Instant Messaging in Exchange 2013

You can use the Instant Messaging feature built into Exchange 2013 to communicate with other members of the College community.

Start an Instant Message (IM) Session
You can sign in to Instant Messaging (**IM**) by selecting your name at the top of the Outlook Web App window then selecting

Next, search for the person you want to send an instant message to. Select IM icon to open an IM session with that person.

Accept an Instant Message (IM) Session
A member of the College community may try to begin an IM session with you. The IM request will appear at the top of your Exchange screen.
Select Accept to begin the chat session.

A dialogue box will open. Type your response in the dialogue box and hit enter.

Change your availability status in IM.
Your availability status can be seen when someone is attempting to chat with you. To change your status, select an option from the list.

Sign out of IM by selecting the Sign Out option from the list.