

1.0 Overview

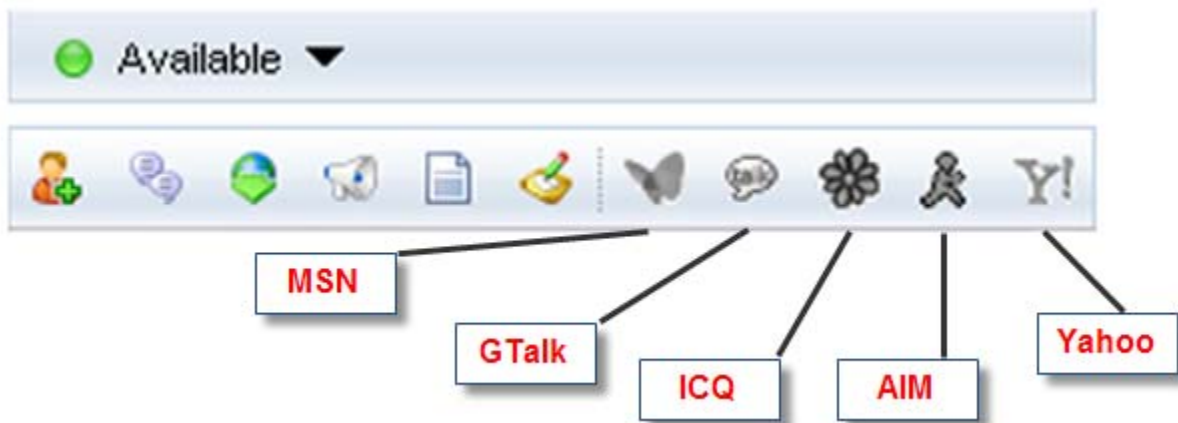
If you have a MSN, Google Talk, ICQ, AIM, or Yahoo instant messaging account, you can set up Spark so that you can access these other IM contacts through Spark.

2.0 Main Steps

You may want to add an summary of what you will be covering in these steps especially if there are several different actions that need to be taken and if you did not include a Process Overview.

2.1

1. On the icon bar, click the icon corresponding to the chat technology you want to use.



2. Click: Enter Log In Information.
3. In the dialog that appears, enter your user name and password from the other account.
4. Click Save.
5. Your list of Spark contacts now includes contacts from the other account.
6. To access these contacts automatically each time you are in Spark, click on the IM icon and check "Sign in at login".

3.0 Support

- Additional CSU East Bay documentation can be found at: www.csueastbay.edu/training
- Send questions to the Service Desk via a ticket at: www.csueastbay.edu/servicedesk