

Help Guide

Setup the Microsoft Office Communicator 2007 Off Campus

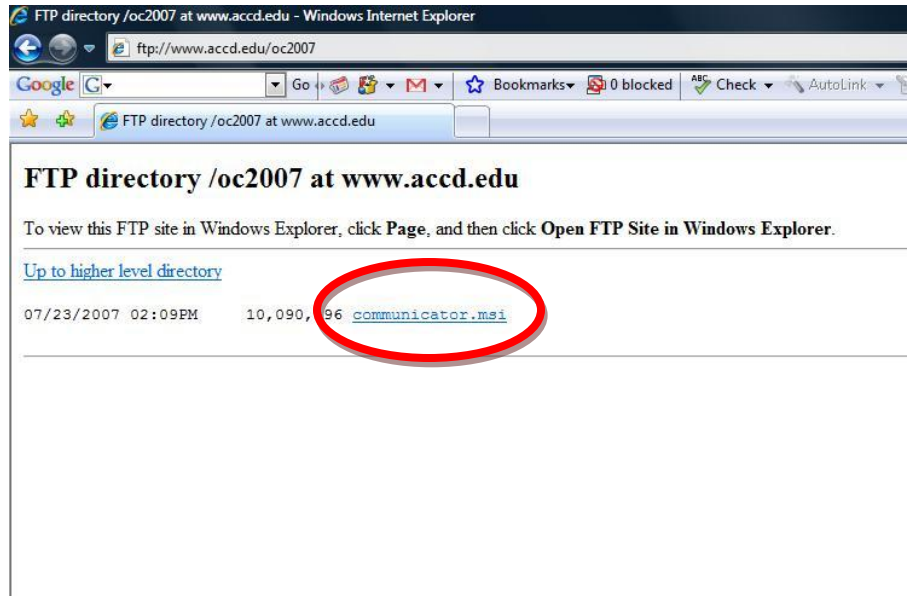
Using the steps below, you will be able to sign into the Microsoft Office Communicator 2007

NOTE: These procedures are only applicable to Faculty and Staff employed or enrolled at the Alamo Community Colleges. If you have any questions, please contact Support Central at 220-1616 and press option 4 for further assistance.

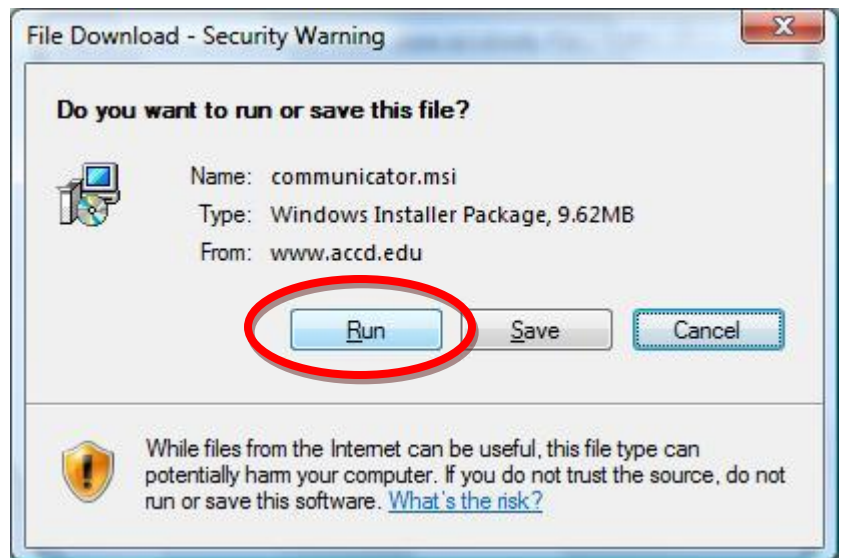
1. Type in the web address:
<ftp://www.accd.edu/oc2007>

This will take you to the FTP Site to download Microsoft Office Communicator 2007.

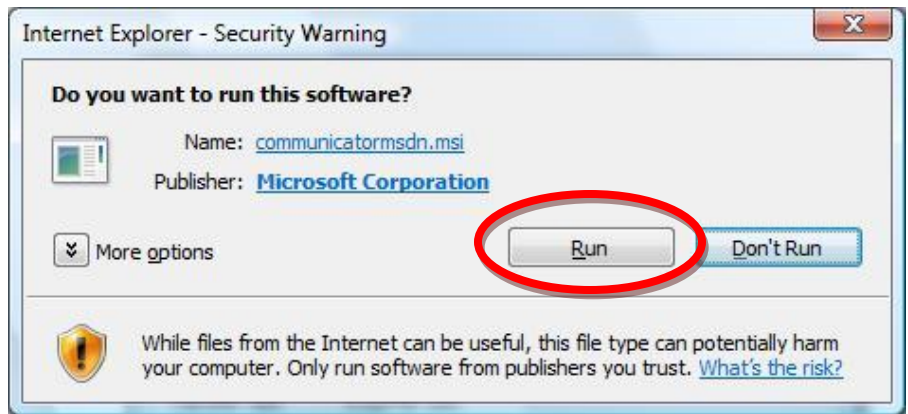
Click on **communicator.msi**



2. Click on **Run**



3. Click on **Run**



4. Click **Next**

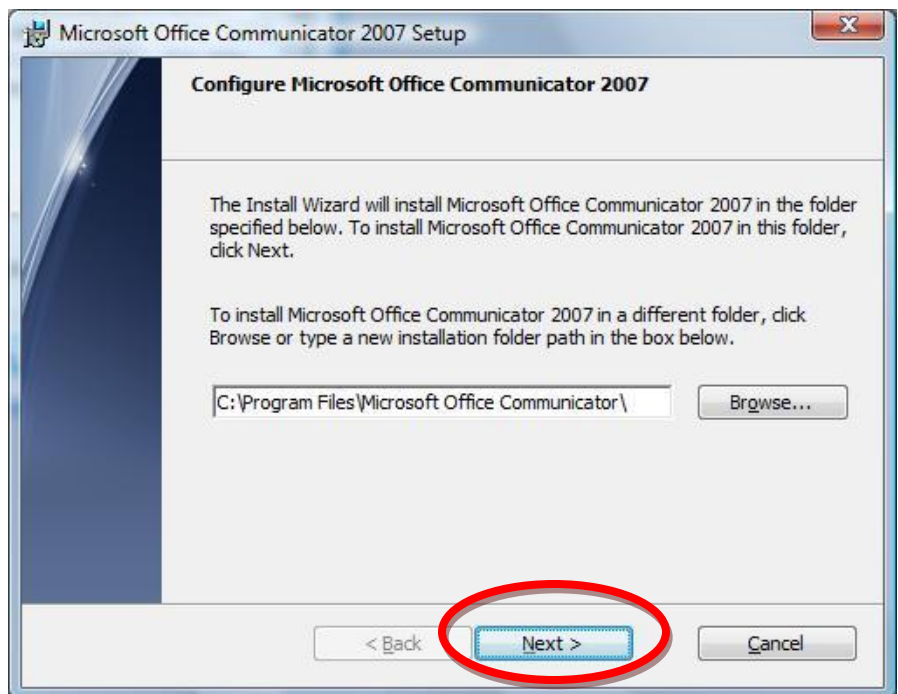


5. Select **“I accept the terms in the License Agreement.”**

Click **Next**.



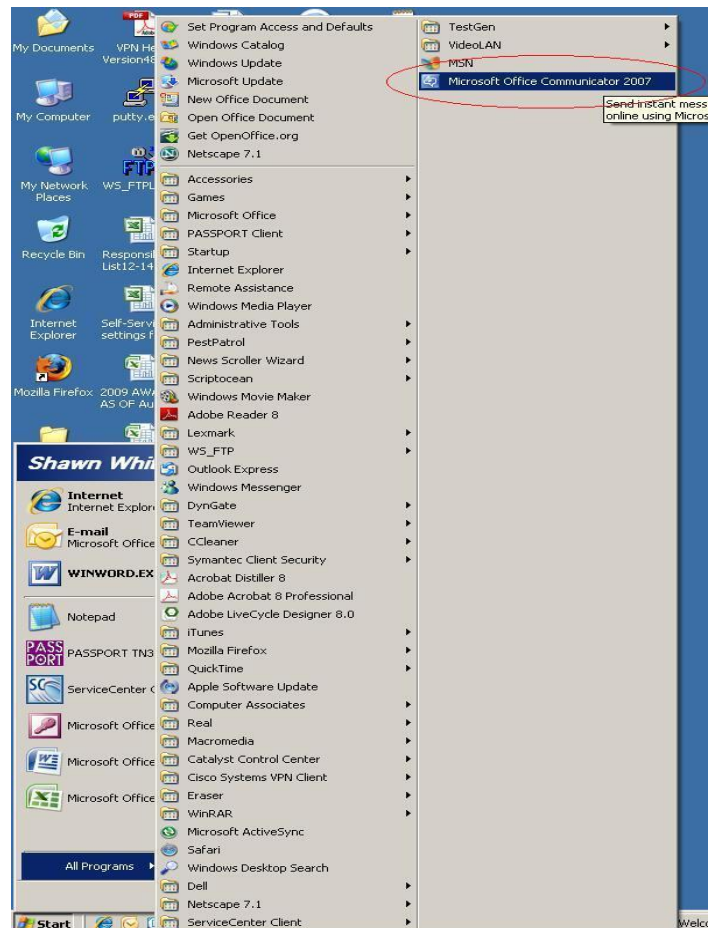
6. Click **Next**



7. Select **Finish**

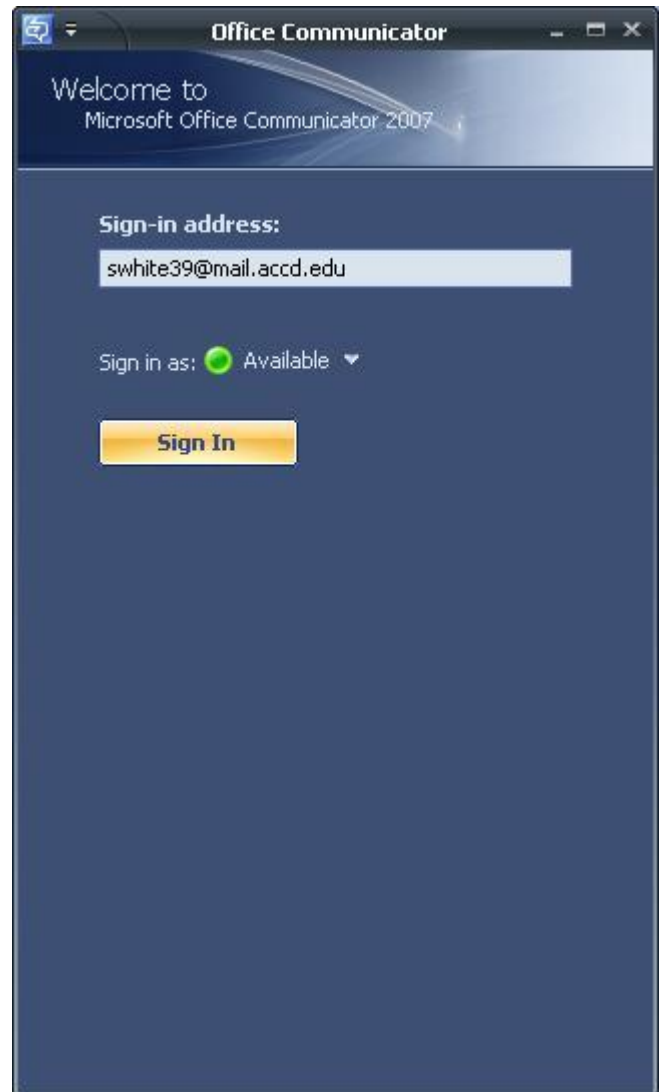


8. To get to the Office Communicator 2007, click on **START**, hover over **ALL PROGRAMS**, and **double click** on **Microsoft Office Communicator 2007**.



9. A Welcome to Microsoft Office Communicator 2007 dialog box will come up. Your sign-in address will be **your full PALS email address**, and click **Sign In**

(example:
PALSID@mail.accd.edu)



10. In the User name Dialog Box, type in **root\YOUR PALS ID**

11. Your Password is going to be your PALS Email Password.

Check Save my password.

NOTE: You can retrieve your password from the **Employee** tab in **PALS**. Login to **PALS** and click the **Employee** tab, in the **Welcome to PALS Web Services** channel, click **Welcome to PALS Web Services**. Click **Employee**, under **Personal Info**, select **Email Password**. If you need assistance contact Support Central at 220-1616, option 4.

Office Communicator

Welcome to
Microsoft Office Communicator 2007

Sign-in address:
swhite39@mail.accd.edu
[Change your sign-in address](#)

User name:
root\swhite39
Examples: domain\username
someone@example.com

Password:

Save my password

Sign in as: Available ▾

Sign In

12. You are now connected to the Microsoft Office Communicator 2007

