

Communicator Web Access

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May 2011
Version 2

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Communicator Web Access

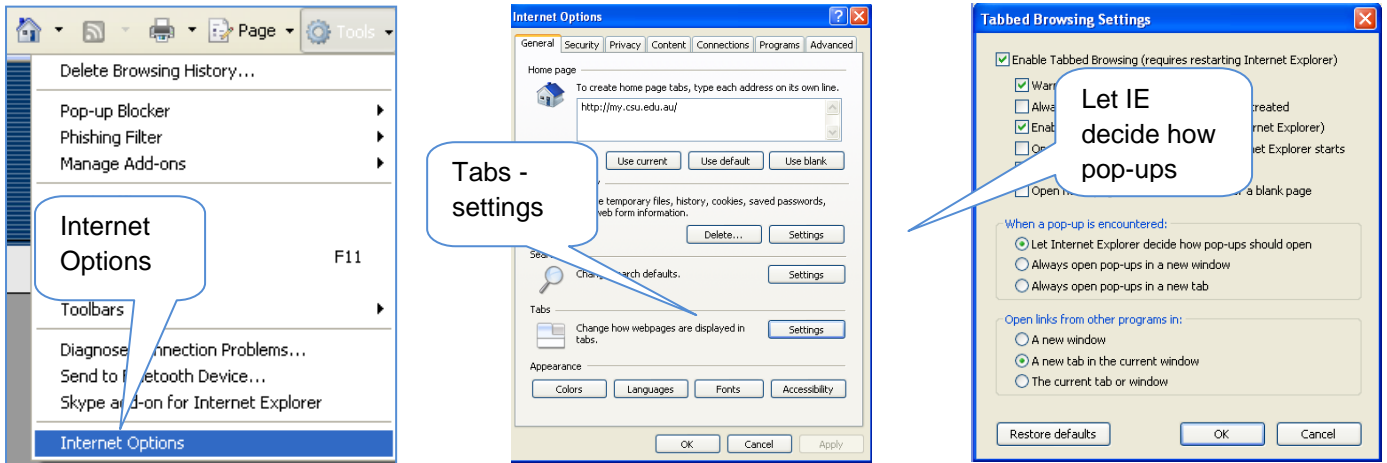
You can access Microsoft Office Communicator from your Web Browser.

Setting up your browser to use Communicator via the web

The first action you need to take when you wish to use Communicator via the web is to turn off the 'Pop-up blocker'.

Using Internet Explorer 7

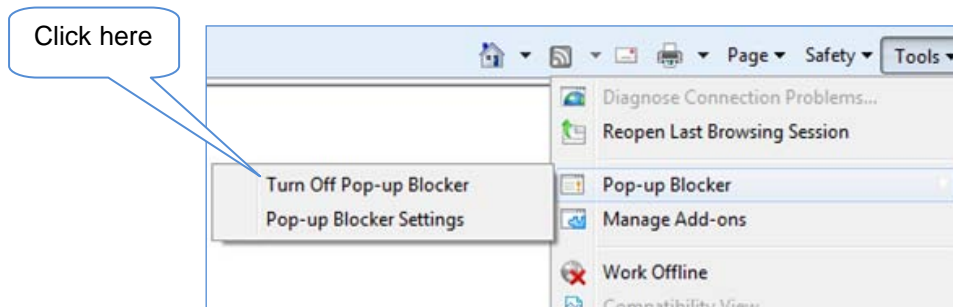
Go to Tools, Internet Options, and on the General tab, go down to 'Tabs' and select settings. From the available options make sure that you select 'Let Internet Explorer decide how pop-ups should open' from the second group of options. See below:



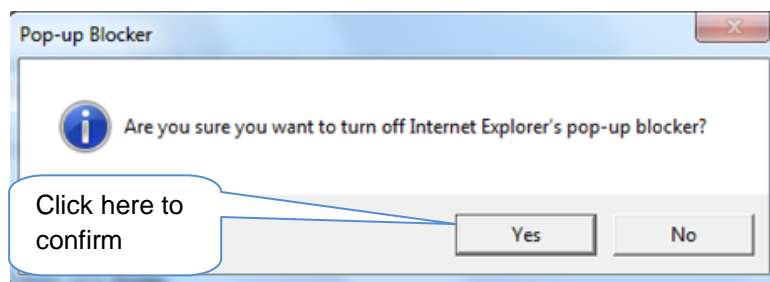
Select OK, then OK again

Using Internet Explorer 8

Go to 'Tools', 'Pop-up Blocker', choose 'Turn Off Pop-up Blocker'.

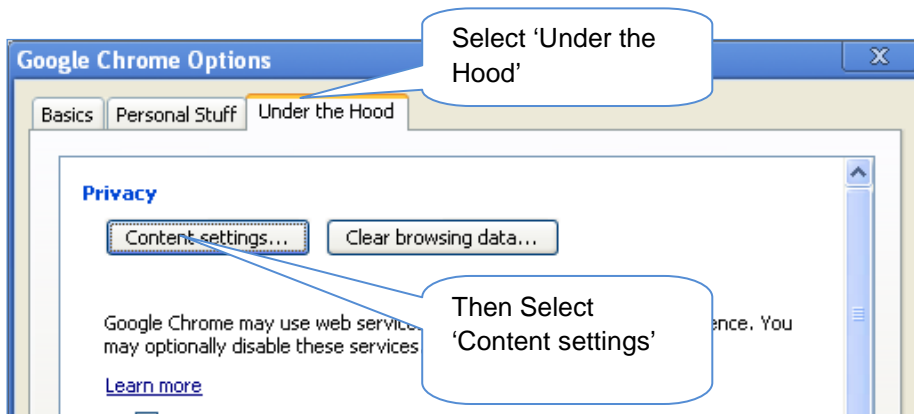


You will then see a window asking you if you are sure you want to turn the 'Pop-up blocker' off. Select 'Yes'

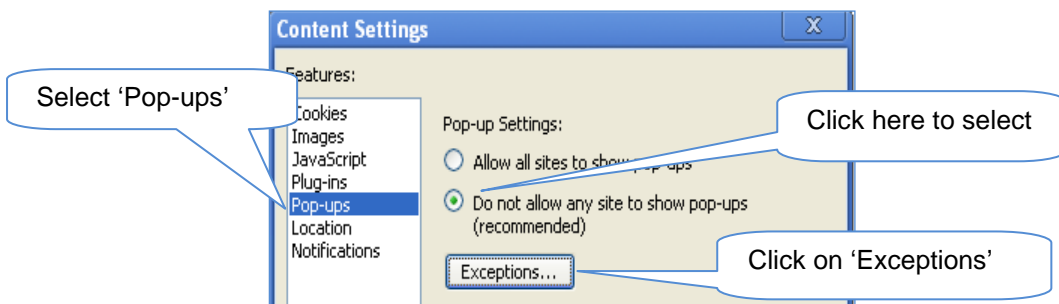


Using Google Chrome

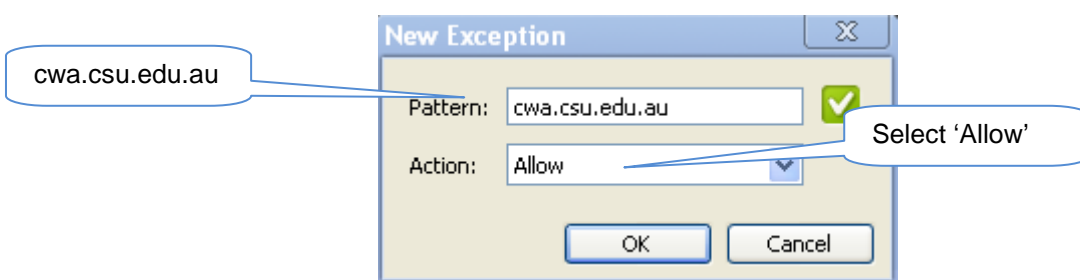
To turn off your 'Pop-up blocker' in Google Chrome go to 'Tools', choose 'Options', click on the 'Under the Hood' tab, and choose 'Content Settings'.



Select 'Pop-ups' and click on 'Do not allow any site to show pop-ups', then click on the 'Exceptions' tab.



From the resulting window select 'Add', then enter 'cwa.csu.edu.au' into the 'Pattern' box, select 'Allow' from the drop down window, then click on OK.



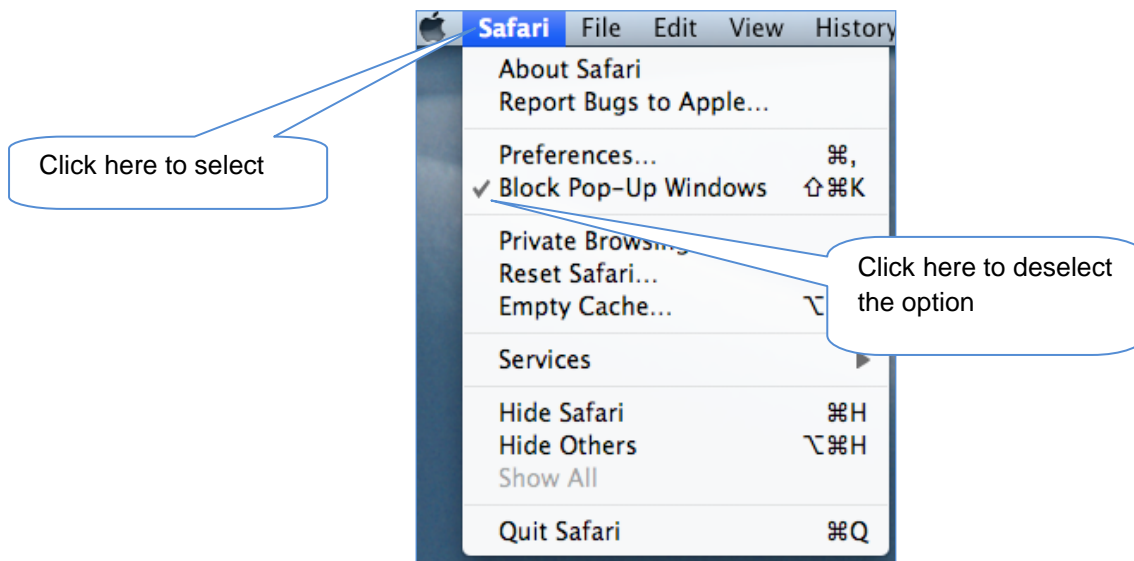
Using 'Firefox'

To turn off your 'Pop-up blocker' in Firefox go to 'Tools', choose 'Options', click on the 'Content' tab, leave the tick in the top option 'Block popup windows'. Next to this you will see an option for 'Exceptions'. Select this option and type in the address for 'Communicator Web Access'. This will ensure that all pop-ups are blocked, except for those needed for 'CWA' to run on your computer.



On a Macintosh using 'Safari'

To turn off your 'Pop-up blocker' in Safari, go to the 'Safari' link and click on 'Block pop-up windows'. Remove the 'tick' from next to the entry.



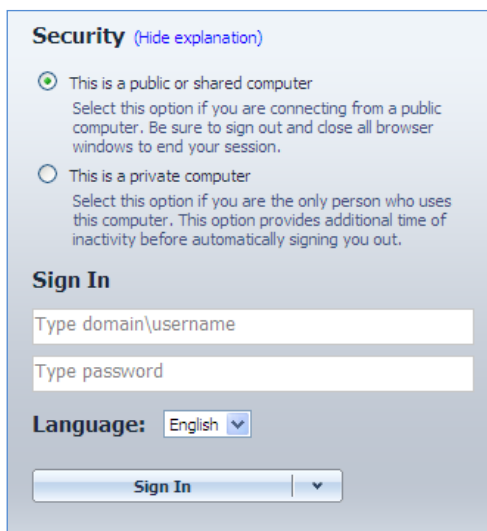
Once you have made sure that you are allowing 'Pop-ups' you can go to the 'Web Access to Communicator' web page

Connecting to Communicator Web Access

Type in the address: <https://cwa.csu.edu.au>.

You will see the following screen.

The first thing you need to do is to choose between the two 'Security' options. The options and an explanation of these options are displayed below:



Security (Hide explanation)

This is a public or shared computer
Select this option if you are connecting from a public computer. Be sure to sign out and close all browser windows to end your session.

This is a private computer
Select this option if you are the only person who uses this computer. This option provides additional time of inactivity before automatically signing you out.

Sign In

Type domain\username

Type password

Language: English ▾

Sign In ▾

The Default is the first Option '*This is a public or shared computer*'. If you choose this option you will be logged out after 15 mins of inactivity. You should use this option if you are logging in from a Computer Lab, Internet Café etc.

The other option is '*This is a private computer*'. You should select this option if you are using your personal computer.

Next you need to enter your domain\username and password. The domain is 'csumain'. Then click on 'Sign In'



Sign in here

Microsoft Office Communicator Web Access

Important: Before you sign in, turn off pop-up blocking software for this Web site. [Get help with pop-up blockers.](#)

Security (Show explanation)

This is a public or shared computer
 This is a private computer

Sign In

csumain\sdixon

.....

Language: English ▾

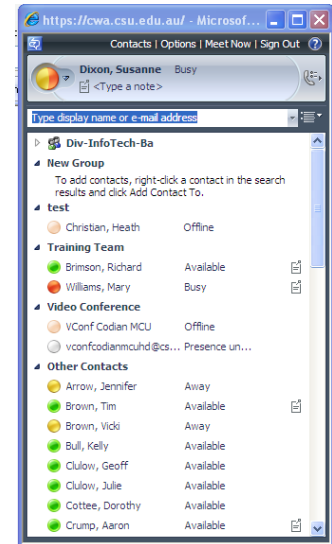
Sign In ▾

Password here

You will then see this screen:

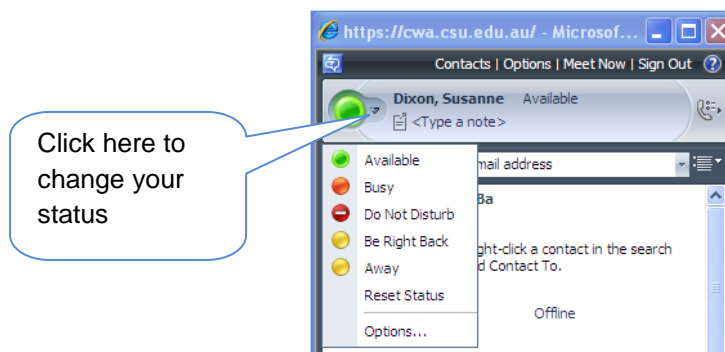
This is your 'Office Communicator' window.

This window works basically the same as your desktop Microsoft Office Communicator with similar functionality but there are some small differences.



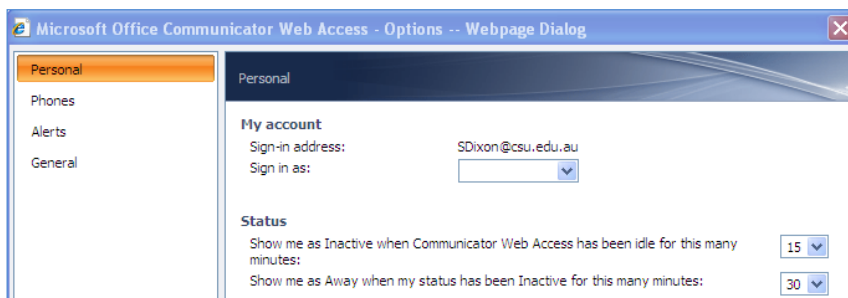
Menus

Availability – by selecting the arrow icon you will see the following options for you to change your status as you will appear to other users



Options

If you select 'Options' you will be see the following:

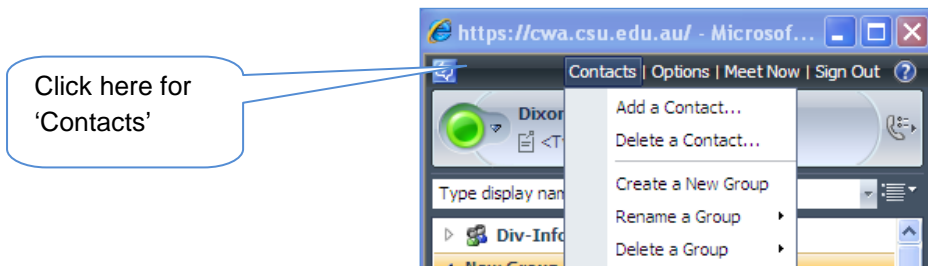


In this window you can change the following:

- Personal details- such as your sign in address, and status
- Phones – Your phone numbers and whether or not you wish to share them
- Alerts – you will be able to set up when you receive alerts and how you receive them
- General – you can set up how you want your messages to look, for example, you can set the font and size of your text

Contacts

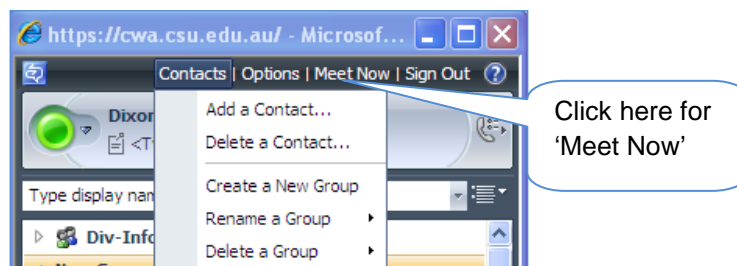
At the top of the window you will find the 'Contacts' tab. By selecting this tab you can change the following:



- Add a contact – Search for a contact
- Delete a contact – select a contact and delete from your contact list
- Create a new group – gives you the option to create a group, give it a name, and add members to it
- Rename a group – will give you a list of your groups with the option to rename them
- Delete a group - will give you a list of your groups with the option to delete either one or all of them

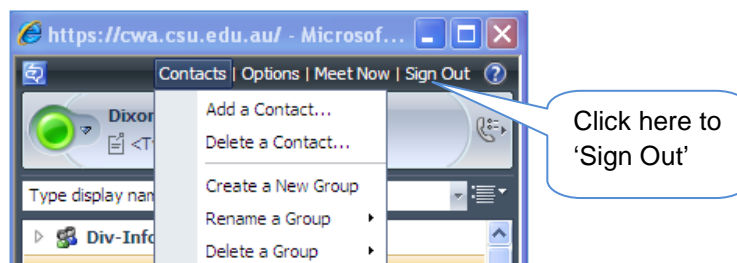
Meet Now

The 'Meet now' tab will launch a new meeting allowing you to invite users to a meeting, join a teleconference, or share your desktop



Sign Out

This option allows you to 'Sign out' of your current Communicator session

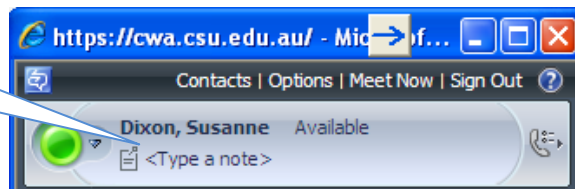


Displaying a Personal Note

In the Contact List, you can type a personal note that other people can view alongside your presence information.

To type in a personal note click on <type a note>

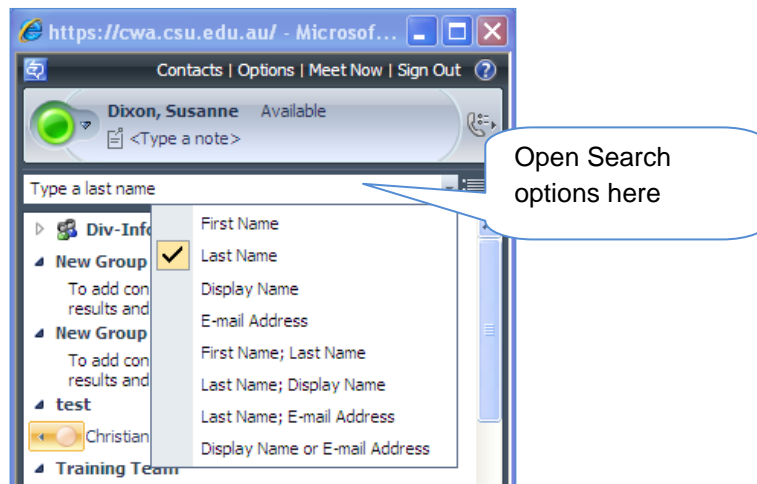
Click here to type in a personal note



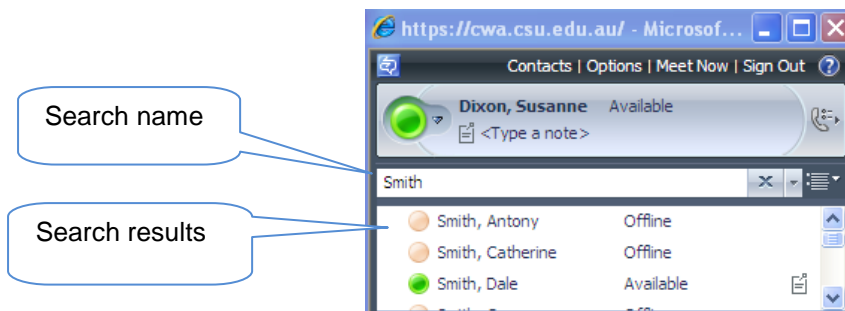
Selecting a Contact and sending them a message

Selecting a contact

You can customise the way you search for contacts. You have a number of options which you can set to search by. See below:



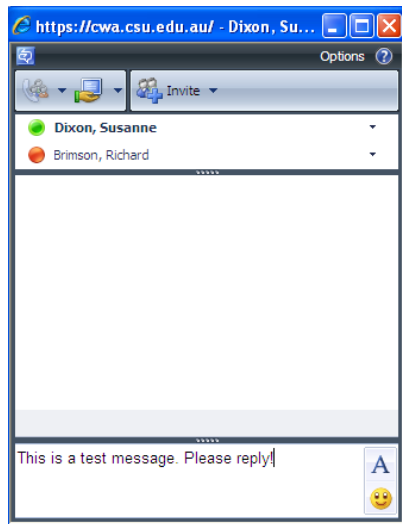
Once you have selected the option you would like to search by you just need to type the information into the search box and press enter. See below:



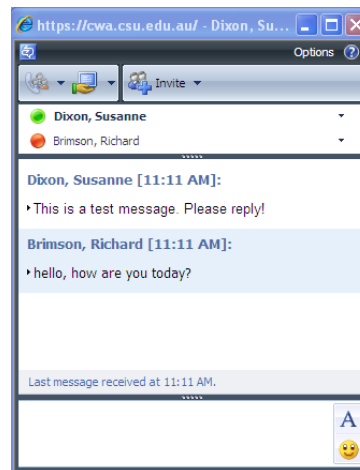
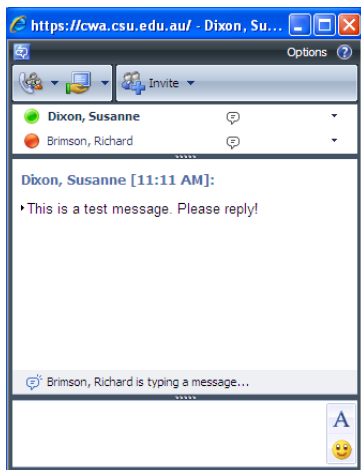
It is then just a matter of selecting which entry is your desired recipient and clicking on their name.

Sending a message

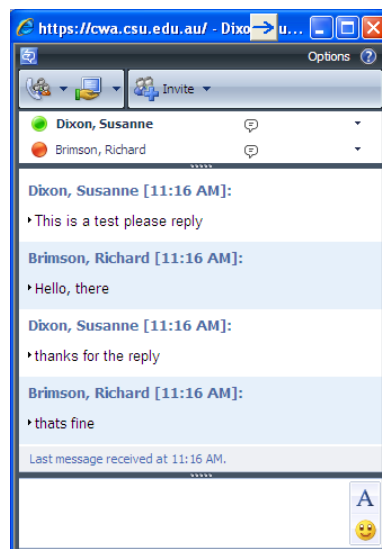
When you have selected your recipient you will see the following window. Type your message in the lower part of the window and then press enter.



When the recipient receives the message and replies you will see in the window that they are typing a reply to your message. Their message will then appear below your original message to them.



The message progress will take this form:



Note: Microsoft Office Communicator is not available in the Thin Client environment. In this environment Communicator Web access (CWA) is your only option whether that be through the browser in Thin Client or from the machine you are working on.