

REUTERS MESSAGING 8.0

QUICK START GUIDE

WITH REUTERS MESSAGING YOU CAN COMMUNICATE WITH COUNTERPARTS IN REAL-TIME TO EXCHANGE THE LATEST MARKET INFORMATION. HERE'S HOW YOU CAN GET UP AND RUNNING TODAY

GETTING STARTED



Double click on the Reuters Messaging icon to begin.



If Reuters Messaging is not already running, click on Reuters Messaging 8 from the Start Menu or the desktop icon.

You may be prompted for your username and password. Check "Remember Password" to automatically log-in next time. If you do not have a username and password or have forgotten it, contact your IT department.

USING THE CONTACT LIST

The contact list is the starting point for communicating with your counterparts.

VIEW PRESENCE

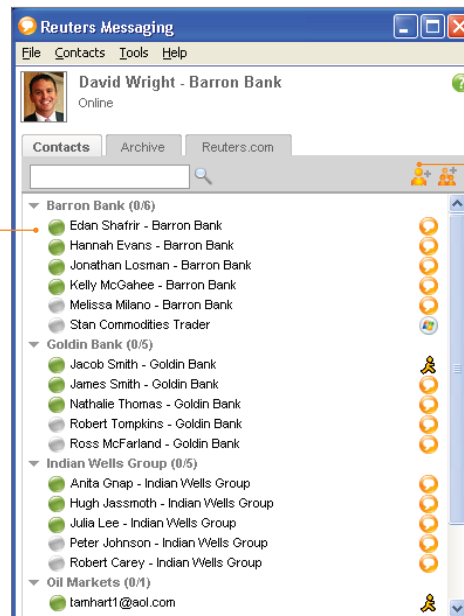
See when your contacts are available, and set your own availability so others can know if you are reachable.

ARRANGE CONTACTS/ROOMS IN GROUPS

Right click on any group heading and choose **Create New Group**. Drag and drop contacts into the new group as desired.

REFER A CONTACT

Click on **Refer a Contact** to get your contacts onto Reuters Messaging.



ADD CONTACTS AND CHAT ROOMS

Click on the relevant icons to add a contact or a chat room to your list. Search the dynamic directory to find your contacts.

COMMUNICATE WITH COUNTERPARTS

Double click on any contact or chat room within the list to begin a conversation or enter a room.

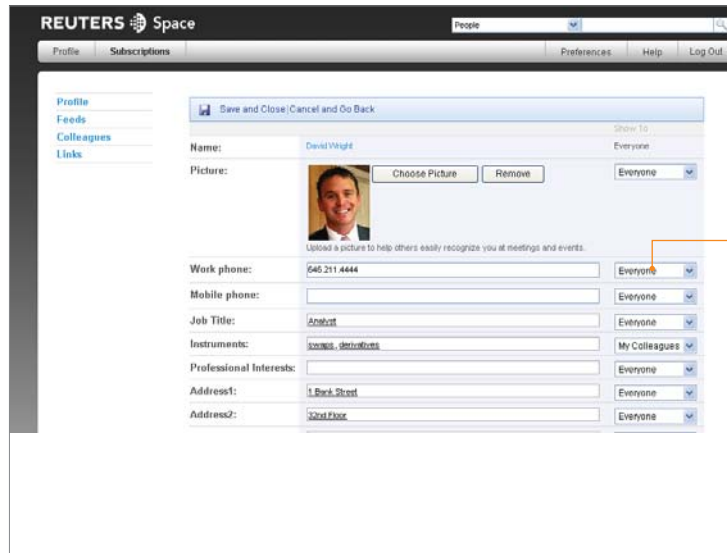
Right click on multiple contacts to broadcast a group message or invite contacts to a multi-party conversation.

ACCESS HISTORY

Use the **Archive** tab to view previous conversations with your contacts. Search by contact, date or service.

GET HELP

For full instructions on all features, click on the **Help** toolbar.



CUSTOMIZING YOUR PROFILE

A professional directory is accessible from Reuters Messaging where you can search relevant market counterparts.

EDIT YOUR PROFILE

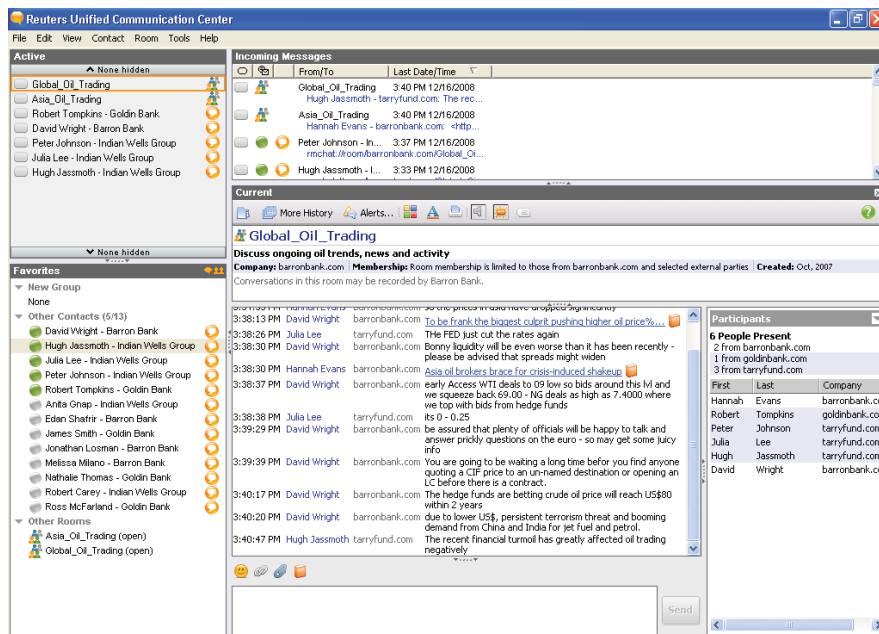
Click on your name at the top of your contact list and choose **Edit Profile**.

SHARE PROFESSIONAL DETAILS

Enter your contact information as well as other professional details and interests, such as asset class or instruments.

MAINTAIN PRIVACY

Control who can view which components of your profile. Set permissions by field.



USING THE COMMUNICATIONS CENTER

Through a unified communications center, Reuters Messaging enables you to manage your instant messages, email and chat rooms from one view.

MANAGE ACTIVE CONVERSATIONS

Toggle between open conversations in a single view, and see when a message is waiting for you.

FILTER YOUR MESSAGES

To view only important messages, right click on the **Incoming Messages** window and choose **Options**. Click the **Filtering** tab to specify your criteria.

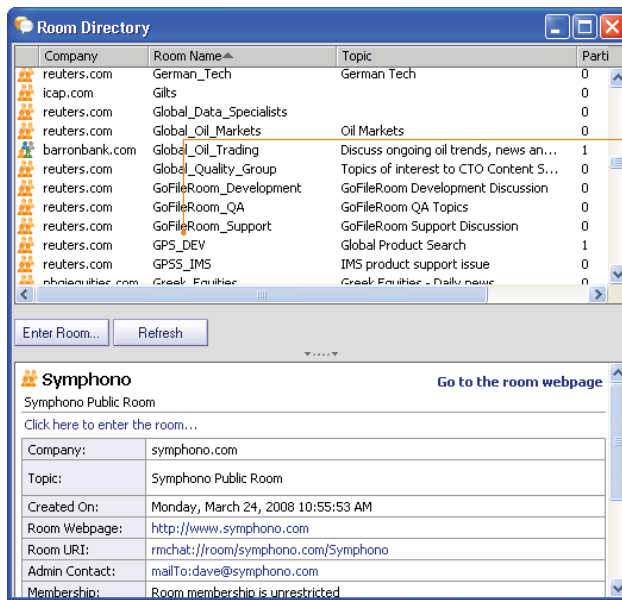
ACCESS YOUR CONTACTS

Initiate a new conversation, add a contact to an existing conversation, or enter a chat room.

SET ALERTS

Stay on top of important topics or conversations with customizable alerts. Click on **Tools** and choose **Keyword Alerts**.

THE FOLLOWING CAPABILITIES ARE AVAILABLE WITH REUTERS MESSAGING PREMIUM:



CREATING CHAT ROOMS

This premium capability enables you to create and participate within topic based persistent chat rooms.

NAVIGATE THE DIRECTORY

Search on rooms based criteria and view room history of any room you click on.

CREATE A NEW ROOM

Chat Room Organizers (CROs) can create a new room and define the topic, membership and other criteria.

MANAGE ROOM ACCESS AND CONTENT

Control who can join a room by choosing one of the following types of membership:

- Public room, with no restrictions.
- Restricted membership, limited to users within your company.
- Restricted membership, limited to users from more than one company.

Control who can post messages to a room

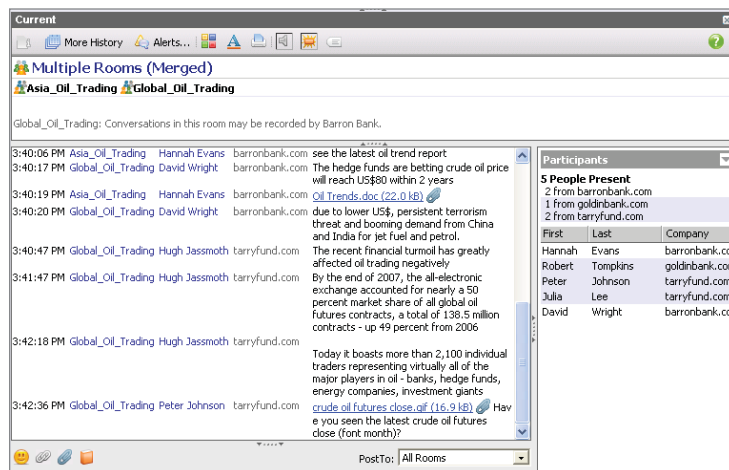
- Designate specific "speakers" who can post content, while other room participants can only view it

Delete Messages

- Remove inappropriate content from being viewable in a chat room

Identify posts using colors

- Specify colors for chat posts based on user groups



PARTICIPATING IN A CHAT ROOM

VIEW ROOM PARTICIPANTS

See a list of everyone currently participating in the room and the company they are from.

INVITE NEW PARTICIPANTS

Click Details and copy the URI field and paste it into a conversation or email.

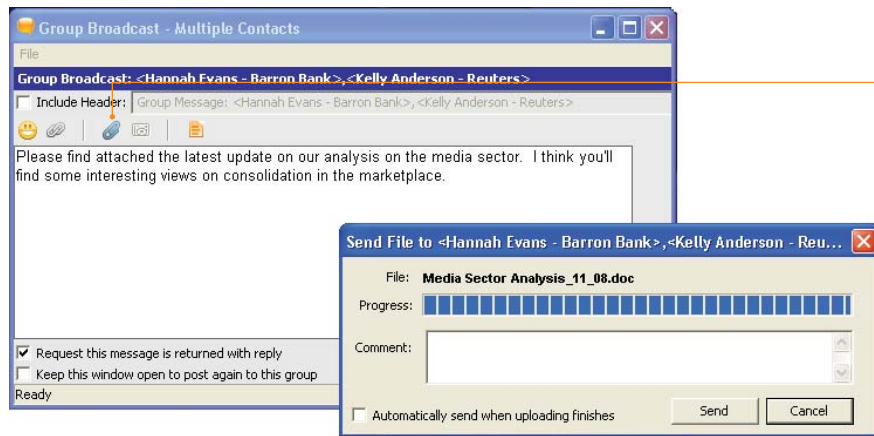
MERGE CHAT ROOMS

Consolidate multiple chat room discussions into one view. Distinguish room posts by color and post to all rooms or just one. Right click on up to 20 rooms in your contact list and click **Open Merged Rooms**.

CREATE STORIES

Avoid lengthy posts. Click on the **Chat Story** icon and add a headline and body to a story.

THE FOLLOWING CAPABILITIES ARE AVAILABLE WITH REUTERS MESSAGING PREMIUM:



SHARING DATA

EXCHANGE FILES

Securely send documents, spreadsheets and other files to your contacts. Click on the **paperclip** icon and choose a file from your directory.

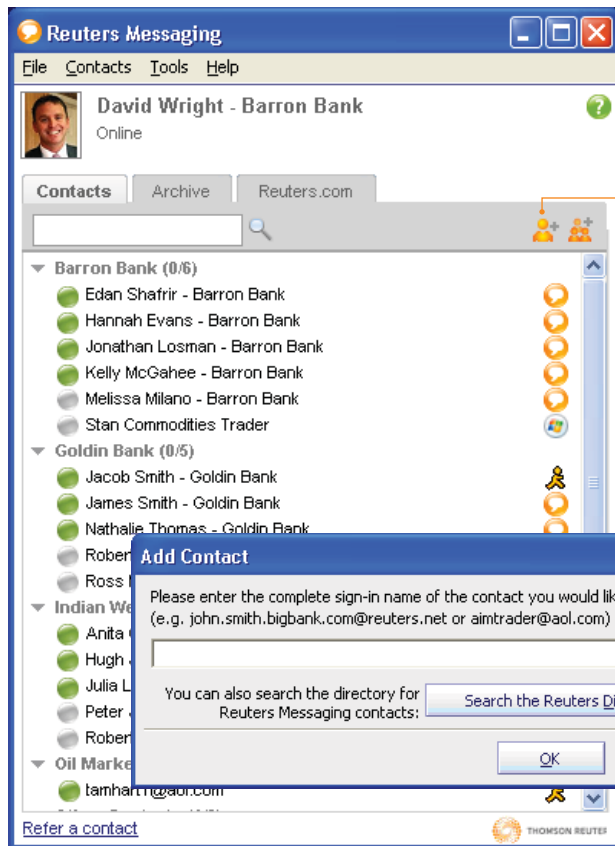
CAPTURE SCREENSHOTS

Click on the **camera** icon to take a screenshot of your desktop or a specific region. Recipients can click on the screenshot within the conversation to view.

SEND FORMS

Choose form type and populate manually or copy and paste from Microsoft®Excel or a Thomson Reuters desktop. Send frequent price updates by checking the option **Keep this window open to post again to this group**.

THE FOLLOWING CAPABILITIES ARE AVAILABLE WITH REUTERS MESSAGING PREMIUM:



ACCESSING PUBLIC IM CONTACTS

In addition to the 130,000 users, the Reuters Messaging community extends to AOL® Instant Messenger™, Microsoft® Windows Live™ Messenger, and Yahoo!® Messenger networks.

ADD A CONTACT

Click on the **Contact** icon to add a contact. Enter the full username of your public IM contact (Example: johnsmith@aol.com).

MANAGE YOUR PRIVACY

Control your accessibility to contacts using a public IM service by choosing **Contacts - Manage Contacts**.

BROADCAST DATA

Right click on multiple contacts and choose **Send a group message**.

For further assistance in getting started with Reuters Messaging, please email:
rmsales@thomsonreuters.com

thomsonreuters.com