

# Instant Messaging with Microsoft Windows

This tutorial will help you use Instant Messaging with Microsoft Windows.

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

## About Instant Messaging with Microsoft Windows

Microsoft Windows has two major instant messaging programs.

- **Windows Messenger** enables you to exchange messages and small files. It can be downloaded for Windows XP and earlier versions of Windows
- **Windows Live** enables you to exchange text messages and make voice and video calls. It can be downloaded for Windows XP and Vista.

## Accessing Microsoft Windows' Instructions for Instant Messaging

The easiest way to learn how to use the Windows Instant Messaging programs is to access Microsoft's own directions.

- If the program you want to use is already on your computer, do the following.
  1. Open the program from the **Start** menu.
  2. Consult the Windows **Help** function if you are stumped.
- If you want to use a program not on your computer, download a copy.
  1. Go to <http://www.microsoft.com/downloads>.
  2. Enter the name of the program in the **Search** box.
  3. Download the program.
  4. Read the instructions that come with the program or use the Windows **Help** function.