



Using Spark Instant Messenger For Employees



Starting Spark Instant Messenger

The Spark Instant Messenger is installed on eGCC.

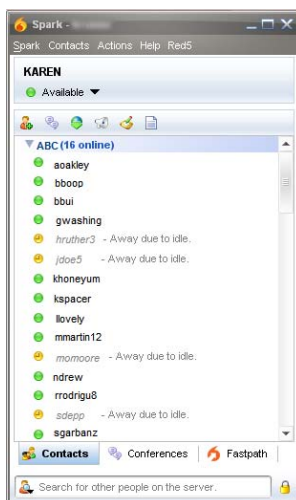
1. From the Start menu select **All Programs**.
2. Select **Instant Messengers**.
3. Select **Spark**.
4. Select **Spark**.

The Spark login window appears.



5. Enter your eGCC username in the *Username:* textbox.
6. Enter your eGCC password in the *Password:* textbox.
7. In the lower right corner click on **Login**.

The Spark window appears.



The Spark window is divided into two sections, the contacts who are Online (logged into Spark) and those who are Offline (not logged into Spark). Your listing of contacts has been built for you using HR information on your department.

Spark uses icons to the left of an individual's username while they are logged in to indicate whether they might be available to chat, or not.

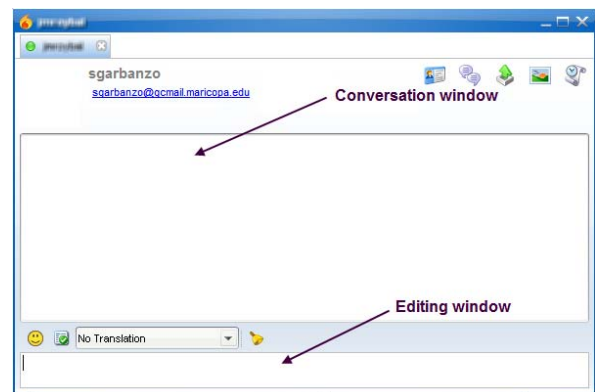
- - Available
- - Away

NOTE: You can use Spark to send a message to a contact whether they are Available, Away, or Offline. Their status merely lets you know how soon you may or may not expect a reply. It is important to note that even though someone's status may indicate they are Available, they may be very busy working on something else and not available to chat.

Sending a Message

Instant Messages are great for quick informal communications amongst coworkers.

1. Double-click on the username of an individual you want to send a message.




The chat window opens with the insertion point flashing in the editing window.


2. Type a message in the editing window.
3. Tap the **Enter** key to send the message.

NOTE: Chat messages should be kept professional at all times.

Your message displays in the conversation window.

If the person you sent the message to is online, their Spark window will flash to get their attention. If they are offline, Spark will deliver the message once they log in. Their reply will display in the conversation window.

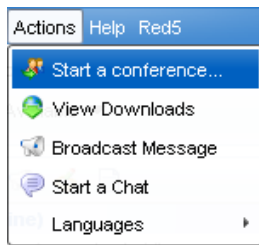
4. Click on the  to close the window when you are done with the conversation.

NOTE: Spark has a feature known as “Nudge” to get someone’s attention while in a conversation. A “nudge” causes the Spark window to shake. To nudge the person you have been chatting with, click on the  in the toolbar above the Editing window.

Group Conferences

Spark allows you to create a group conference and chat with multiple people in the same window. Everyone participating sees what each individual says.

1. From the menu bar select **Actions**.



2. Select **Start a conference . . .**



The *Invite to Conference* dialog box opens.

3. Click on the **Roster** button to view your Contact List.
4. Select the contacts you would like to invite.

NOTE: Use the **Ctrl** key to select more than one user.

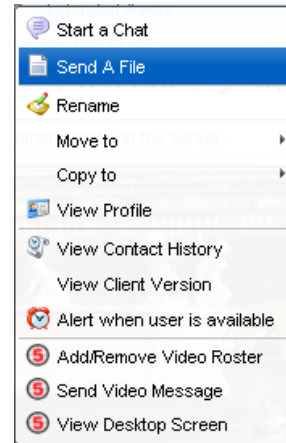
5. Click on **OK**.
6. Click on **Invite**.

The Conference Room opens and those invited receive a message in Spark to join you. You can chat with all who are in the room at once.

Sending Files

Spark can be used to send files to your Contacts.

1. Right-click over the Contact.



2. Select **Send A File**.
3. Navigate to and select the file to send.
4. Click on the **Open** button.

A Spark window opens and indicates the file is waiting for your Contact to receive it.

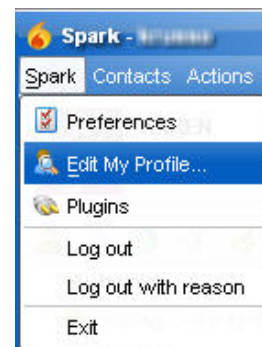
Customizing Your Profile

Spark can be customized to make using it easier for you.

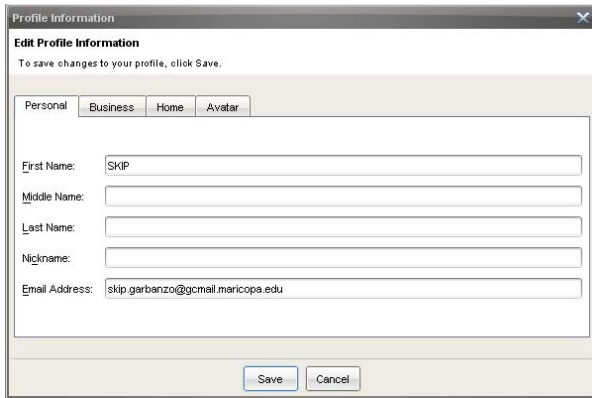
Selecting an Avatar

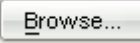

An avatar (picture) can be displayed when people mouse over your username, or during conversations in the chat window.

1. From the main Spark window, select **Spark**.



2. Select **Edit My Profile . . .**



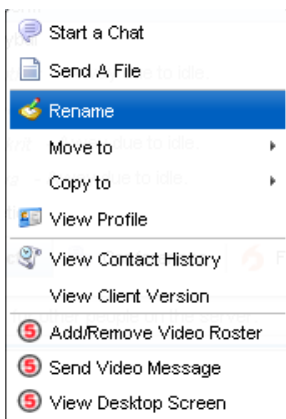
3. Make any desired changes to the name or email address.
4. Click on the **Avatar** tab at the top.
5. Click on  to locate the image file you want to use for your avatar.
6. Click on the file name to select it.
7. Click on the **Open** button.
8. Click on  to save your settings.

NOTE: Bear in mind your avatar will be seen by others outside your department and is a reflection of your professional presence. Campus or departmental logos can be used in place of a photo. However, the use of avatars is optional.

Assigning Nicknames

You can personalize your Contact list by assigning nicknames. Nicknames can make identifying people a little bit easier than their usernames.

1. Right-click over a contact's name in the Contact list.



2. Select **Rename**.
3. Type a nickname or the first name for the person.
4. Click **OK**.

The contact now appears in the list with the nickname you assigned.

Preferences

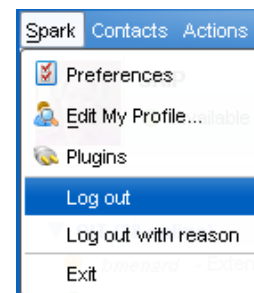
By default Spark displays the last 100 messages (history) in a window. If wanted, this history can be turned off.

1. From the menu bar select **Spark**.
2. Select **Preferences**.
3. Click in the checkbox to **Disable Chat History**.
4. Click on **Close**.

NOTE: If you turn your history off, there is no way to view Chat history. No history is maintained.

Logging Out

1. Select **Spark** from the menu bar.



2. Select **Log out**.

Instant Message Abbreviations

- **AFAIK:** As Far As I Know
- **AKA:** Also Known As
- **ASAP:** As Soon As Possible
- **BAK:** Back At Keyboard
- **BBL:** Be Back Later
- **BCNU:** Be Seeing You
- **B4N:** Bye For Now
- **BRB:** Be Right Back
- **BTW:** By The Way
- **F2F:** Face To Face
- **FWIW:** For What It's Worth
- **FYA:** For Your Amusement
- **FYI:** For Your Information
- **GFY:** Good For You
- **GGBB:** Gotta Go Bye Bye
- **GL:** Good Luck
- **GMTA:** Great Minds Think Alike
- **G2G:** Got To Go
- **GTGB:** Got To Go Bye
- **HAGD:** Have a Good Day
- **HAGE:** Have a Good Evening
- **HAGN:** Have a Good Night
- **hb:** Hurry Back (Used after someone says 'BRB')
- **IDK:** I Don't Know
- **IM:** Instant Message
- **IM ME:** Instant Message Me
- **IMHO:** In My Humble Opinion
- **IMO:** In My Opinion
- **IOH:** I'm Outta Here
- **IOW:** In Other Words
- **IRL:** In Real Life
- **LOL:** Laughing Out Loud
- **LTL:** Lets Talk Later
- **LTNC:** Long Time No Chat
- **LTNS:** Long Time No See
- **LU:** Looking Up
- **MAYB:** Maybe
- **NM:** Nothing Much
- **NRN:** No Reply Necessary
- **NYO:** Need Your Opinion
- **PDQ:** Pretty Darn Quick
- **PLS:** Please
- **PMFJI:** Pardon Me For Jumping In
- **POV:** Point Of View
- **ROTFL:** Rolling On The Floor Laughing
- **RSN:** Real Soon Now
- **RTFM:** Read The Fascinating Manual
- **sry:** Sorry
- **SRSLY:** Seriously
- **ss:** So Sorry
- **TIA:** Thanks In Advance
- **tldr:** Too Long, Didn't Read
- **TMI:** Too Much Info
- **TTFN:** Ta Ta For Now
- **TTYL:** Talk To You Later

- **TTYS:** Talk To You Soon
- **TU:** Thank You
- **TX:** Thanks
- **TY:** Thank You
- **TYVM:** Thank You Very Much
- **U:** You
- **U2:** You Too
- **UW:** You Wish
- **WB:** Welcome Back

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<http://im.about.com/od/acronyms/a/acronyms.htm>