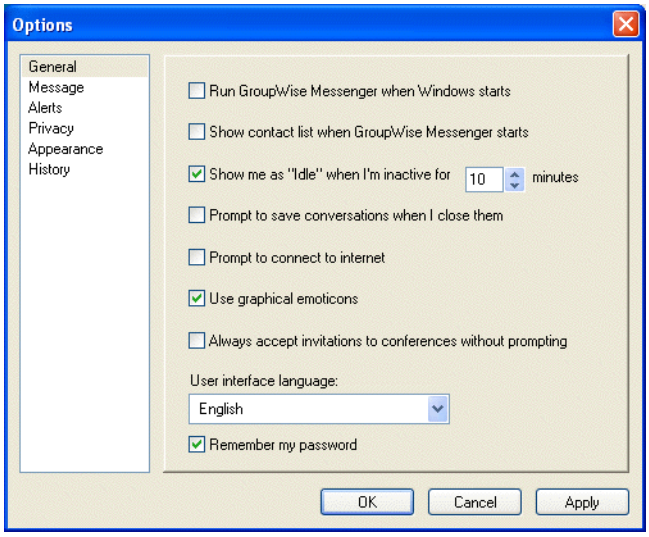
1. Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.
2. Click *General*.



3. Select or deselect *Always accept invitations to conferences without prompting*.
4. Click *OK*.

8.9 Specifying the Interface Language

1. Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.
2. Click *General*.



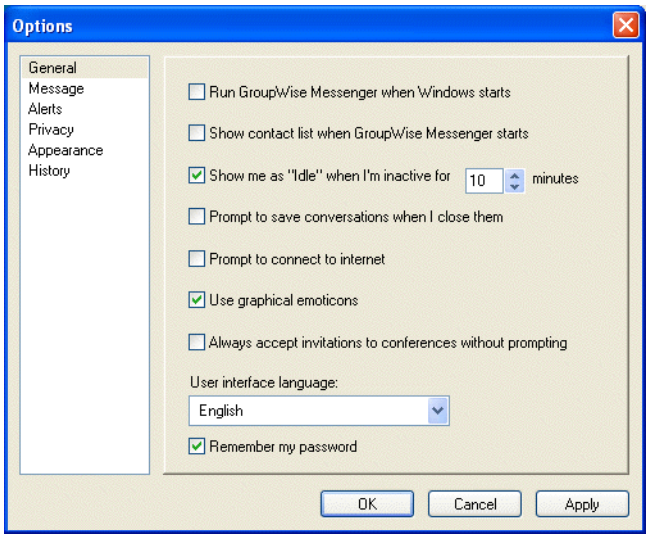
3 Select the user interface language in the *User interface language* drop-down list.

4 Click *OK*.

8.10 Specifying to Remember Your Password

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *General*.



3 Select or deselect *Remember my password*.

4 Click *OK*.

8.11 Specifying the Font of Composed Messages

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *Message*.

3 Click *Change* (next to *Default font when i compose messages*).

4 Make font selections, then click *OK*.

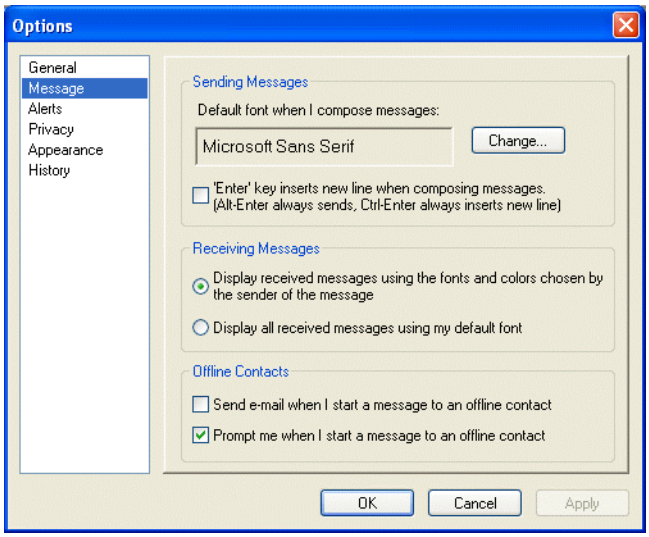
5 Click *OK*.

8.12 Specifying How the Enter Key Works

By default, pressing the Enter key sends the message you are composing. You can change this so that the Enter key inserts a new line into your message.

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *Message*.



3 Select *Enter key inserts new line when composing messages*.

4 Click *OK*.

Ctrl+Enter and Shift+Enter always insert a new line and Alt+Enter always sends a message.

8.13 Specifying the Font of Received Messages

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *Message*.

3 Select one of the options in the Receiving Messages group box.

4 Click *OK*.

8.14 Specifying Offline Options for Contacts

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *Message*.

3 Select one of the options in the Offline Contacts group box.

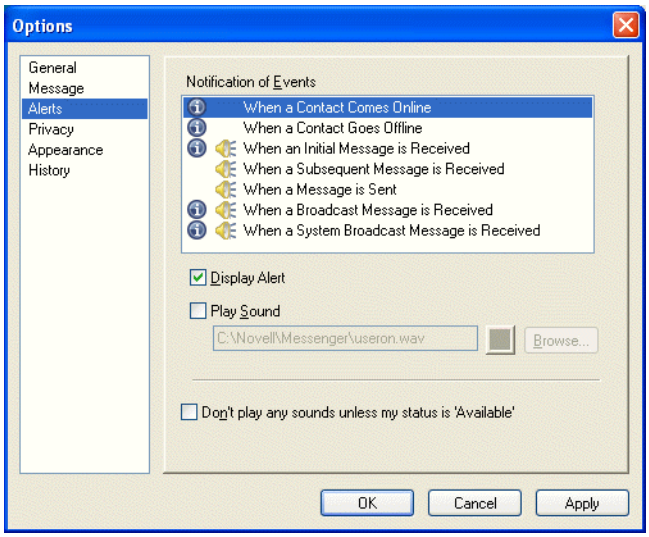
Send e-mail when I start a message to an offline contact is only available in the Windows client.

4 Click *OK*.

8.15 Specifying When You Receive Sounds and Alerts

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *Alerts*.



3 In the *Notification of Events* list, click the event for which you want to specify sounds and alerts.

4 Select or deselect *Display Alert* and *Play Sound*. To change the default sound, browse to a different sound file.

5 (Optional) Select *Don't play any sounds unless my status is Available*.

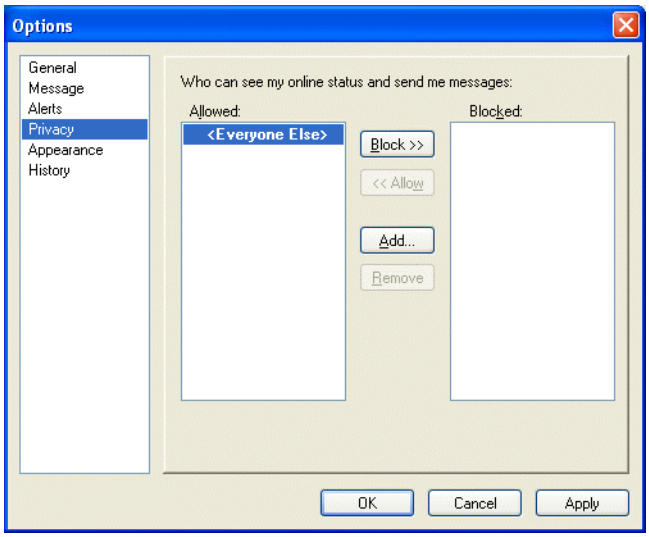
6 Click *OK*.

To mute all sounds temporarily, right-click the Novell Messenger status icon in the notification area, then select *Mute*. Follow the same step to turn sounds back on. If you use mute to turn sounds off, they are turned back on when you exit Novell Messenger and log back in.

8.16 Specifying Who Can See Your Status and Send You Messages

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *Privacy*.



3 Use the *Add* and *Remove* buttons to add and remove users from the *Allowed* and *Blocked* lists.

4 (Optional) Select users and use the *Block* >> and *Allow* >> buttons to move users from one list to the other.

5 Click *OK*.

8.17 Changing the Contact List Appearance

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *Appearance*.

3 Click *Change*, then select the font, the font style, and the font size.

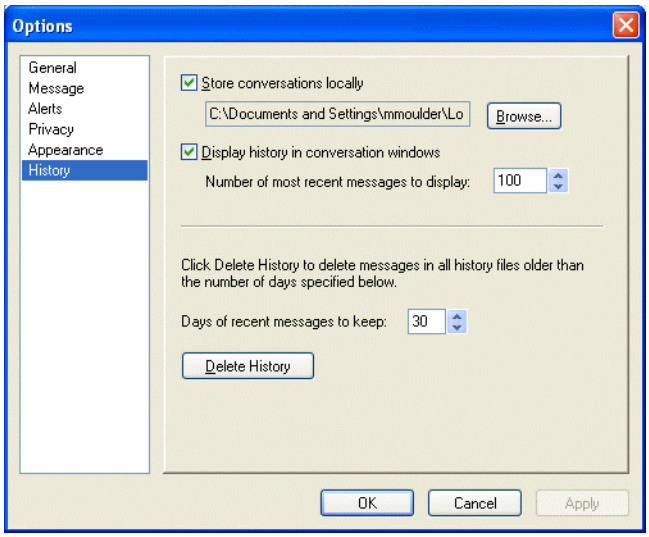
4 Click *OK* twice.

8.18 Changing the History Files Location

You can only specify one location for all the history files. When you move the history file location, new history files are created, and the old content of the history file is not displayed when you view the history.

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *History*.



3 Select *Store conversations locally*.

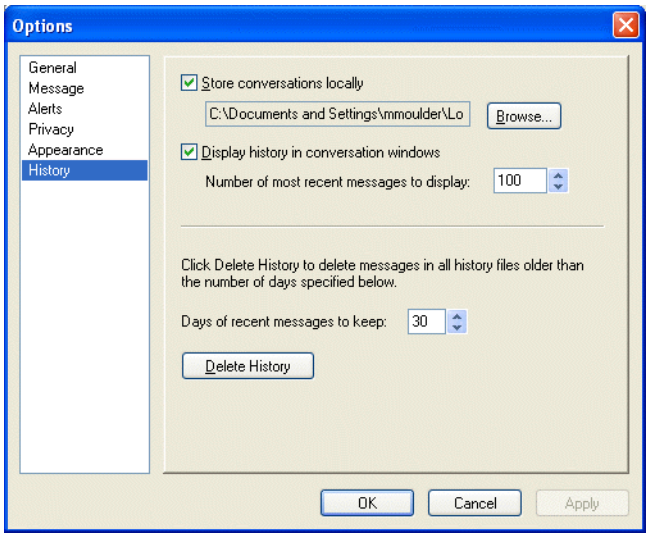
4 Click *Browse*, then browse to the location you want to save the history files at.

5 Click *OK* twice.

8.19 Specifying to Show the History in the Conversation Window

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *History*.



3 Select or deselect *Display history in conversation window*.

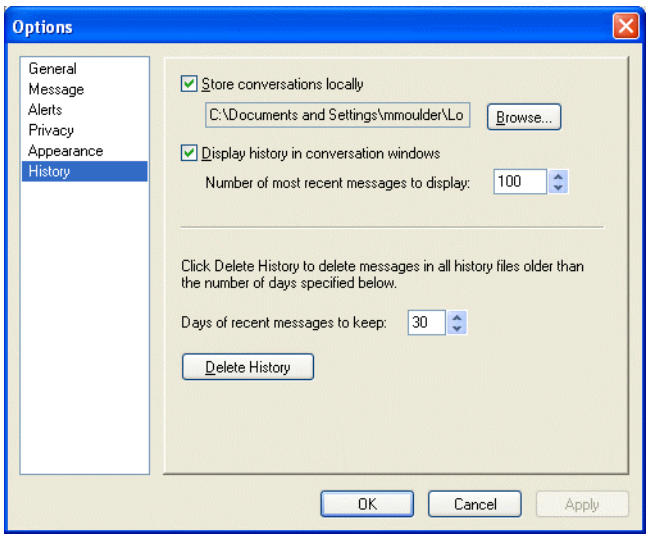
4 Specify the number of recent messages to display.

5 Click *OK*.

8.20 Specifying the Number of Days to Keep the History

1 Click *Tools* > *Options*. For Macintosh, click *Preferences* > *Options*.

2 Click *History*.



3 Specify the number of days to keep messages in the history.

4 Click *Delete History* to delete the history older than the number of days selected.

5 Click *OK*.

8.21 Showing Only Online Contacts

By default, all the contacts in your Contact List display.

1 Click in the header over the Contact List, then click *Show Online Contacts*.

You can also click *View* > *Show Online Contacts*.

8.22 Turning Off the Sound (Windows and Linux Only)

You can turn all sounds off temporarily.

1 Right-click the Novell Messenger status icon in the notification area, then select *Mute*.

2 To turn sounds back on, repeat Step 1.

If you use mute to turn sounds off, they are turned back on when you exit Novell Messenger and log back in.

For information about specifying when you are notified by sounds and alerts, see Section 8.15, “Specifying When You Receive Sounds and Alerts,” on page 41.

8.23 Using Startup Options

You can use the following startup options on the command line when starting Novell Messenger:

Startup Option	What It Does
/l-*xx*	Sets the user interface language. *XX* is the two-letter ANSI language abbreviation.
/background	Starts Novell Messenger without showing the main window.
/u-*xxx* or /@u-*xxx*	Specifies what user ID to log in with. *XXX* is the user ID.
/ipa-*xxx*	Specifies the IP address to log in with. *XXX* is the IP address.
/ipp-*xxx*	Specifies the IP port to log in with. *XXX* is the IP port.
/import-*filename*	Imports a specific contacts list. *filename* is the `.nmx` file.
/multi	Starts multiple instances of the Novell Messenger client.

The following options can be used both on the command line and in a browser window, such as Internet Explorer.

Option	What It Does
nim:launchNM	Opens Novell Messenger.
nim:startIm	Opens the Invite dialog box.
nim:startIm?username=*username*	Starts a conversation with *username*.
nim:startIm?username=*username*&message=*message*	Sends a specific message to *username*. For example: nim:startIm?username=AAdams&message=Good+morning.
nim:addContact	Brings up the Add Contact dialog box.
nim:addContact?username=*username*	Opens the Novell Messenger main window with *username* added to the Contact List. The name is added to the root level of the contact list and not to a specific folder. For example: nim:addcontact?username=AAdams.
nim:addContact?username=*username*&foldername=*folder_name*	Opens the Novell Messenger main window with *username* added to the Contact List. The name is added to the folder named *folder_name*.
nim:import?filename=*filename*	Imports the contacts in the .nmx file *filename*.
nim:invite	Opens the Invite dialog box. (same as nim:startim)
nim:close	Closes the Novell Messenger main window but does not exit Novell Messenger.
nim:exit	Exits Novell Messenger.
nim:open	Opens the Novell Messenger main window.
nim:preferences	Opens the Options dialog box.
nim:joinChat?roomname=*roomname*	Joins the specified chat room when Messenger starts.

Using Novell Messenger from Within GroupWise (Windows Only)

9

The following Novell Messenger options are available within GroupWise:

- Section 9.1, “Displaying Messenger Presence in GroupWise (Windows Only),” on page 47
- Section 9.2, “Sending an Instant Message,” on page 47
- Section 9.3, “Displaying the Novell Messenger Contact List,” on page 47
- Section 9.4, “Specifying Whether to Start Novell Messenger When GroupWise Starts,” on page 48
- Section 9.5, “Displaying Novell Messenger Options,” on page 48

For Novell Messenger to work with GroupWise, you must be using the Windows client for both.

9.1 Displaying Messenger Presence in GroupWise (Windows Only)

With the GroupWise Client for Windows, you can see the presence information for a user. The presence information is displayed in the Quick Info for the *To* field when sending a message, in the Quick Info for the *From* field of messages that you have received, and in the Quick Info for contacts in your Address Book.

To display the Quick Info, hold your mouse cursor over the contact and the Quick Info displays after a short period.

You can send a message to contacts who are online by clicking the presence status.

9.2 Sending an Instant Message

1. In GroupWise, click *File* > *New*, then click *Instant Message*.

   or

   Click the presence status for a contact. Continue with Step 4.
2. Click the person you want to send a message to.

   or

   Click the *Find User* button to search for a person who is not in your Contact List.
3. Click *OK*.
4. Type the message.
5. Press Enter, or press Alt+Enter.

9.3 Displaying the Novell Messenger Contact List

1. In GroupWise, click *Tools* > *Messenger*, then click *Contact List*.

9.4 Specifying Whether to Start Novell Messenger When GroupWise Starts

1. In GroupWise, click *Tools* > *Options*.
2. Double-click *Environment*.
3. On the *General* tab, select or deselect *Launch Messenger at startup*.

If you are running both GroupWise and Novell Messenger and you exit GroupWise, Novell Messenger continues to run until you exit it also.

9.5 Displaying Novell Messenger Options

1. In GroupWise, click *Tools* > *Messenger*, then click *Preferences*.

Using Novell Messenger with Novell Conferencing

10

You can use Novell Messenger 2.1 and later to start a Novell Conferencing meeting directly from Novell Messenger.

- Section 10.1, “Starting a Novell Conferencing Meeting within Novell Messenger,” on page 49
- Section 10.2, “Accepting an Instant Message Invitation to a Novell Conferencing Meeting,” on page 50

10.1 Starting a Novell Conferencing Meeting within Novell Messenger

You can start a Novell Conferencing meeting from Novell Messenger only with users who are currently online. You cannot start a meeting from Novell Messenger with users who are offline.

- Section 10.1.1, “Starting a Meeting with Users in Your Contact List,” on page 49
- Section 10.1.2, “Starting a Meeting with Users Who Are Not in Your Contact List,” on page 49
- Section 10.1.3, “Starting a Meeting during a Conversation,” on page 50

10.1.1 Starting a Meeting with Users in Your Contact List

1. In the Contact List, select the user you want to start a meeting with.
2. Right-click the name of the user, then click *Start Meeting*.
3. (Conditional) Specify your Conferencing user ID and password.

   Depending on how your Novell Messenger administrator set up the Conferencing integration, you might or might not have to specify this information.

For information on how to add a user to your Contact List, see Section 5.1, “Adding a Contact,” on page 27.

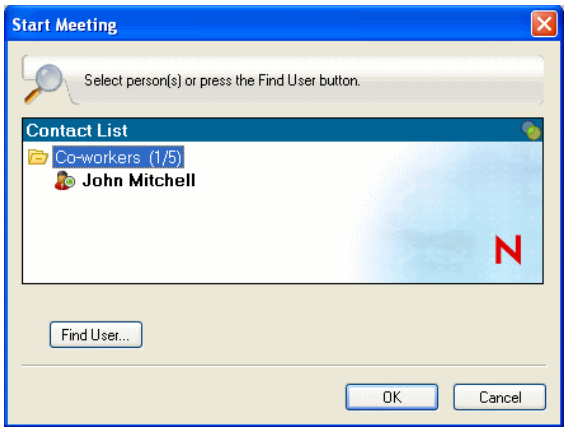
10.1.2 Starting a Meeting with Users Who Are Not in Your Contact List

1. Click *Actions* > *Start Meeting*.

   or

   In the *Actions* panel, click *Start a meeting*.

   The Start Meeting window is displayed.



2 Click *Find User*, then search for the user based on the name or user ID.

3 Click *Next*.

4 Select the user you want to start a meeting with, then click *Finish*.

10.1.3 Starting a Meeting during a Conversation

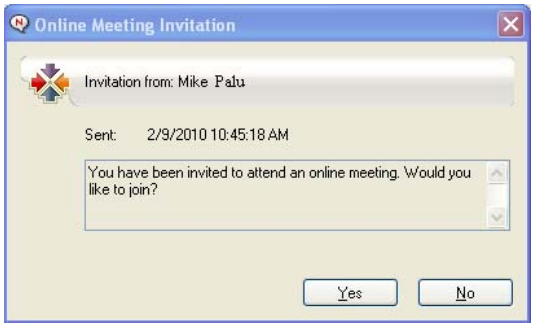
1 When you are in a conversation, click *Actions* > *Start Meeting*.

For information on how to start a conversation in Novell Messenger, see Section 2.1, “Sending an Instant Message,” on page 13.

10.2 Accepting an Instant Message Invitation to a Novell Conferencing Meeting

When you are invited to attend a Novell Conferencing meeting via Novell Messenger, the Online Meeting Invitation dialog box is displayed.

Figure 10-1 *Meeting Invitation*



To accept the meeting invitation:

1 Click *Yes*.

You are admitted to the meeting.