

## PERSISTENT CHAT GUIDE for SKY LINUX

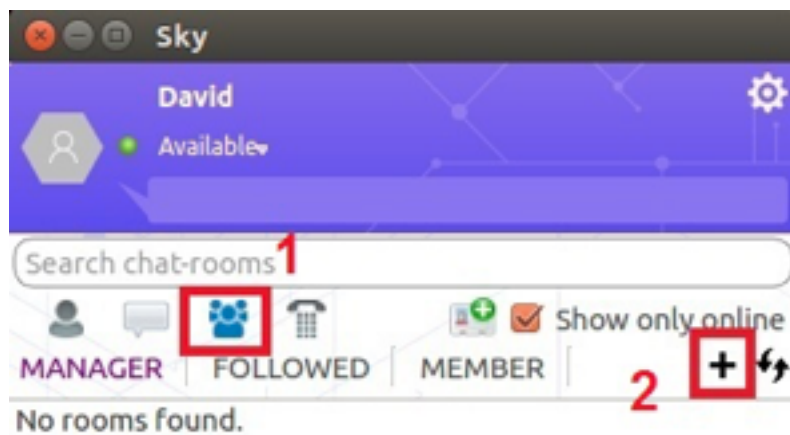
If you were given authorization by your Sky Linux admin, you can create your own persistent chat rooms. This explains how to create, manage, and disable chat rooms.

Not all servers have persistent chat rooms enabled.

MS 365 does not have persistent chat (as of 4 February 2017).

### 1. Create a new chat room

- 1) In the Sky Linux main window, in the Chat Rooms view, click the Add Room button (+), then click the drop-down menu.



2) In the **My Rooms** dialog box, click **Create a New Room**, then type a name in the Room Name box.

(If you do not have access to the My Rooms page, your server admin has not allowed you to create and manage chat rooms.)



3) Name your new chat room

When you create a chat room, give it a unique and descriptive name.

- On the **Create a room** window, in **Room Name**, enter a name. A room name can have up to 256 letters, numbers, or special characters, including spaces.
- Click the **Check Names** icon, to make sure it is not already being used. If it is, you'll be prompted to pick another name.

If you decide to change the room name later, the new name will be displayed to you, and later to the room's members and followers. It is best to find a good name to start with, and not change it. Changing a room name can create confusion for users who set up notifications, or who added your room as a Favorite.

4) Write a chat room description

When you create your chat room, click Description in the Create a Room window, and write a description of the room's purpose. Keep your description short (256 characters maximum), and write it so it helps others decide whether to request membership and whether to set up notifications to keep tabs on what's being discussed in it. You can change the description any time.

5) Select a privacy setting

Select a privacy setting for your room from 3 options (Open, Closed, Secret).

Every Sky Linux chat room has a privacy setting, which controls who can find and participate in it. The 3 settings are:

- **Open** – **Anyone** can find this room (via search), open it, and read and write in (“post to”) it. Open rooms have no “membership”.
- **Closed** – **Non-members** can find this room and see who is a member, but only members can open the room, read or post to it (this is the default setting). To join a closed room, the user must ask a manager of the room to be added to the members list. The room card identifies the chat room managers.
- **Secret** – **Non-members** cannot find this room or its room card, cannot learn who has membership in the room, cannot read or post to it.

You can change the privacy setting for a room you manage at any time.

6) Add or remove chat room managers

As the room manager, you can add other people to share the management duties for a room you created.

To add a room manager, open the chat room window and, in the Managers field, type the name of anyone you want to assign as a co-manager.

7) Add or remove chat room members

As the room manager, you can control who can join the closed or secret rooms you create.

Can add members as you see fit. You can also remove members from the room.

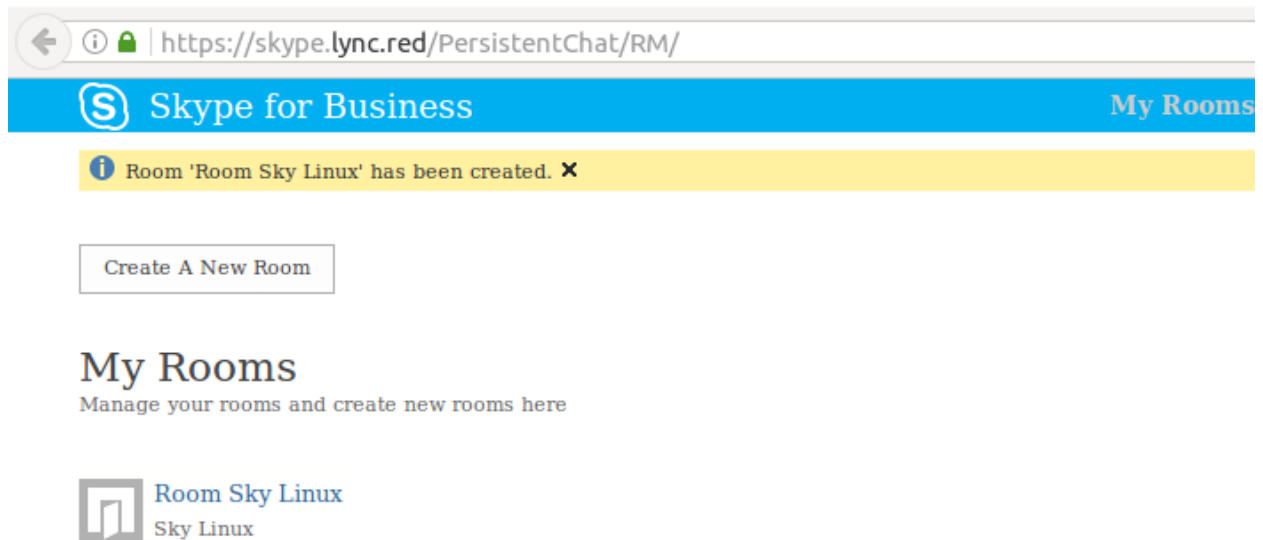
In Members, enter the names of people to invite to be room members.

8) Confirm your chat room settings

Once you selected the appropriate options as described above, click the [Create] button.

When you succeed, the screen displays the chat room list with the chat room just created

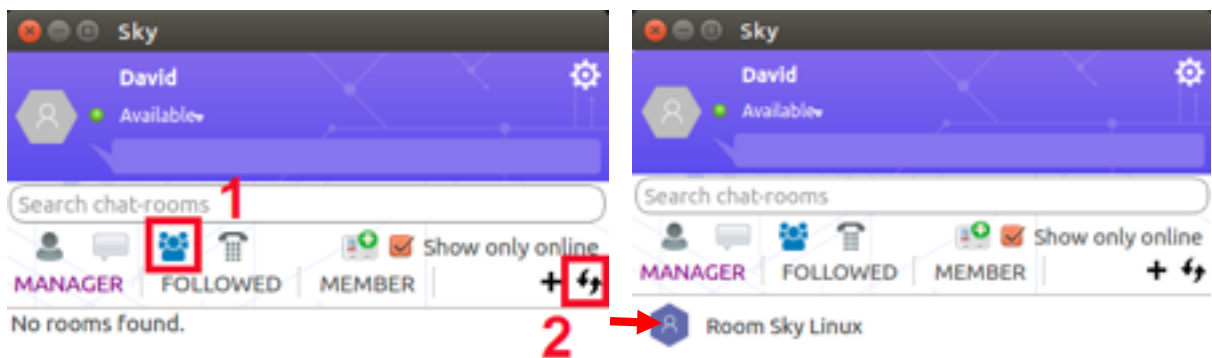
## Persistent chat



## 2. Check in Chat Rooms tab of Sky Linux

To make sure that the chat room displayed on Chat Rooms of Sky Linux:

- 1) In the Sky main window, click the Chat Rooms tab.
- 2) In the sub-tab Manager/Member, select the [Refresh] button to update the latest chat room list



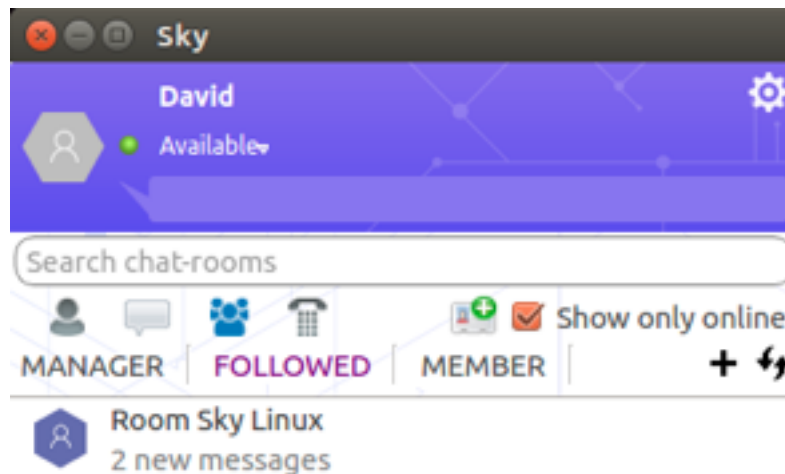
### 3. Post a message in a chat room

Posting a message in a chat room is like sending an instant message. The message posts immediately. But unlike an instant message, a chat room message becomes part of the chat history for current and future participants to see.

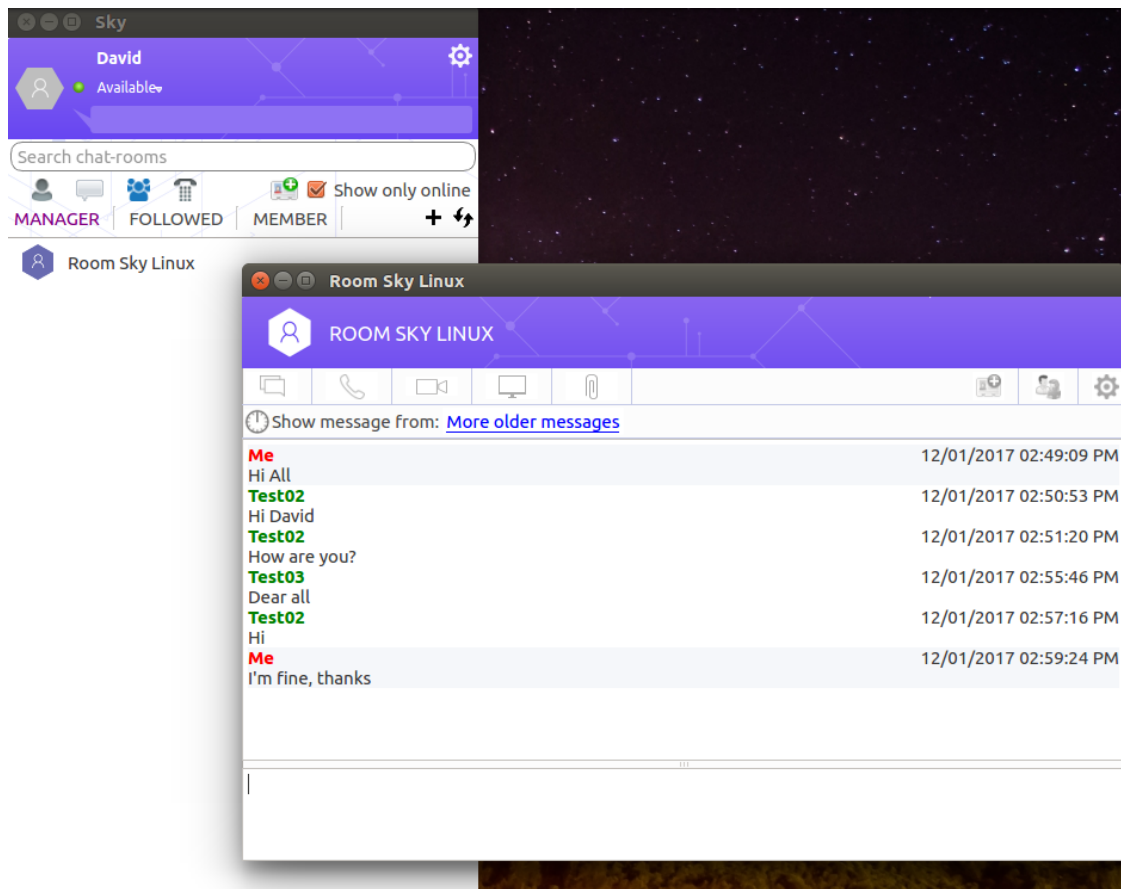
**IMPORTANT:** In Sky Linux persistent chat rooms, messages are not deleted. Any message you post will be visible to all participants, now and in the future, for as long as the chat room is accessible.

- 1) In the Sky main window, click the Chat Rooms tab.
- 2) In list chat rooms of the sub-tab Manager/Member, select any one chat rooms to open the chat window

(In a chat room, the user is Manager / Member, or following. When there are new messages, if the chat room window is not open, then the chat room list always displays notifications with the number of new messages.)



3) In the chat room window, in the text input area, type your message.



(To add a web address as a working link: Copy and paste the link into the text area)

4) Post your message by pressing Enter on your keyboard.

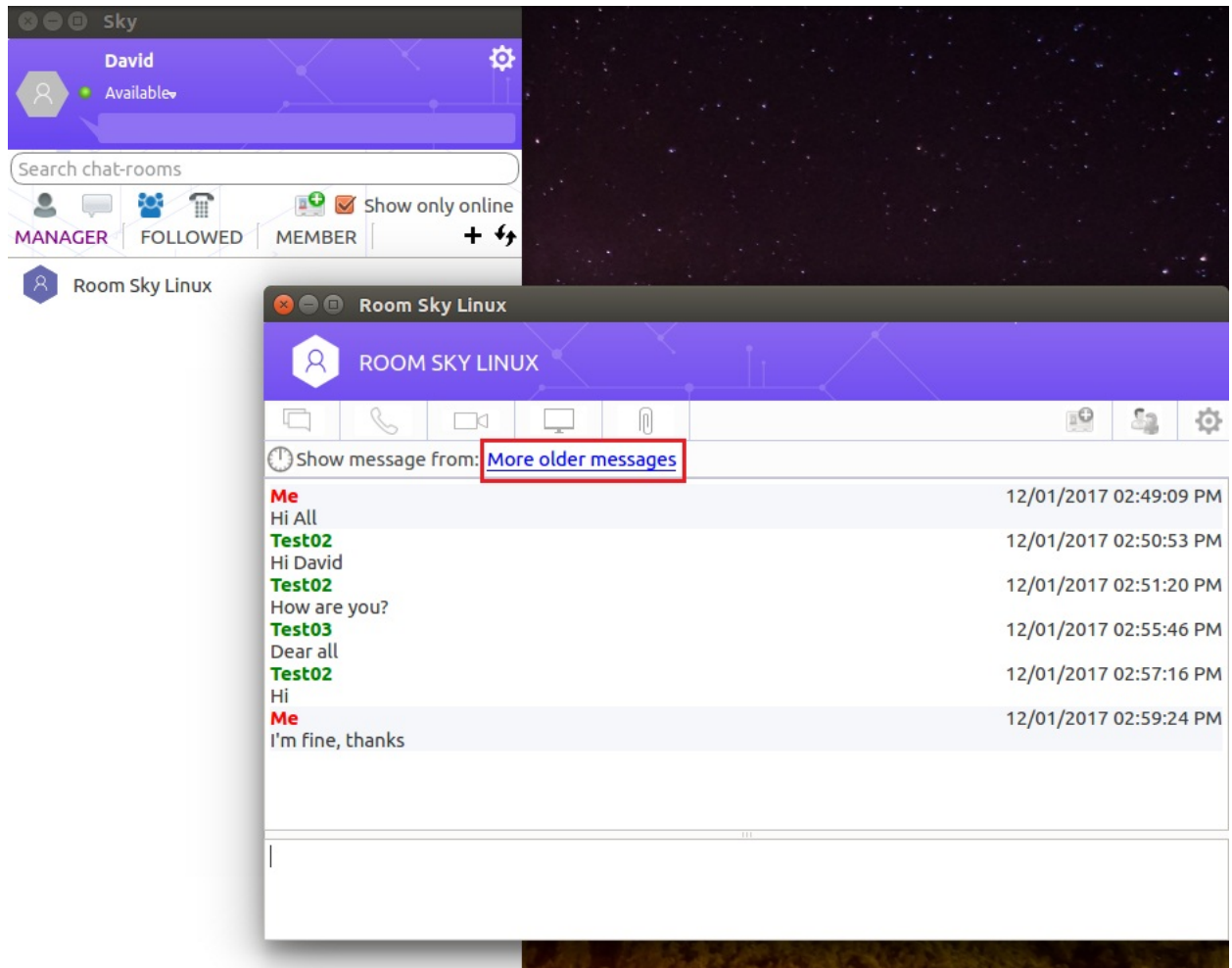
#### 4. Read older messages

To browse chat history, open the chat room and read the message directly above the text-input area. This is the most recent message. Scroll up to read previous messages.

To find messages about a specific topic

1. Open a chat room and click the Search icon.
2. Under *What rooms do you want to search?*, click the room name(s).
3. Select **More older messages**

## Persistent chat



### 5. Find and enter a chat room

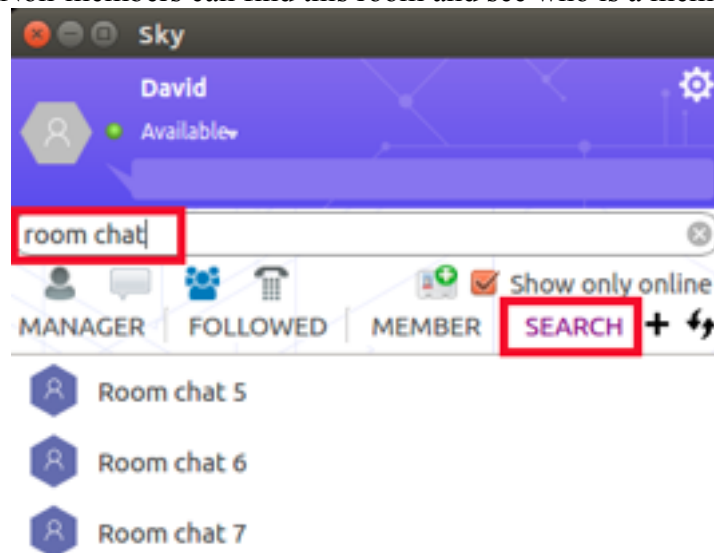
User Sky Linux search to find rooms that you have access to.

In the Sky main window, click the Chat Rooms tab.

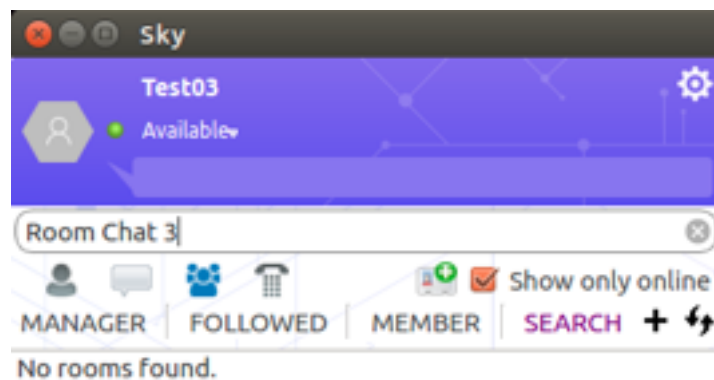
In the Search box, type a room name or keyword (s). Relevant rooms appear in search results.

Privacy Level	Open	Closed	Secret
To find this type of chat room:	Use Sky search by room name and	Use Sky search by room name	Members: Use search or click the Member of tab on the Chat rooms view. Followers: Use search or click the Member of tab or Followed tab in the Chat rooms view.

- 1) Enter the chat room by pointing to the Chat room icon, then click the [Open] button
  - Open (Anyone)
  - Closed (Non-members can find this room and see who is a member)



- Secret (Non-members cannot find this room)





## 6. Follow a chat room

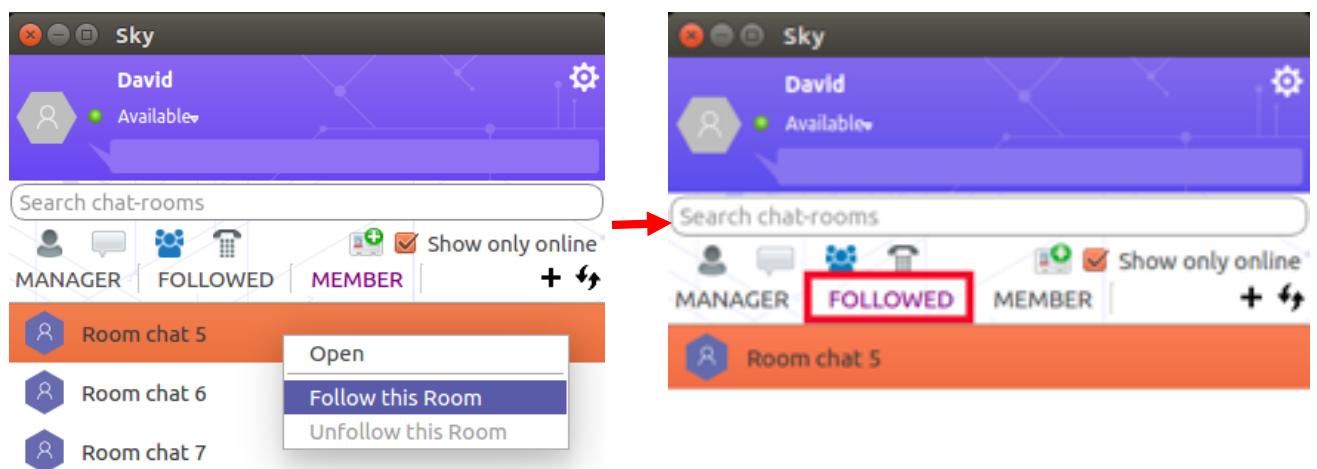
Just as you make some contacts “Favorites” or bookmark websites you frequently visit, you can have Sky pay special attention to those chat rooms you care most about. It’s called “following” a chat room. Rooms you follow are easy to monitor and access. Instead of opening each chat room just to see if any new messages have been posted, you can get this information from a quick glance at the Followed tab in the Chat Rooms view, in the Sky main window, where a number next to each followed chat room name counts new messages.

*To follow a room:*

1. In the Sky main window, click the Chat Rooms icon.
2. Click the sub-tab Manager/Member (to see the closed rooms you already belong to) or use the search box to find the room you’re interested in.
3. Right-click the room, and then click **Follow this Room**

Privacy Level	Open	Closed	Secret
To follow this type of chat room	Find the room via search, then add it to your list of followed rooms	You need to first be a member of the room. Once you have been granted membership, add the room to your list of followed rooms	You must first be a member of the room. Once you have been granted membership, add the room to your list of followed rooms

(When you follow this room successfully, the chat room automatically displays in the FOLLOWED tab, and the items “Follow in Room” in the More option auto-hide).



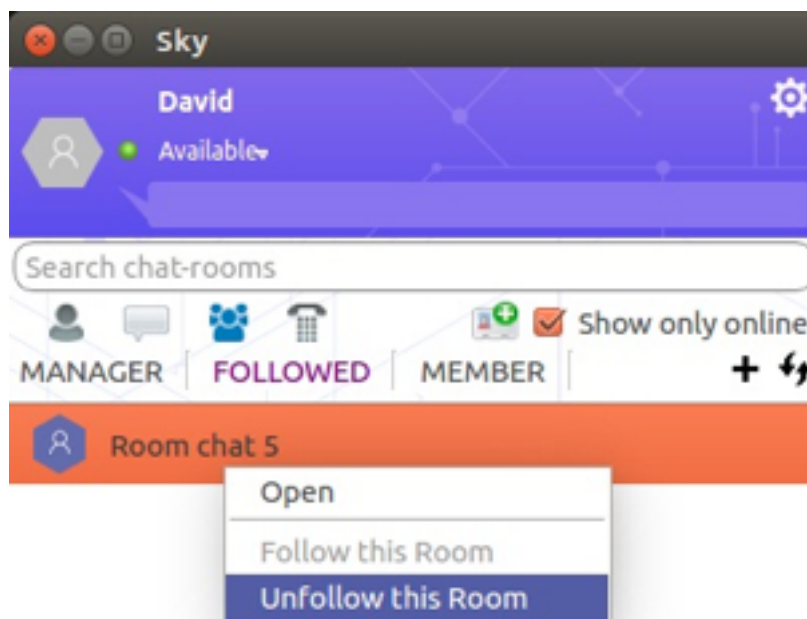
## Persistent chat

**IMPORTANT:** To follow a closed chat room, you first need to be a member of it.

If the “Follow this Room” menu item is not available, this room is closed or you already follow it.

*To unfollow a room:*

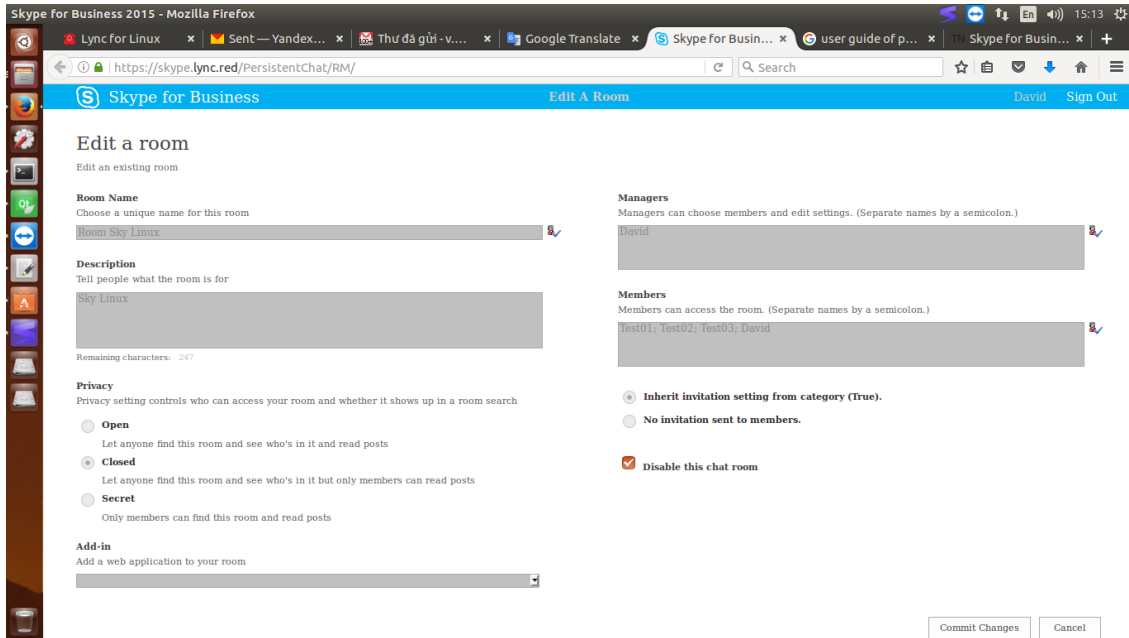
1. In the Sky main window, click the Chat Rooms icon.
2. Click the sub-tab Manager/Member (to see the closed rooms you already belong to) or use the search box to find the room you’re interested in.
3. Right-click the room, and then click **Unfollow this Room**



## 7. Disable a room in list

To disable a room in the chat rooms list:

- 1) In the **My Rooms** dialog box, select a chat room to open screen **Edit a room**
- 2) Click in button **Disable this chat room**



- 3) Select on **Commit Change**

- 4) Confirm **“OK”**

Success: That chat room disappears from the list.