

# Effusia Business Messenger Quick Start Guide v4.0

## Getting Started

Three applications make up the Effusia Business Messenger system:

1. Effusia Server – enables communication among users
2. Effusia Server Management – accessed with a web browser, this provides all administrative and reporting functionality for the Effusia system
3. Effusia Console – gives end-users access to the instant messaging and communication features of Effusia

You will need the following files to get started with Effusia Business Messenger:

1. server.exe – Installs Effusia Server
2. console.exe – Installs Effusia Console
3. license.lic – The license file provided to you by your authorized Effusia distributor

## Step 1: Install the Effusia Server

1. Double-click the server.exe icon to launch the installer.
2. Follow the on-screen instructions until the Effusia Server Configuration Wizard launches in a separate window.
3. Enter information for the initial administrative user. This username and password will let you login to the Effusia Server Management and setup other users. Click *Next>>*.
4. On Windows® 2000 and XP, you will be asked to install the server as a service. Unless you are familiar with Windows Services and have a specific reason not to run the server as a service, leave both these checkboxes checked. Click *Next>>*.  
**Note:** When the server is installed and started as a Windows® Service, **do not run the server from any program icons** placed in the Start menu or elsewhere.
5. When prompted, locate the license.lic file using the *Browse...* button or drag and drop the file icon into the *Drag License Here* frame.
6. Click *Next>>* and you will see a *Configuration Complete* message. If you left the checkboxes checked in step 5, the server will start automatically and run in the background listening on ports 3410, 3412 and 3414 (SSL enabled).
7. Click *Finish* to exit the Effusia Server Configuration Wizard.
8. Click *Done* to exit the installer.

## Step 2: Create Users

1. The Effusia Server Management Application will automatically open in a browser window.  
**Note:** You may see up to 2 security-related dialogs. Click OK or Yes on these dialogs to gain entry to the application. For more information on these dialogs, refer to the Effusia Server User's Guide.
2. Click *Launch*. This opens a new browser window.  
**Note:** If you do not see a new window, you may have a popup blocker installed. If so, enable popup windows for the current site.
3. Login with the administrative username and password you created during server installation.
4. Click on *Users->Manage Users*.
5. Create any additional users you would like using the *Add* button.
6. Click on the *Manage Groups* tab.
7. Create groups using the *Add Group* button
8. Use the << and >> buttons to associate users and groups. A user must be a member of at least one group to login to the Effusia Console.
9. Click *File->Close* to exit Effusia Server Management.  
**Note:** For more information about Effusia Server Management as well as creating users and groups, see the Effusia Server User's Guide

## Step 3: Install the Effusia Console

1. Double-click the console.exe icon to launch the installer.
2. Follow the on-screen instructions to install.
3. Click *Done* to complete the installation. The Effusia Console will start and attempt to setup your server connection information automatically.  
**Note:** If the Effusia Server is not found automatically, click the *Settings* link in the Effusia Console Login window. Click the *Manual Configuration* button and enter the host and port information. Click *OK*.
4. Login with a username and password created in Step 2.  
**Note:** For more information about using the Effusia Console, see the application help available from *Help->Help Topics*.