

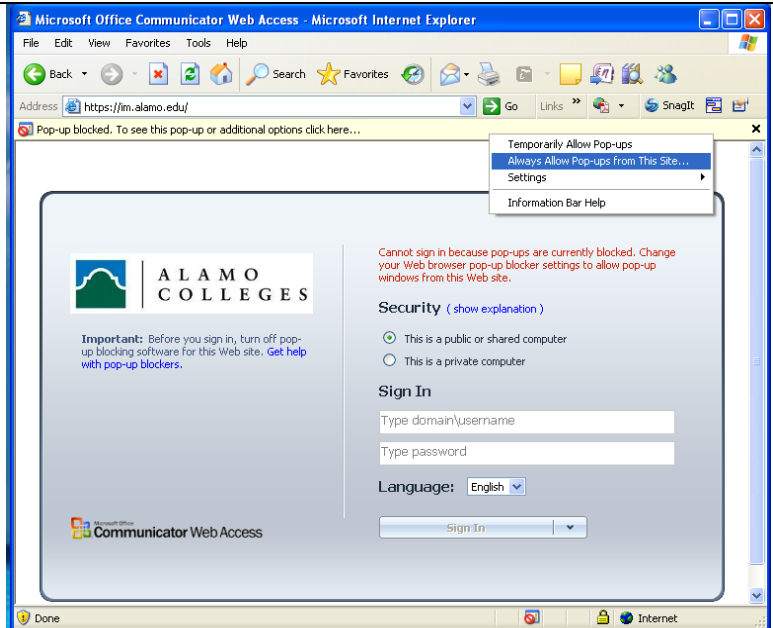


How to login to Office Communicator – Web Access

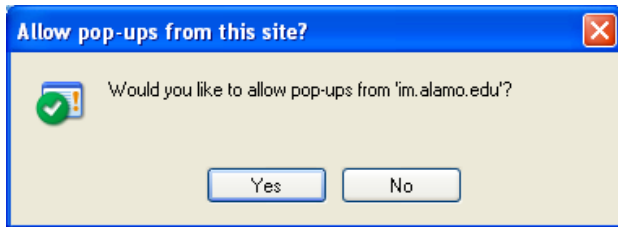
Office Communicator is a chat tool available for Faculty and Staff to use within the Alamo Colleges network.

1. Go to <https://im.alamo.edu>

In Internet Explorer, you might get a Pop-up blocked notification. Right-click on the yellow bar and select "Always Allow Pop-ups from this Site..."



2. Click Yes



3. In the domain\username box, type: **root\your PALS ID**

In the password box, type: **your Email Password**

Note: To obtain your email password, login to PALS and click the Employee tab. Click on the Welcome to PALS Web Services link (located at top left). Click on the Employee link, place your cursor over the Personal Info menu (listed at the top). Click Email Password. Your password will be displayed as an eight-digit alphanumeric case sensitive password.

4. Click Sign In



If you need technical assistance, please contact Support Central at 485-0555 and select Option 4.