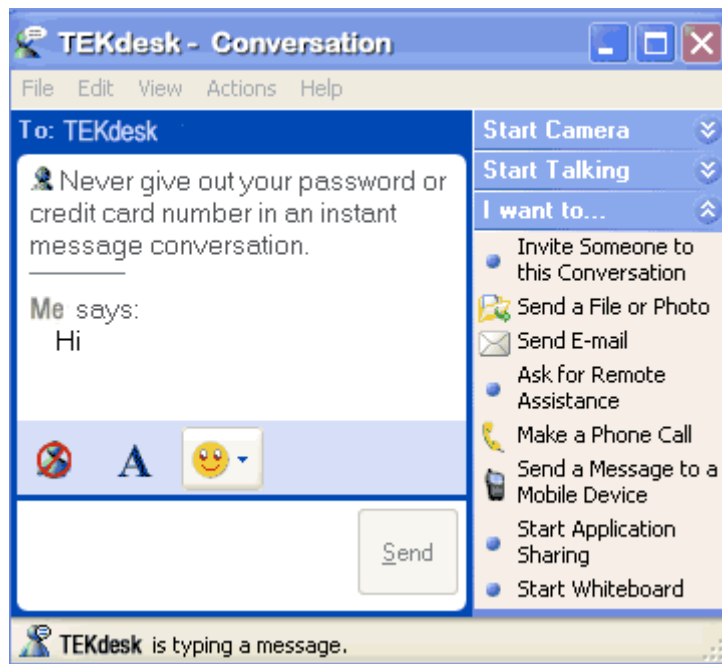


Messenger Tutorial

Section 2 - Instant messages, emails and other files

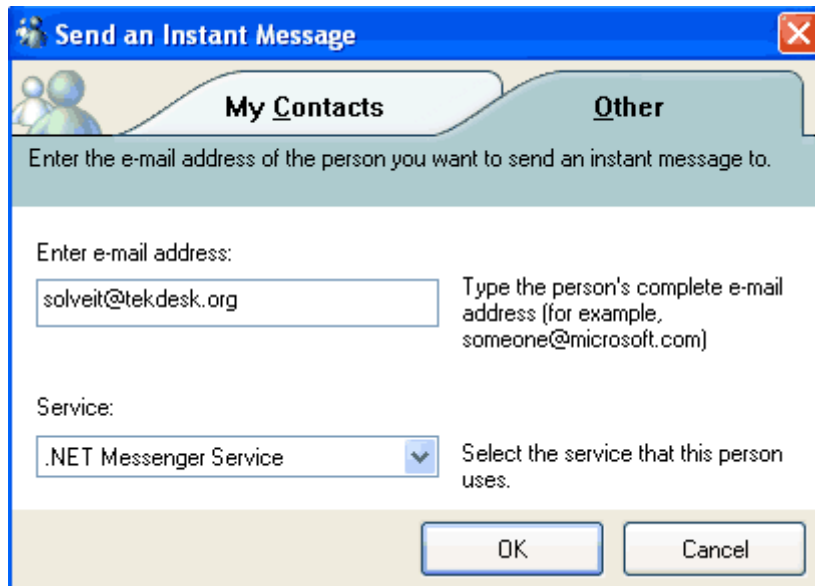
To send an instant message to someone in your contact list double-click the person's name. In order to have an instant message conversation with someone they must be online.

The Conversation window will open. Type your message in the box at the bottom of the window, and then click Send. The person you are messaging will receive your message in real time. When it appears in the upper box the other person is able to read it in an identical box on their screen.



You'll also be able to see when the other person is typing by looking at the bottom of the window. The date and time of the last message you received appears here as well.

To send an instant message to someone not on your list click Send an instant message under 'I want to...'



On the Other tab type the person's complete email address and then click OK.

Make sure the person's service is selected under Service. The person to whom you send the instant message must have a version of Windows Messenger or MSN Messenger installed. Click OK to continue.

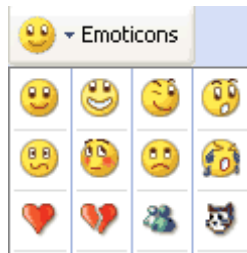
If an instant message you send cannot be delivered check with the recipient to make sure they allow messages from people who are not in their list. To allow messages from those not on your contact list click Options on the Tools menu and then in the Options window click on the Privacy tab. Check that 'All other users' is in the allow list box. To block anyone not on your list move 'All other users' to your block list by selecting it and clicking Block.

Perhaps while you are talking with one contact another contact comes online and you want to speak with them as well. You can either speak to both at the same time in two separate windows (they will not know you are talking to another person) or you can add the second person to the current conversation. All three of you can speak to each other in one window. To add other people to a conversation, click 'Invite Someone to this Conversation' in the right sidebar. (If the sidebar is not visible, click the View menu and click Show Sidebar.)

Click the name of a contact or click the Other tab and type the complete email address of the person. A conversation can include up to five people, including you. When you close a conversation involving more than two people you need to be invited back in again to rejoin the conversation.

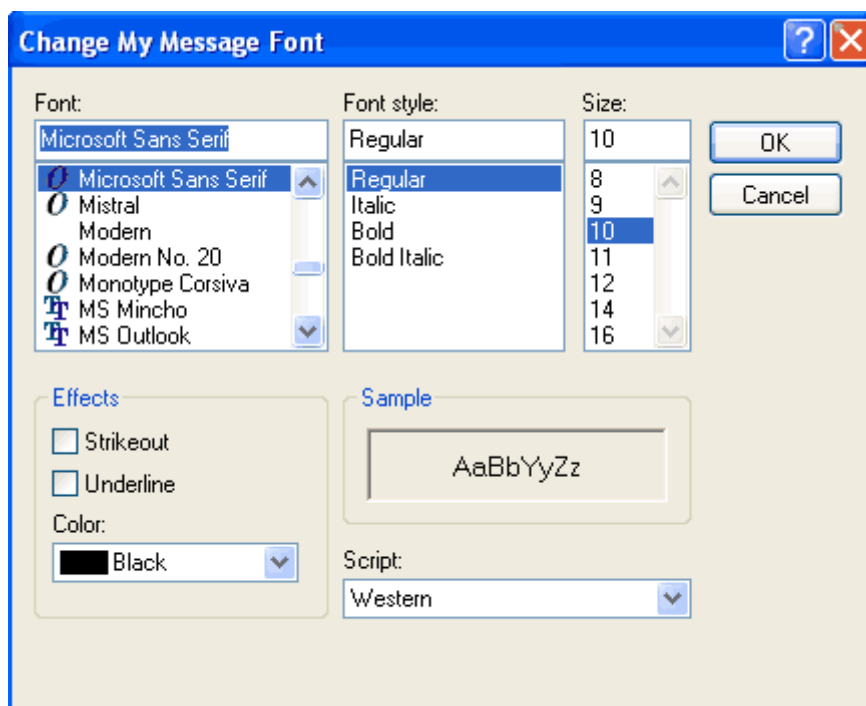
Unless you explicitly save it, the text in the Conversation window will be gone when you close the window. If you want to save that information select Save as under the File menu in the Conversation window before you close it. Go to the folder where you want to save the text, type the file name and click Save. Your conversation will be saved as a text file and you can view it anytime later in Notepad.

Another feature of Messenger is the emoticons. Emoticons display a small icon when certain text is typed into a conversation field. They often depict feelings or thoughts. You can either manually enter an emoticon or use the emoticon drop-down menu in your conversation box. This provides quick links to a few frequently used emoticons.



To keep emoticons from displaying in your Conversation window, click the View menu and click Enable emoticons to clear the check mark. Now, when you receive messages that contain emoticons, you will see keyboard characters instead of the graphic. Each message can contain up to 400 characters.

You can also change how your message text looks during a conversation by clicking the Font button or Change Font in the Edit menu.



Choose the font, font style, colour, effects and size you want and then click OK. The messages you type will appear to others in the font, style and colour you have chosen. However, the size of the font you choose affects only the way messages appear in your Conversation window not the way they appear to your recipients. If your recipient's computer does not have the font you chose, a similar font will be substituted.

To let others know that you are not available you can click your name at the top of the main window or right-click on the Messenger icon beside your clock and then click the item that best describes your status. You will still receive instant messages but if you choose busy or on the phone the Conversation window won't flash and you won't hear the usual instant message sound, as you would with any other status (except appear offline).

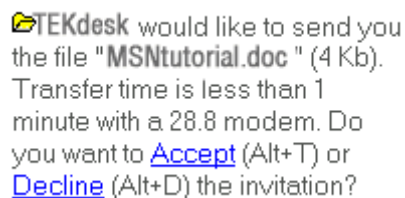
You will automatically be marked away when your screensaver goes into effect or when the time you set on the preferences tab of the Options dialog box has elapsed. To change the time that elapses before away status appears open the Options window in the Tools menu. Under 'Show me as away when I'm inactive for ___ minutes', specify the number of minutes that will elapse before your status is shown as away. When you have been automatically set to away you can reset yourself to online status by moving your mouse.

Files can also be sent through an instant message. If you are not in a conversation with the contact you want to send the file to you can right-click on their name in the main Messenger window and click 'Send a File or Photo' or access 'Send a File or Photo' under the File menu. A Conversation window will automatically open with that contact. In an already open Conversation window you can access 'Send a File or Photo' from either the File menu or under 'I want to...'

After you have accessed 'Send a File or Photo' you simply select the file you want to send through the instant message. You can also drag and drop a file on a contact in your list to send it. Any music, picture or document can be sent. A message will be sent to the contact asking them if they would like to receive the file.

If you are on a local area network with a firewall you may not be able to send files to contacts outside the firewall. If you are in this situation you can use your default email or hotmail to send files.

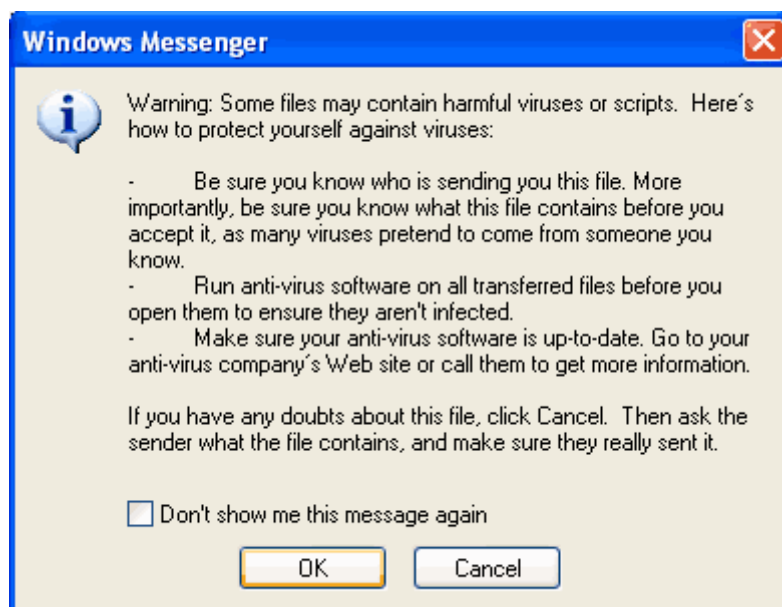
If a contact sends you a file the message that appears will have the name of the sender, the name of the file and how long it should take to transfer. The file will be transferred directly into a specified folder on your computer. Change this folder by accessing the File Transfer section of the Options window under the Preferences tab. You can access the Options window under the Tools menu in the main Messenger window.



TEKdesk would like to send you the file "MSNtutorial.doc" (4 Kb). Transfer time is less than 1 minute with a 28.8 modem. Do you want to [Accept](#) (Alt+T) or [Decline](#) (Alt+D) the invitation?

If you accept the transfer you will get a warning. This warning does not mean that you are about to accept a harmful file; it just is warning you to be sure you are receiving the file from a reputable source. Since you have allowed all your contacts you should know exactly where this file is coming from.

We also recommend you send an instant message to the sender of the file to verify that they have actually sent you a file. There are viruses that appear to be sent by someone you know.



If the file does contain a virus, it will not be activated until you open the file. There are many precautions you can take when dealing with potentially dangerous files:

- Do not double-click a link that you suspect contains a virus.
- Delete any infected file immediately from your computer.
- Always verify that the person sending the file actually sent you the file. Send them an instant message, confirming that they are indeed the one who sent the file. Often viruses are sent through contacts in your list without their knowledge.
- Be cautious about opening files from people you do not know. Remember that in Windows Messenger you can control who is on your list and who you want to allow to send you messages.
- Make sure your computer's anti-virus software is up-to-date and back up the data on your hard drive on a regular basis.

After a transferred file has finished downloading Messenger will give you the option to open it immediately by clicking the link in your Conversation window or you can wait and open it later. Remember to be very suspicious of files sent to you when you are not expecting them. Also, verify that it is virus-free before you open it using your current virus checker.

Messenger also allows you to go directly to your email inbox from the main Messenger window by selecting the email link located just below your name.



If you want to send an email message to one of your contacts, right-click on the contact's name and select send email. A new Compose window will be opened with the contact's email address already entered.