

## Sametime: Chat Sessions

IBM® Lotus® Sametime® can be used to send and receive online messages. When a user is sending and receiving online messages via Sametime, this is referred to as a chat session.

*To initiate a chat session with a contact:*

Double click the contact's name in the Sametime Contacts list.

A new chat window will open (see Figure 1).

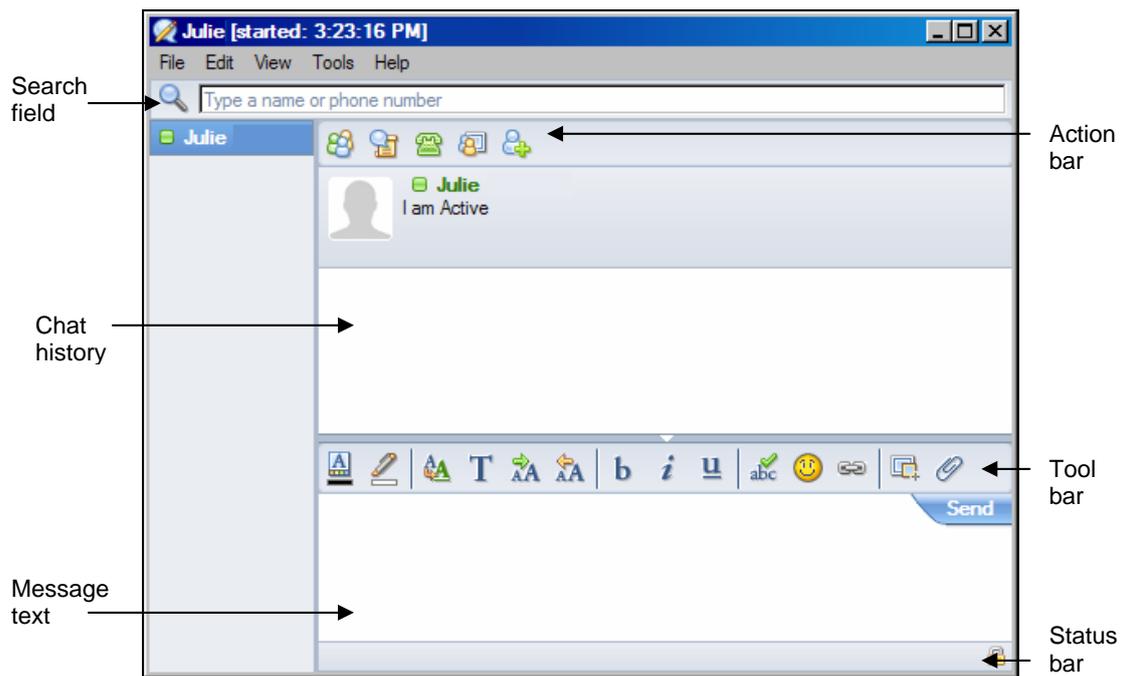


Figure 1: New chat window

The chat window is divided into two main sections, one for typing message text and one which displays the chat history. Once a chat session has been initiated, messages can be sent.

*To send a message in a chat session:*

Type the message text in the lower section of the chat window.

Click .

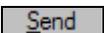
It is possible to invite other contacts to join the chat session. Contacts can be invited once a chat session has been initiated.

*To invite other contacts to join a chat session:*

Click  (Invite Others) on the Action bar to open the **Invite Others** dialog box.

In the **Name:** field, type all or part of the required contact's name. A list of contacts matching the entered text will display in a drop-down list.

Select the required contact.

Click . Active participants in the chat session will display in the left hand pane. The number of participants is also indicated.

It is also possible to conduct multiple chat sessions at the same time (i.e. individual chat sessions with different contacts). By default, multiple chat sessions are displayed in a single chat window (see Figure 1). Each chat session is displayed in a separate tab in the left hand pane. The current or active chat session is highlighted in blue.

*To change the active chat session:*

Select the required tab in the left hand pane.

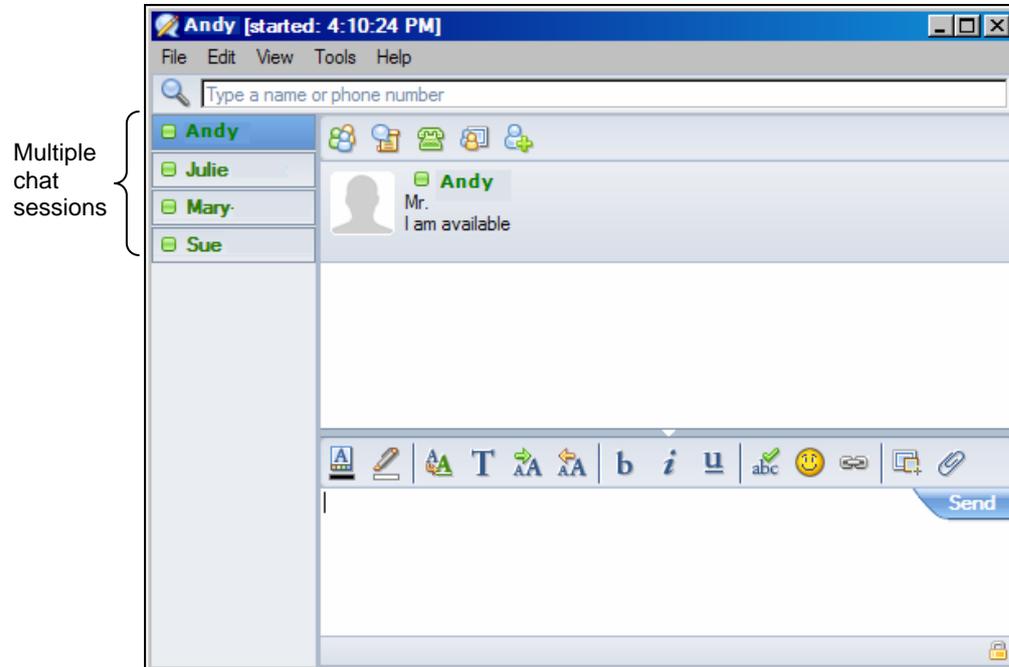


Figure 2: Chat window – multiple chat sessions

A chat session can be initiated with a contact that is not currently in the Sametime Contacts list.

*To initiate a chat session with someone not in the Contacts list:*

In the **Search** field, type all or part of the required contact's name. A list of contacts matching the entered text will display in a drop-down list.

Select the required contact to open a new chat window **or**

select  to perform a search.

Select the required contact to open a new chat window.

*To close a chat window:*

Click  in the top right hand corner of the window.

## Related Modules

Related modules include:

- Sametime: Introduction
- Sametime: Contacts
- Sametime: Availability Status
- Sametime: Formatting Chat Messages

## **Additional Learning Tools / Sources of Information**

- Help menu within Lotus Notes.
- See [www.griffith.edu.au/ins/lotustraining](http://www.griffith.edu.au/ins/lotustraining) for links to self-paced interactive tutorials and print material.
- Refer to the Messaging and Collaboration website at [www.griffith.edu.au/messaging](http://www.griffith.edu.au/messaging)
- For drop-in sessions and workshops refer to the Learning Services website [www.griffith.edu.au/ins/learningservices](http://www.griffith.edu.au/ins/learningservices) for further information.