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Overview of Microsoft Office Communicator 2007

Welcome to Microsoft® Office Communicator 2007, included in the 2007 Microsoft Office system. The Microsoft Office system, an integrated system of programs, servers, and services, provides an accessible and comprehensive set of tools for people who rely on working with information efficiently and productively.

Office Communicator 2007 enables you to streamline communications using the devices and applications that you use most. With rich presence awareness, software-powered voice capabilities, enterprise-class instant messaging (IM), and multi-party audio and video conferencing, you can connect and collaborate from any location using an Internet connection. Closely integrated with the Microsoft Office system, Office Communicator 2007 provides streamlined communications within Office applications such as Microsoft® Office Outlook® 2007, Microsoft® Office SharePoint® sites, and others.

This document provides an overview of Office Communicator 2007, with an emphasis on new and improved features. We will also take a look at Office Communicator 2007 in action to demonstrate its capabilities.¹

¹ Connectivity to Microsoft® Office Communications Server (OCS) 2007 is required to enable the full functionality of Office Communicator 2007. For complete set of system requirements, visit http://office.microsoft.com/communicator
Find the Right People, Right Now

With the rich presence awareness of Office Communicator 2007, you can quickly find the people you need and determine the best way to reach them. New contact management tools let you control what information others can see, such as whether you’re working from home, at a client’s site, or if you’re unavailable. You can multi-select contacts to start an ad hoc conference, or add a contact to a call by dragging the name into the Conversation window.

- **Immediate, visual presence awareness** lets you see whether a contact is available, busy, in a call, in a meeting, or out of the office—and discover when they will be available.
- **Federation support** lets you work with contacts outside of your organization. The contacts can be individuals in another organization with which your company has a federated relationship, or connected to a public instant messaging service, such as Microsoft Windows Live™, MSN®, AOL, or Yahoo!.²
- **Contact tagging** enables you to tag a contact and receive automatic notification when that person’s presence information changes.
- **Presence status** can be controlled by you or set automatically based on your Outlook calendar, your computer activity, or whether you are in a call.
- **Access levels** let you control who can view your contact information. You can create a group of preferential contacts by assigning a team access level that allows them to reach you even when your status is set to Do Not Disturb.
- **Location settings** let you set your current location to Home, Office, or a custom location.
- **Contact management features** give you greater control of your contacts, including a Recent Contacts list that automatically shows your last ten contacts.
- **Corporate Distribution Group integration** lets you search for corporate distribution groups and add them to your Contact List.
- **Contact Cards** provide detailed information about each contact and options for contacting the person.

² Federation capabilities require a Public IM Connectivity service license.
• **Drag and drop features** let you set up your contact groups, drag a contact name from a directory search into your Contact List, or add a contact to a call by simply dragging the name into the Conversation window.

• **Multi-select contacts** lets you initiate a conference by using IM, phone, or video by simply selecting multiple contacts at once.

• **Roaming support** provides access to the same Contact List from your desktop PC, mobile device using Microsoft® Office Communicator Mobile, or an IP phone running the Microsoft® Office Communicator Phone Edition.

**Communicate with Greater Flexibility using a Single Interface**

Office Communicator 2007 makes it easier to communicate in the way that works best for you—all from the convenience of a single interface. Whether you want to transition a person-to-person call to a conference or switch a conference call to a Web conference, you can do so in just a few clicks. You can also take advantage of USB handsets and headsets that offer rich functionality for greater convenience.

• **Voice calls from IM** let you transition from an IM session to a voice call by simply clicking the Call button in the Conversation window.

• **Seamless transition to video** lets you add video to a standard phone call.

• **Move to a conference instantly** during an IM or phone conversation. You can invite others by dialing out or by dragging and dropping contacts into the Conversation window.

• **Escalate a conference to a Web conference** and give callers the ability to share slides, documents, applications, or a desktop. Users are connected to the Web conference either through the conferencing capabilities of Office Communications Server 2007 or through the Microsoft® Office Live Meeting service.

• **Options for voice calls** let you place calls from your computer to other computers or to standard public switched telephone network (PSTN) phones—whether you’re at the office or at a remote location.

• **Add subject information and importance data** to VoIP (Voice over Internet Protocol) calls to inform recipients of the reason and urgency of the call or instant message.
• **Flexible call forwarding** lets you forward incoming calls to a different phone number, ring mobile and office phones simultaneously, and redirect unanswered calls.
• **Audio and Video Setup** automatically detects and selects audio and video devices for your voice and video calls.
• **Support for USB devices** includes telephony-class handsets and headsets and USB handsets with display features that show call alerts, call subjects, caller information, and the time.

**Streamline Communications from the Applications you Use Most**

Office Communicator 2007 integrates seamlessly with the familiar Microsoft Office applications you use everyday. When you start an IM session or VoIP call from within an Outlook 2007 e-mail message, a subject line is automatically included to provide a contextual reference for recipients. You can open Microsoft® Office OneNote® 2007 to take notes during a call, and reference your notes using the robust archiving tools.

• **Streamlined communication from within applications** simplifies collaboration and boosts productivity. You can respond to an e-mail message with a phone call or contact the author of a document—all from within Microsoft Office applications, such as Outlook 2007 or SharePoint sites.
• **Line of business application integration** lets you extend line of business applications to access rich communications capabilities.
• **Integration with Office OneNote 2007** lets you start OneNote 2007 during a phone call or instant message conversation to take notes. The notes page is automatically populated with the names of the participants. You can also access your notes through the Conversation History folder in Outlook 2007.
• **File transfer capabilities** let you quickly transfer a file by dragging it into an IM session.
• **Rich text in IM messages** lets you format text or copy and paste text from Microsoft Office applications, and retain the original formatting.
• **Incoming conversation alerts** show the details of an incoming call or instant message, including the caller’s name, subject of the call, communication mode,
and whether the call is an invitation to a conference. When you’re working in full-screen mode, alerts take the form of non-intrusive mini-alerts.

- **Call history and conversation archive** provides the ability to keep a log of IM conversations, phone calls, missed calls, and forwarded calls with details such as the date and time, subject, participant names, in addition to any notes taken in OneNote 2007.

**Work Together in Real Time in the Office or on the Road**

With Office Communicator 2007, you can connect and work from any location using an Internet connection.

- **Anywhere access** requires an Internet connection.
- **Convenient access through multiple devices** lets you stay simultaneously connected on one or multiple devices using the same sign-in credentials.

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### Office Communicator 2007 in Action

As the Chief Marketing Officer for Litware, Inc., Rebecca Laszlo oversees the work of all site writers, designers, and producers. She works at the company’s headquarters in San Diego, California, where she interacts daily with many vendors and clients around the globe. Now that she is using Office Communicator 2007, Rebecca can find the people she needs and communicate with them using the method of communication that works best— including IM, audio or video calls, and Web conferences.

---

3 Anywhere access requires an Internet connection.
Find the Right People, Right Now

Trying to track down a colleague can be a time-consuming task. When e-mail messages and phone calls are unanswered, the delay can have a significant impact on productivity.

With the rich presence awareness of Office Communicator 2007, you can quickly find the people you need. For example, you can see whether a contact is in a meeting or offline and determine the best way to reach them. Enhanced contact management tools simplify collaboration and make it easier to stay on track. In addition, you have greater control over what information others can see, such as whether you’re working from home, at a client’s site, or if you’re unavailable.

Simplify Communication with Presence Awareness

Immediate, visual presence awareness

Office Communicator 2007 provides an immediate, visual representation of a person’s availability, or presence. By simply looking up a contact, you can find everything you need at a glance. For example, a green icon means a contact is Available, red means a contact is Busy, and yellow indicates that a contact is away from his or her computer.

Additional presence states can provide more detailed information about your contacts. These presence states include categories such as Do Not Disturb and Be Right Back, in addition to the more familiar states, such as Available or Away.
Figure 1: Contact List with rich presence data.
Federation support

Office Communications Server 2007 provides support for working with contacts that are located outside your company. Federated contacts can be people in an organization that has a federated relationship with your enterprise, or people connected to a public instant messaging service, such as AOL, MSN, Yahoo!, or the Windows Live network of Internet services. In the Contact List, you can see an icon identifying federated contacts.

![Figure 2: Federation support in Office Communicator 2007.](image)

Contact tagging

If the contact you need is unavailable, you can tag the contact (refer to the starred contact name in Figure 1). After you tag a contact, you will automatically receive a notification when the status of the contact changes. You can later remove the tag when it’s no longer needed.
Office Communicator 2007 in Action

With Office Communicator 2007, Rebecca can easily view her colleagues’ availability from the Contact List. When she needs to reach Gretchen Rivas about an upcoming project deadline, rich presence awareness shows that Gretchen is currently in a meeting and will be available in 30 minutes. By simply tagging Gretchen’s name, Rebecca can receive an automatic notification when she becomes available.

Let Others Know the Best Way to Contact you

With more control over your availability and contact information, you can ensure that others know the best way to reach you.

Presence status

Your presence status is set automatically based on your Outlook calendar, your computer activity, and whether or not you are in a call. You can, however, choose to set your status manually. You can also add a custom note to provide colleagues with more information about your status, such as “Reviewing Annual Budget” or “Finalizing Site Design.”

Access levels

Office Communicator 2007 gives you control over who can view your information by setting different levels of access for contacts and groups. For example, by assigning access levels to certain contacts, you can control the type and amount of presence information that they can see. Access levels include the following categories:

- **Personal** – Contacts can view all published contact information, such as home and mobile numbers.

- **Team** – Contacts can view published work and mobile numbers, in addition to schedule and availability details. Team contacts can interrupt you when you are busy.

- **Company** – Contacts can view work contact information, in addition to basic schedule and availability details.
• **Public** – Contacts can view your name, title, company, e-mail address, and limited availability.

• **Blocked** – Contacts cannot reach you through Office Communicator 2007 and your status appears as **Offline**.

When you set your status to **Do Not Disturb**, it stops all notifications and incoming communications except from users who are assigned to the **Team** access level. Contacts in that category will see your status as **Urgent interruptions only**.

![Custom access levels for viewing presence information.](image)

**Figure 3: Custom access levels for viewing presence information.**
Location settings

With the location settings in Office Communicator 2007, you can set your location to **Home**, **Office**, or even create a custom location such as “Sales Conference” or “Hawaii Vacation.”

![Custom location settings in Office Communicator 2007.](image)

**Figure 4:** Custom location settings in Office Communicator 2007.
Office Communicator 2007 in Action

Before her meeting with Gretchen, Rebecca needs to review the project budget. To make sure she won’t be disturbed, she blocks out 30 minutes in her Outlook 2007 calendar. Then, she adds a custom note in Office Communicator 2007 that says “Reviewing Project Budget for Fabrikam, Inc.” This way, her coworkers can see that she is busy and view details about her availability by simply checking her contact information.

Manage your Contacts More Easily

Office Communicator 2007 offers new features to give you the flexibility and control you need to manage your contacts.

Contact management features

Enhanced contact management tools give you greater control of your Contact List. You can create different groups based on how you interact with people, such as by project, function, or location. You can also view your contacts based on availability, access level, or whether a contact is tagged.

You can view and select contacts from your Recent Contacts list, which automatically tracks the last ten contacts with whom you have most recently communicated, whether by IM or phone.

Corporate Distribution Group integration

You can add an email-enabled Corporate Distribution Group from the Active Directory directory service without having to recreate it manually in your Contact List. This feature lets you add a group to your Contacts, view the members, and start conversations with one or more of the members.
Contact Cards

New Contact Cards provide detailed information about each contact, including a link to their SharePoint site, if applicable, and options for contacting the person.

Figure 5: Enhanced Contact Cards in Office Communicator 2007.

Drag and drop features

Drag-and-drop capabilities for contacts help you organize your contacts. You can drag a contact name from a directory search into the Contact List, configure contact groups, or drag contacts from one group to another.

If you want to add a contact to a current IM session, audio or video call, you can drag a contact name into the Conversation window. You can also add a call participant to your contacts by dragging the name into your Contact List.
Multi-select contacts

With Office Communicator 2007, you can initiate a multi-party conversation using IM, phone, or video by selecting multiple contacts at once. To do so, select the names from the Contact List, and then choose an option such as **Send an Instant Message** or **Start a Conference Call**.

![Figure 6: Initiating a conference with multiple contacts.](image)

Roaming support

Your Contact List is stored centrally on the server so that you have access to the same list from different devices and locations. You can access your contacts from your desktop PC, another PC, a mobile device using Office Communicator Mobile, or your IP phone running the Office Communicator Phone Edition. You can work without interruption using any device, and there is no need to recreate a new Contact List.
When Rebecca wants to follow up on an issue that came up in yesterday’s call, she can use the Recent Contacts list to find the person she needs quickly. She looks up Jonathan Haas, sees that he’s currently available, and then she uses the action menu in the Contact Card to send him an instant message—all in a few clicks. As she and Jonathan are chatting, they decide to call a quick meeting with others who are working on the Fabrikam, Inc project. Rebecca selects Sean Chai and Andy Jacobs from her Contact List, and then drags their names into the Conversation window to add them to the IM session.
Communicate with Greater Flexibility using a Single Interface

Whether you’re using a mobile phone or a traditional telephone, phone communication is typically separate from your computer activities. With the integrated phone capabilities of Office Communicator 2007, your PC becomes your phone by delivering powerful calling features through a software-powered experience.

IM, audio and video calls, and Web conferencing are easily accessible from the convenience of a single interface. Voice features include dynamic routing and powerful call forwarding tools. You can also take advantage of a range of peripheral devices that offer additional convenience and enrich the call experience. These intuitive, easy-to-use tools make it easy for you to start an ad hoc collaboration session or even add video to a call.

Choose the Communication Method that Meets your Needs

Whether you want to switch from IM to a standard call, add video to your call, or have a spontaneous conference, you have the tools you need at your fingertips. You can even escalate a conference call to a Web conference in just a few clicks.

Voice calls from IM

If you’re currently participating in an IM session, you can transition to a voice call quickly. It’s as easy as clicking the Call button in the Conversation window.
Seamless transition to video

Office Communicator 2007 makes it easy to add video to a standard phone call in just one click. With enhanced support for audio and video devices, you can set up a video call in minutes. It’s a simple way to improve collaboration among coworkers and with clients.

Figure 7: Transitioning to a video conference with multiple participants.

Move to a conference instantly

If you’re talking with a coworker and want to start an ad hoc conference call, you can do so quickly and easily. During an IM session, voice, or video call, you can invite others by dialing out or by dragging contact names into the Conversation window. It’s a faster, more spontaneous way to enjoy real-time collaboration.

Escalate a conference to a Web conference

Office Communicator 2007 makes it easy to escalate from IM, phone, or video session to a Web conference in a single click. You can connect to a Web conference either through

http://office.microsoft.com/communicator/
the conferencing capabilities of Office Communications Server 2007 or through the Office Live Meeting service. These are powerful tools that give callers the ability to share slides, documents, applications, or a desktop. All callers and IM participants are automatically added to the Web conference so that they can take advantage of the rich collaboration tools.

Office Communicator 2007 in Action

With Office Communicator 2007, Rebecca can access multiple communication modes using a single interface. She can transition from an IM session to a voice call, or even add video to a call. She can also change one-on-one calls to conference calls by simply dragging more contact names into the Conversation window.

During a conference call with the project team, Rebecca decides to transition the call into a Live Meeting Web conference. In just a few clicks, all of the call participants are added to the Web conference where they can share the latest graphics and delivery schedule. The Lead Graphic Designer on the call shares his desktop as a quick and convenient way to show the project graphics without having to send large files to the team.
Access Powerful Phone Features through your PC

With Office Communicator 2007, you can make calls and take advantage of powerful phone features—all from the convenience of your computer.

Options for voice calls

With Office Communicator 2007, you can place calls from your computer to other computers or to phones—whether you’re at the office or at a remote location with Internet access. You can call colleagues in your office on your corporate VoIP network, and continue to place and accept calls from coworkers and customers who are hosted on a private branch eXchange (PBX) or a standard phone (PSTN) line.

Making calls from Office Communicator 2007 is a one-click action. To call someone in your Contact List, simply click the icon next to that contact’s name. By default, Office Communicator 2007 will dial that contact’s work number. From the Call menu, you can contact the person at any of their other published numbers or locations.

Add subject information and importance data

Now you can provide a context for voice calls much like you would with the subject line of an e-mail message. Simply mark your voice call with the appropriate subject information and level of urgency, if applicable.

Flexible call forwarding

Flexible call forwarding options enable you to configure call-forwarding numbers, implement simultaneous rings for mobile and office phones, redirect unanswered calls, and more. It’s a convenient way of helping you stay connected during the workday.

With powerful call forwarding settings, you can:

- **Forward calls.** Forward incoming calls to another number, such as a mobile phone, a new phone number, or to another contact or voicemail system.

- **Simultaneously ring an additional number.** If you are on the go or between phones during the workday, you can configure settings to ring an additional number at the same time that your default phone number rings.
• **Redirect unanswered calls.** Configure call-forwarding settings to specify that if a call is not accepted within a specified time interval, the call is redirected to another number, contact, or voicemail.

• **Apply call-forwarding rules only during working hours.** Use the Call Forwarding Settings dialog box to apply call-forwarding settings only during the work hours specified in Outlook 2007.

![Flexible call forwarding options in Office Communicator 2007.](image)

**Figure 9:** Flexible call forwarding options in Office Communicator 2007.
Office Communicator 2007 in Action

New options for voice calls in Office Communicator 2007 let Rebecca use her computer to call other computers or standard phones. When she calls her colleagues, she can mark them with subject information and flag them as urgent, much like she would with an e-mail message. Enhanced call forwarding options let her implement simultaneous rings on her mobile and office phones during work hours so she’s sure never to miss an important incoming call.

Work Faster with Intuitive Device Integration and Support

Office Communicator 2007 offers automated audio and video setup, in addition to enhanced support for USB devices for an improved call experience.

Audio and Video Setup

The **Audio and Video Setup** automatically detects and selects audio and video devices for you. This includes support for USB handsets and headsets, speakers, microphones, and Web cameras. When you detach a device or attach a new device, the feature automatically reconfigures the audio and video settings.

Support for USB devices

Office Communicator 2007 integrates with a variety of USB devices to provide a rich calling experience. Advanced audio configuration options ensure high-quality audio, even when multiple devices are connected.

Office Communicator 2007 now offers support for USB handsets that have display functionality. The handset display provides information such as call alerts, call subjects, caller information, and time.

When using Office Communicator 2007 with a USB handset, the Contact List comes to the foreground of your computer screen as soon as you pick up the handset. This convenient feature makes it easier to initiate calls with fewer clicks.
**Office Communicator 2007 in Action**

Office Communicator 2007 offers automatic audio and video device detection and selection that makes it easy to use peripheral devices. When she’s working in the office, Rebecca uses Office Communicator 2007 in conjunction with a wireless headset. The headset allows her to take calls and talk while retaining the flexibility to move around in her office as she is working.
Streamline Communications from the Applications you Use Most

With Office Communicator 2007, you can communicate using the familiar applications that you use everyday. Whether you’re working in Outlook 2007 or with SharePoint sites, you have rich presence data readily available without having to open another application.

You can easily search your contacts and start an IM session, and then transfer a file to your coworker in just a few clicks. Search the Conversation History folder to find and share project content, such as notes taken during a call or a list of meeting participants. New conversation alerts ensure that you don’t miss incoming calls and messages, and can adapt automatically if you’re running another program in full-screen mode.

Quickly Communicate from Microsoft Office Applications

Use the familiar tools you know to streamline communications, share documents, and increase productivity.

Streamlined communication from within applications

Throughout the 2007 Office system, information about presence is displayed using icons that are consistent with those in Office Communicator 2007. When the icons appear, you can use the corresponding drop-down menu to view a variety of communications options, such as the ability to initiate an instant message or a voice call. For example, you can reply to an e-mail message with a phone call or reach the author of a document instantly—without the need to switch applications or search for colleagues. It’s easy to find the person you need and communicate with them using the most efficient method.
Line of business application integration

With Office Communicator 2007, you can extend custom line of business applications to simplify collaboration and boost productivity. Your organization’s IT department can help you enable rich presence information and integrated communication tools in the business applications you use everyday.
Office Communicator 2007 in Action

Office Communicator 2007 gives Rebecca the flexibility to communicate with her colleagues within other Microsoft Office applications without interrupting her work. As she is working in Outlook 2007, she receives an e-mail message from the Fabrikam, Inc. project manager. Instead of responding in e-mail, Rebecca clicks the option to call the project manager directly. There’s no need to start another application or pick up the phone. When she initiates the call, the subject line of the e-mail message is automatically included so that the project manager can see the reason for her call.

Take Advantage of Familiar Tools to Improve Productivity

Whether you’re searching content, transferring files, or taking notes, Office Communicator 2007 makes it easy to work faster using familiar tools.

Integration with OneNote 2007

When you start OneNote 2007 during a phone call, the notes page is populated automatically with the names of the call participants and the subject of the conversation. If you want to access your notes later, you can retrieve them from the Conversation History folder in Outlook 2007.
File transfer capabilities

If you’re communicating in an IM session, you can easily share files or documents. Simply right-click on the contact name, and then click **Send a File** or drag a file in the Conversation window. The recipient can accept the file and save it locally, or either of you can cancel the file transfer.

Rich text in IM messages

You can format text in an instant message, or copy and paste text from various Office applications and retain the original formatting. This feature simplifies information sharing by letting you share tables or highlight important points in an IM conversation.
Incoming conversation alerts

With Office Communicator 2007, you can take advantage of incoming conversation alerts that provide details and give you the option to respond.

Conversation alerts show the details of incoming conversations, including the caller’s name, subject of the call, and communication mode, such as whether it’s an IM message, voice or video call, or an invitation to a conference. You can reply to alerts with an instant message or voice call, redirect the call to another number, or decline the invitation.
If you’re running Microsoft® Office PowerPoint® 2007, Live Meeting or another application in full-screen mode, you’ll receive a mini alert. This discreet notification can be expanded to full size if needed, but is less intrusive so that you can keep working without interruption.

**Office Communicator 2007 in Action**

During a conference call with the production team, Rebecca opens OneNote 2007 to take notes. The names of the team members on the call are automatically included in her notes and she can start typing without missing any of the discussion. Later, when she’s reviewing her notes in OneNote 2007, an on-screen alert lets her know that Sean Chai is trying to reach her. By glancing at the alert, she can see that the call is urgent and pertains to the Fabrikam, Inc. budget. Since she’s about to leave for a meeting, she redirects the call to her mobile phone so that she can talk to Sean while she’s on her way to the office.
Keep a Conversation History

With the call history and archival tools of Office Communicator 2007, you can find relevant call history information quickly and easily.

Rich call history and conversation archive

With Office Communicator 2007, you can save your instant message conversations and call logs in Outlook 2007. The Conversation History folder maintains a record of all IM conversations, phone calls, missed calls, and forwarded calls. It includes details such as the date and time, subject, participant names, the IM message text (if applicable), in addition to any notes taken in OneNote 2007. You can also start a conversation or rejoin a conference by clicking on links embedded in the conversation items.

If you miss a call, a "Missed Conversation" notification is generated. The notification appears within the Conversation History folder and you will receive a notification in Office Communicator 2007.
Figure 14: Conversation History folder in Office Communicator 2007.

Office Communicator 2007 in Action
Later in the year, Rebecca spends time traveling to Asia for an annual client visit. When she’s working at the client’s site, she receives an urgent invitation to participate on a call regarding an outstanding issue on the Fabrikam, Inc. proposal.

She needs to prepare for the call, so she opens the Conversation History folder in Outlook and performs a quick search for “Fabrikam.” The relevant results appear immediately and Rebecca is able to review her instant messages, e-mail messages, and notes taken in OneNote 2007. With all of the pertinent project information at her fingertips, she feels confident that she has full context and backup information as she joins the call.
Work Together in Real Time in the Office or on the Road

With today's increasingly mobile workforce, it is critical for workers to have streamlined connectivity options. More than ever, workers need the ability to connect and collaborate in real time.

Whether you want to have a quick Web conference or share time-sensitive documents with coworkers, the collaborative process is dependent on the ability to connect at any time from any location, using the device that works best.

Connect and Communicate from the Location of your Choice

Office Communicator 2007 offers security-enhanced, real-time connectivity from any connected location using compatible devices.

Anywhere access

With Office Communicator 2007, you can work remotely and call using only an Internet connection. Office Communicator 2007 does not require a virtual private network (VPN) to connect to the corporate network and saves on expensive long distance charges. Robust security features enhance safety when using public Internet connections, and powerful voice optimization delivers high quality experience even with variable network speeds.

Convenient access from multiple devices

If you’re constantly on the move, using more than one device can be a necessity. With Office Communicator 2007, you can stay connected on one or multiple devices using the same sign-in credentials. You can connect from your desktop PC using Office Communicator 2007, a public internet kiosk with Communicator Web Access, Microsoft Windows Mobile® device with Communicator Mobile, or your IP phone running the Office Communicator Phone Edition—whichever is the most convenient. You also have access to your Contact List when you’re on the go.
**Office Communicator 2007 in Action**

With Office Communicator 2007, Rebecca is able to communicate with all of her colleagues when she’s traveling. She can work from her hotel and make calls to her office without incurring expensive long distance charges. This, in addition to the ability to stay securely connected using a public Internet connection, helps her stay current with work when she is on the road. Rebecca has also been able to take advantage of the flexibility offered by Office Communicator 2007 to work from home when her personal schedule has required it.
Summary

Office Communicator 2007 enables you to streamline communications using the devices and applications that you use most. With rich presence awareness, software-powered voice capabilities, enterprise-class instant messaging, and multi-party audio and video conferencing, you can connect and collaborate from any location using an Internet connection. Streamlined communication capabilities within other Office applications, such as Outlook 2007 and SharePoint sites, let you communicate and work without interruptions.

For More Information

For more information on Office Communicator 2007, please visit http://office.microsoft.com/communicator.
System Requirements

Microsoft Office Communications Server (OCS) 2007 is required to enable full functionality of Office Communicator 2007.

Display Resolution

- Required: Super VGA 800x600
- Recommended: Super VGA 1024x768 or higher
- Note: Microsoft Windows® XP Tablet PC Edition portrait mode is supported.

Operating System

- Windows Vista™ 32-bit (RTM) operating system
- Windows XP Professional with Service Pack 2
- Windows 2000 Professional with Service Pack 4 (requires Microsoft Windows Media® Player version 9, and Windows Installer version 3.0 or later)
- Administrator privileges (For Windows Vista Standard User Mode, administrator credentials are required)

Computer/Processor

- Data and Voice: 500-megahertz (MHz) or higher processor, Intel Pentium-compatible
- For video: 1 GHz or higher
- For Microsoft RoundTable™ communications and archival system: 1.8 GHz or higher

Memory

- 512 megabytes (MB) of RAM
- Install Space 1.5 MB
- Video card with 64 MB of RAM (video RAM or VRAM) and Microsoft DirectX® application programming interface

**VoIP**
- Microphone and speakers, headset with microphone, or equivalent device

**Video**
- Video camera or RoundTable device

**Bandwidth Requirements**
- Minimum – Data: 56 kbps, Voice: 50 kbps, Video 50 kbps
- High-Quality – Data: 56 kbps, Voice: 80 kbps, Video 350 kbps

**Other Requirements**

Microsoft Office Outlook 2007 and Microsoft Exchange Server 2007 are required for Outlook integration options.

Actual requirements and product functionality might vary according to system configuration and type of operating system.