



WEBCAMS AND INSTANT MESSAGING

Do you enjoy chatting with your friends? Are you working on a project and need to collaborate with others in your group? What if you could see and hear your group online? Perhaps instant messaging is just what you're looking for. It's easy and free with an Internet connection and the right software.

Sending Messages In instant messaging applications, your friends are added to a list of contacts that shows you when they are online and available to chat. For example, you could use Windows Live Messenger as follows:

- 1 • Add contacts by clicking the **Add a Contact** button and following the on-screen instructions.
- Double-click the name of a friend in the **Online** section.
- Enter your message in the window that appears.
- Click the **Send** button.

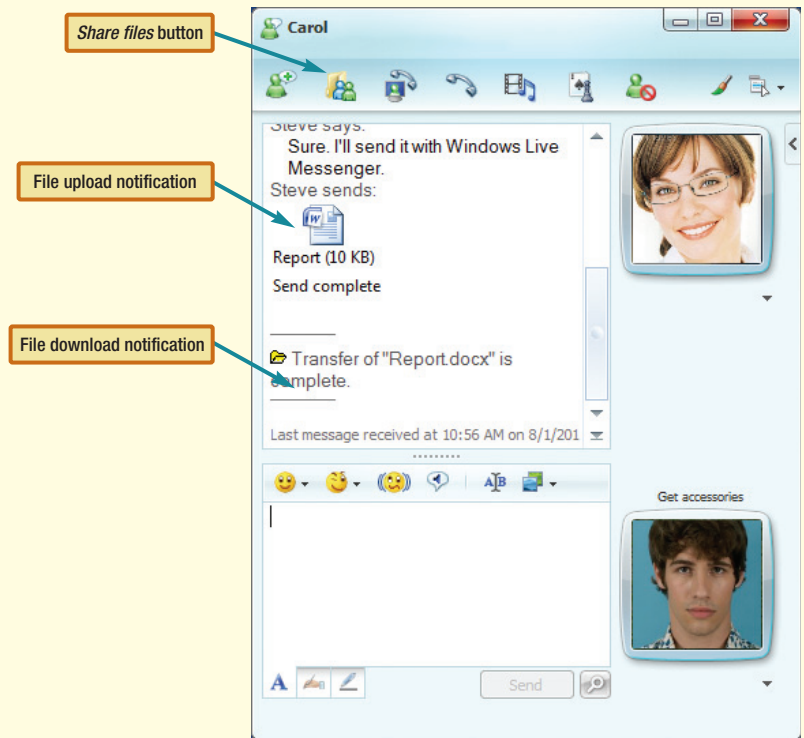
Your message appears on your friend's screen instantly. Your friend can then continue the conversation by following the steps above.



Transferring Files While chatting, it is sometimes useful to share a file. For example, you might want to send a copy of a report you have been working on to a classmate to review. To send a file during an online chat:

- 1 Click the **Share files** button and select **Send a file or photo...**
- Browse your computer for the file you want to share and click **Open**.

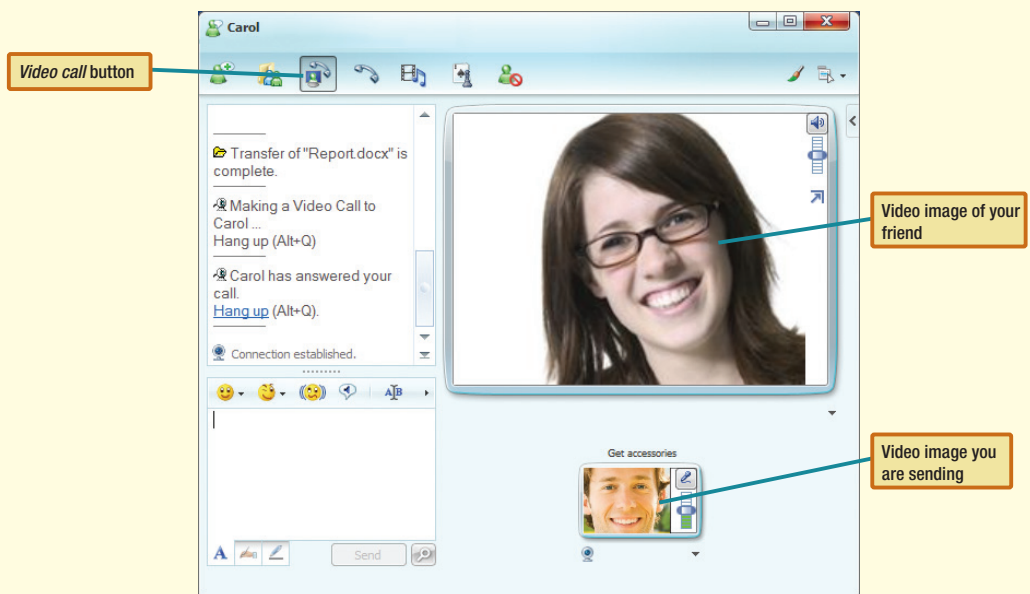
Your friend is given an option to accept your file. A notification appears in your conversation when your file upload is complete. An additional notification is added when your friend has completed the download of your file. You can continue to chat throughout this process.



Using a WebCam In addition to typing text messages, some instant messaging software allows you to have voice or video conversations over the Internet so you can see and hear the person you are collaborating with. To do this, both users must have a microphone and speakers, as well as Web cameras for video conferencing. You could hold a video conference using Windows Live Messenger by following these steps.

- 1 Start a conversation with a contact as shown on the previous page.
- Click the **Video call** button.

Your friend is given the option to accept the video conference. Once he or she accepts, the video conference begins.



The Web is continually changing, and some of the specifics presented in this Making IT Work for You may have changed. To learn about other ways to make information technology work for you, visit our Web site at www.computing2010.com and enter the keyword **miw**.