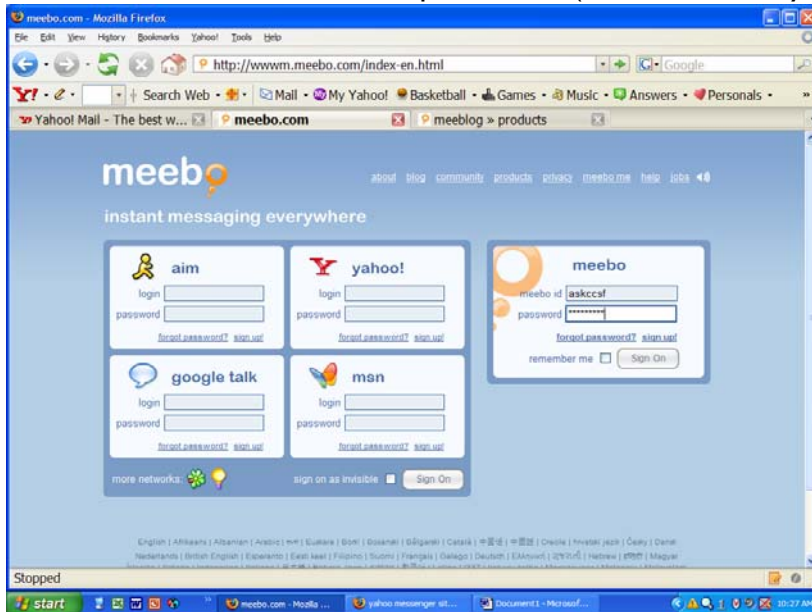


LOGGING INTO & LOGGING OUT of askccsf

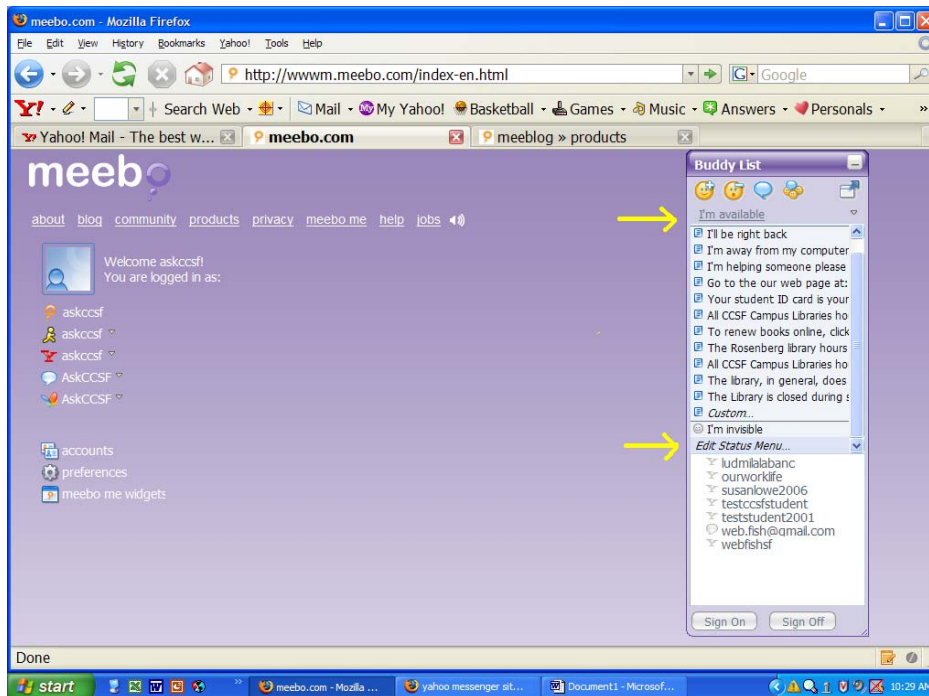
1. LOGGING IN:

- A. Go to meebo.com (FIREFOX seems to work better though you CAN use Explorer),
Meebo id=askccsf, password= (ask someone, if you have forgotten what it is!)

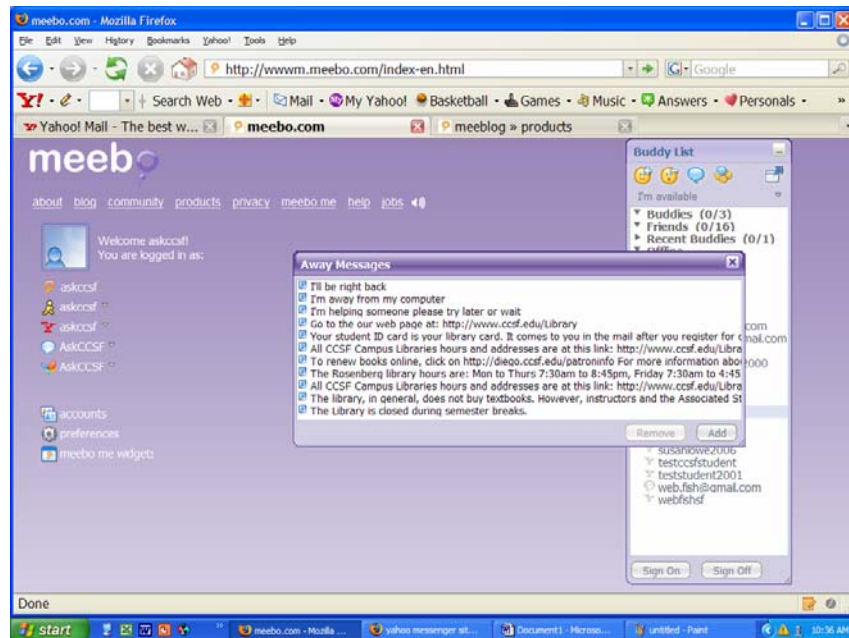


B. Open our quick-and-dirty Canned Messages box by

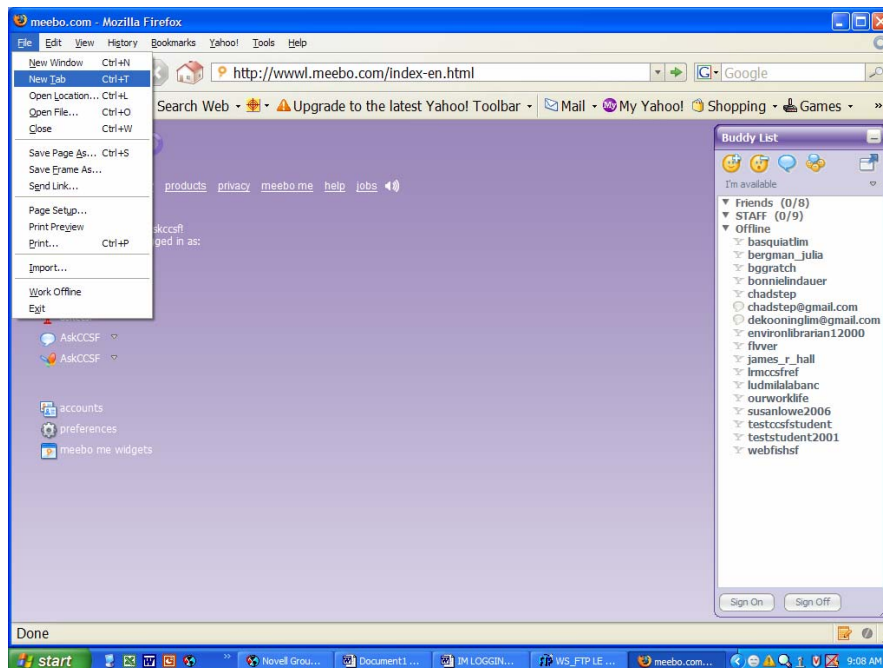
- clicking on “I’m Available”
- clicking on “Edit Status Menu”, use the arrow of the drop-down menu box to scroll all the way to the bottom to see this



C. Keep this AWAY MESSAGES box open. You'll use this to copy and paste messages into the chat box



D. We also have another more detailed Canned Messages web page at: <http://www.ccsf.edu/Library/messages.html> Open it by going to File and selecting **NEW TAB OR NEW WINDOW**.



E. Type in the address: www.ccsf.edu/Library/messages. A new TAB or WINDOW should open.



F. MINIMIZE Meebo. If you selected **NEW TAB**, be sure to select the **Meebo** tab before minimizing.

G. TURN SPEAKERS ON

H. YOU ARE NOW READY FOR IM REFERENCE!

I. Open another Browser Window so that you can work as you normally do while you are at the desk



LOGGING OUT OF MEEBO

WAIT for phone call from previously scheduled librarian

- For example, IM runs from 9 to 8pm
- 9 to 12 is handled by JAD
- At 12, wait for call from JAD before logging in

Go to your MEEBO web page.

To exit you may:

- Navigate away from that page
 - Close the browser window that contains Meebo
 - Click on the Home button
- g. TURN SPEAKERS OFF