

# Duke Office of Information Technology

## IM @ Duke

### Pidgin (previously Gaim) Setup

You will need to download and install the Pidgin client for Windows from <http://www.pidgin.im/>.

### Configuring Pidgin

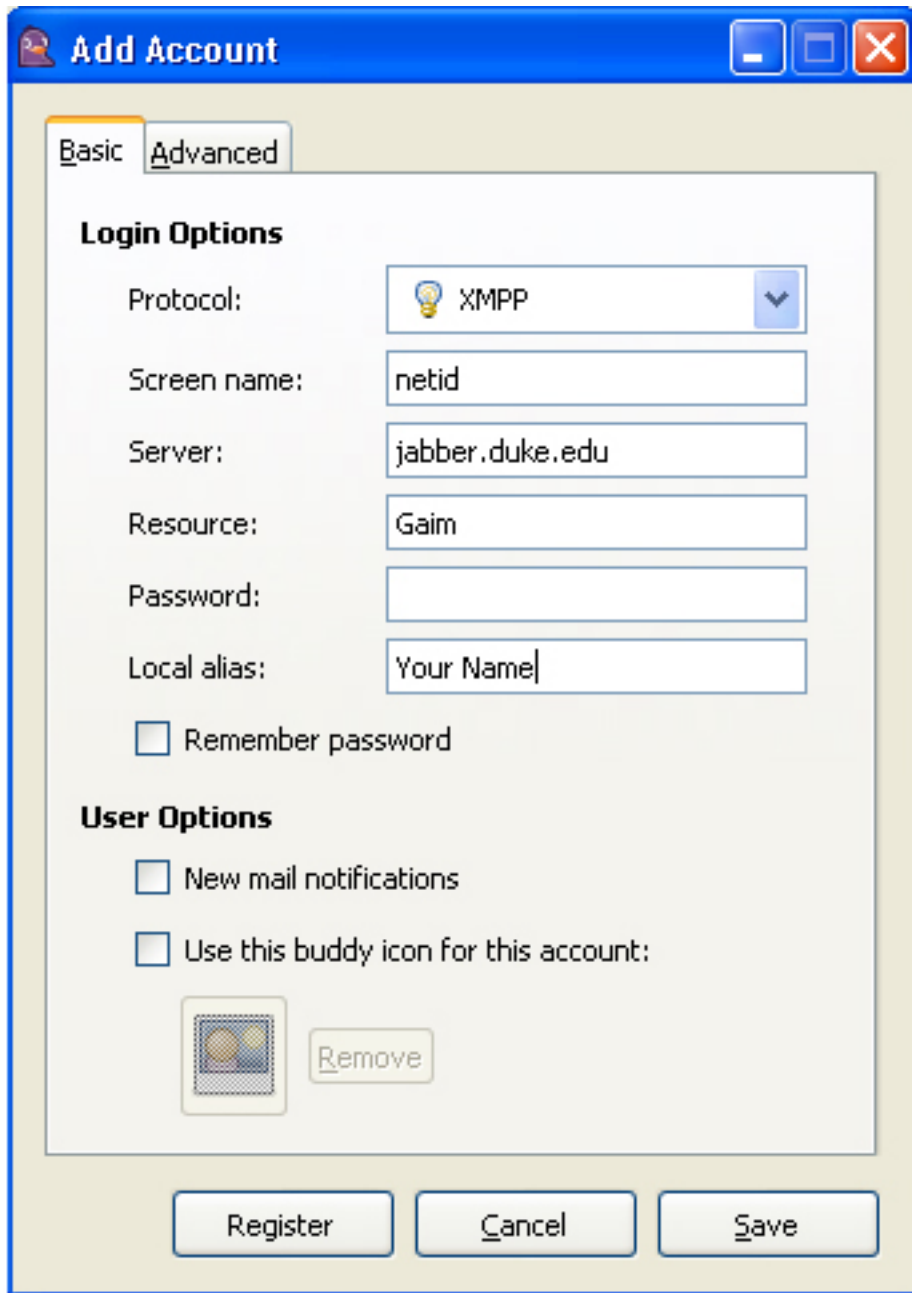
Configuring Pidgin for use at Duke involves three basic steps: pointing the client at the correct server, telling the server who you are, and adding "buddies" with whom you want to communicate.

#### Step 1: Launch the Pidgin client

Click on the Start button in the lower left-hand corner of your screen. Go to Programs, then Pidgin.

#### Step 2: Connect to the server

1. Click Accounts on the Pidgin Login screen. Select + Add to get to the Add Account screen.
2. Fill in the boxes in the Add Account screen as follows. The screen name should be your Duke NetID.



3. Click Save.

NOTE: Be sure you do NOT check Remember Password. (Security issue: Pidgin's XML config file stores passwords in clear text.)

### Step 3: Configuring buddies

Pidgin refers to people you instant message with as buddies. In order to communicate with someone, you must first add them to your buddy list.

1. Click Buddies, then + Add Buddy or use the keyboard shortcut (CTRL-B). A dialog box will pop up asking for details about the person you want to add.
2. Enter the screen name of the person you want to IM. Usually a person's screen name is their NetID followed by `@jabber.duke.edu` (for example: `yourbuddy'sNetID@jabber.duke.edu`). To [find your buddy's NetID](#), visit [Online@Duke](#) and click on Directories.

3. Optional: Enter an alias for this person. This alias will be shown instead of their screen name.
4. Optional: Select a group for your new buddy (see [details about groups](#) below).
5. Select the account you want to use to communicate with this buddy. Unless you have configured additional accounts and protocols, this will default to your jabber.duke.edu account.
6. Click + Add

## Other options

### Configuring Buddy Groups

Pidgin allows you to organize your buddies into different groups (e.g. family, friends, co-workers, etc). This can be useful if you maintain a large list of buddies. Follow the three steps below.

1. Click Buddies on the menu bar, then + Add Group.
2. Enter a new group name then click + Add
3. When you add a buddy, select a group to place them in (see [configuring buddies](#) above).

### Additional configurations

Pidgin has a number of configuration options available under Tools in the menu bar, then Preferences (or CTRL-P). You can alter the formatting of messages as well as the Pidgin buddy list, adjust the behavior of Pidgin when you are not available for IM, configure plug-ins for additional features, or make other changes.

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