Microsoft Office Messenger for Mac is a collaboration tool that will enable faculty, staff and students to communicate quickly and easily from their computers. With Messenger for Mac you have the ability to send text messages in real time over the network securely via Instant Messaging, support for peer-to-peer file transfer functionality, Office Word integration to send relevant documents using the Reviewing toolbar, and external instant messaging client connectivity to AOL, MSN and Yahoo.

The following table lists the features and capabilities of Microsoft Office Communicator 2005 and Messenger for Mac. Features marked with an * are available in the Microsoft Office Communicator 2005 client but will not be part of the services available at Columbia Business School.

<table>
<thead>
<tr>
<th>Features and Capabilities</th>
<th>Communicator 2005 (Windows)</th>
<th>Messenger for Mac Version 6.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instant messaging</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>File transfer</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>** Application sharing</td>
<td>Yes</td>
<td>Unavailable</td>
</tr>
<tr>
<td>** Whiteboard sessions</td>
<td>Yes</td>
<td>Unavailable</td>
</tr>
<tr>
<td>* Telephony (PC-to-phone)</td>
<td>No</td>
<td>Unavailable</td>
</tr>
<tr>
<td>** Video conversation</td>
<td>Yes</td>
<td>Unavailable</td>
</tr>
<tr>
<td>** Voice chat</td>
<td>Yes</td>
<td>Unavailable</td>
</tr>
<tr>
<td>Remote assistance</td>
<td>Yes</td>
<td>Unavailable</td>
</tr>
<tr>
<td>* Private Branch Exchange (PBX) integration</td>
<td>No</td>
<td>Unavailable</td>
</tr>
<tr>
<td>* Public Switched Telephone Network (PSTN) conferencing</td>
<td>No</td>
<td>Unavailable</td>
</tr>
<tr>
<td>Microsoft Office integration</td>
<td>Yes (Presence in MS Outlook)</td>
<td>Yes (MS Entourage Projects and MS Word 2004 Reviewing toolbar)</td>
</tr>
<tr>
<td>Public instant messaging connection (PIC)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* Feature available in Microsoft Office Communicator 2005 but will not be part of the services available at Columbia Business School.
** Features are only available if you are on Columbia Business School network. Off-campus and campus housing will require the use of a VPN client.
Microsoft Messenger for Mac


2. A Microsoft Messenger window will open, double-click on the “Microsoft Messenger.app” to begin installation. (Figure 1)

![Figure 1](image1)

3. The Microsoft Messenger Setup Assistant will open, click Next. (Figure 2)

![Figure 2](image2)

4. After you read the Terms of Use, click Next and then Accept. (Figure 3 & 4)

![Figure 3](image3)
5. In Step 4 of the Setup Assistant, select Corporate Account then click Next. (Figure 5)

6. If you would like to setup your Personal Account at this time, you can do so as well, otherwise proceed to Step 6, setting up your account information for the organization’s Live Communications Server. (Figure 6)
   a. In the E-mail address field, type in your GSB E-mail address (i.e. tsmith06@gsb.columbia.edu)
   b. In the User ID field, type in gsb\your username (i.e. gsb\tsmith06)
   c. In the Password field, type in your Exchange password, and select if you would like it to be remembered or not.
   d. Then click on Next.
7. **Step 7** completes your setup, you can select to have Messenger be placed on the Dock or Start up when you start your computer on this screen. Once you’ve selected your options, click on **Finish**, Microsoft Messenger will immediately startup. (Figure 7)

![Microsoft Messenger Setup Assistant](image)

(Figure 7)

8. Once Microsoft Messenger starts up, you should see a window for Corporate Contacts. (Figure 8)

![Corporate Contacts](image)

(Figure 8)
9. To add a contact to your list, click on the **Add** button, a window will open called, “Add a Contact”, simply type in the email address of the contact you wish to add. If the contact person is associated with the Business School, the search will look through the Exchange Global Address Book, otherwise type in the information for your personal contact. After you type the e-mail address of the person you wish to add, click on **Next**. (Figure 9)

![Add a Contact](image1)

**Figure 9**

10. Once you click on **Next**, a confirmation window will open once you have successfully added your contact’s information. (Figure 10)

![Add a Contact](image2)

**Figure 10**

11. If you would like to change your “presence” status manually, click on the messenger icon and select the option you wish to display to your contacts. (Figure 11)

![Messenger](image3)

**Figure 11**