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Live@edu Services Course

Windows Live Messenger Participant Guide

- Outlook Live or Windows Live Hotmail
- Windows Live Messenger
- Windows Live SkyDrive
- Office Live Workspace
- Windows Live Spaces + Windows Live Writer
- Windows Live Groups



Windows Live Messenger

With Windows Live Messenger you can chat and stay in touch with colleagues and students in real-time for free! Millions of people use Messenger every day. Here are some great things you can do using Messenger:

- Chat in real-time
- Chat with up to 20 of your contacts at the same time
- Make it reflect your mood - it's fully personalized
- Keep up to date with everyone in your network
- Use the voice, video and interactive gaming features
- Share photos or create a short video

For more information check out:

<http://messenger.live.com>

Get Windows Live Messenger

Get Windows Live Messenger

- 1 If you don't already have Windows Live Messenger on your PC, you can download it for free.

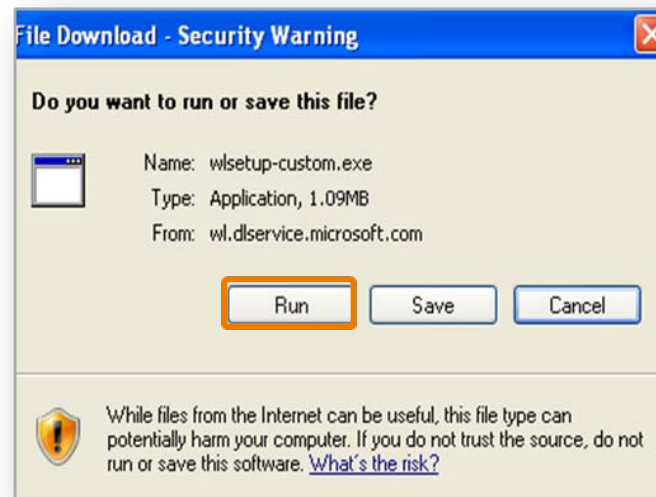
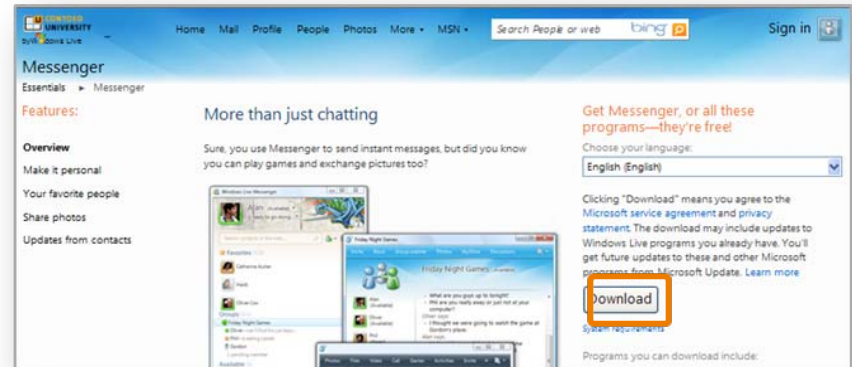
<http://download.live.com/messenger>

You will need to be connected to the Internet.

If you already have Messenger please go to slide 9.

- 2 Click **Download**.

- 3 Click **Run**.

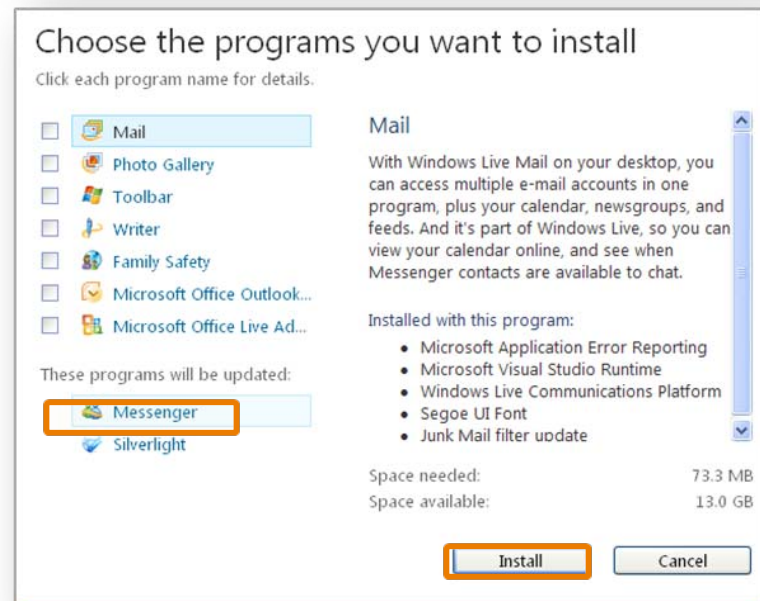


Get Windows Live Messenger

4 Click **Run** again.

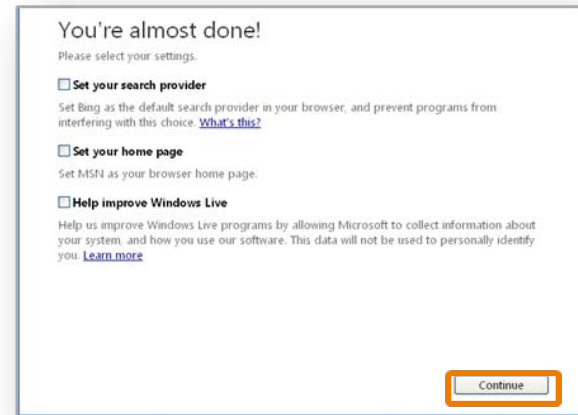


5 Click on **Messenger** and **Install**.



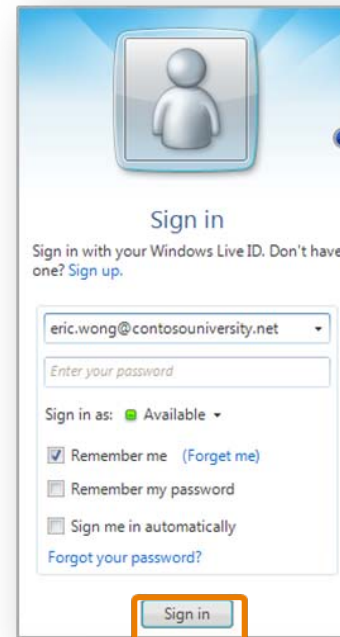
Get Windows Live Messenger

6 Click **Continue**.



7 Messenger will open up automatically.

Enter your Windows Live ID and Password and click **Sign in**.

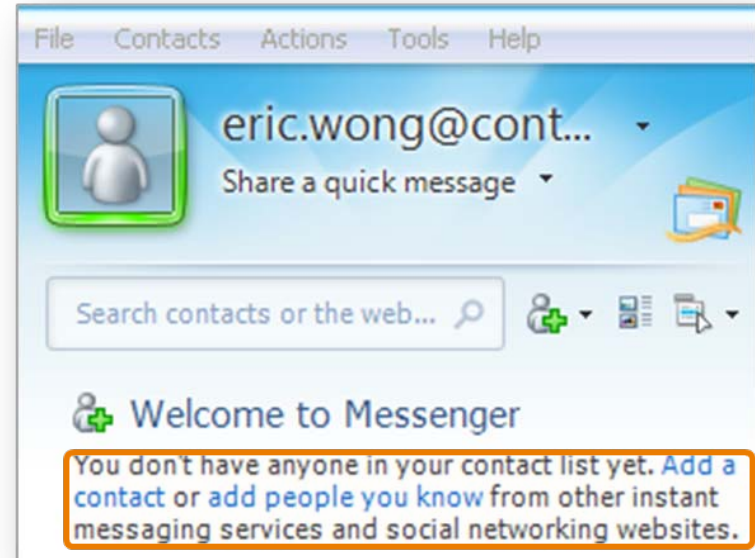


Add a contact

Add a contact

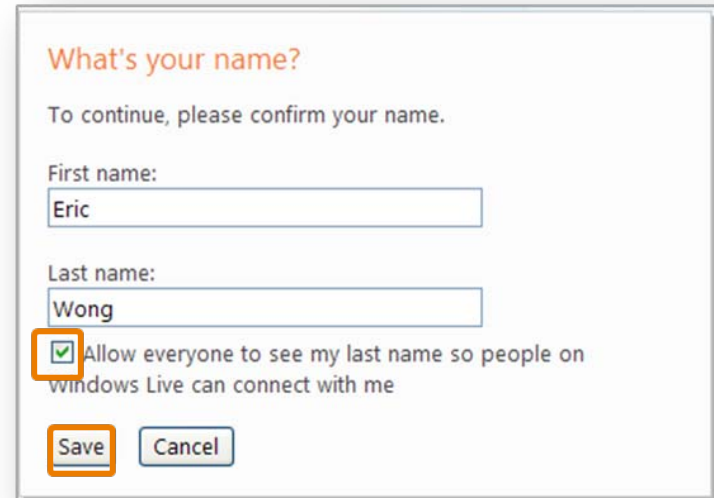
Add a contact

- 1 Click **Add a contact** or **add people you know**.



- 2 Enter your name in the empty fields and click **Save**.

Check the box to allow everyone to see your last name so people on Windows Live can connect with you.

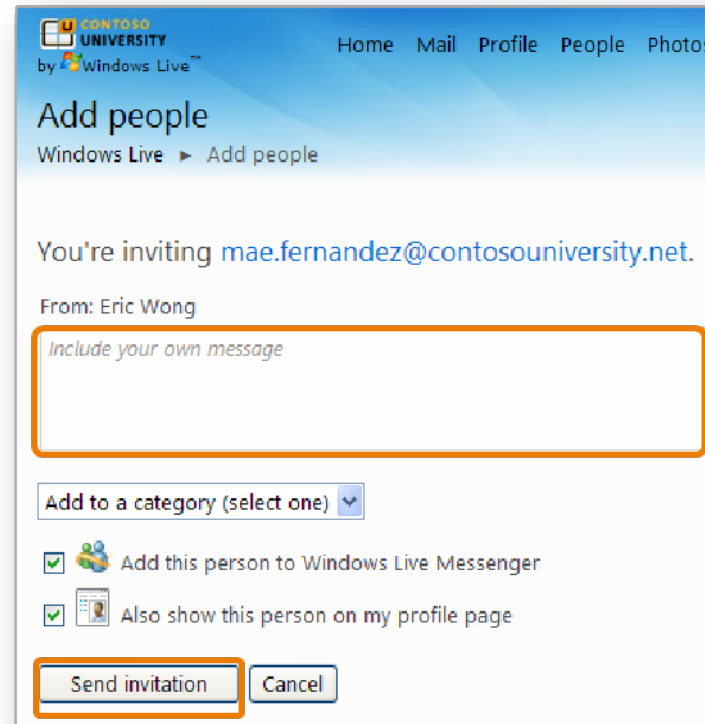
A screenshot of the 'What's your name?' dialog box. The title is 'What's your name?'. Below the title, it says 'To continue, please confirm your name.' There are two text input fields: 'First name:' with the value 'Eric' and 'Last name:' with the value 'Wong'. Below these fields is a checkbox that is checked, with the text 'Allow everyone to see my last name so people on windows Live can connect with me'. At the bottom, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with an orange border.

Add a contact (continued)

- 3 Enter the email address of a contact that you would like to invite to your Messenger address book and click the arrow button.

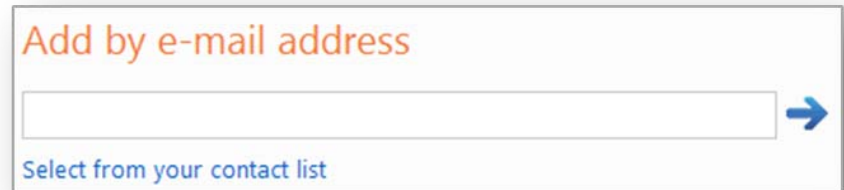


- 4 Enter an optional invitation message in the field and click **Send invitation**.

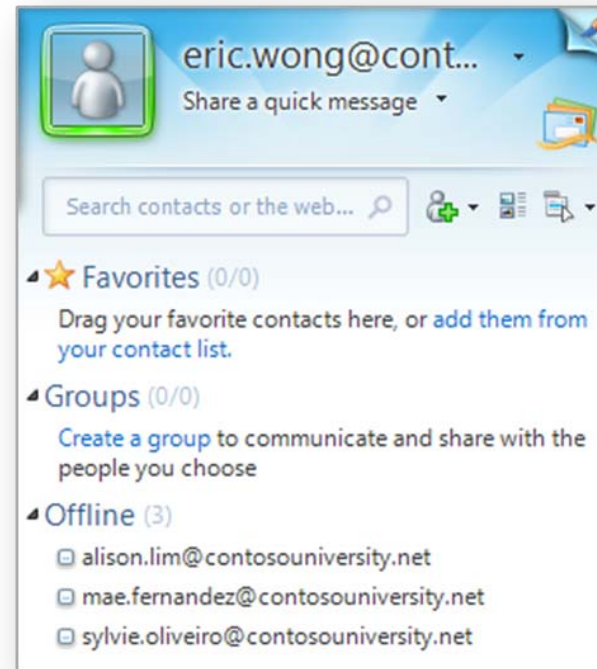


Add a contact (continued)

5 Repeat steps 3 to 4 until you have invited all your contacts.



6 The contacts will shown as offline until they are online and accept the invitation.



Introducing your Messenger Windows

Windows

Conversation Window

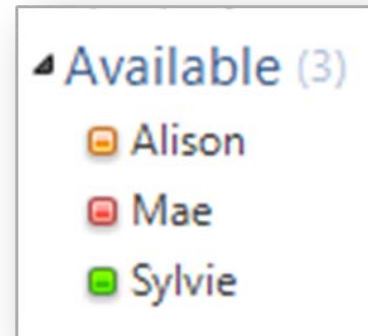
- 1 Start or stop the Webcam
- 2 Display picture
- 3 Instant message field
- 4 Instant message
- 5 Menu bar



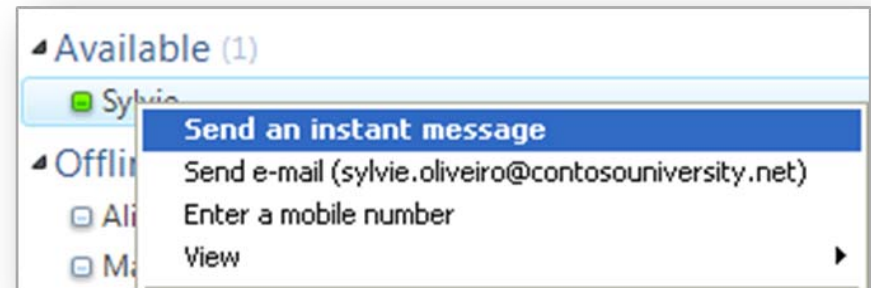
Send an instant message

Send an instant message

- 1 Double click the name of an available buddy.

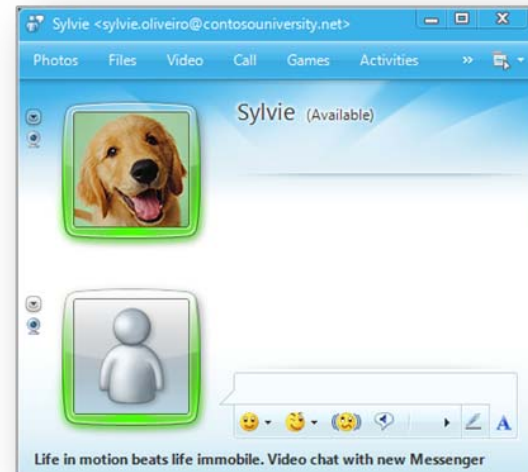


Alternatively right click on the name of the buddy and then click **Send an instant message**.

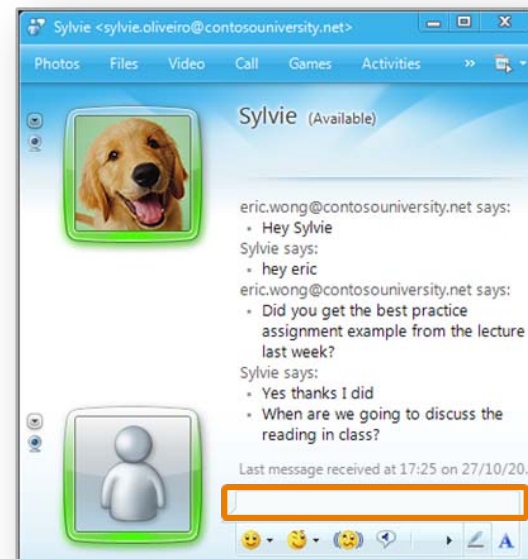


Send an instant message (continued)

2 The conversation window will open.



3 Type your message in the message field and click **Enter** on your keyboard to send your instant message.

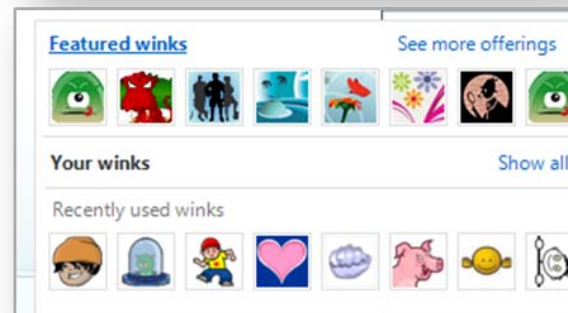
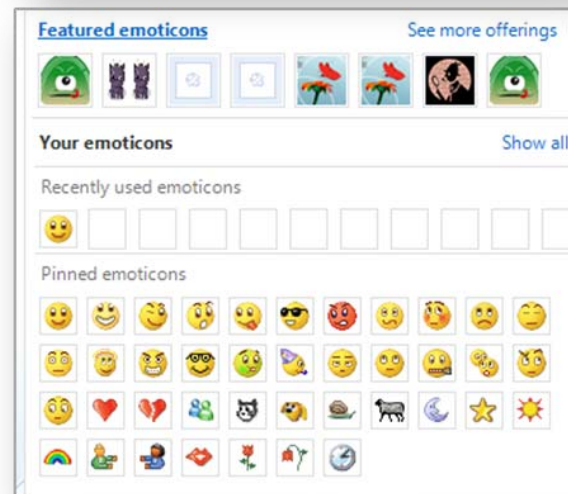
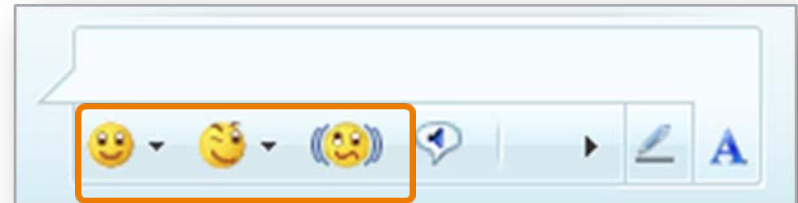


Send an instant message (continued)

- 4 Select from a range of emoticons and winks to express your mood.

A nudge will shake the conversation window for both you and your buddy.

Click the buttons below the message field for it appear in the message field.

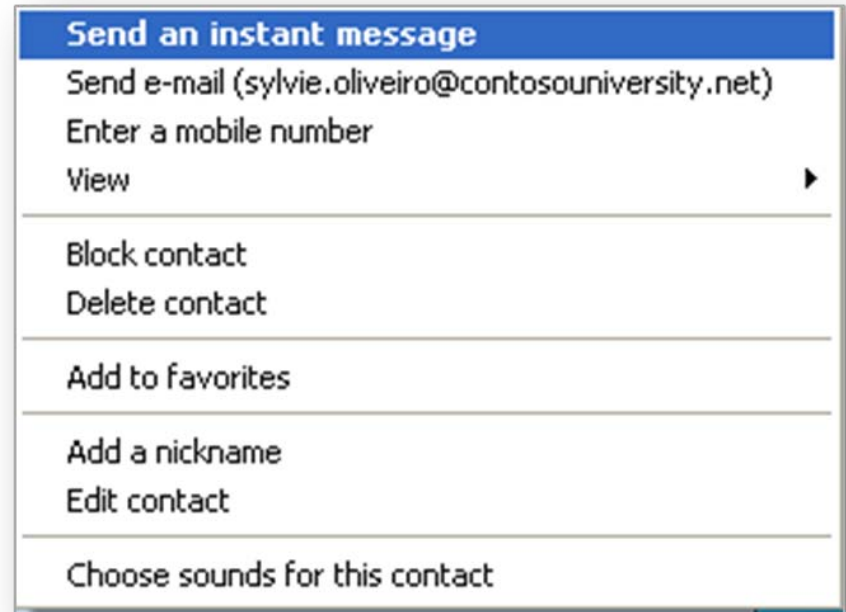


Manage buddy list

Manage your buddy list

Manage buddy list

- 1** Right click the name of the buddy you wish to manage. You can choose from options such as:
- Block contact: if you block a buddy they will not be able to have online conversations with you or see your online status
 - Delete contact: if you delete a buddy they will also be removed from your Contacts
 - Edit contact: you can edit a buddy's contact information



Personalize Messenger

Personalize Messenger

1 Make Messenger your own! Click the drop-down arrow list next to your name.

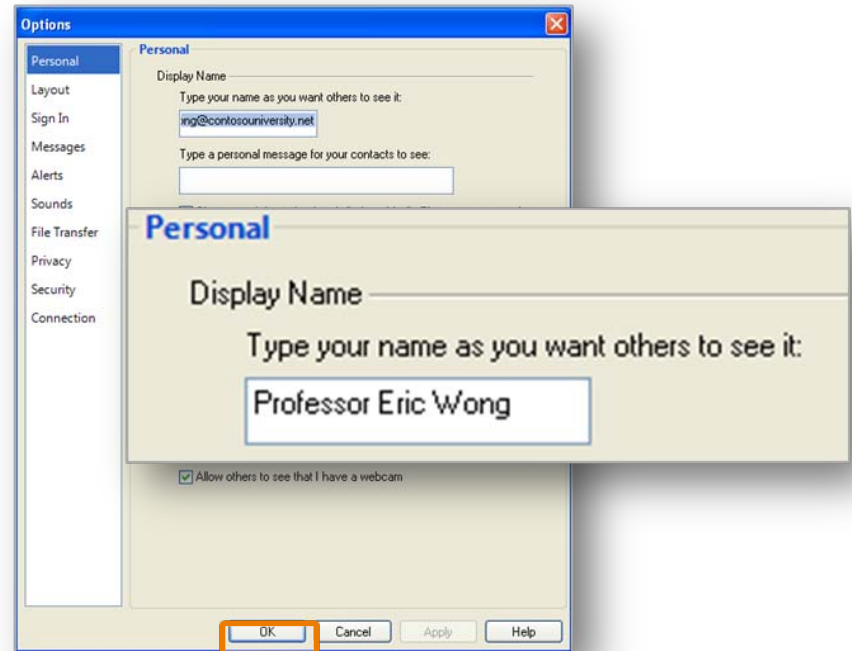
2 Set your status to reflect your availability.

This will automatically change the colour of the button next to your name that your buddies see in their Messenger Window.

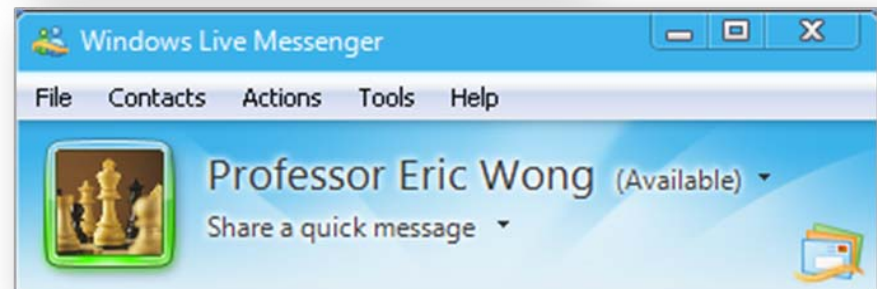


Personalize Messenger (continued)

- 3 Click **Change display name** and type your name as you would like it to appear to your Messenger buddies and click **OK**.



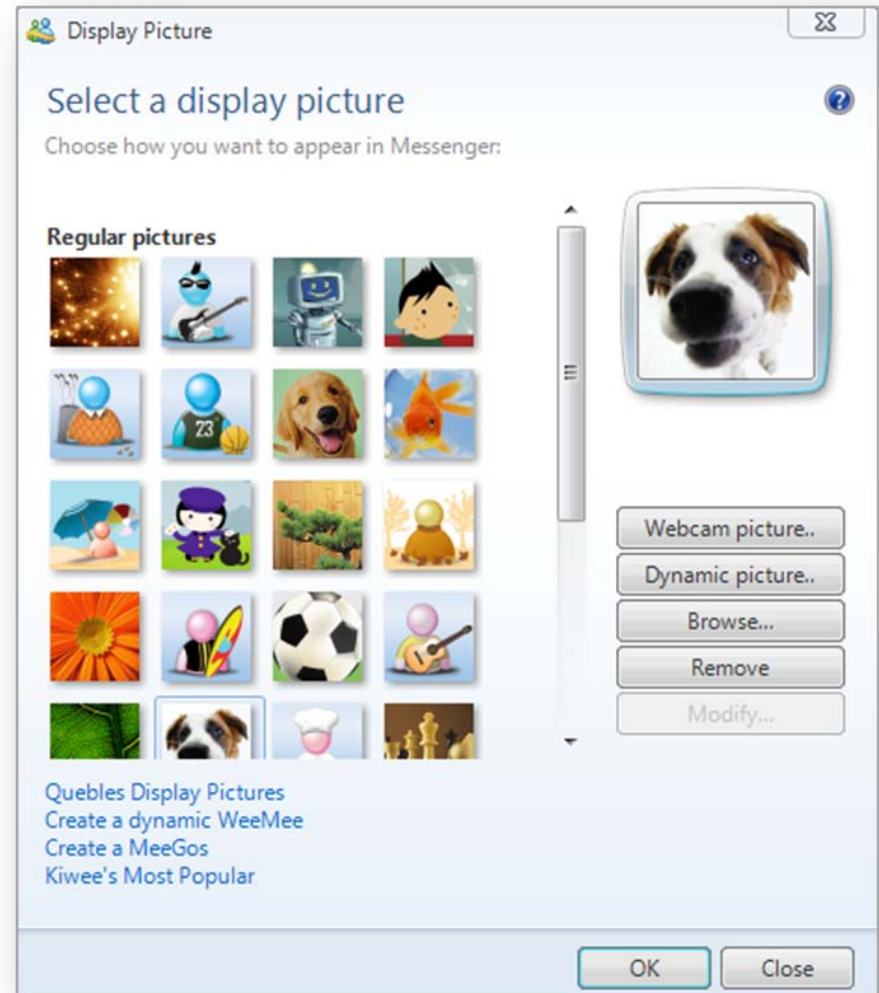
- 4 Your new name will appear in your Buddy list window.



Personalize Messenger (continued)

5 Click the drop-down arrow list and click **Change display picture...** to select a picture that best suits your mood. You can choose a picture from:

- **Regular pictures.**
- Click **Webcam picture..** to take a photo of yourself from your webcam or record 4 second video.
- Click **Dynamic picture..** to take a photo of yourself from your webcam or record a 4 second video. Assign an emoticon for each picture or video. You can also select one of the emoticons you've assigned to change your display picture.
- Click **Browse..** to select a photo of you from your PC.



Personalize Messenger (continued)

- 6 To change the background and colors of your Buddy list window click the drop-down arrow list and click **Change scene...**

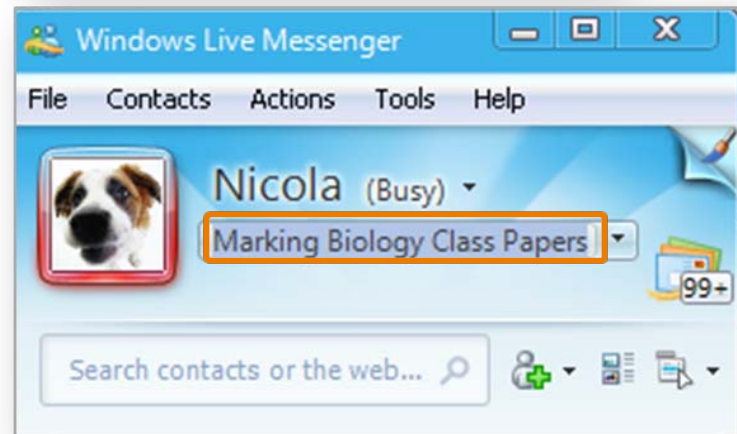
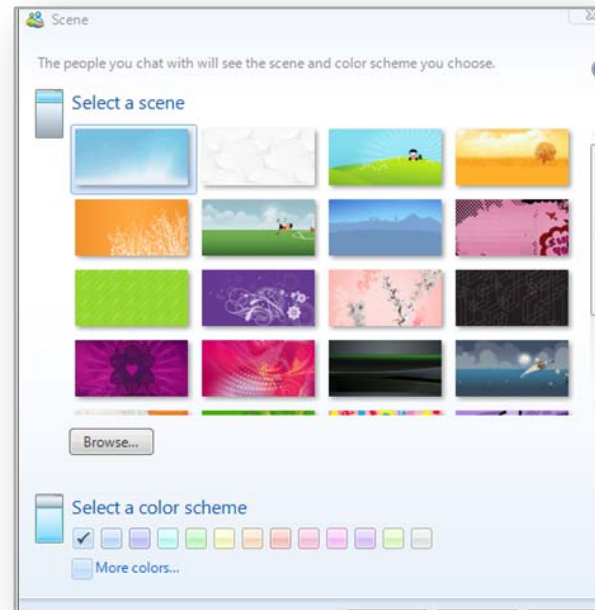
Click one of the scenes or click **Browse...** to access images on your PC.

To select a colour scheme check a colored box or check the **More colors...** box.

Click **Apply** to view the changes.

Click **OK** when you are happy with your choice.

- 7 To set your status message click the text field, type your message and click Enter on your keyboard for the change to apply.



Share a photo

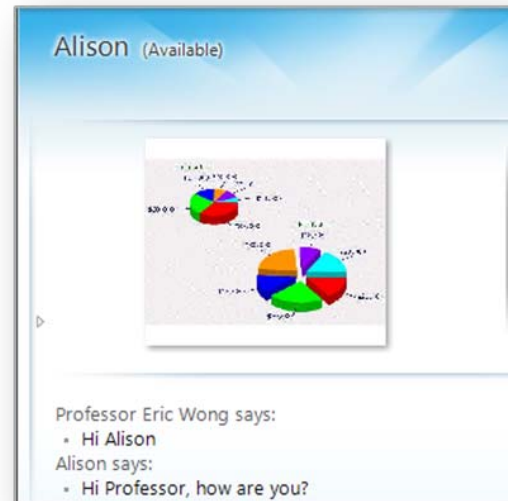
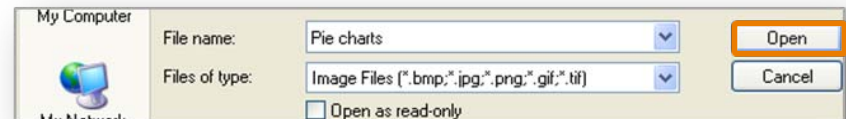
Share a photo

Share a photo

1 To share a photo with one of your buddies, start a conversation or open a conversation window and enter your message, then click **Photos**.

2 Click the photo you wish to insert and click **Open**.

This inserts the photo into your conversation and makes it visible to you and your buddy.



Access Messenger from your mobile

WOP116

Access Messenger from your mobile

- 1 Mobile Messenger makes it easy for you to communicate and stay in touch with people on the go or when you are using your mobile device.

To get started enter this URL into your mobile device's browser:

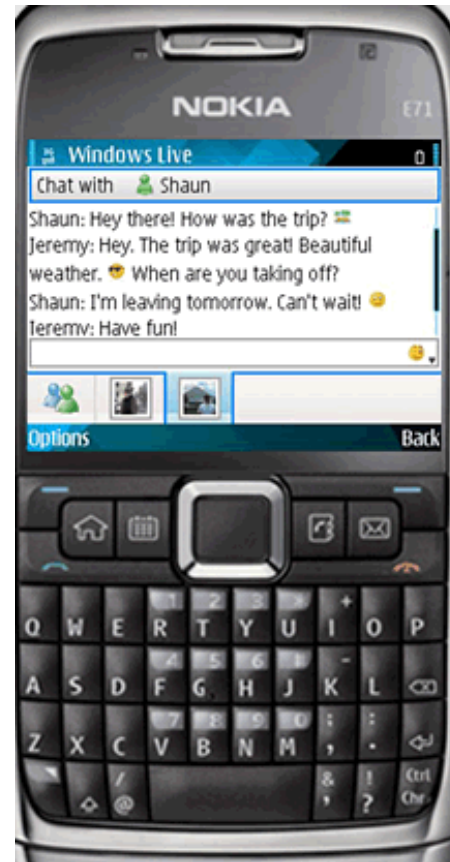
Mobile.live.com



Access Messenger from your mobile (continued)

With Mobile Messenger you can:

- Stay in touch when you can't speak out loud (for example in meetings, or on the bus)
- View your contact list and add new contacts
- See the status of those on your contact list (see who's online, offline, or mobile)
- Chat with multiple people at the same time in group chats
- Send and receive emoticons



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