HawkMail365: Chat Basics

To begin a chat, do one of the following:

a. When on your Contacts page, click on any name that has a green bar on the left side and click the small chat icon under their name.

b. While viewing a message in your inbox, click on the sender of a message. If a green bar is next to their name/picture, they are online and available to chat.

TIP: Different colored bars next to someone's name/picture can be used to determine if they are available to chat or not.

Logged into Office 365 and available to chat.

Logged into Office 365, but has not made any recent activity and is most likely unavailable.

Logged into Office 365 and has an event on their calendar at that time.

Logged into Office 365 and has chosen to not be disturbed.
HawkMail365: Chat Basics

Is not logged into Office 365, is logged in but signed out of IM, or is not an Office 365 user.

How to change your Status

1. Click your name in the top right corner of the Office 365 window and select your desired status. This selection will override an automated status based on your calendar.