

## Sametime Connect

Username: \_\_\_\_\_  
Password: \_\_\_\_\_

Sametime Connect is an instant-messaging program that will enable you to communicate with your ADE DLC teachers in real time as needed. The technology person at your school will need to follow directions to download this program to your computer. Sametime Connect does not need to be downloaded on the student computers. Students will connect to their teacher's specific Sametime Web class meeting by logging in to the class. (**Notice: Sametime Connect and a Sametime Web Meeting are not the same thing.**) If you prefer to automatically log in, you can select the box to auto log in when you enter your username and password.

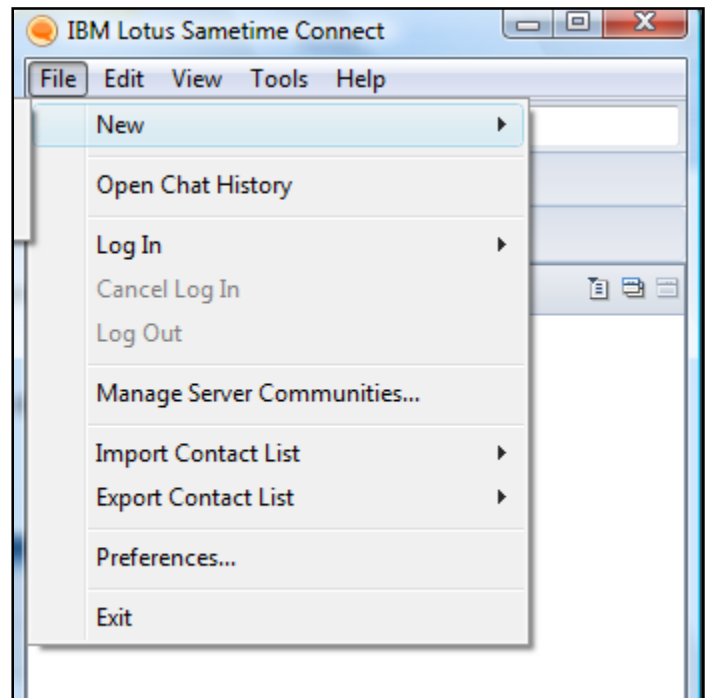
**Adding Users:** You can add users one at a time by searching for their names or you can add groups. File>New Contact or Group and then select the group or individual contact and add to your contact list.

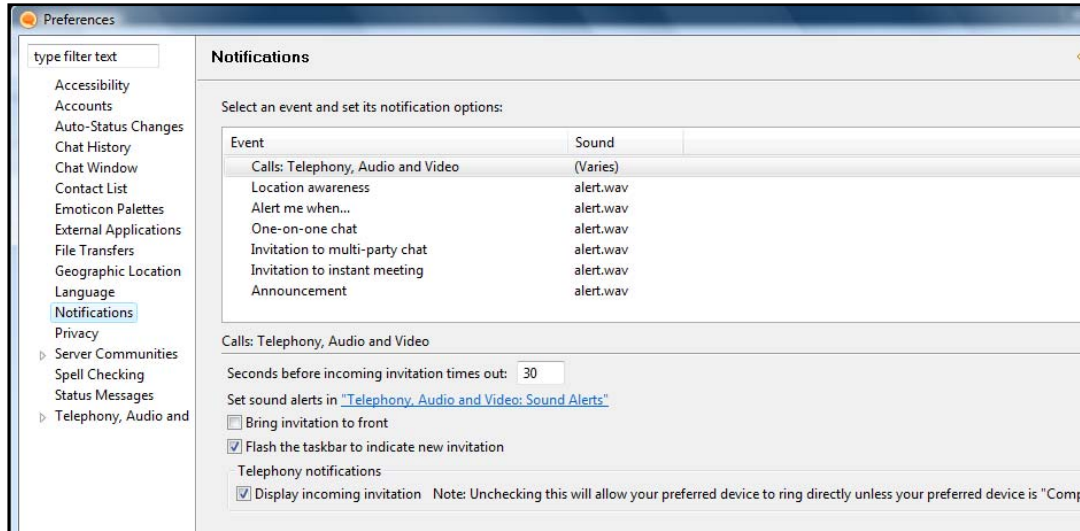
**Sending an Instant Message:** Double-click on the name of the person whom you would like to contact. A chat box will appear on your screen, then type and enter your message in the chat box.

There are additional preferences that you may want to set up. Within the Sametime Connect program, select File > Preferences, then use the tabs across the left side to set your preferences.

Recommended preferences:

- **Chat History:** It is best to save all your chat transcripts for future reference. You need to decide where you want your chat transcripts automatically saved. Select the file path for where you would like your chats to be saved. Apply changes.
- **Chat Window:** You can set up the font size and other preferences for the chat window. Also, you can set up to include a date/timestamp on the chat transcripts. Toward the bottom of this preference screen, be sure to set preferences for the typing window and establish what the 'enter' key will do within a chat feature. Apply changes.
- **Notifications:** You will want to determine how you would like to be notified when there is a chat or announcement for you. There are basically two options: the screen can pop up in front of whatever you are doing, or you can set the preference for the taskbar to flash, indicating that you have a message waiting. You can also determine whether you want a sound to play when there is a message. You will have to set a notification preference for each type of event by highlighting the event and applying the necessary notification. Apply changes.





- Spell Check: You may want to use the spell check application for English! Apply changes.
- There are additional preferences that you may want to set. Just remember to apply the changes.

Use the menu options across the top of the program (File, Edit, View, Tools, Help) to set up the additional preferences. Please stay logged in to Sametime Connect throughout the day so that you can be contacted as needed. Keep in mind that jokes and humor do not always translate through electronic communication! Please contact Ashley Hooper at the ADE DLC if you have any additional questions and she will help you- [Ashley.hooper@arkansas.gov](mailto:Ashley.hooper@arkansas.gov).