

Sending files or pictures using Instant Messenger will only function within NASA HQ

To send a picture or other file to someone

You can send and receive a variety of files in Windows Messenger—music, pictures, or documents.

Choose the contact to whom you want to send the file.

In the main window, right-click the name of an online contact, and click **Send a File or Photo**.

—or—

In the conversation window on the **File** menu, click **Send a File or Photo**.

In the **Send a File** dialog box, click the file you want to send, and then click **Open**. (To find the file you want to send, double-click folders to open them or click the **Up One Level** button at the top to move up in the file directory.)

The request to transfer the file is immediately sent, and you are notified when it is accepted by the recipient. You can click **Cancel** to stop the file transfer at any time.

What happens when a file is sent to you?

You will be notified in the conversation window of the sender's name, the name of the file, and its size. You will be given the opportunity to accept or decline the transfer of the file.

If you click **Accept**, the file will be put in the folder specified on the **Preferences** tab of the **Options** dialog box.

To open a sent file

When a photo or other file is sent to you in an instant message, you will be asked to accept or decline it. (If the file sharing feature is not available, it may have been turned off by your system administrator.)

After you accept the file, you can open it immediately by clicking the link in the conversation window.

—or—

In either the conversation window or the main window, click the **File** menu, and then click **Open Received Files**.

The folder will open and display the list of files sent to you.

To add other people to a conversation

In the conversation window, under **I want to...**, click **Invite Someone to this Conversation**.

Click the name of a contact, or click **Other** and type an e-mail address or sign-in name, and then click **OK**.

To change your status

Click your name at the top of the main window, and then click the item that best describes your status.

To change the time that elapses before Away status appears

Type a number in **Show me as "Away" when I'm inactive for ___ minutes**.

(Make sure the check box is selected.)

☞ To get there: On the **Tools** menu, click **Options**, and then click the **Preferences** tab.

To see others without being seen

You can be signed in to Windows Messenger but appear to your contacts as though you are offline.

In the Windows Messenger main window, click your name, and then click **Appear Offline**.

Although you will still be able see your contacts' online status, you won't be able to send them instant messages or have voice conversations.

Alerts

What kind of alerts can you receive?

Alerts pop up in a small box near the Windows Messenger icon on your Windows taskbar. You can receive these kinds of alerts:

Sign-in alerts: When a contact signs in, an alert appears.

Click the alert to open the conversation window.

Instant message alerts: When you receive an instant message, you'll receive an alert.

Click the alert to open the message and carry on the conversation.

To turn off alerts

In the main window, click the **Tools** menu, select **Options**, and click the **Preferences** tab.

In the **Alerts** section, clear the check box for the alerts you want to turn off.

To change your alert sounds

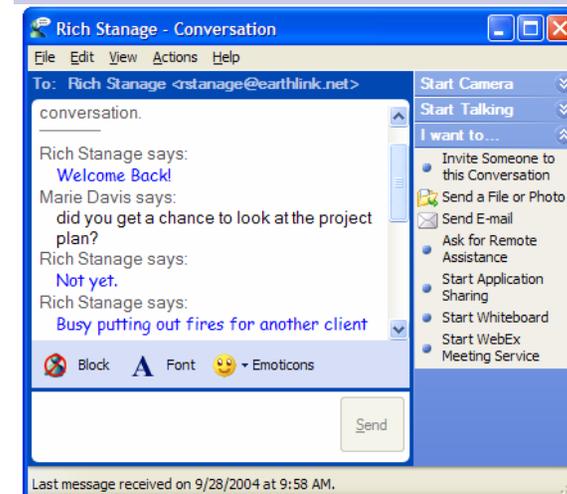
On the **Preferences** tab, under Alerts, click **Sounds**.

☞ To get there: On the **Tools** menu, click **Options**.

In the **Sounds and Audio Devices Properties** dialog box, click the **Sounds** tab, and in the **Program events** box, scroll down to the Windows Messenger category.

Click the sound you want to change, and then click a new sound in the **Sounds** list. To preview a sound, click **Play**.

If the list does not contain the sound you want, click **Browse** and look for other sound files (files with the extension .wav).



Configuring Windows Messenger

To use Windows Messenger without opening the main window

You can do most of your tasks from the icon in the Windows taskbar (near the clock). If you want to open the main window, double-click the icon in the taskbar.

Click the program icon in the taskbar to send an instant message, sign in or sign out, change your status, go to your e-mail inbox, or exit the program.

The only way to shut down Messenger and remove it from your taskbar is to click **Exit** on the icon menu. Closing the main window does not sign you out or stop Windows Messenger from running.

To make a window always visible

In the main window or the Phone window

Click the **Tools** menu, and then click **Always on Top**.

In the conversation window

Click the **View** menu, and then click **Always on Top**.

To change the folder where files are sent

On the **Preferences** tab under File Transfer, click **Browse**.

☞ To get there: On the **Tools** menu, click **Options**, and then click the **Preferences** tab.

Open the folder where you want files to go when they are sent to you, and click **OK**.

Close the **Options** dialog box.

To allow others to add you without seeking your approval

Make sure you are on the **Privacy** tab of the **Options** dialog box.

☞ To get there: In the Windows Messenger main window, click the **Tools** menu, click **Options**, and then click the **Privacy** tab.

Clear the **Alert me when other people add me to their contact lists** check box.

Each person who adds you will automatically be put in your Allow list and added to your contact list.

Set the format of your outgoing messages

On the **Personal** tab under **My Message Text**, click the **Change Font** button.

☞ To get there: On the **Tools** menu, click **Options**.

Choose the font, font style, color, effects, and size you want, and then click **OK**.

The messages you type will appear to others in the font, style, and color you have chosen. However, the size of type you choose affects only the way messages appear in your conversation window, not the way they appear to your recipients.

Contact/Group Management

Note: You will only be able to add contacts and send IM messages to users on the system, not to external users, such as family and friends on AIM or MSN

To add a contact to your list

Be sure you are signed in to the same service as the contact you want to add.

At the bottom of the main Windows Messenger window, under **I want to...**, click **Add a Contact**.

In the Add a Contact Wizard, click one of the following:

By e-mail address or sign-in name if you know this information.

—or—

Search for a contact if you need to find the person's e-mail address.

Follow the directions in the wizard.

If you are adding by e-mail address, select the service that this person uses, and then type the address.

The wizard checks that the e-mail address you typed is valid. If it is, the person is added to your contact list.

If you are adding by searching, select the person's service in the **Search for this person at:** list.

To remove someone from your contact list

On the contact list, right-click the name you want to remove, and then click **Delete Contact**.

The contact is deleted from your list—and from all the groups he or she might have been in.

To sort your contacts into groups

On the **Tools** menu, point to **Sort Contacts By**, and then click **Groups**.

To create a new group in your contact list

Under **I want to...** click **Add a Group**.

—or—

On the **Tools** menu, point to **Manage Groups**, and click **Add a Group**.

A new group is created, and you can give it a name.

To rename a group

Right-click the name of the group you want to change, and then click **Rename Group**.

Type the new name.

To delete an empty group

A group cannot be deleted unless it is empty.

Right-click the group name, and then click **Delete Group**.

To move or copy contacts to a different group

Point to the contact you want to move, and drag it to the new group.

To copy a contact to a new group, press CTRL while dragging. The contact will now be in both groups.

—or—

Right-click the contact, click **Move Contact to** or **Copy Contact to**, and then click the name of the group to which you want to move or copy it.

Messages, Invitations, & Files

To send an instant message

In your contact list, double-click the name of someone who is online.

The conversation window opens.

Type your message in the box at the bottom of the window, and click **Send**.

To start a new line while typing, press SHIFT+ENTER.

Your message appears in the upper box.

To open an instant message

When you receive an instant message, you will hear a sound and see an alert on your Windows taskbar.

Click the alert to open the message.