

Microsoft



Mac



Microsoft
Messenger:mac
VERSION 6.0

Deployment Guide

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Overview of Messenger for Mac

Messenger for Mac makes real-time communication and collaboration, as well as enhanced security, simple for corporate Mac users.

Messenger for Mac has the following new features:

- Business conversations with other employees occur through Live Communications Server, with enhanced security behind the corporate firewall.
- Security in your organization is enhanced. Through its integration with Live Communication Server, Messenger supports server-side session logging and more secure corporate messaging.
- Users have simultaneous access to corporate accounts and personal accounts from the new window interface.
- Users can hold instant message conversations with Yahoo! Messenger contacts from their personal account.

Messenger for Mac provides two types of communication services for instant messaging:

- **Personal** A personal account uses the Windows Live Messenger service. Contacts that a user adds to his or her personal account include friends and family members.

At no extra charge, personal account users can now communicate with users of Yahoo! Messenger.

- **Corporate** A corporate account uses the Live Communications Server service. When Messenger for Mac users are connected to a Live Communications Server, they can communicate in real time over a corporate network. Contacts that a user adds to his or her corporate account include coworkers in the same company and associates at other companies.

Corporate account instant-message conversations are no longer limited to conversations with other Messenger for Mac users. With the Live Communications Server add-on, corporate account users can have instant message conversations with contacts who use AOL Instant Messenger (AIM), Yahoo! Messenger, and iChat when you purchase the required instant messaging (IM) connectivity licenses. You can then authorize or deny federated access for individuals or groups of users, and you can block federated partners from using IM with particular users. You can also choose to archive messages to federated partners and notify those partners of this decision.

For more information about federation and public IM connectivity, see the [Live Communications Server 2005 with Service Pack 1 Planning Guide](#) in the Deployment Resources area of the Microsoft Web site at <http://www.microsoft.com/office/livecomm/>.

Messenger for Mac topology

The topology of Messenger for Mac on a corporate network consists of the server and the client. The server is Microsoft Office Live Communications Server 2005 and is referred to as the Address Book Service.



Figure 1: Topology for Live Communications Server and Messenger for Mac

- Macintosh computer running Messenger for Mac** A real-time communications client for corporate Macintosh users. With a corporate account, users in the same organization communicate by using text messaging through the Live Communications Server. Because the client is presence-enabled, status shows whether a user is connected to a network and available to communicate in real time.
- Live Communications Server Standard Edition** A single, stand-alone instant-messaging (IM) and presence server on the same computer with a Microsoft Desktop Engine (MSDE) database for storing user data. Choose a Standard Edition Server if you are deploying Messenger in a small organization where enterprise-level capacity and performance are not required. A Standard Edition Server supports up to 15,000 concurrent connections. Microsoft Office Live Communications Server 2005 is based on the Session Initiation Protocol (SIP) and SIMPLE (SIP IM and Presence Leveraging Extensions) standards.

Live Communications Server Enterprise Edition

Choose Live Communications Server Enterprise Edition if you are deploying messenger in a large organization or you require greater scalability. This product has two parts:

- Live Communications Server Enterprise Edition, which manages client connections, presence, and other real-time communication features such as instant messaging
- Live Communications Server Back-End Database, a back-end server that runs Microsoft SQL Server™ 2000 SP3a, which can be clustered

When used together, the Live Communications Server 2005 Enterprise Edition and the Live Communications Server 2005 Back-End Database form an enterprise pool. More than one Enterprise Edition Server can work with the same Live Communications Server Back-End Database. For more information, see the [Live Communications Server 2005 Technical Overview](http://www.microsoft.com/office/livecomm/) in the Deployment Resources area of the Microsoft Web site at <http://www.microsoft.com/office/livecomm/>.

Active Directory

The Live Communications Server and Messenger for Mac environment depends on Active Directory. Active Directory is used for authenticating, authorizing, provisioning, and configuring Live Communications Server. Active Directory also supplies the enterprise address list to make search-based lookups easier.

User Replicator

The User Replicator uses Directory Synchronization to track changes to user objects in Active Directory shortly after the changes occur. The User Replicator provides Active Directory with a list of attributes that must synchronize with the Address Book Service. The User Replicator stores the changed attribute values it receives from Active Directory in the database of user data. The Directory Synchronization API gives the User Replicator a cookie that identifies a point in the Active Directory change list. When the User Replicator passes a cookie to Directory Synchronization, the User Replicator receives every change after the point identified by the cookie. The only state that the User Replicator stores as a result of synchronization is the cookie.

Communicator and Messenger for Mac

Microsoft Office Communicator 2005 is the next-generation Windows-based, real-time collaboration tool for information workers. This enterprise messaging client integrates instant messaging with telephony. In addition, it provides enhanced security. Users can experience simultaneous multiple communication modes, including instant messaging, video conferencing, telephony, application sharing, and file transfer.

The following table lists the features and capabilities of Communicator and Messenger for Mac. For more information about features of Communicator, see Communicator Help.

Features and capabilities	Communicator 2005 (Windows)	Messenger for Mac
Instant messaging	Yes	Yes
File transfer	Yes	Yes (you can globally disable file transfer on Live Communications Server)
Share applications with contacts	Yes	Unavailable
Whiteboard sessions	Yes	Unavailable
Telephony (PC-to-phone)	Yes	Unavailable
Video communication	Yes	Unavailable
Remote assistance	Yes	Unavailable
Private Branch Exchange (PBX) integration	Yes (requires third-party infrastructure support)	Unavailable
Public Switched Telephone Network (PSTN) conferencing	Yes (requires third-party infrastructure support)	Unavailable
Microsoft Office integration	Yes	Yes (Microsoft Entourage projects, Word Reviewing toolbar)

Personal and corporate accounts on Messenger for Mac

The following table shows the differences between using a Messenger for Mac personal account and a Messenger for Mac corporate account.

Messenger for Mac feature	Personal account	Corporate account
Signing in	Requires e-mail address and password for the Windows Live ID site	Requires corporate credentials: e-mail address and password. A domain name and user ID can also be required.
Search for a contact	Search for contacts in the Windows Live ID member directory.	Search for contacts by e-mail address.
Send file	Send a file to a personal contact.	Send a file to contacts and coworkers in the same company and associates at other companies.
View profile (Contact menu)	View profile of personal contact.	Not applicable
Add a contact	Add a contact for a user who has a Windows Live ID or who has other messaging services from Yahoo! Messenger.	Add a contact who is listed in the corporate global address list (GAL). Add contacts for users who have other messaging services, such as AOL Instant Messenger (AIM), Yahoo! Messenger, and iChat (with federation features enabled on Live Communications Server).
Add a contact to the Office Address Book	Add a contact to the Office Address Book in Entourage.	Unavailable
Windows Live network privacy	Set this option in Privacy preferences to always be prompted to type a password.	Not applicable
Page button	Page a personal contact.	Unavailable
Mail button	Start MSN Hotmail or Windows Live Mail (if you upgraded your MSN Hotmail account)	Start default e-mail application.

Security

Security features of Live Communications Server include end-to-end encryption through the Transport Layer Security (TLS) protocol and full authentication through Active Directory.

Active Directory

Live Communications Server uses Active Directory as its account database. It relies on Active Directory for authenticating users and for keeping track of external forest contacts, computers, and other network resources. A forest is a collection of one or more domains in Microsoft Windows that share a common schema, configuration, and global catalog and that are linked with two-way transitive trusts. Users, contacts, and computers are all represented in Active Directory as classes. The ways in which they interact are defined by their respective attributes. For more information about Active Directory classes, see [Live Communications Server 2005 Technical Overview](http://www.microsoft.com/office/livecomm/) in the Deployment Resources area on the Microsoft Web site at <http://www.microsoft.com/office/livecomm/>.

Authentication

Messenger for Mac uses NTLM as the default protocol for Live Communications Server authentication. Messenger for Mac can also use the Kerberos protocol for Live Communications Server authentication. For more information about how to use Kerberos with Messenger for Mac, see [Using Kerberos for Macintosh](#) later in this document.

Live Communications Server authentication consists of two phases:

1. A security association is established between the client and the server.
2. The client and server use the established security association to sign the messages they send and to authenticate the messages they receive. When authentication is enabled on the server, unauthenticated messages from a client are not accepted.

Trust

The concept of trust is fundamental to security in Live Communications Server. A connection, server, or user is generally considered to be trusted if messages from the source are not challenged. Trust is established through the exchange of certificates.

Certificates

To make sure that TLS can be used as the transport protocol for Live Communications Server, an organization must have a certificate infrastructure. This infrastructure includes a certification authority (CA) for issuing certificates to servers.

Live Communications Server uses the following:

- **TLS (optionally) for authenticating servers to clients** On a TLS connection, the client requests a valid certificate from the server. To be valid, the certificate must be from a CA trusted by the client. If the certificate is valid, the client trusts the server and opens the connection. If TLS is unavailable, Messenger for Mac uses TCP.
- **Mutual TLS (MTLS) for server-to-server authentication** On an MTLS connection, the server originating a message and the server receiving it exchange certificates from a mutually trusted CA. The certificates prove the identity of the remote server.

In enterprise Live Communications Server deployments, a certificate must be issued from a trusted client root CA or be installed on the client as a trusted root CA for the client to trust the certificate. A root CA signs the certificates of subordinate CAs. The root CA has a self-signed certificate that contains its own public key. In federated scenarios, the CA must be trusted by both federated partners. Each partner can use a different CA.

Trusted connection

A new connection created on one server is considered to be trusted if the following conditions are true:

- The connection uses MTLS.
- The fully qualified domain name of the server originating the connection is on a list of internal servers.

An untrusted connection is any other connection that does not meet one or both of these two requirements. If the first requirement fails, the second requirement is not examined.

Messages received on a trusted connection are not challenged. If the negotiation fails in such a way that the originating server does not have a valid certificate, the connection is dropped. If the certificate is valid but not trusted by the server cloud (see the following section on "Trusted server"), the connection is not trusted, and all requests are challenged.

Trusted server

A trusted server is one presenting a certificate from a valid certification authority. Messages from a trusted server are not challenged. A set of trusted servers forms a server cloud, which has the following additional characteristics:

- All servers in the cloud communicate with each other using the Session Initiation Protocol (SIP).
- All messages in the cloud pass only from server to server, without intermediary clients or servers that are not trusted.
- All messages from outside the cloud are authenticated by the first SIP server to receive the message.

Trusted user

A trusted user is one whose credentials have been authenticated by a Live Communications Server. However, user trust is attached to each message that originates from a user, not to the user identity itself. The server checks each message for valid user credentials. If the user credentials are valid, the message is unchallenged by the first server to receive it in addition to all other servers in the more secure server cloud.

Disabling message archiving

If you want to prevent users from saving conversations in Messenger for Mac, you can use the `DisallowSave` setting in `com.microsoft.Messenger.plist`. The default setting for `DisallowSave` is **no**. You cannot use Messenger for Mac to change this setting; it must be set directly in `com.microsoft.Messenger.plist`. When you change the `DisallowSave` setting to **yes**, the following changes occur in the Messenger for Mac interface:

- The **Save** button in the **Conversation** window is unavailable.
- The **Save** and **Save as Web Page** menu items are unavailable.
- The **Corporate** and **Personal** panels on the **History** tab in **Preferences** are unavailable.

Note To make sure that users do not save conversations in Messenger for Mac, lock the `DisallowSave` setting in `com.microsoft.Messenger.plist` after you set it to **yes**, and prevent users from removing this file from their Macintosh computers.

Using Kerberos for Macintosh

Kerberos for Macintosh, a more secure Internet protocol, can authenticate a Messenger for Mac client against Windows Active Directory, with Active Directory acting as a Kerberos domain controller.

To enable the Kerberos logon for a Messenger for Mac client

1. To add the Macintosh computer to the Active Directory network, use Kerberos for Macintosh. This procedure differs from network to network, and from Apple OS X Panther to Apple OS X Tiger. For more information about Kerberos for Mac, see the Apple Web site or the Apple Developer Web site, and then search for "Kerberos."
2. In the Messenger for Mac Corporate Contacts window, click **Sign In**.
3. Select the **Use my network ID and password** check box.

When Kerberos is enabled on both a Messenger for Mac client and the Live Communications Server, and a user tries to log on, Messenger attempts a Kerberos logon. If Kerberos is not enabled on either the client or server, Messenger uses an NTLM logon. If Kerberos is enabled on both the client and server, and the Kerberos authentication fails, Messenger does not attempt an NTLM logon. If a user cannot successfully log on by using Kerberos, they must disable Kerberos by clearing the **Use my network ID and Password** check box so Messenger can use NTLM to log on.

Planning a deployment

Before you can deploy Messenger for Mac in your organization, you must have the following prerequisites:

- Live Communications Server 2005 with SP1 and a dependency on Active Directory (includes the Address Book Service)
- Microsoft Windows Server 2003, Standard or Enterprise Edition, and as related dependencies:
 - Microsoft .NET Framework version 1.1
 - Internet Information Server 6.0
- Microsoft Messenger for Mac 6.0

For more information about how to deploy Live Communications Server 2005, see [Live Communications Server Deployment Series](http://www.microsoft.com/office/livecomm/) in the Deployment Resources area on the Microsoft Web site at <http://www.microsoft.com/office/livecomm/>.

For more information about the Address Book Service, see the [Microsoft Office Live Communications Server 2005 Address Book Service Planning and Deployment Guide](http://www.microsoft.com/office/livecomm/) in the Deployment Resources area on the Microsoft Web site at <http://www.microsoft.com/office/livecomm/>.

Note Deploying Messenger for Mac requires no additional Active Directory planning or deployment, because you completed your Active Directory planning when you deployed Live Communications Server. This planning includes, for example, your Active Directory topology, global catalog placement, and integrated domain name system (DNS) servers. For more information about Active Directory planning, see the [Live Communications Server 2005 Active Directory Preparation](http://www.microsoft.com/office/livecomm/) document in the Deployment Resources area on the Microsoft Web site at <http://www.microsoft.com/office/livecomm/>.

Client hardware and software requirements

To set up a corporate account, Messenger for Mac requires a connection to Live Communications Server 2005. For more information about the infrastructure requirements and supported configurations for Live Communications Server, see [Live Communications Server Deployment Series](http://www.microsoft.com/office/livecomm/) in the Deployment Resources area on the Microsoft Web site at <http://www.microsoft.com/office/livecomm/>.

Each client Macintosh computer must meet the following requirements:

- A native G3, G4, or G5 Macintosh computer, with 20 MB of available hard-disk space and 128 MB of RAM
- Mac OS 10.3.x or a later version of the Mac OS
- Access to a corporate intranet

Planning for capacity

Many capacity planning decisions are based on how Live Communications Server is deployed. For more information about capacity planning and your Live Communications Server deployment, see the [Microsoft Office Live Communications Server 2005 Planning Guide](#). The capacity of your Messenger system depends on the capacity of the Address Book Service. The following details regarding synchronization are specific to the Address Book Service.

Synchronization scheduling on the server

The Address Book Service synchronization reads the user and contact information from a SQL table written by the User Replicator. The User Replicator writes the Active Directory attributes for each user and contact into the AbUserEntry table.

You can configure the interval at which synchronization occurs. For more information about Address Book Service, see the [Live Communications Server 2005 Address Book Service Planning and Deployment Guide](#) in the Deployment Resources area at on the Microsoft Web site at <http://www.microsoft.com/office/livecomm/>.

Synchronization in Messenger for Mac

When a user signs in for the first time, Messenger for Mac synchronizes with the Address Book Service to download a full Address Book data file from the front-end Address Book Service. A full file size is expected to be about 1 MB for every 10,000 contacts. Each time the user signs in after that, Messenger receives a file that contains only the changed Address Book data.

Planning for the number of users supported

The number of users the Address Book Service can support depends on the topology and the computer on which the Address Book Service is running.

When the Address Book Service is installed on the same computer that is running Live Communications Server 2005:

- One Front-End Address Book Service can support about 15,000 users.
- One Back-End Address Book Service can support about 100,000 users.

If your organization has an existing Live Communications Server 2005 Enterprise Edition deployment, you can deploy multiple Address Book Services on multiple Enterprise Edition servers. This lets you take advantage of the existing load balancing mechanisms for better performance.

Installing and configuring Messenger for Mac on a corporate network

The following steps summarize the process of installing Messenger for Mac and connecting to a Live Communications Server:

1. Install a certificate for the TLS connection to the Live Communications Server.
2. Download and install Messenger for Mac 6.0.
3. Set up a corporate account in Messenger for Mac.

Note On a corporate network, you might want to prevent Messenger for Mac users from using a personal account to connect to the Windows Live Messenger service. To disable connectivity with the Windows Live Messenger service, close the ports in your corporate firewall on which incoming network communication is received for the Windows Live Messenger service. The primary port that is used for the MSN Messenger service is 1863.

Installing a certificate for the TLS connection

If you are using TLS to connect Messenger for Mac clients to a Live Communications Server, users must have an X509 certificate for authenticating the server to the Messenger for Mac client. If the server uses a certificate from one of the root CAs that is preinstalled on the client Macintosh computer, the user is not required to install the certificate again. When a user signs in to a TLS connection, Messenger for Mac requests a valid certificate from the server. To be valid, the certificate must be from a CA trusted by the client. If the certificate is valid, the client authenticates the server and opens the connection. If the server uses a certificate that is generated from a certificate authority that the Macintosh computer does not recognize, you need to manually import the certificate before you deploy Messenger for Mac.

To install a certificate on a Messenger for Mac client

1. Download a certificate file to the Macintosh client computer.
2. Double-click the certificate.
3. On the **Keychain** pop-up menu, click **X509 Anchors**, and then click **OK**.
4. If you are prompted to enter a name and password, type the name and password for an administrator user on the Macintosh computer.

Installing Messenger for Mac on the client

Messenger for Mac does not support or include tools for automated installations across a network. To install Messenger for Mac, use one of the following options:

- **Network installation point** You can deploy Messenger for Mac to your organization by having users copy it from a network installation point. Follow the instructions in this section for deploying Messenger for Mac from a network installation point.
- **Download to each client Mac** Users can download Messenger for Mac. The process of downloading and installing Messenger for Mac is straightforward, and instructions are provided on the Web site. Follow the instructions in this section for downloading and installing Messenger for Mac.

To deploy Messenger for Mac from a network installation point

1. Download Messenger for Mac from the Microsoft Web site.
2. Expand the file that you downloaded.
3. Copy the expanded program file to a folder on a server, and make the folder available from the network. This is the network installation point.
4. Set the permissions for the network installation point.
5. Instruct your users to copy the expanded program file to their Macintosh computers and then double-click the Messenger for Mac icon to start the installer.

For more information about deployment methods and options, see [Microsoft Office 2004 for Mac Resource Kit](#) in the Resources area on the Microsoft Web site at <http://www.microsoft.com/mac/>.

If you are instructing Macintosh users in your company to download and install Messenger for Mac, make sure that you provide the users with the following information:

- Instruct users to visit the download area of the [Microsoft Web site](#) (<http://www.microsoft.com/mac/>) and download Messenger for Mac 6.0.
- If you have downloaded and expanded the Messenger for Mac file and copied it to an installation point on your network, instruct users to copy this file to their Macintosh computers.
- Each user must have a valid company e-mail address and password.
- If the user must have a user ID to sign in, make sure that users know the name of their domain and the user name they must use.
- If users are required to manually configure network settings, provide them with the IP address or fully qualified domain name of the Live Communications Server.

To download and install Messenger for Mac and set up a corporate account

1. Visit the download area of the [Microsoft Web site](http://www.microsoft.com/mac/) (<http://www.microsoft.com/mac/>), download Messenger for Mac, and then follow the instructions for saving and expanding the Messenger for Mac file that you downloaded.
2. To start the installer, double-click the Messenger for Mac icon.
3. Follow the Setup Assistant instructions and set up a corporate account.
4. If the connection to the Live Communications Server is not automatically configured, manually configure the connection by specifying the IP address or name of the server.

If the Live Communications Server is not detected automatically, a message informs the user that sign-in to Messenger for Mac did not succeed because the service is temporarily unavailable. Automatic configuration requires that you create a domain name system server (DNS SRV) resource record for your Live Communications Server deployment. With automatic configuration enabled, the client automatically queries for DNS SRV resource record. The client either connects directly or is redirected to the correct Live Communications Server.

For instructions on creating a DNS SRV resource record for your Live Communications Server deployment and more information about automatic configuration, see the [Standard Edition Deployment Guide](#) for Live Communications Server 2005 with SP1 in the Deployment Resources area of the Microsoft Web site at <http://www.microsoft.com/office/livecomm/>.

Note When automatic configuration is selected, Messenger for Mac uses the TLS protocol. The TCP protocol might appear to be selected, but Messenger for Mac is actually using the TLS protocol. If TLS is unavailable, Messenger for Mac uses the TCP protocol.

To configure a connection to the Live Communications Server manually

1. On the **Messenger** menu, click **Preferences**, click **Accounts**, and then click the **Corporate** tab.
2. Under **My Network Settings**, click **Manually configure settings**.
3. Type the IP address or the fully qualified domain name of the Live Communications Server.
4. Select **TCP** or **TLS**, and then click **OK**.

Removing Messenger for Mac

If you must remove Microsoft Messenger for Mac from a computer, complete the following steps:

1. Delete the Messenger for Mac program file from the computer.
2. Delete the following Messenger Preference files from the /Users/UserName/Library/Preferences/Microsoft folder:
 - com.microsoft.AlertsDaemon.plist
 - com.microsoft.Messenger.plist
3. Delete the following folders from the /Users/UserName/Documents/Microsoft User Data folder:
 - Messenger Corporate Data
 - Microsoft Messenger Data
 - Microsoft Messenger History

Connecting to Live Communications Server through a firewall

Messenger for Mac users behind a private firewall must establish a connection to a Live Communications Server through a range of ports. You specify the range of ports in a Messenger for Mac preferences file and in the firewall settings for the Macintosh client.

Note Users behind a private firewall cannot use a proxy server to connect to a Live Communications Server. Users can connect to their corporate network by using Internet Connect to connect to a virtual private network (VPN) on an existing Internet connection. For information about how to use Internet Connect, see Apple Help.

To set the range of ports for Messenger for Mac

1. In TextEdit, open **com.microsoft.Messenger.plist**.
2. To restrict SIP port usage to a list of ports, set **PortRangeEnabled** to **1**.
3. Set **PortRangeMinSIPDynamicPort** to the lowest port number in the range of ports to use for communicating with Live Communications Server.
4. Set **PortRangeMaxSIPDynamicPort** to the highest port number in the range of ports to use for communicating with Live Communications Server. The minimum number of ports required in the range is 3.

Note Make sure that the ports you specify are not used by another application.

To set the range of ports in the firewall

1. Open **Apple System Preferences**, and then click **Sharing**.
2. Click **Firewall**, and then click **New**.
3. On the **Port Name** pop-up menu, click **Other**.
4. In the **TCP Port Number** box, specify the range of TCP ports.

This is the range of ports specified in com.microsoft.Messenger.plist for Messenger for Mac to use to receive networking traffic from Live Communications Server.

5. In the **Allow** list, make sure that the check box for the added ports is selected.

Integration with Microsoft Office for Mac

Users can interact with Messenger for Mac from the Project Center in Entourage and by using the reviewing toolbar in Microsoft Word for Mac.

Entourage Address Book

Users can add a contact to the Office Address Book in Entourage.

To add a contact to the Office Address Book

1. In either the personal or the corporate account, click **Add**.
2. In the **Add a Contact** dialog box, type the e-mail address for the contact you are adding.
3. Select the **Add this contact to the Office Address Book** check box, and then click **Finish**.

Entourage Project Center

Users can save a conversation as a note in an Entourage project. Entourage must be running, and the project must already exist. For more information about how to use Project Center with Entourage, see Entourage Help.

To save a conversation as a note in Entourage project

1. In the conversation window, click **Save**.
2. Select the **Save as a note in my Entourage project** check box.
3. In the **Save as** box, type the name of the file, and then on the **Project** pop-up menu, select the name of the project where you want to save the conversation.

The file name of the conversation is listed on the **Notes** tab for the project.

Users can also add contacts without ever leaving the Project Center.

To add contacts to a Messenger for Mac project group

1. In the Project Center, click the project name in the list, and then click the **Contacts** tab. You must have contacts in your project before you add contacts to a project group.
2. Click **MSN Messenger**, and then click **Sign in**.
3. Sign in to Messenger for Mac as you ordinarily would, and then on the Project Center **Contacts** tab, click **MSN Messenger**.
4. Click **Create MSN Messenger Group**, and then locate your new project group name in the list of groups in Messenger for Mac.
5. In Messenger for Mac, drag a contact to the project group.

Note To remove an MSN Messenger group, click **MSN Messenger**, and then click **Remove MSN Messenger Group**.

Word reviewing toolbar

Users can use Messenger for Mac directly from the **Reviewing** toolbar in Word to send a document to reviewers and to send an instant message.

To send a document out for review directly from Word

1. Open the document that you want to send for review.
2. On the **Reviewing** toolbar, click **Send Instant Message**, point to **Send for Review**, and then click the name of the person you want to send the document to. If the person does not appear on the list, click **Other**, and then type the person's e-mail or instant messaging address.

Note If you sign in to both your personal account and your corporate account, and then sign out of either account after you start Word, the **Send Instant Message** options on the **Reviewing** toolbar are unavailable. In this case, the options become available after you sign in to the account again.

To send an instant message directly from Microsoft Word

- On the **Reviewing** toolbar, click **Send Instant Message**, point to **Send Instant Message**, and then click the name of the person you want to send a message to.

Tip If the document you are reviewing contains comments from a person on your contact list, click the **Messenger for Mac** icon in the comment balloon to send an instant message directly to that person.

Messenger for Mac preferences

Preference settings for Messenger for Mac are stored in `com.microsoft.Messenger.plist` in a user's Library/Preferences/Microsoft folder.

You can set preferences that are not available in the Messenger for Mac Preferences dialog box by editing a preference file. Some of the settings in these preference files are not currently used.

The following settings are saved in `com.microsoft.Messenger.plist`:

Setting	Value	Description
ABCHServer	<i>String</i>	Cached Address Book Clearing House (ABCH) server for personal account
AddContactLocation	<i>String</i>	Last location of the upper-left corner of the Add Contact dialog box, in "left, top" format
AvailableOnFullScreen	Boolean	Set status to busy when other applications are in full-screen mode
AutoConfigProxy	Boolean	Read proxy settings from Apple System Preferences (default = true)
AutoidleDelay	<i>integer</i>	Minutes before setting status to away (default = 5)
BounceOnlyOnce	Boolean	Bounce icon in Dock one time or continuously when an instant message arrives
CachedNSServer	<i>string</i>	Cached Messenger server for personal account
ContactOnlineSound	<i>String</i>	Name of the sound to be played when a contact goes online
ContactWindowLocation	<i>String</i>	Last location of the upper-left corner of the contact list window, in "left, top" format
ContactWindowSize	<i>String</i>	Last size of the contact list window, in "width, height" format
CountryCode	<i>Integer</i>	Two-character code used to identify the international calling code (default = US)

Setting	Value	Description
CurrentService	<i>integer</i>	Front service tab in the contact list window <ul style="list-style-type: none"> .NET = 0 SIP = 1
DABase	<i>string</i>	Passport base domain authority
DADomain	<i>string</i>	Passport domain authority
DefaultNSServer	<i>string</i>	Default server address for personal account
DisableMachineCredentials	<i>integer</i>	Does not apply to Messenger for Mac
DisableStrictDNSNaming	<i>integer</i>	Do not force strict DNS naming for servers that are automatically detected for the corporate account; if forced, detected server's name must start with sip
DisallowSave	Boolean	Disable message archiving to prevent users from saving conversations (default = yes)
DoNotRunMessengerOnStartup	Boolean	Do not run Messenger for Mac when computer starts
DoNotShowArchivePrefChangedAlert	Boolean	Do not show the "message archive options changed" alert again
DoNotShowBlockAlert	Boolean	Do not show the "user blocked" message again
DoNotShowCloseContactListAlert	Boolean	Do not show the "contact list window closed" message again
DoNotShowDropOutOfIMAlert	Boolean	Do not show the "user leaving instant message conversation" message again
DoNotShowOpenFileAlert	Boolean	Do not show the "launch hyperlink" message again
DoNotShowUnblockAlert	Boolean	Do not show the "user unblocked" message again
DoNotShowVirusAlert	Boolean	Do not show the "file transfer virus" message again
DontAutoldle	Boolean	Do not automatically set status to away (default = true)

Setting	Value	Description
DontBounceDockIcon	Boolean	Do not bounce icon in Dock when an instant message arrives
EnableSIPHighSecurityMode	<i>integer</i>	Does not apply to Messenger for Mac
FileSaveLocIsNetShare	Boolean	File transfer save location is a network share
FileTransferPath	<i>string</i>	Full path of the location where the received file is to be saved
GatewayServer	<i>string</i>	HTTP gateway server for personal account
GlobalStatusSync	Boolean	Synchronize the user status between personal account and corporate account (default = yes)
GroupOfflineTogether	Boolean	Group offline contacts together in the contact list for personal account
GroupOfflineTogetherSIP	Boolean	Group offline contacts together in the contact list for corporate account
GroupsViewEverUsed	Boolean	Has user ever viewed the contact list in groups view
HideContactOnlineToasts	Boolean	Do not show message when a contact comes online
HideCustomEmoticons	Boolean	Do not show custom emoticons
HideDisplayPictureDrawer	Boolean	Do not open the user tile drawer off of the instant message window when a new instant message window is opened
HideEmailAlerts	Boolean	Do not show message when a new e-mail is received
HideEmoticons	Boolean	Show emoticons as text when received in instant message window
HideInlineDisplayPictures	Boolean	Do not show inline user pictures in instant message window

Setting	Value	Description
HideInternetAlerts	Boolean	Do not show message “new instant message is received” when an instant message/history window is in front, Messenger is not front-most application, or the current instant message window is minimized
HideTimeStamp	Boolean	Do not show time stamps for instant messages sent and received
HKLMMaxBitRate	<i>integer</i>	Does not apply to Messenger for Mac
HTTPProxyPort	<i>integer</i>	Port for HTTP proxy server
HTTPProxyServer	<i>string</i>	Server address for HTTP proxy
InstantMessageTextStyles	<i>data</i>	Current instant message styles used, in custom defined format, stored as raw data
InstantMessageWindowLocation	<i>string</i>	Last location of the upper-left corner of the instant message window, in "left, top" format
InstantMessageWindowSize	<i>string</i>	Last size of the instant message window, in "width, height" format
MSNSignInMRU01 - MSNSignInMRU05	<i>string</i>	Five most recent e-mail addresses used when the user tries to sign in to personal account
NETSignInStatus	<i>integer</i>	Sign in status for personal account
NewAlertSound	<i>string</i>	Name of the sound to be played when a message is shown
NewMailSound	<i>string</i>	Name of the sound to be played when an e-mail message is received
NewMessageSound	<i>string</i>	Name of the sound to be played when an instant message is received
NewVersionInfoURL	<i>string</i>	URL to a newer version when user chooses to postpone installing the newer version of Messenger for Mac
NextNewVersionNotifyTime	<i>integer</i>	Time, in seconds, until user is next reminded of installing the newer version
NMCallSecurity	<i>integer</i>	Does not apply to Messenger for Mac

Setting	Value	Description
NMPreferSecurity	<i>integer</i>	Does not apply to Messenger for Mac
NMRequireSecurity	<i>integer</i>	Does not apply to Messenger for Mac
OfflineCollapsedSIP	Boolean	Offline group is collapsed for corporate account
OfflineCollapses	Boolean	Offline group is collapsed for personal account
OnlineCollapsed	Boolean	Online group is collapsed for corporate account
OnlineCollapsedSIP	Boolean	Online group is collapsed for personal account
PassportServer	<i>string</i>	Default Passport Server address
PortRangeMaxMediaPort	<i>integer</i>	Does not apply to Messenger for Mac
PortRangeMaxSIPDynamicPort	<i>integer</i>	Maximum port number that is used by Live Communications Server to connect back to Messenger for Mac when port range is enabled
PortRangeMinMediaPort	<i>integer</i>	Does not apply to Messenger for Mac
PortRangeMinSIPDynamicPort	<i>integer</i>	Minimum port number that is used by Live Communications Server to connect back to Messenger for Mac when port range is enabled
PortRangeEnabled	<i>integer</i>	Restrict Live Communications Server to connect back to Messenger for Mac using a range of ports instead of a random port
PreferencesDialogLocation	<i>string</i>	Last location of the upper-left corner of the preferences dialog box, in "left, top" format
PreferencesTabValue	<i>integer</i>	Active preferences tab, starting from 0 as the leftmost tab
PreferredMediaTypes	<i>integer</i>	Does not apply to Messenger for Mac
PromptForPassportOnWeb	Boolean	Have the user enter credentials again when the user accesses Hotmail mailbox from a Messenger for Mac link (default = false)

Setting	Value	Description
ProxyServerType	<i>integer</i>	Type of proxy used (for personal accounts): <ul style="list-style-type: none"> • SOCKS 4 • SOCKS 5 • HTTP Proxy
RTCConfigurationMode	<i>integer</i>	Corporate account automatic server detection or manual set up: <ul style="list-style-type: none"> • Manual = 1 • Automatic = -1 • Other values treated as automatic
RTCServerAddress	<i>string</i>	Server address for corporate account manual setup
RTCTransport	<i>integer</i>	Transport protocol that is used for corporate account: <ul style="list-style-type: none"> • TLS = 4 • TCP = 2
SaveNETPassword	Boolean	Save the password for personal account (default = true)
SaveSIPPassword	Boolean	Save the password for corporate account (default = true)
SendOtherLocation	<i>string</i>	Last location of the upper-left corner of the Send Other dialog box, in "left, top" format
ShowGroups	Boolean	Show contacts in groups view for personal account
ShowGroupsSIP	Boolean	Show contacts in groups view for corporate account
ShowMessagePreview	Boolean	Does not apply to Messenger for Mac
SignInAsHidden	Boolean	Preference item for MSN Messenger 4.0 for Mac, used only to initialize Messenger for Mac 6.0 preferences, not used in other cases (default = false)
SignInDialogLocation	<i>string</i>	Last location of the upper-left corner of the sign-in dialog box, in "left, top" format
SIPSignInMRU01 - SIPSignInMRU05	<i>string</i>	Five most recent e-mail addresses used to try to sign in to SIP service

Setting	Value	Description
SIPSignInStatus	<i>integer</i>	Sign-in status for corporate account
SOCKS4ProxyPort	<i>integer</i>	Port to use for SOCKS 4 proxy
SOCKS4ProxyServer	<i>string</i>	Server to use for SOCKS 4 proxy
SOCKS5HavePassword	Boolean	Whether there is a password for the SOCKS 5 proxy (default = false)
SOCKS5ProxyPort	<i>integer</i>	Port to use for SOCKS 5 proxy
SOCKS5ProxyServer	<i>string</i>	Server to use for SOCKS 5 proxy
SOCKS5Username	<i>string</i>	User name to use for SOCKS 5 proxy
SuppressContactSounds	Boolean	Do not play sounds for any notifications
Tuned	<i>integer</i>	Does not apply to Messenger for Mac
UseProxyServer	Boolean	Use a proxy server (default = true)
UserDomain	<i>string</i>	Passport domain the personal account belongs to
UserHasRunMessenger51	Boolean	User has run Messenger for Mac 5.1
UserHasRunMessenger60	Boolean	User has run Messenger for Mac 6.0
UserLogonName	<i>string</i>	User ID for corporate account sign in
UserPassportID	<i>string</i>	User name for personal account logon
UserSIPID	<i>string</i>	User name for corporate account logon