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iNotes and Sametime— Chatting from the Web

Up to this chapter, the assumption has been that you are sitting at your own computer and that you have Sametime installed on that specific desktop or laptop. But in today's world of wireless connectivity, multiple computers, internet cafés, and so on, is that completely realistic? What if your laptop crashes while you're visiting the branch office in another country, and it'll be two weeks before you can get back and get your laptop fixed? Can Sametime adapt to a worst-case scenario such as that?

Well, of course! If you're running the web version of the Notes e-mail system known as iNotes, you can easily have Sametime up and running just by signing on to your e-mail through a web browser. If you're used to running the embedded version of Sametime in the Notes client, you'll hardly be able to tell the difference.

In this chapter, you'll learn how to:

- Set the Sametime preference in iNotes
- Log into Sametime from iNotes
- Chat with others using Sametime from iNotes
- Display Sametime contacts in the iNotes sidebar
- Add new contacts to Sametime in iNotes
- Set and change your availability status in Sametime for iNotes
- Launch the Help files for Sametime in iNotes

Using Sametime in iNotes

Let's talk a little bit about iNotes. iNotes is the Lotus Notes web client. It works with browsers like Microsoft Internet Explorer, Mozilla Firefox, and Apple Safari. To get started using iNotes, you will need to login with a user ID and password that your e-mail administrator has given you. Your company or organization may have a central website for you to use to login, like `webmail.companyname.com`, so that the login URL is easy to remember. Some possible uses for iNotes and Sametime include:

- Beza uses a netbook and doesn't want to install either the Notes client or Sametime Connect client. Sametime in iNotes allows him to contact his friends and colleagues.
- Maja primarily works from a kiosk. She can use iNotes and Sametime to access her e-mail and her company's directory.
- Tatiana is traveling without her laptop. She'd like to connect with her team members. She's stopped at an internet café where she's able to login to iNotes and Sametime.

When you first login to iNotes you should see your inbox displayed. iNotes has several modes: Full Mode, Lite Mode, and Ultralite Mode. Each of these modes has specific features. We're going to focus on Full Mode as that is the version that allows you to login to Sametime. The following figure shows an iNotes Mail inbox. If you are using the Home tab or Welcome page as it was previously called, your opening page may display a slightly different view when you open iNotes.

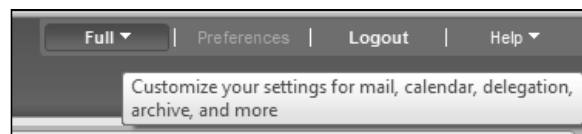


If you're used to using Notes as your e-mail client, you'll notice a very strong similarity to the Notes 8.x mail client, so you should already be pretty comfortable with the display on the screen.

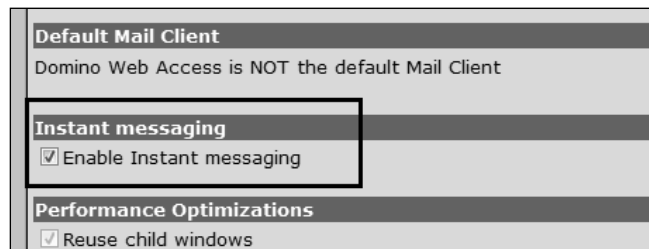
Enable instant messaging

Because you are using Sametime in a web browser, there are far fewer preferences that are available to you. This is because, in a web browser, you don't have the ability to control a rich Sametime client as you do when you're running within the Sametime Connect client. The web browser version of Sametime is meant to deliver a basic set of functionality that works regardless of what type of computer you're using.

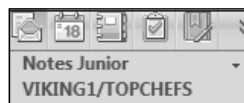
The first thing you need to make sure of is that Sametime is enabled to run within iNotes. You do this by launching the iNotes preferences in the upper-right corner of your browser window:



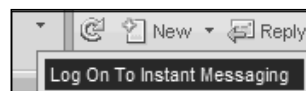
When you click on the **Preferences** option, you'll see a list of iNotes preferences, one of which allows you to enable Instant Messaging.



After you select the **Enable Instant messaging** option, click on **Save** and **Close**. This saves the preference in your iNotes profile. At this point your screen will refresh and you'll notice a new twisty icon just below the toolbar above your name in the inbox.



In order to get Sametime started, click on the twisty icon and highlight the option to **Log On To Instant Messaging**. Once you're logged in you'll notice your awareness changes to **Available**.



If you have never launched Sametime in iNotes before, the browser has to load a Java application called STLinksApp to allow Sametime to work properly. You'll see the following warning box, and you click on **Run** to let the browser load the application and launch Sametime.

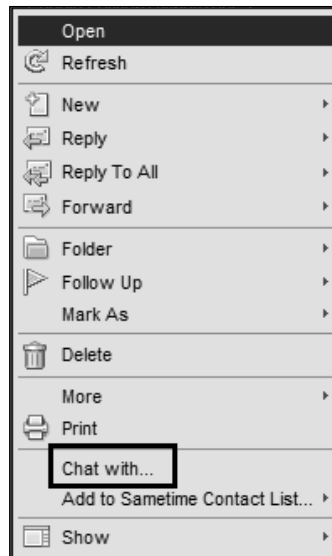


Be sure to select **Always trust content from this publisher** and **Run**. The wording for these options may vary slightly with the browser you are using. It is very important that you select this application to run. Some of the functionality we describe later may not work if it has not been installed. Check with your systems staff regarding your default browser settings and whether or not you have the system authority to run these types of Java applets.

Chatting from iNotes

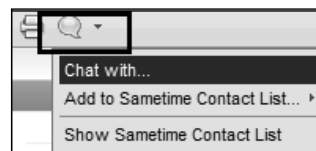
Now that you've logged into Sametime, you may notice that your contacts are showing their Sametime status in the iNotes inbox. Do you want to start a chat with one of them? You've got several methods for doing just that.

The first option you have is to right-click on an e-mail that shows online awareness for a contact. When you do so, a drop-down menu appears as shown in the following screenshot:

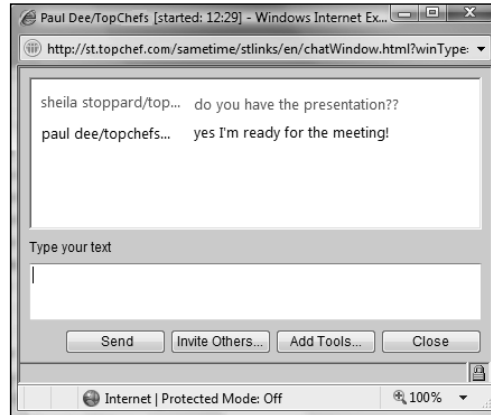


Select the **Chat with...** option. Once you do that, a new chat window will appear. From the same menu you can also select **Add to Sametime Contact List**. This allows you to add the person to your Sametime Contact list. Remember, this list is stored on the server, so if you use Sametime elsewhere your contacts will follow you!

Another option to start a chat is by choosing the Sametime conversation icon in the iNotes toolbar and selecting **Chat with** from the pull-down dialog box. This same dialog also allows you to **Add to the Sametime Contact List...** or **Show Sametime Contact List**.

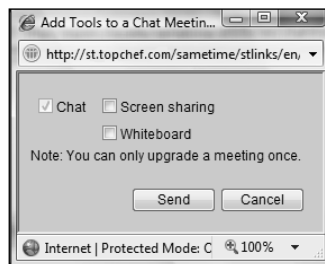


When you begin a chat a new chat window pops up. Be sure that your browser has been configured to support pop-up browser windows, or the chat window may end up being blocked. The window will look something like this:



As you see, the chat window in iNotes doesn't look quite the same as the chat window in the Sametime Connect or Sametime Embedded client. One important item to note is that the chat window doesn't have the same toolbar that you've been used to seeing. It does however show the encrypted icon, so the chat conversation is encrypted. The rich text features that you are used to seeing in the Sametime Embedded client and the Sametime Connect client aren't available either. So you can't change fonts or include graphic items. You can invite others to the chat, so you can hold a group chat. However, you cannot hold a voice or video chat through Sametime iNotes. If your colleagues send you emoticons they will be converted to the text versions of the standard emoticon set. Because you're working in a browser environment, it is probably a good idea to keep your conversations short and to the point, as you don't want to time out of your browser session. If this happens frequently, check with your Domino and Sametime administrators.

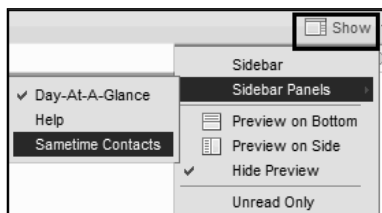
If screen sharing and whiteboarding are configured for your Sametime server you'll see the **Add Tools** button. Clicking the **Add Tools** button allows you to start a screen sharing or a whiteboarding session in your browser.



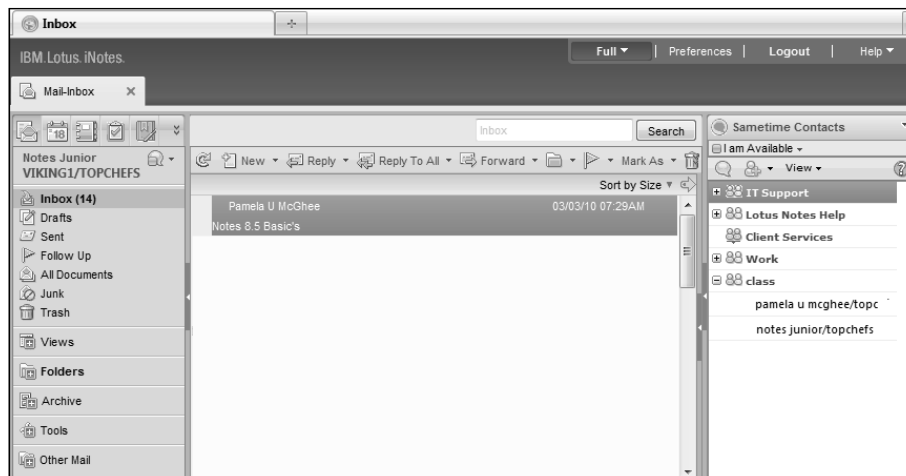
If you select either of those options, you will be taken to a new web page that allows you to share your web browser screen or access the whiteboard function in the Sametime Meeting Room.

Displaying Sametime contacts in the sidebar

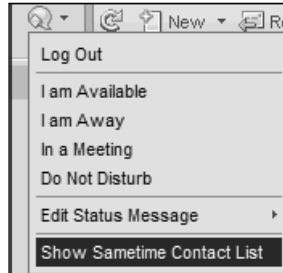
A new feature of iNotes 8.5.x is the iNotes sidebar. The sidebar panels allow you to customize your iNotes environment to look more like your Notes client environment. You can change your preview pane settings, add your **Day-At-A-Glance** appointments, view **Help** or view your **Sametime Contacts**. To do that, click on the **Show** option drop-down arrow on the far right side of the browser window. This gives you a menu of options, one of which is to open the **Sidebar Panels** and to make sure **Sametime Contacts** is one of the displayed panels.



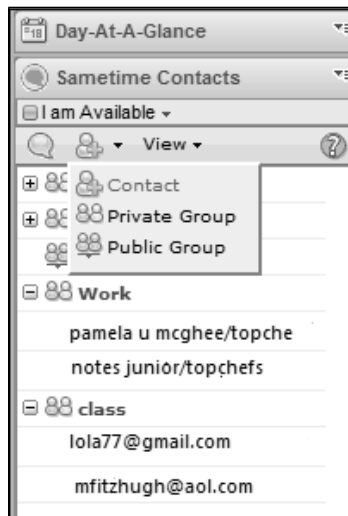
When the application finishes loading, the Sidebar is opened, and the selected panels are displayed. Since you selected **Sametime Contacts** as one of your options, it now appears very much like a Sidebar gadget in the Notes 8.x client. Your Sametime contact list with your groups and contacts will be displayed.



You can also open the sidebar from the Sametime Log on button by selecting **Show Sametime Contact List**. This will display the Sametime contact list in the sidebar.

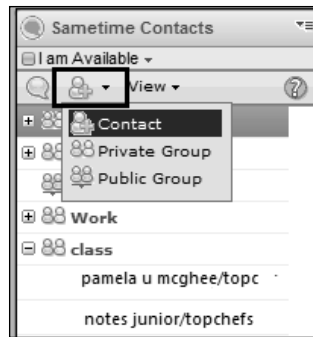


Clicking on the icons in the Sametime header bar shows various drop-down menus for you to use in setting display preferences, adding contacts, adding groups, and starting chats.



Adding and managing contacts

Adding contacts in iNotes Sametime is just about as easy as adding them in any other version. When you click on the Person icon drop-down arrow, you see a menu that allows you to add a contact, a private group, or a public group to your contact list.

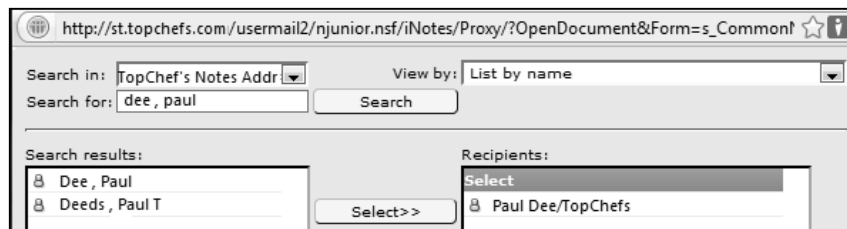


If you right-click on a name in the Sametime sidebar, you'll get a different menu of options allowing you to edit the person's nickname, start a chat, send an e-mail message, configure your display preferences, or even remove the person's name from your Sametime list.

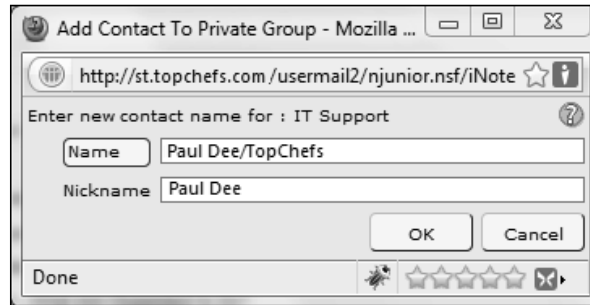


Clicking on the option to add a person gives you a new browser window that allows you to either enter the name manually if you know it or to call up a directory listing so that you can choose a name. To choose a name from the directory list, click on the **Name** button.

The **Name** button brings up a directory dialog browser screen that is similar to what you've seen before. Enter the name of the person to search for and click **Search**. This returns a list of names that match your search criteria. Click the name that you want to add and click on the **Select** button to move it into the Recipients list. When your list is done, click on the **OK** button.

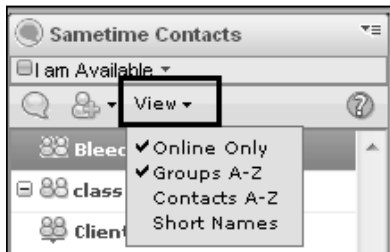


The name populates your original Add Contact window, and you click on **OK** to add it to your contact list permanently.



You can also add the person to the Sametime contact list by right-clicking on their name in your inbox. This will give you the dialog box and option to add them to the Sametime contact list.

One set of options revolve around how your Sametime sidebar panel will display information. If you click on the **View** option drop-down arrow, you will see a number of options that are designed to be turned on or off. To turn the option on, click the option and a checkmark will appear next to it. To turn it off, click it again and the checkmark will disappear.



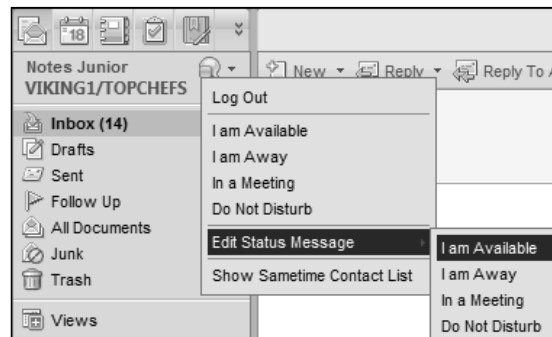
Online Only shows you just the names of people who are signed on to Sametime at the present time. Leaving this turned off means that all your contacts will appear.

Groups A-Z and **Contacts A-Z** will alphabetize your Sametime groups and contacts within the groups. If you turn the option off, the names and groups will appear in the order in which they were added.

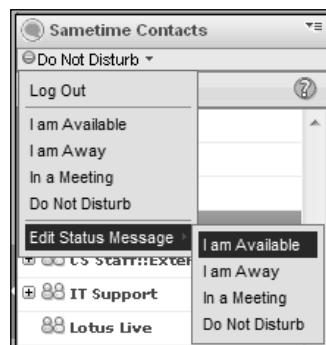
Short Names only show the contact's name without the full organizational information attached to it. The full name of the contact will appear if this option is deselected.

Set and edit your status message

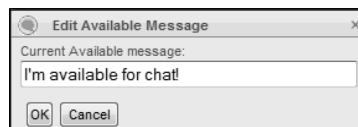
You have the ability to display and edit your status messages in the same way you do with other versions of Sametime. You find this option setting on the left side of your iNotes screen, next to the name of the person who is signed on to this account. If you click on the drop-down arrow next to the Sametime availability icon, you see the options to set **Available**, **Away**, **Meeting**, and **Do Not Disturb** options, as well as editing the message to display something more detailed.



You can also modify your status from the Sametime sidebar. Click on the drop-down arrow next to your status indicator in the sidebar. This will also give you the option to change your status.



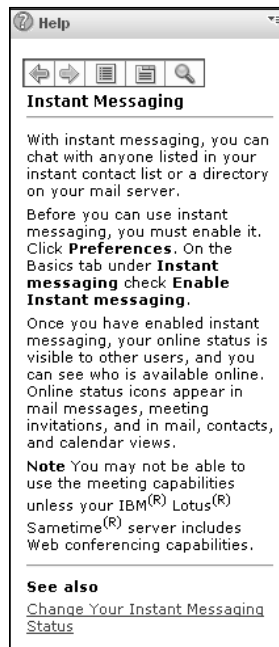
When you choose to edit one of your status messages instead of just using the default status message, you will see a window giving you the option to customize the information shown for your status.



Help! I need somebody!

There's a good chance that regardless of how much we put in this book, you'll have that one question that we didn't think to cover. At that point, you should consult the Help system that comes built into Sametime.

On the Sametime panel, you'll see a question mark icon on the right side of the icon bar. After you click on that icon an additional panel launches in the sidebar that has all the help files for iNotes.



If the first topic that comes up is not for **Instant Messaging**, click on the third icon in the icon bar, the one right after the right-facing green arrow. That gives you a list of topics, one of which is for Sametime Help. You should be able to find the answers to most of your questions there.

Summary

In this chapter, you learned how to start Sametime in iNotes. You learned how to start a chat session as well as how to set and change your availability status messages. You learned how to add contacts as well as set the different preferences that you have available in the Sametime iNotes client. Finally, you learned how to launch the Sametime Help files in the iNotes client.