# Quick Task for JAWS**:**

## ****Microsoft Office Communicator 2007****

### Background

Microsoft Office Communicator 2007 is an add-on for Microsoft Office that uses the Outlook framework to provide instant message capability within the SSA network. It is a fast and convenient way to communicate informally with your coworkers. In this Quick Task document, we cover the most important features of Office Communicator. For a more comprehensive user guide on Office Communicator, please refer to "**Using Jaws with Office Communicator 2007**," located on the OL [Visually Impaired Curriculum](http://learning.ba.ssa.gov/OL/ewd/VIcurriculum.asp) Web page.

### Signing in to Office Communicator

To open Office Communicator:

1. Press **WINDOWS KEY + Q**. If you have previously signed in to Communicator, JAWS will say, "**Office Communicator. Search String edit**."
2. If you have not signed in to Communicator, JAWS will say, "**Office Communicator**” and the Office Communicator window opens with focus on the **Sign-in** button.Press **Tab** to move to the **Sign-in address** field. Enter your SSA email address (same as Outlook; for example, john.doe@ssa.gov) and press **ENTER**.

Focus is now on the **User name** field. Enter your Domain name followed by a backslash (\) and your PIN number. For example, enter BA\123456.

1. Press **TAB** to go to the **Password** field. Enter your LAN password and press **ENTER**.

**Note**: Once you have performed these steps, Office Communicator should launch automatically when you log onto your PC without prompting you for a user name and password.

#### User Tips:

* Whenever Office Communicator is running and your focus is in another application, press **WINDOWS KEY + Q** to switch the focus to Office Communicator.
* Alternatively, you can locate Office Communicator in the Notification Area, also referred to as the System Tray. To access the Office Communicator icon from the Notification Area, press **INSERT + F11**. JAWS will say, “**Select a System Tray icon**.” Use your **ARROW KEYS** until you reach the icon called Communicator and press **ENTER** to activate the list of options.
* Use **ALT + F4** to minimize the Office Communicator window to the Notification Area.

### Sending an Instant Message

To send an Instant Message to someone:

1. After signing into or opening Office Communicator, you will hear JAWS say, "**Search String Edit**." This indicates that you are in the field for searching for a contact. This is also the default location when you open Office Communicator.
2. Type the last name of the person you wish to contact.
3. Enter a comma and then the first name of the person. **Note**: Unlike the Global Address Book in Outlook, typing a space after the comma is optional.
4. When you have entered all or part of the name, press **TAB** three times to move into the **Search Results** list view.

**Note**: As you type, Office Communicator filters the list of names below the **Search String** edit box. If you are not sure of the spelling, just type part of the name.

1. Press the **DOWN ARROW** to read the list and once you hear JAWS announce the name of the person that you wish to contact, press **ENTER**. You will now be in the Conversation window for the selected participant. JAWS will say, "**Input Edit**."

**Note**: Before typing your message, you may want to check the status of your recipient.

1. In the Conversation window, press **SHIFT + TAB** twice to move to the **Participant** list to check the status (e.g., Available, Busy, etc.) of the message recipient.
2. If you send a message to someone who is offline, you will receive a message stating that the message “was not delivered because one or more recipients are offline."
3. Enter the text of your message, and press **ENTER** or **ALT + S** when you are ready to send the message. This will post your message to the Instant Message area of the Conversation window.
4. To review the contents of the message area, press **SHIFT + TAB** and then **CTRL + HOME** to move to the top of the Instant Message window. JAWS says, "**History edit read only**." You can then use standard JAWS reading commands such as **DOWN ARROW** or **INSERT + DOWN ARROW** to read the message.

### Reading an Instant Message

When you receive an Instant Message from someone, you will hear a brief audible alert. To read the Instant Message:

1. Press and hold the **ALT KEY**, then press the **TAB** key repeatedly to cycle among your open windows until you reach the Conversation window. JAWS will read the name of the person who sent the Instant Message and will say, "**Conversation**." Alternatively, you can press **WINDOWS KEY** **+ T** to move to the **Task Bar**. Use the **LEFT** or **RIGHT ARROW KEYS** to move to Office Communicator and press **ENTER** to bring it into focus.

**Note**: If you have multiple Communicator messages open, pressing **Enter** will open the Task Switcher list box. **Down Arrow** to select the conversation you wish to open and press **ENTER**.

1. Press **SHIFT + TAB** to reach the **Message** **History** field, press **Control + Home** to move to the beginning of the message, and then **DOWN ARROW** or **INSERT + DOWN ARROW** to read the message history.
2. Press **ESCAPE** to close the **Message History** area.

#### User Tips:

* While in the History field, press **CTRL + HOME** to go to the beginning of a conversation and press **CTRL + END** to move to the end of a conversation.
* Press **INSERT + TAB** to read the current field prompt.
* To close a **Conversation** window, press **ESCAPE** or **ALT + F4**. This closes the **Conversation** window that has focus, but does not close other **Conversation** windows.

### Responding to an Instant Message

To respond to an Instant Message:

1. When you open a **Conversation** window, your focus is in the **Input Edit** field, where you can respond to Instant Messages.
2. If your focus is not in the **Input Edit** field, press **TAB** or **SHIFT TAB** until you hear JAWS say, "**Input Edit**."
3. Enter the text of your message and press **ENTER or ALT + S** to send it.

To read replies to your message, press **SHIFT + TAB** to move to the Message History. Remember that your focus will be at the end of the Message History. Press **Control + Home** or **Up Arrow** to the most recent addition to the conversation,and then **DOWN ARROW** through the text.

#### User Tips:

* While reading a conversation history, typing automatically moves your focus to the **Input** edit field so you can continue your conversation without the need to press **TAB**.
* To close a **Conversation** window, press **ALT + F4** or **ESC**. This closes that **Conversation** window but does not close other open windows.

### Closing Office Communicator

To close Office Communicator:

1. **TAB** or **SHIFT TAB** until you hear JAWS say, "**Button My Pane Show Menu Button**."
2. Press **SPACEBAR**.
3. Press **UP** or **DOWN ARROW** until you reach the **Sign Out** option and press **ENTER**. You can also press **N** to go directly to the **Sign Out** option while in this menu.

Another way to close Office Communicator is:

1. Press **ALT** to open the **Context** menu.
2. Press **C** to open the **Connect** submenu.
3. Press **N** or **UP** or **DOWN ARROW** until you reach **Sign Out** and press **ENTER**.