

Use Instant Messaging

Microsoft® Messenger 5 for the Mac is communication software that allows individuals with a University of Akron UAnet account to send each other instant messages, files and view an individual's presence (for example, online, busy, out-of-office).

In this lesson, you will learn the basics of sending and receiving instant messages using Messenger by completing the following exercises.

1. [Sign on](#)
2. [Start an instant message conversation](#)

If you have not installed Messenger for the Mac, return to the [lessons web page](#) .

Exercise 1: Sign on

To send and receive messages, Messenger must be open and you need to sign on.

Once you have installed Messenger, it will start automatically when you boot your computer.

1. The Microsoft Messenger sign on window is displayed.



Your sign on name should appear here.

TIP:

If you do not see this Sign On window, click on the Messenger

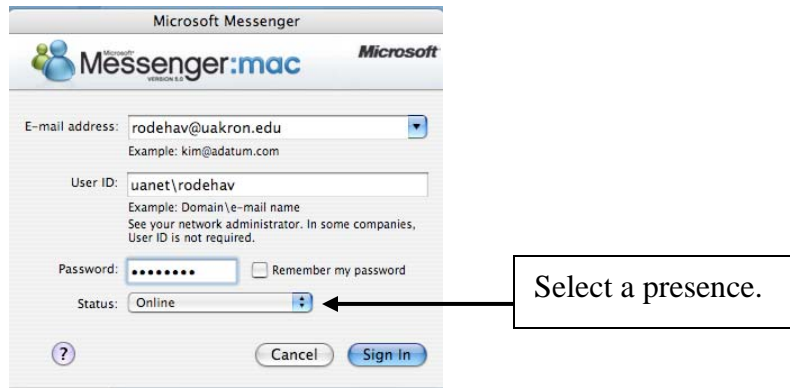


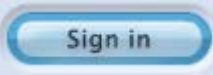
icon in the Dock at the bottom of the desktop.

2. Click on the  button.

The following box is displayed.

3. Type your UAnet password in the password text box.
4. Click on the Status down arrow to select a presence.



5. Click on the  button. The Messenger window is displayed.



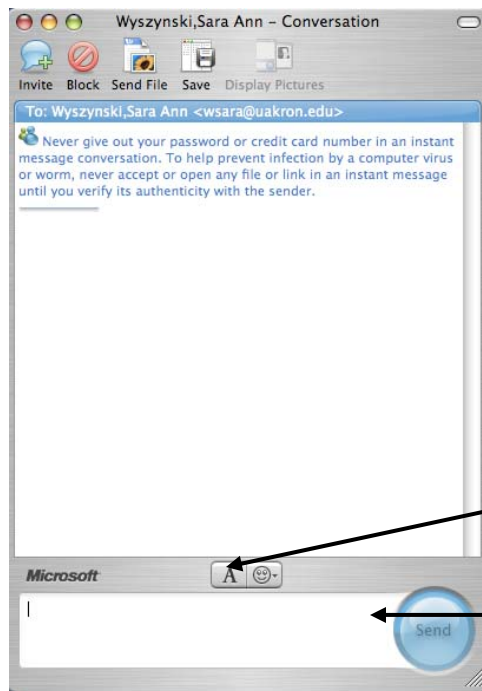
Exercise 2: Start an Instant Message Conversation


1. Click on 

OR

Double click on the name of a contact.

A separate window that is a conversation window is opened.



Click the .Font button to change the font for the messages.

Type your message here.

2. Type your message.


3. Click  .

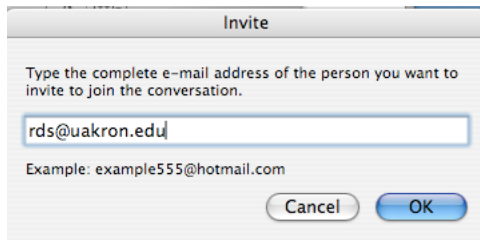
4. Your message is displayed in the upper box of the Conversation window.




5. The recipient of your message will hear a tone as an alert. The Conversation window is opened on their computer with your message displayed. The Messenger icon on the Dock will bounce.


To continue the conversation, one of the participants types a message in the typing area and clicks on SEND.

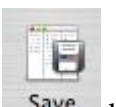
6. To add another person to a conversation, click  and type the person's complete e-mail address, such as rds@uakron.edu.



When the person joins the conversation, a message, similar to the one shown here, is displayed in the Conversation window.

 rds@uakron.edu has been added to the instant message conversation.

7. Use the  button to attach and send a file to the people in the Conversation. Each person may choose to accept or decline the file.

8. Use the  button to save a copy of the conversation.
9. To end the conversation, it is customary to type and send a message to indicate that you are leaving. Then, close the Conversation window by clicking on its X. 