

National Weather Service Training Center

NWSChat Job Sheets

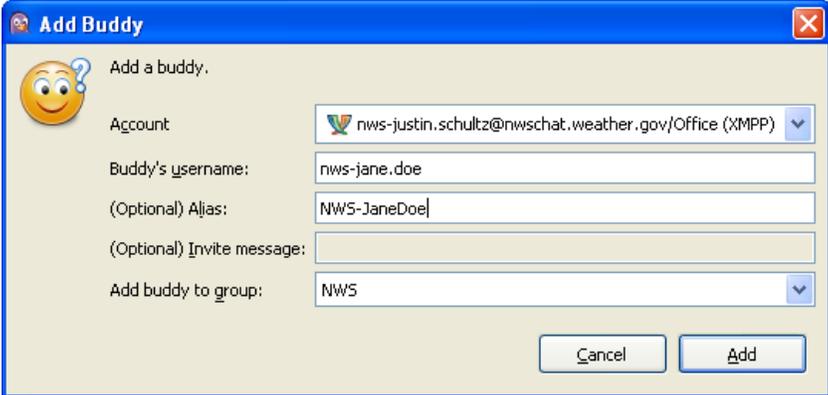
A Supplemental Resource for the Using NWSChat Course

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Adding Chat Buddies (Pidgin)

In order to be able to chat and discuss things within Pidgin, you must add **chat buddies**, which are individual people you can chat within one-on-one conversations.

Step	Action	Notes
1	<p>Select Add Buddy under the Buddies menu.</p> <p>Result: This opens the “Add Buddy” dialog (image below), where you can input information to add a chat buddy.</p> 	<p>You can also type Ctrl+B on your keyboard.</p>
2	Enter your buddy’s username.	This is the NWSChat username for the buddy you want to add.
3	Enter an alias and an invite message (both optional).	The alias is a nickname you want your chat buddy to be listed as.
4	Enter a <i>group</i> to add your chat buddy to (e.g., NWS).	A group is a classification you give to your chat buddy. For example, if your chat buddy is in the NWS, he or she can be placed in a group called, “NWS”.
5	Click Add to add your chat buddy to your chat list.	Note, any chat buddy and chatroom you add is automatically saved to your chat account.

Adding Chat Buddies (NWSChat Live)

In order to be able to chat and discuss things within NWSChat Live, you must add **chat buddies**, which are individual people you can chat within one-on-one conversations.

Step	Action	Notes
1	<p>Select Add Buddy... from the Actions Menu.</p> <p>Result: This opens the “Add Buddy” dialog (image below), where you can input your new chat buddy’s NWSChat ID.</p> 	
2	Enter the NWSChat ID of the person you want to add to your list of chat buddies.	An example of a NWSChat ID is nws-jane.doe .
3	Enter the alias of your chat buddy.	An alias is a nickname you want your chat buddy to be listed as (e.g., nws-JaneDoe).
4	Enter the Buddy Group you want your chat buddy to belong to.	A group is a classification you give to your chat buddy. For example, if your chat buddy is in the NWS, he or she can be placed in a group called, “NWS”.
5	<p>Click Add Buddy to add this person as a chat buddy.</p> <p>Result: this person is added to your chat buddies list, which is shown under the Buddies tab of the NWSChat Live panel.</p>	Note, NWSChat Live has the added benefit of being able to store your preferred settings and can reload them in your next login no matter which computer you join from.

Using Chatrooms (Pidgin)

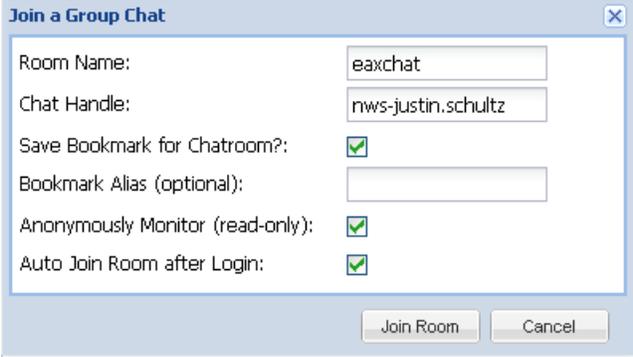
You can join chatrooms to chat with multiple people at a particular forecast office at any one time.

Step	Action	Notes
1	<p>Select Add Chat from the Buddies menu.</p> <p>Result: This opens the “Add Chat” dialog (image below), where you can input information on which chatroom you would like to add.</p> 	<p>Note, the Account information (shown at the left as nws-justin.schultz@nwschat.weather.gov) should automatically fill in when the dialog opens.</p>
2	<p>Enter the chatroom you want to add in the Room space.</p>	<p>In the example, eaxchat is the chatroom being added. Note, each WFO has a chatroom named xxxchat, where xxx is the office ID.</p> <p>You can also click the Room List button to look through a list of all available chatrooms on the NWSChat server.</p>
3	<p>Enter the Server information, which should be conference.nwschat.weather.gov.</p>	<p>This is typically auto-filled. If it says anything other than conference.nwschat.weather.gov, make sure it says this.</p>

Step	Action	Notes
4	Enter your Handle , which is a description of how you want to be seen by others in the chatroom.	In the example, NWSTC – Justin Schultz .
5	Enter your Alias , which is the nickname of the chatroom you want to add.	The Password space should be left blank.
6	Enter your Group , which is where your added chatroom will be saved to so you know where to look for it in the future.	For chatrooms, the preferred group name is "Chats".
7	Toggle ON "Autojoin when account connects". Result: This makes you automatically join this chatroom once you log into NWSChat.	The "Hide chat when the window is closed" toggle button is preferred to be left unchecked.
8	Click Add to close the dialog and add your selected chatroom to your chat list.	

Using Chatrooms (NWSChat Live)

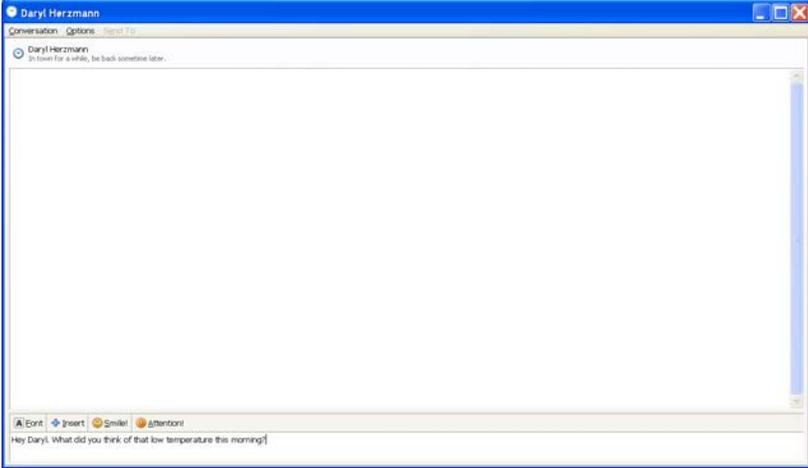
You can join chatrooms to chat with multiple people at a particular forecast office at any one time.

Step	Action	Notes
1	<p>Select Join Group Chat under the Actions Menu.</p> <p>Result: this opens the “Join a Group Chat” dialog (image below), where you can select the chatroom you want to join.</p> 	
2	<p>Enter the Room Name, which is the name of the chatroom you want to join.</p>	<p>Your added chatrooms are listed through the Chatrooms tab in the NWSChat panel.</p> <p>Note, each WFO has a chatroom named xxxchat, where xxx is the office ID.</p>
3	<p>Enter your Chat Handle, which is your alias to other people.</p>	<p>In this example, nws-justin.schultz.</p>
4	<p>Toggle ON Save Bookmark for Chatroom?</p>	<p>This makes it easy for you to rejoin this chatroom in the future.</p>
5	<p>Enter an alias under Bookmark Alias, which is optional.</p>	<p>If you leave this blank, your bookmark is called the official name of the chatroom (e.g., eaxchat).</p>

Step	Action	Notes
6	Toggle ON Auto Join Room after Login , which makes it so you do not have to rejoin this particular chatroom in the future.	WFO and RFC users should NOT select the “Anonymous Monitor (read-only)” option. This option allows users to anonymously monitor chat without being listed as a participant in the chatroom, and this option is meant only for National Centers, National Headquarters, and Regional Headquarters.
7	Click Join Room to join your desired chatroom.	When you join a chatroom, the chat window automatically lists the last 60 messages that were sent in that chatroom.

Sending Instant Messages (Pidgin)

NWSChat is useful because the messages you send to your chat buddies or into chatrooms are received instantaneously.

Step	Action	Notes
1	<p>Double click on the chat buddy you want to start a one-on-one conversation with, from the Pidgin Buddy List.</p> <p>Result: a chat window appears (image below).</p> 	<p>This is assuming you have already added chat buddies. If not, refer to the Adding Chat Buddies (Pidgin) job sheet.</p>
2	<p>Type your message into the white box at the bottom of the chat window.</p>	
3	<p>Press the Enter key to send your message.</p>	<p>After sending your message, it appears in the white box just above where you entered your message.</p>
4	<p>Watch the center white box as this is where your conversation with your chat buddy appears.</p>	<p>The chat window in a group chat will look similar to the chat window in a one-on-one chat. Use the group chat window in a similar manner as described here.</p>

Sending Instant Messages (NWSChat Live)

NWSChat is useful because the messages you send to your chat buddies or into chatrooms are received instantaneously.

Step	Action	Notes
1	<p>Single click on the chat buddy you want to send a message to.</p> <p>Result: a chat window (image below) appears at the bottom of the NWSChat Live interface.</p> 	<p>Your chat buddies should be listed in the NWSChat Live panel under the Buddies tab.</p>
2	<p>Type your message into the white box that is to the left of the Send button (located in the very lower right of the NWSChat Live window).</p>	
3	<p>Press the Enter key or click Send to send your message.</p> <p>Result: your message appears in the white box just above where you entered your message.</p>	
4	<p>Watch this white box as this is where your conversation with your chat buddy appears</p>	