

TUTORIAL 7

COMMUNICATING USING INSTANT MESSAGING

Instant messaging (IM) is similar to an online chat with the exception that there are fewer participants engaged in a conversation that is not able to be viewed by everyone who is online. IM runs in the background while you are working on your computer. When a message arrives or one of your contacts goes online, a pop-up screen informs you. In a default installation of Microsoft Windows XP, Windows Messenger is installed and activated upon start-up. To send and receive instant messages with another individual you need to have a .NET Passport, and the IM address of your friend added to your contacts list.

In this topic you will open Windows Messenger, obtain a .NET Passport, add a contact to your contacts list, and send and receive a message to another student.

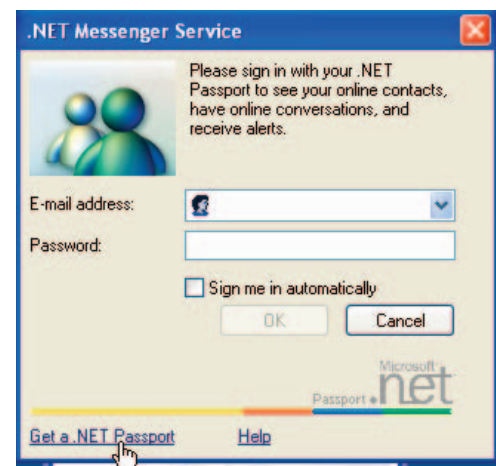
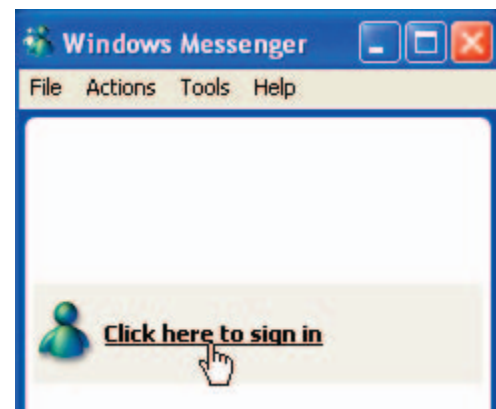
Steps

Note: Check with your instructor before completing this topic to find out which student in the class you will be partnered with for sending and receiving an instant message.

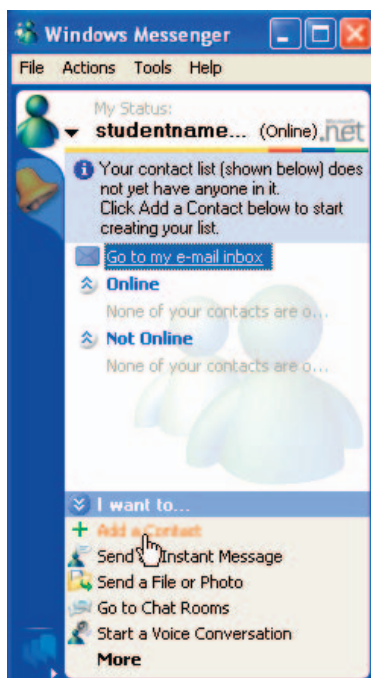
1. Click Start, point to All Programs, and then click Windows Messenger. If necessary, connect to your ISP by entering your user name and password.

If Windows Messenger has already been set up for a user with a .NET Passport account, Windows attempts to log on the user with the e-mail address of the .NET Passport. You may be prompted for your password if the password has not been stored. If the log-on is successful go to step 5. New users of Windows Messenger should proceed to step 2.

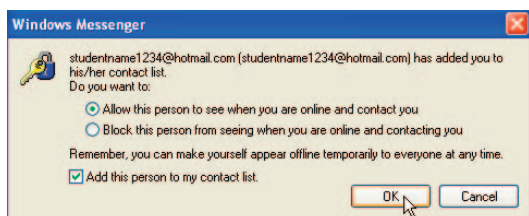
2. At the Windows Messenger dialog box, click over the text Click here to sign in.
3. At the .NET Messenger Service dialog box, click Get a .NET Passport. *Note: If you have a Hotmail or MSN account, you already have a Passport—sign in by typing your e-mail address and password and then proceed to step 5.*
4. Click Next at the first .NET Passport Wizard dialog box and then follow the prompts in the wizard dialog boxes to set up a .NET Passport account. When you have completed the wizard you will be signed in and returned to the Windows Messenger window.



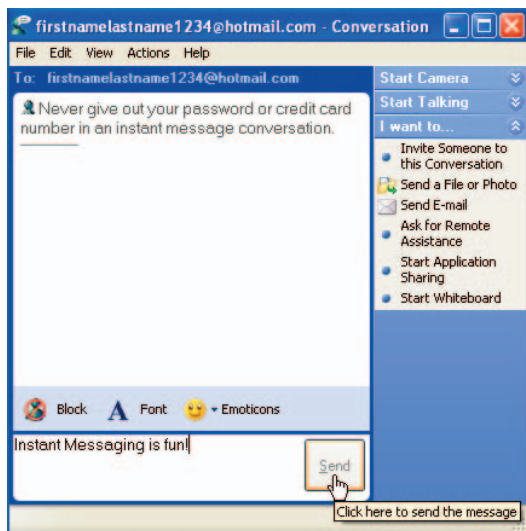
You may use an existing e-mail address as your Passport, or, you may prefer to set up an MSN Hotmail account for purposes of using Windows Messenger.



5. For the remaining steps you will be working with your instant messaging partner. Decide between you which student will add the other as a contact and only one student should complete steps 5-8. At the Windows Messenger window, click *Add a Contact* in the *I want to* section.
6. With *By e-mail address or sign-in name* selected in the *How do you want to add a contact?* section of the Add a Contact dialog box, click Next.
7. Type the e-mail address of the student with whom you have been partnered for this topic in the *Please type your contact's complete e-mail address* text box, and then click Next.
8. Click Finish at the last Add a Contact dialog box that says you have successfully added [*e-mail address*] to your list.
9. The student that did not add the contact should complete this step. At the Windows Messenger dialog box informing you that [*student name*] has added you to his/her contacts list, click OK to accept *Allow this person to see when you are online and contact you* and *Add this person to my contact list*.
10. In the *Online* section of the Windows Messenger window, double-click the e-mail address of the student with whom you have been partnered.




A Conversation window opens in which you type message text to send and read the other person's replies.



11. With the insertion point positioned in the message text box at the bottom of the Conversation window, type **Instant Messaging is fun!** and then click the Send button.

The other student receives an alert on his or her computer as soon as the message is received.

12. Send a few more messages back and forth to each other.
13. When you are finished using Windows Messenger, click the Close button on the Conversation window title bar.
14. Click the Windows Messenger – Signed In icon  on the taskbar next to the current time and then click *Sign Out* at the pop-up menu.