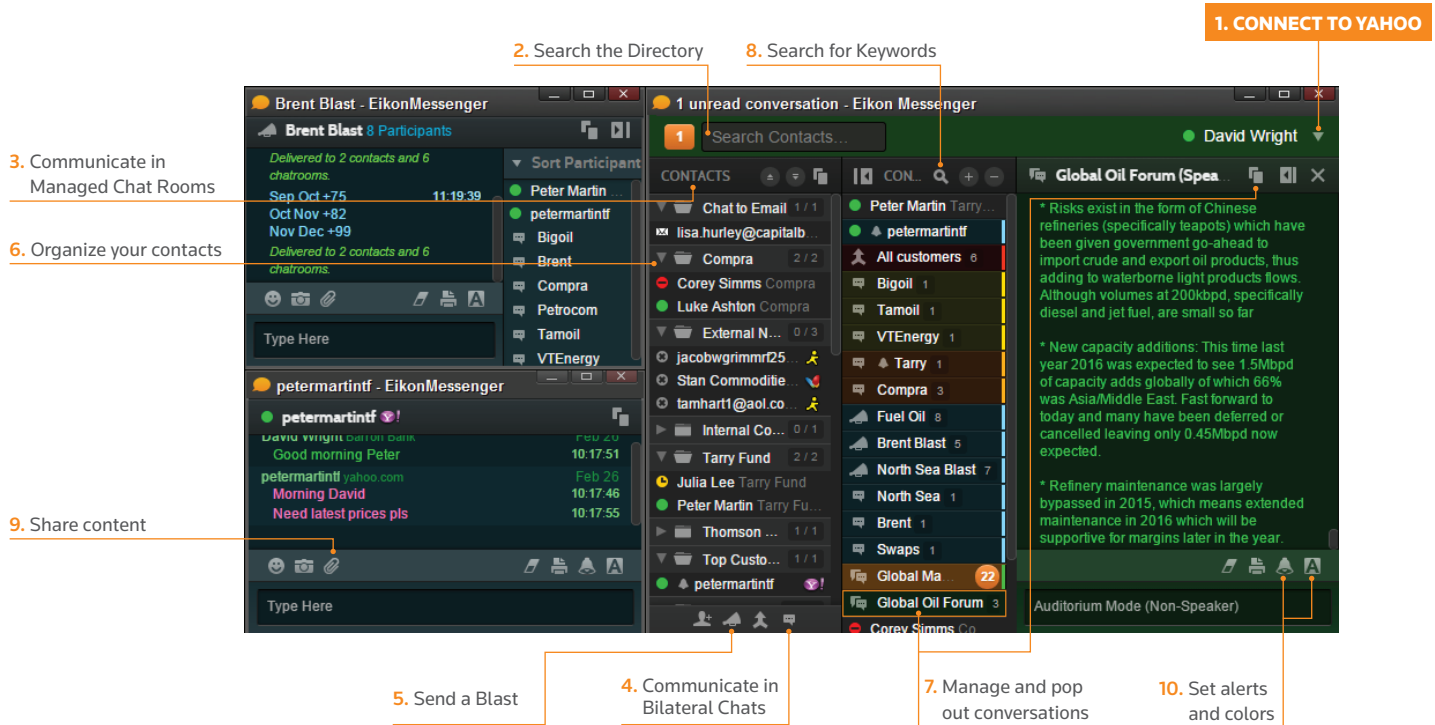


Moving to Eikon Messenger from Yahoo Messenger

10 FEATURES TO CONNECT WITH YOUR NETWORK



1 CONNECT TO YAHOO! MESSENGER

- Click on the arrow to the right of your name to access settings.
- Click on the **Accounts** tab and then the Yahoo!
- Enter your username and password and check From Now On Log Me into Yahoo! , then click **Login to Yahoo** to sign in.
- You are now signed in and will see your existing Yahoo! contacts alongside Eikon Messenger contacts in your contact list.

2 SEARCH THE DIRECTORY

- Use the search box to find the user. Search using their full name, company or job title 🔍
- From the **Eikon Directory** section, click on the contact to add the contact to start a conversation and add the contact to your contact list
- Right click on contacts to see profile details
- Click on **More Results...** to search the full Eikon Messenger directory of over 1 million professionals
- You can always view any person's contact details in Eikon Messenger by right clicking on their name

3 COMMUNICATE IN MANAGED CHAT ROOMS


- Contact your administrator to create a new managed chat room for your team
- Join managed chat rooms by searching the directory. Note that you can only see chat rooms you have permission to join
- Join Thomson Reuters hosted chatrooms to chat with your peers and help you get ideas and uncover new opportunities by registering here – forms.thomsonreuters.com/communities/

4 COMMUNICATE IN BILATERAL CHATS

- Clicking on the **Bilateral Chat** icon 🗨️ to create a bilateral chat between contacts across desks.
- Provide a name for the bilateral chat and select the contacts to add
- Only contacts from 2 companies can join Bilateral Chats. Attempting to add contacts from a 3rd company will be **systematically blocked by compliance**
- You can also add contacts into existing bilateral chats by dragging them into the window

5



SEND A BLAST

- Click the blast icon 
- Create blast window: Select the recipients, type a blast name, and press "Create Blast Window". Blast windows can include contacts, bilateral chat or managed chat room.
- You can now send messages to this window with "Enter"
- Send Quick blast: Enter the message and click "Send"

Tip: Blasting sends each contact a private message. A new conversation window will open for each contact that replies.




6

ORGANIZE YOUR CONTACTS

- You can drag and drop contacts between groups
- Add contacts manually from other networks 
- At the bottom of the Contact List, click on the "Add Contacts" icon 
- Click on **More Results** to search the full Eikon Messenger directory of over 1 million professionals
- Share groups of contacts across your desk by clicking on the **Add Contacts** icon and selecting **Share Contacts**. Recipients can select individual contacts to add



7

MANAGE AND POP OUT CONVERSATIONS

- You can open and manage many conversations simultaneously using the live conversation panel
- Change the preview size to manage more conversations without scrolling  
- Pop out important chats to manage them outside the main window 



8

SEARCH FOR KEYWORDS

- Click on search  to open the keyword search
- Type to highlight important keywords across all your chats
- You can also set up specific keywords to highlight per conversation from the alerts bell 



9

SHARE CONTENT

- Share files clicking on the file button  and selecting the file to attach.
- Share screenshots by clicking on the screenshot button  and selecting the screen area to include.
- Share Eikon Apps by dragging and dropping them into a conversation or selecting "Send to Messenger" from their right click menu

10

SET ALERTS AND COLORS

- Clicking on alerts  allows you to set alert options for contacts, bilateral chats, or managed chat rooms
- You can also access alerts by right clicking on a name from anywhere in messenger
- You can also buzz contacts to get their attention 



REFER YOUR CONTACTS TO EIKON MESSENGER – IT'S FREE!

Eikon Messenger is a free and open network of trusted financial professionals. You can refer any client or colleague you would like to communicate with over Eikon Messenger by sending this link to register, or alternatively ask a member of our team for more details on how to get your network connected:

financial.thomsonreuters.com/yem



ACCESS MESSENGER FROM YOUR MOBILE

Stay in touch with key contacts and chats while you are on the go. Eikon Messenger is available on Blackberry and coming soon on iPhone, iPad, and Android users. To access on your mobile device download the Eikon app and click on the messenger icon from the top menu.



FOR ADVANCED USERS

Eikon Messenger can be customized to tailor your experience

- To make your history more compact with timestamps on the left, select **Compact Mode** from "General"
- To change the font size of your history, select **Font Size** from "General"
- To change the default sounds alert levels for IM and Chat Rooms, select the "Alerts" tab

Visit financial.thomsonreuters.com/eikon

For more information, contact your representative or visit us online.

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