

Attention,

Please print this out for reference.

EPOP REFERENCE

E-POP is an instant messaging program that allows you to send INSTANT messages to a person's computer OR allows you to participate in user sponsored CHAT SESSION on the computer.

There are 2 reasons we use this software.

1. **TO IMPROVE COMMUNICATION THROUGHOUT THE DISTRICT.**
You will be able to send and receive messages on your computer instantly in case of emergencies. (i.e. last Thursday's ½ day). Please note; this program is NOT designed to replace e-mail!!!! Any message that does NOT need to be viewed immediately by the receiver of the E-POP message should be sent via e-mail. You will see what I mean when people constantly send you EPOPs and the windows fill up your computer screen. PLEASE!!! No E-POPs unless you need to get information to the individuals immediately.
2. **TO SAVE THE DISTRICT MONEY.** This software will allow you to set up a chat session amount the various users of E-POP as a type of remote conferencing capability. This should save the district money in travel. We could, for example, set up an EPOP chat session to be joined by all principals at 10:30 this morning to discuss some topic. The principals would not have to leave their school but would still be able to participate in the CHAT SESSION.

To launch E-POP simply double click on the ICON on your task tray. It is colored purple. You will be able to send EPOPs to Groups or individual users and join Chat Sessions.

Some helpful hints!!!!

- I can and will set up some profiles for each user. Some users will only be able to receive EPOPs. Right now I have it wide open, however, we will be closing it down some, especially if one person (i.e. Mr. Bell) sends me a bunch of EPOPS about fishing while I'm trying to work.
- I will set up groups (i.e. Finance Department, SASI Contacts, FHE EPOP Users, etc). To see a group you have scroll up to the groups section in the directory. Basically the EPOP directory is broken down into Users and Groups. You will have to scroll to be able to see everything. In order to mark multiple folks you simply hold down the CONTROL key while clicking on the people you want to send the EPOP too.

- Sometimes you will see the word “AWAY” over a name you want to send an EPOP to. The “AWAY” appears if the person at the computer has not touched their keyboard or mouse for 10 minutes. It is automatic. You can still send the EPOP and they will get it, just understand that they are not using their computer right now.
- A red user (instead of the normal green user) means that the computer is not turned on. You can NOT send an EPOP to them.
- Never send an EPOP to “USERS”. Make sure you click on the individual user, NOT THE HEADING OF “USERS”. If you send an EPOP to “USERS” it will send the EPOP to everyone on the system. You can multiple mark people by holding down the control key while clicking on them. That way, you can pick who you want to send the EPOP to without using a group. If you find yourself sending EPOPs to the same group of people just let me know and I’ll create a group for you.
- To start a CHAT session you:
 - Double click on the EPOP icon in your task tray.
 - Hold the Control Key down while clicking on the individuals you want to start the chat with (you may also simply click on a group and the chat session will be with the entire group)
 - Right click on one of the person(s) or group you selected and choose chat.
 - The session will begin. All you have to do is type in the bottom of the chat box and press ENTER when done typing. Your remarks will then display for everyone in the chat session.
 - The person who starts the chat session is the MODERATOR of the chat session and has full control of that chat session.

If you want to test out these instructions please feel free to send me, Cheryl, or Beth an EPOP. Once you start using this program I think you will find it a FANTASTIC communication tool.

Hope this HELPS you in your communication needs. Doug