

Messenger Tutorial

Section 1 - Installation and setup

Instant messaging is a way to send messages over the Internet in real time whereas email collects messages for you and lets you look at them all at once. Exchanging messages with several people at once in a single Conversation window may feel a lot like a chat but there are important differences. Using Messenger, you communicate only with the people you want to and have allowed to. The only people who know about the conversation are the people who have been invited to participate. There is no public log. Even others you are conversing with in separate windows have no idea what other conversations you are involved in.

Beyond sending and receiving messages, you can use Messenger to place a phone call, send files or play games, as well as to receive alerts of new email messages or when there is a change in the value of your stocks.

There are two different versions of Messenger – MSN Messenger and Windows Messenger. The only difference between the two is that the Windows version allows audio and video conferencing. MSN Instant Messenger however, is compatible with all versions of the Windows and Macintosh operating systems. Windows Messenger comes pre-installed with Windows XP. To install MSN Instant Messenger you first must download it from <http://messenger.msn.com/>. Follow the instructions to download and install Messenger.

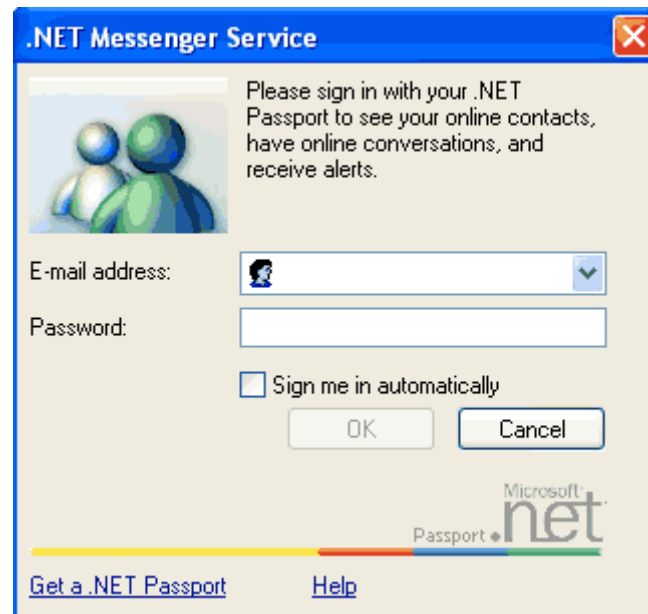
When you first start using Messenger, you will be asked for a .NET Passport. If you have a hotmail, msn or passport email address that is your .NET Passport. To get a .NET Passport go to <http://register.passport.net/> and enter an email address for yourself and complete the online form. There is a very good possibility that the email address you are requesting is not available. If this happens alternative addresses will be suggested for you. In Microsoft Windows XP users can sign up for a .NET Passport by using the .NET Passport Wizard. To access the .NET Passport Wizard, you must be signed out of Messenger. If you are signed out, then the main Messenger window should look something like this.



If this window is not open, you can open it by double-clicking on the Messenger icon located in the taskbar beside your computer clock or access Messenger in your Start menu under Programs.



When the main Messenger window opens if you select the 'Click here to sign in' option you will automatically be signed in by the account listed above the link. If you select 'To sign in with a different account, click here', the .NET Messenger Service window will open.

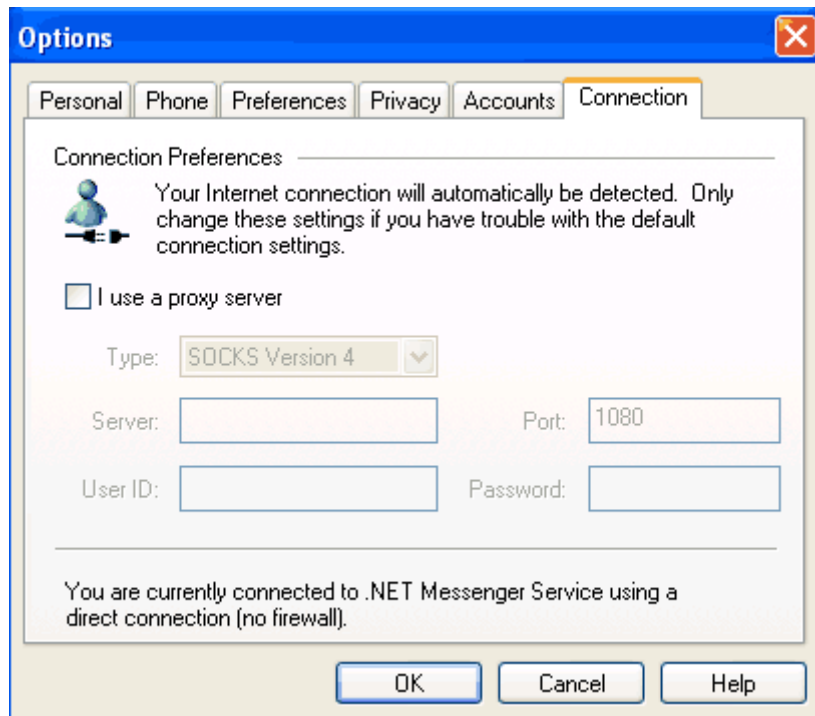


You can either enter an email address and password or select the 'Get a .NET Passport' link. Do not select the 'Remember my name and password on this computer' check box on public computers or computers you share with others or they will be able to sign in under your .NET Passport even without your password.

The .NET Passport Wizard will open and if you follow the instructions and you will have a new .NET Passport in no time. You can sign in with your new .NET Passport in .NET Messenger Service window.

Even from behind a firewall, you should automatically connect to instant messaging services. However, if you have a firewall, Messenger will attempt to connect directly but if it is unable it will default to your browser connection. If this happens, you'll be able to send instant messages, but some features—such as placing calls, sending files or connecting to other messaging services—may not be available.

Find out what kind of connection you have by opening the Options window under the Tools menu and click on the Connection tab.

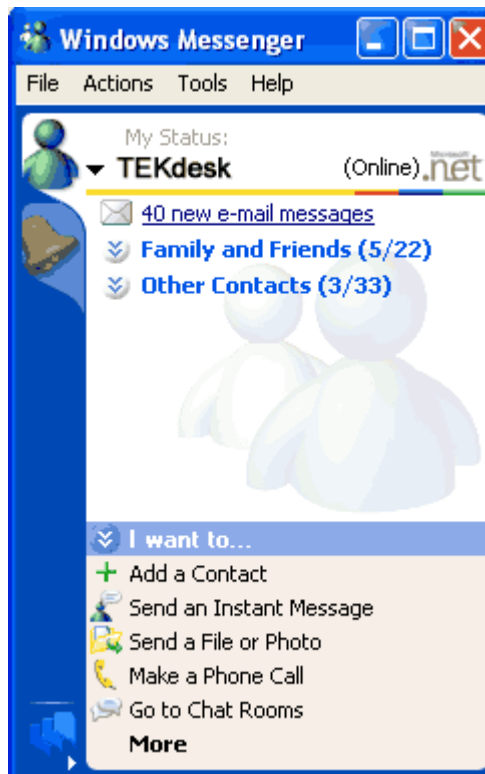


In the bottom area, you'll see the type of connection you have. If you are connected on your browser's default settings it will say 'You are currently connected to Windows Messenger using your default browser's settings.'

To stop Messenger from starting automatically access the Preferences tab in the Options window – which we access from the Tools menu – and uncheck the 'Run this program when Windows starts' check box. You can always start Messenger manually from the Windows Start menu under Programs.

Now that you're signed in you are ready to add contacts. Contacts are the people you have given permission to talk to you and who have given permission for you talk to them. Contacts can see when you are online and signed into Messenger and you can see when they are but neither of you can see who else the other is talking to.

Let's add a contact now. In the main window, click 'Add a contact' beside the green plus sign under 'I want to...'



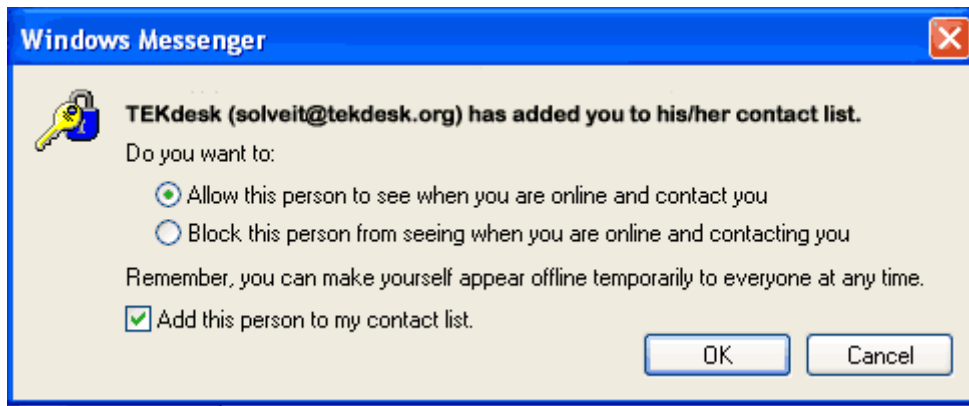
Now you can just follow the instructions in the Add a Contact Wizard. If you click 'By email address or sign-in name', click Next and enter the person's email address. The wizard will check to see if this person has a .NET Passport. If the person has a passport their name will be added to your list of contacts. Select Finish to end adding contacts.

You can also add a contact from your Address Book. You must have an MSN or Hotmail account in order to use this function. If you do not have any contacts saved in your MSN or Hotmail address book then no contacts will be available to you.

Older versions of Messenger allowed you to Search for a contact under Add a Contact. In Messenger 6.0 this option is found directly under More in the I want to... options. If you click search for a contact, click Next then type the person's first and last name. You can also select a country where the person lives. Click Next to search. The Add a Contact Wizard will list anyone by that name. Select the contact you are looking for and click Next. You will not get that person's email address instead you will have the option to send that person an email stating that you would like to talk to them on Messenger.

You can add up to 150 contacts to your list but you can send an instant message to anyone who uses Windows Messenger or MSN Messenger.

When you add someone to your contact list that does not mean you can start sending instant messages with them right away. That person must also approve. An approval window will appear if someone wants to add you to their contact list. If you allow a person you can later decide to block them.



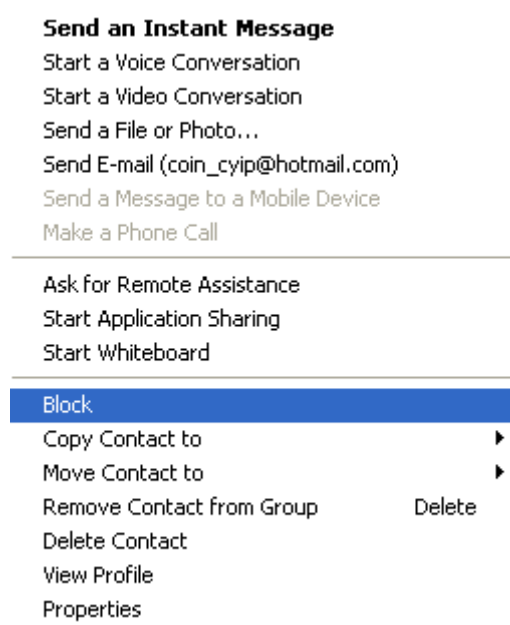
Blocking someone moves them from your allow to talk to me list to your block list. Deleting a blocked person from your contact list does not remove the block. To see your allow and block lists, click Options in your Tools menu and then click the Privacy tab.

A blocked contact does not know he or she has been blocked. You simply appear to be offline to them even when you are signed in. A person you have blocked cannot contact you directly; however, you could find yourself in a conversation with the blocked person if someone else in the conversation has invited you both.

Once your name is added to another person's contact list, there is no way you can remove it, aside from asking the person to delete it. If you block that person they will never be able to send you instant messages or communicate with you in any other way through Messenger.

To delete a contact on the contact list, right-click the name you want to remove and then click Delete Contact. The contact is deleted from your list. If you previously blocked the person, they will remain blocked. Users who are not on your list can still contact you unless you blocked them.

To block a contact, in the main Messenger window you can right-click the name of the person you want to block and click Block. The contact does not have to be online for you to block them.



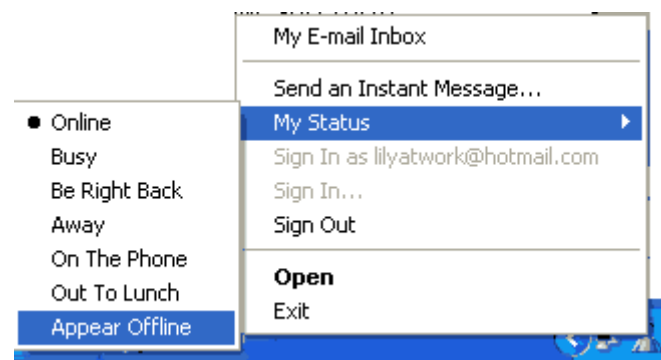
When you are involved in an instant message with someone you want to block, click Block under the Actions menu. If other people are in the conversation you'll have to click the name of the person after click on Block.

To unblock a blocked contact right-click the name of the person you want to unblock and click Unblock, the same way as you did to block them. You can also unblock a contact from the Conversation window by clicking the unblock button from the Actions menu.

You can see the effect of unblocking someone by looking at the allow list and the block list on the Privacy tab of the Options window.

To allow others to add you without seeking your approval select the privacy tab of the Options window (which is accessible from the Tools menu) and clear the 'Alert me when other users add me to their contact lists' check box. Each person who adds you will now automatically be put in your allow list and added to your contact list. If you do not want people to see your online status without your permission, do not clear the 'Alert me when other users add me to their contact lists' check box. If you see someone you don't know in the allow list, you can right-click their name and add them to your contact list or move them to your block list.

To see others without being seen click your name at the top of the main window and then click Appear Offline. You can also right-click on the Messenger icon beside your computer clock then select my status then Appear Offline.



Messenger will close any open conversation windows. You'll appear offline to other users and they won't be able to communicate with you. In actuality, you'll be signed in and able to see which contacts on your list are online. Although you can see your contacts' online status, you cannot send them instant messages, files or have voice conversations with them. To appear online again, click your name at the top of the window, and then click online or right-click the Messenger icon beside your computer clock.

You can also sort your contacts into groups rather than by who is on and offline. Change the setting by pointing to sort contacts by under the Tools menu.

Create a group of contacts under the 'I want to...' menu and select add a group or point to manage groups and add a group in the Tools menu. A new group will be created and you can add a group name.

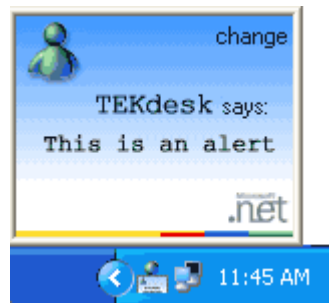
To rename a group right-click the name of the group you want to change and click rename group then type the new name. When you rename a group the order of the groups may change as they are listed in alphabetical order.

Put your contacts into your groups by clicking and dragging your contacts into the desired group. To copy a contact to a new group, hold down ctrl while dragging. The contact will now be in both the old and the new group. You can also right-click on the contact and select either move or copy contact and then click on the group you want the contact listed in.

All .NET Passports have a public profile which can be viewed by others. To create or change your public profile select Options on your Tools menu and then select the Personal tab. Click Edit Profile. You may be asked to set your nickname at this point. If the nickname you choose has been taken alternatives will be suggested. You can change your nickname at anytime by accessing the Edit Profile option. When creating your profile you are not required to complete all of the information, you need only fill in what information you want disclosed. You must agree to the MSN code of conduct and select a rating for your page. Click Save to continue. Your profile will now be opened as it will be displayed to other people who access it. You may close this window when you are done viewing it.

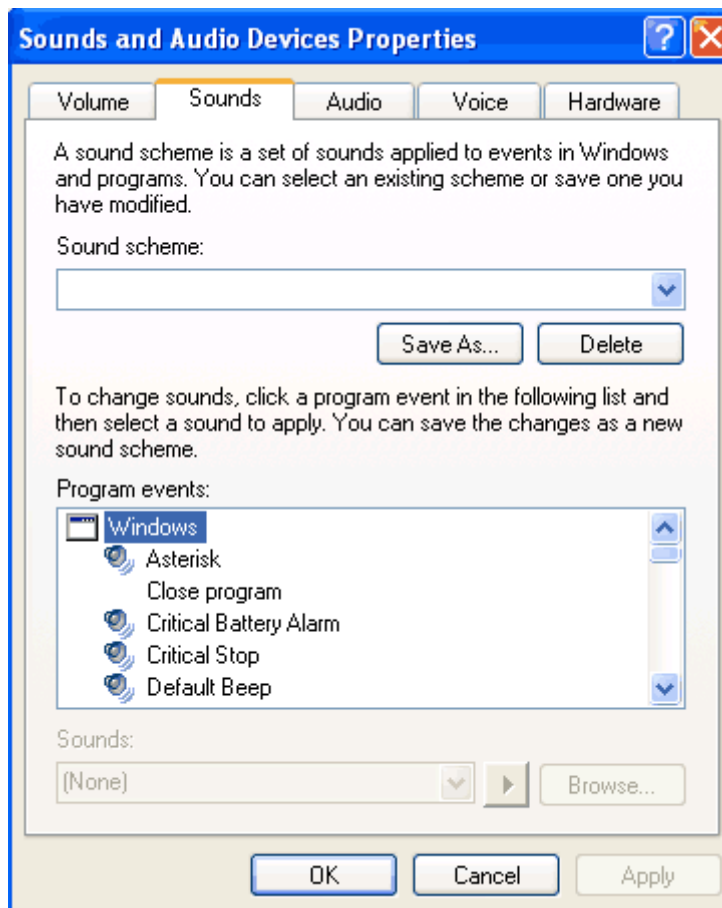
To view a contact's public profile right-click a contact's name in the main Messenger window while signed in and then click View Profile. In the Conversation window click the View Profile option of the Actions menu. If multiple people are in the conversation, select the name you want from the list.

Alerts are a small pop up windows that appears on the lower right-hand side of your screen that can be accompanied by a noise. Alerts appear when a contact signs in, when you receive an instant message or an email.

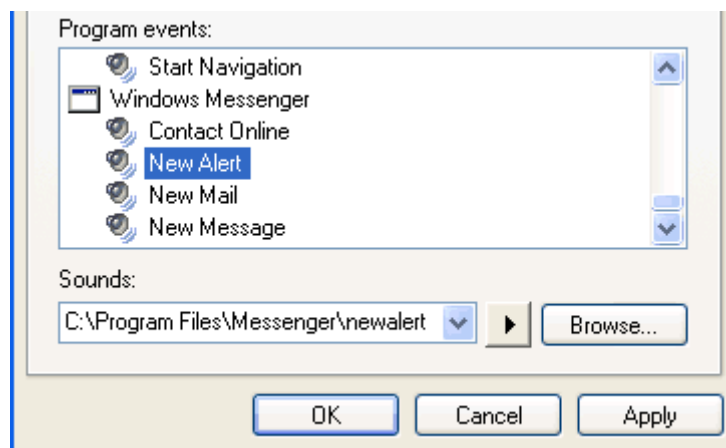


This is an alert for an instant message. It tells you who is sending the message and what the person has said. You can open the conversation to reply by clicking on the alert. If your alert is for an email, clicking on it will open the email in a browser window. Alerts will automatically close on their own, but if you want to close it before that you can right-click on it.

To turn off alerts click Options on the Tools menu then select the preferences tab. You can then select which alerts you want to receive and which you don't. Click OK to apply. You can also change the sounds that are played with the alerts under this tab by selecting the Sounds button.



Let's change the sound Messenger plays when a contact signs in. In the Program Events window scroll down to the Windows Messenger category. Click the sound you want to change, we're going to change the New Alert sound. Now in the sounds field scroll through the different available sounds and select the one you want to use. To hear a sound click the play button beside the sounds field. The play button looks like a black triangle.



Click OK or Apply to change the sound and Cancel to return to Messenger. Cancel will not apply the sound change.

You can also make your main Windows Messenger window always sit on top of other windows. You can do the same in the Conversation window. On the Tools menu in the main window or the view menu in the Conversation window, click 'Always on top'. Select 'Always on top' again to remove this function.

Applying the Windows colour scheme to Windows Messenger will cause its various screen elements—for example, its background and title bar—to take on the colours that you've chosen for Windows. On the Tools menu, click 'Use Windows colour scheme'.

A check mark indicates the Windows scheme is applied to Messenger. Click again to remove the check mark and change the colours back.