

Instant Messaging with Apple Computer's iChat

This tutorial tells how to use Instant Messaging with Apple Computer's iChat. The directions are for using iChat version 3.1.8. If you are using a different program or get stuck, click on your program's **Help** menu for assistance.

For more information on instant messaging, see Chapter 16 in Paul V. Anderson's *Technical Communication: A Reader-Centered Approach*.

About iChat

- Allows you to have text, audio, or video conferencing.
- Requires only a low bandwidth connection for text chats. Faster connections and computers are required for audio and video conferencing.
- Requires that you have access to an instant messaging service. The services are free.

Accessing an Instant Messaging Service

Note: These directions tell how to use AOL Instant Messenger. You may also use another Instant Message service, such as Windows Messenger or Yahoo Messenger.

1. Go to www.aim.com.
2. Navigate to the free download of AIM.
3. Follow the on-screen directions.
4. Navigate to the option for obtaining a screen name.
5. Follow the on-screen directions.

Setting Up iChat

1. Click on **iChat** icon in the Dock.
 - A Welcome window opens.
2. Click **Continue**.
 - The **Account Type** pop-up menu will open.
3. Choose your AOL Instant Messenger buddy name.
4. Click **Continue**.
5. Click **Done**.

Creating a Buddy List

Note: The Buddy List containing links that enable you to quickly contact people with whom you want to instant message. To be included in your Buddy List, the person must have an AIM buddy name and be included in your Address Book.

1. Click the **iChat** icon on the Dock.
 - The **Buddy List** window opens.
2. Click on the **+** button.
 - A contact list (made up from your address book) appears.
3. Highlight the name of the person you want to contact.
 - If the new person does not appear in the contact list, add the person to your Address Book.
4. Click the **Select Buddy** button.

5. A window will appear.
6. Fill in the appropriate information.
7. Click **Add**.

Starting a Text iChat

1. Click the **iChat** icon on the Dock.
 - The **Buddy List** window opens.
2. In your Buddy List, highlight the name of the person with whom you wish to chat.
 - You cannot highlight a name if it appears in gray rather than black. The gray means that the person is not logged into iChat.
3. Click the **Text Chat** button (it is the letter **A** that appears at the bottom of the iChat window).
 - A message window will open.
4. Type your message.
5. Press **Return**.
 - As you continue the conversation, your messages and your buddy's messages will appear on the desktop.

Accepting an Invitation to iChat

1. When someone invites you to a chat, the message window will open on your desktop.
 - The sender's name will appear at the top of the message window.
2. Click **Accept**.
 - If you do not want to chat, you can block the message.