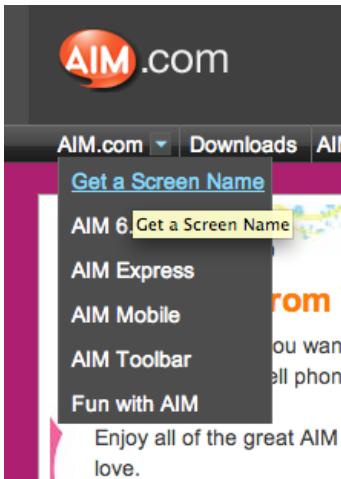


## Steps to instant messaging with iChat on your mac

If you don't have a chat account start up Safari and go to <http://dashboard.aim.com/aim>

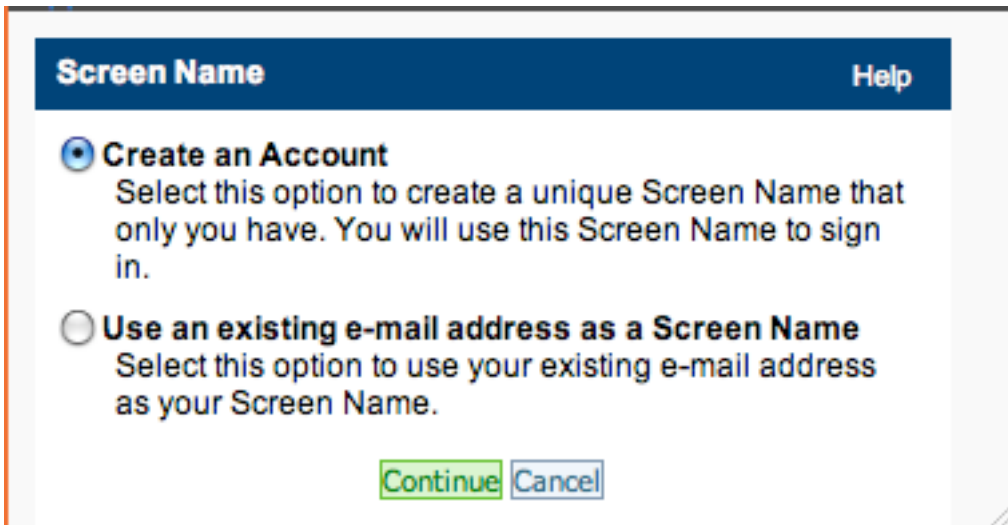
1. Click on the **AIM.com** menu in the upper left of the screen and from the drop down menu, select **Get a Screen Name**.

2.



3.

4. Click on the **Create an Account** button and click **Continue**



5.

6. Fill in all blanks and click **Submit**.

The screenshot shows a registration form with the following fields and options:

- Screen Name:** A text input field with a "Help" link.
- \* Desired Screen Name:** A text input field with a tooltip: "3-16 letters or numbers. It must start with a letter."
- \* Password:** A text input field with a tooltip: "6-16 characters. Help for creating a secure password."
- \* Re-Type Password:** A text input field.
- Display Name:** A text input field with a tooltip: "This is the way you are greeted each time you sign in."
- In Case You Forget Your Password:** A link to "(Learn More)".
- \* Account Security Question:** A dropdown menu with "Select a question..."
- \* Answer:** A text input field.
- \* Re-Type Your Answer:** A text input field.
- Alternate E-mail Address:** A text input field with a tooltip: "e.g., johndoe@domain\_name.com".
- \* Birth Date:** A date picker with "mm", "dd", and "yyyy" fields.
- \* Gender:** Radio buttons for "Female" and "Male".
- \* Country:** A dropdown menu with "Choose One".
- \* ZIP Code:** A text input field.
- Terms of Service:** A section with a paragraph of text: "By typing the characters shown below and clicking the Submit button, you acknowledge receipt of, and agree and consent to, the AIM Home Page's Terms of Service and Privacy Policy. You also agree to transact with us and".

7. If the screen name you have chosen is already taken, you will be notified and asked to select another. Keep trying until you get a unique one.

8. Write down your screen name and password.

9. Start up iChat on your mac.

10. The first time the welcome window should appear.

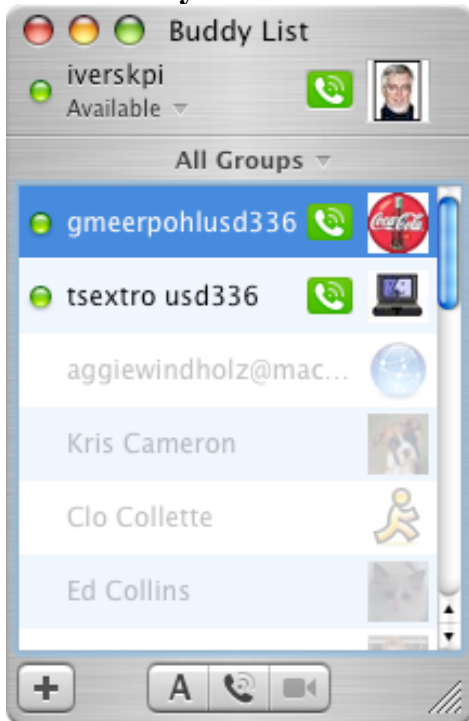
The screenshot shows the "Welcome To iChat" window with the following information:

- Title:** Welcome To iChat
- Message:** "To set up iChat enter the information below. Enter your Mac.com email address and password. Or, you can enter an AOL Instant Messenger (AIM) screen name and password."
- First Name:** Karl
- Last Name:** Ivers
- Account Type:** AIM Account (dropdown menu)
- Account Name:** iverskpi
- Password:** [masked with dots]
- Buttons:** "Sign up for Mac.com", "Cancel", and "OK".

11.

12. Enter your information and click OK.

13. Your **Buddy List** window should appear.



14.

15. You can copy and paste into the picture area a picture of yourself. When you chat with others, your picture will appear next to the text you type.

16. Add names to your Buddy List.

17. Open the Address Book application in your Applications folder.



18.

19. Select **New Card** from the **File** menu.

20. Enter the name and screen name of the person you wish to chat with. The screen name goes in the **home** line. (AIM)



**John Doe**

Job Title  
Company

**work** ⇅ Phone  
**mobile** ⇅ Phone

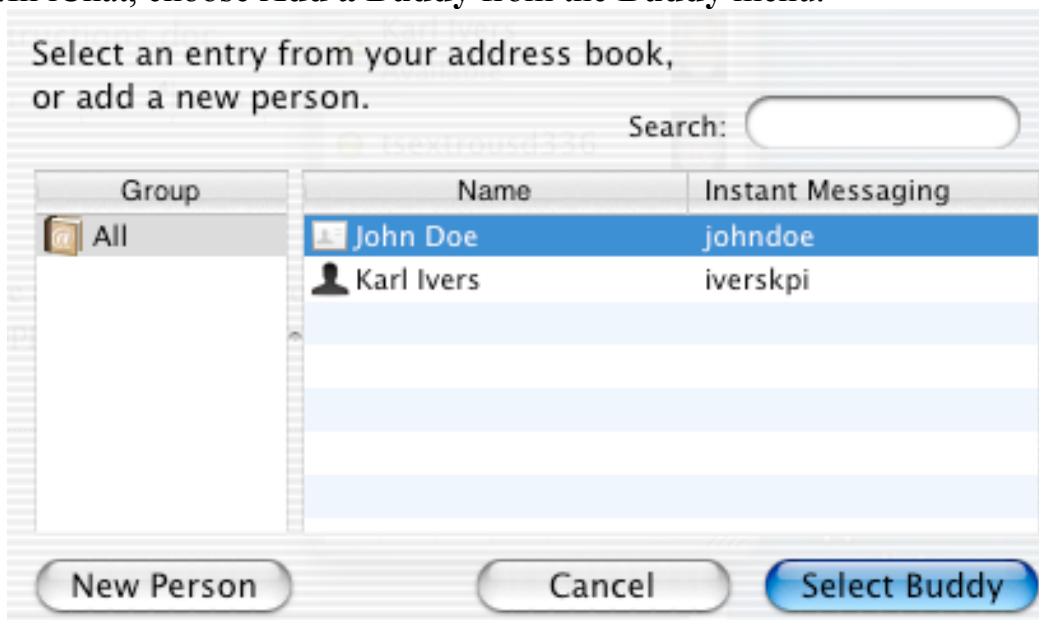
**work** ⇅ Email

**home page** Homepage

21. **home** ⇅ johndoe (AIM)

22. Close the Address book

23. In iChat, choose **Add a Buddy** from the **Buddy** menu.

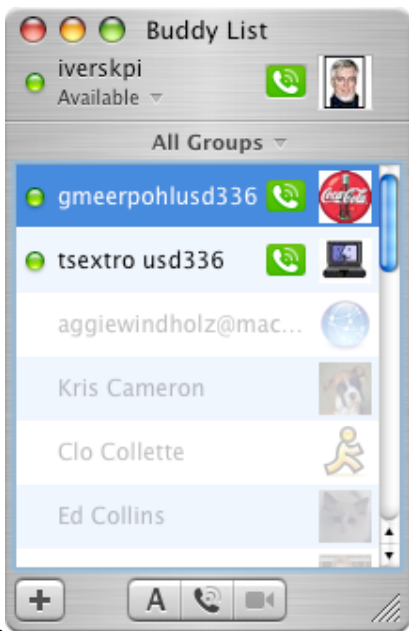


24.

25. The person you just added to your Address Book should be available.

26. Click their name and then click the **Select Buddy** button.

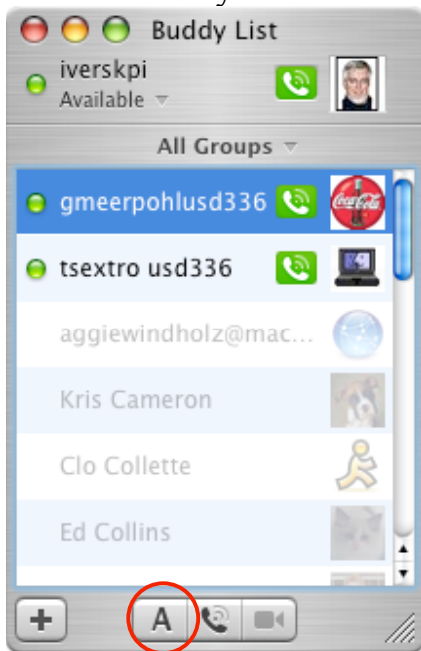
27. That name should appear in the Buddy list.



28.

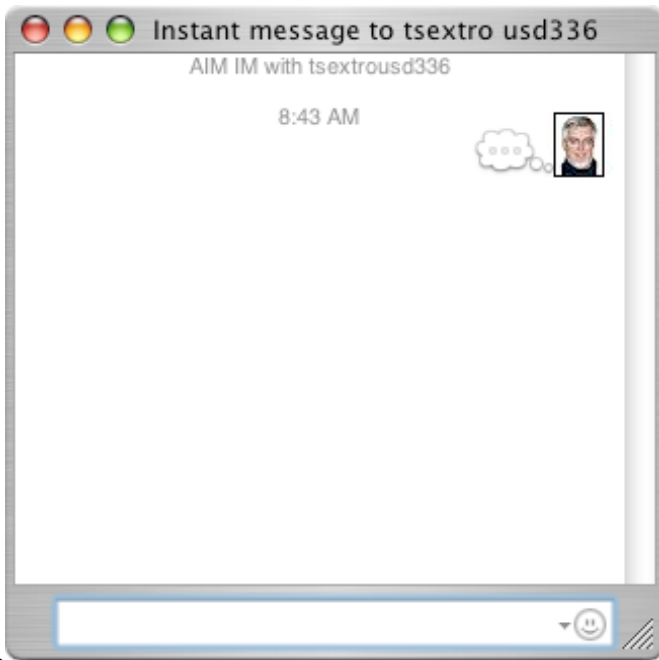
29. If they are online their name will be in black text. If they are not it will be gray.

30. Click the name of the available person you wish to chat with. Then click the **text message** button at the bottom of the window. If you both have a microphone hooked up to your computers, you can audio chat by clicking the telephone shaped button. Then you can talk back and forth as if on the telephone.

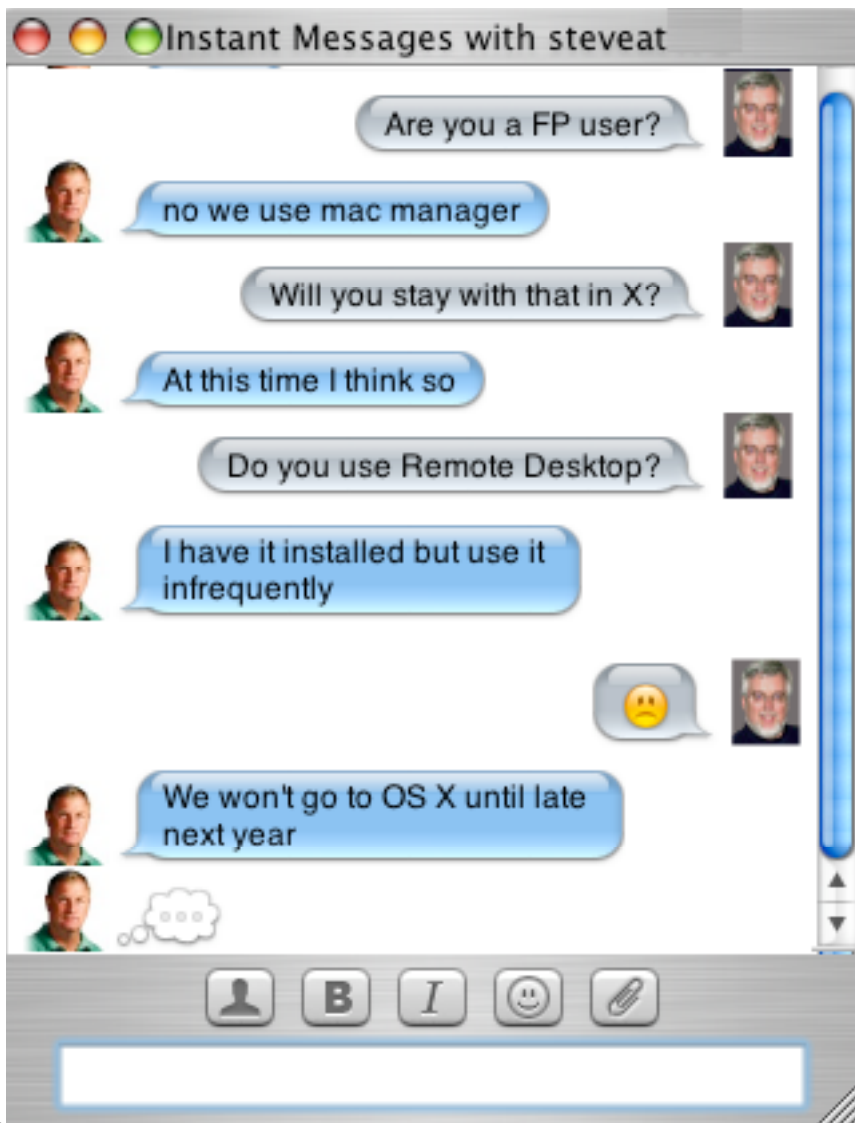


31.

32. A new window will open up.



- 33.
34. Type in the bottom area (it will word wrap) and press return. It will appear in the window above along with any messages that are typed back. You can also drop files into the small window at the bottom and it will send the file to the person you are chatting with.
- 35.
36. When you are typing a “cloud” appears next to your picture. When you press Return the text appears.
37. Here is a typical chat window. Notice the “emoticon” for frown. You can add those by clicking on the emoticon button (happy face) at the bottom right and then select one.



38.

Leave iChat running if you are available to chat when at your computer. Click on the available popup and select Offline when not, or quit iChat.