



Logging In

1. Right click on the **Spark** desktop icon and select open.

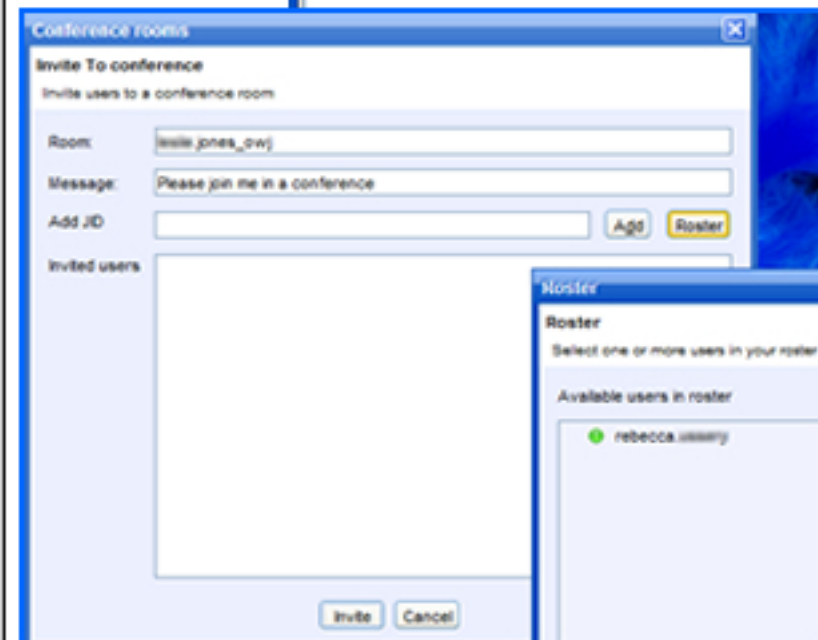
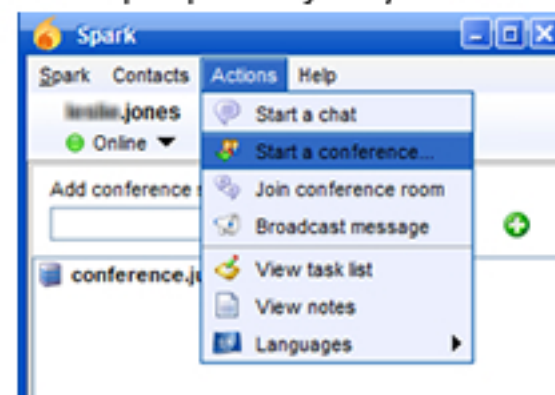


2. Enter your username and password.
3. Ensure that the server name is "openfire.dodea.edu".
4. Ensure that the **Save Password** and **Auto Login** boxes are checked.

Additional Settings and Features

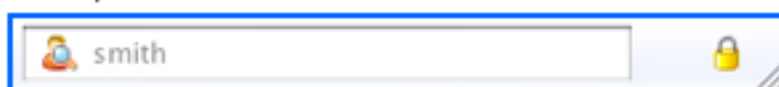
Conference (group chat)

1. Click the **Action** menu.
2. Select the **Start a conference** menu item.
3. Click **Add** to invite people to join you in this room.

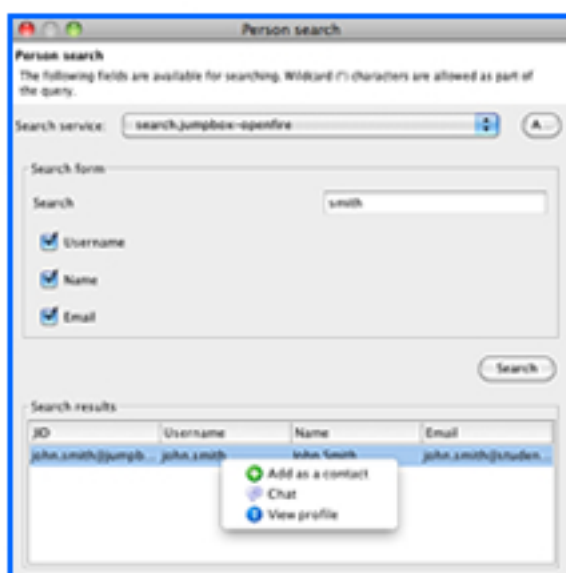


Adding Contacts

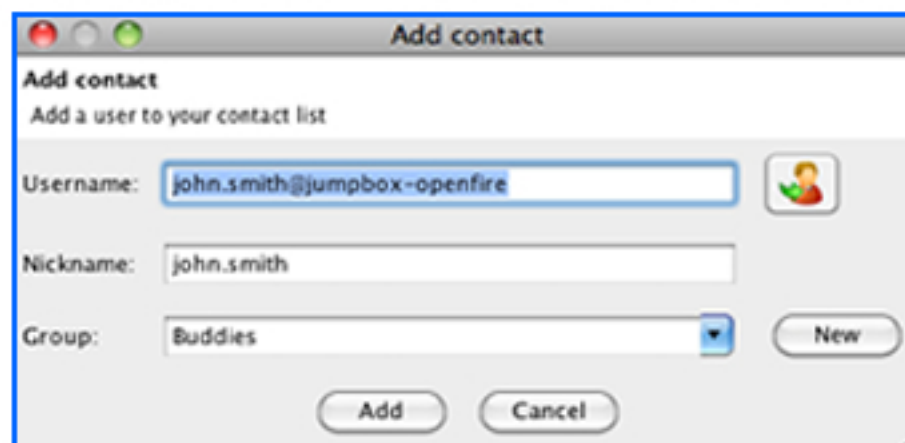
1. Type the first or last name of the individual you wish to find in the search bar at the bottom of the Spark window and then press the enter key on your PC (return key on your Mac).



2. Once you've located the individual you wish to add as a contact, right click (CTRL + left click on the Mac) on the individual, and select Add as a contact.



3. You can change the Nickname or the Group in which to add this new contact on the following screen. When ready to add your new contact, click Add.

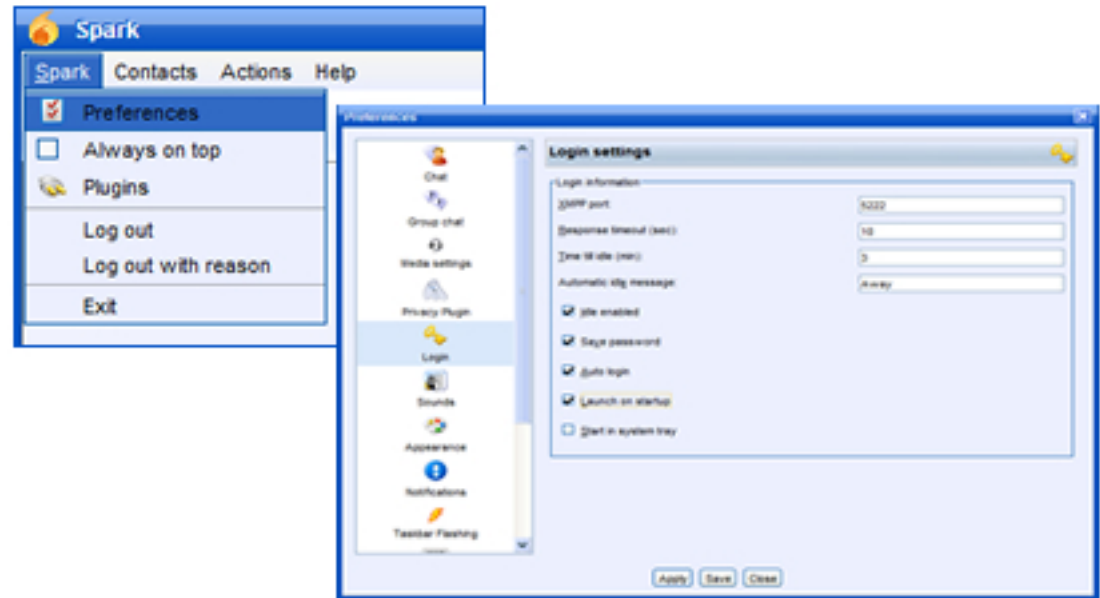




Setting Preferences

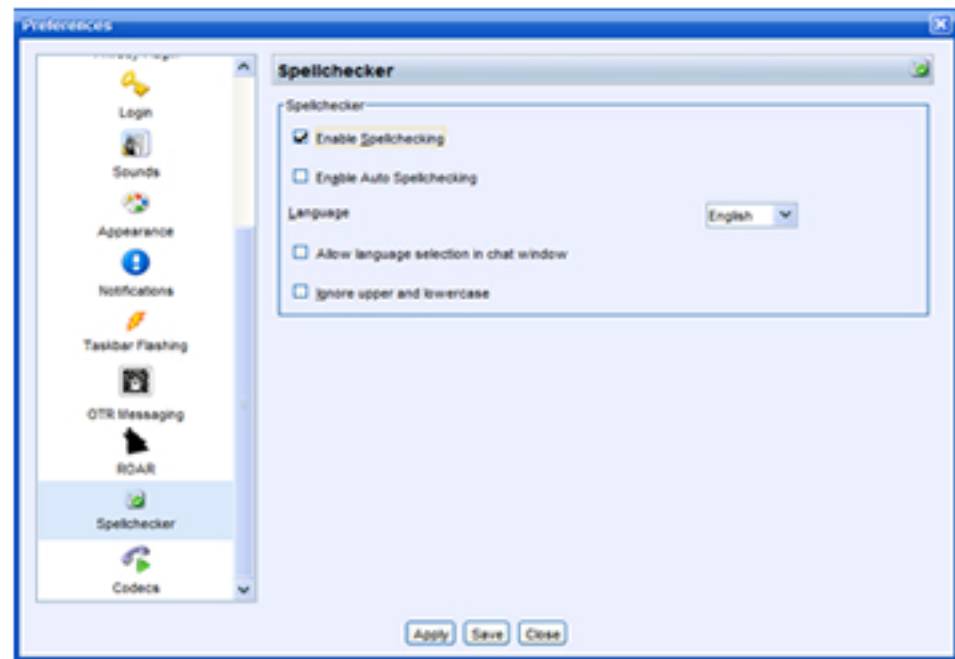
Start Spark Automatically at Login

1. Click the **Spark** menu.
2. Select the **Preferences** menu item.
3. When prompted by the Preferences dialog box; click the **Login** menu item.
4. Click the "**Launch at Startup**" box and ensure that it remains checked.



Enable Spellchecker

1. Click the **Spark** menu.
2. Select the **Preferences** menu item.
3. When prompted by the Preferences dialog box; click the **Spellchecker** menu item.
4. Click the "**Enable Spellchecking**" box and ensure that it remains checked.



Notification Settings

Enable Spellchecker

1. Click the **Spark** menu.
2. Select the **Preferences** menu item.
3. When prompted by the Preferences dialog box; click the **Notifications** menu item.
4. Click the "**Enable and/or Disable options as needed**" box and ensure that it remains checked.

