

## Chatting with AIM Tutorial

This tutorial will show you how to install and use AOL Instant Messenger. AOL Instant Messenger is required for the Education Online program. America Online Instant Messenger, or AIM, is currently the instant chat program that you will use to communicate with other class members, Education Online technical staff, TAs, and professors during your courses in Education Online.

### [ Installing AIM ]

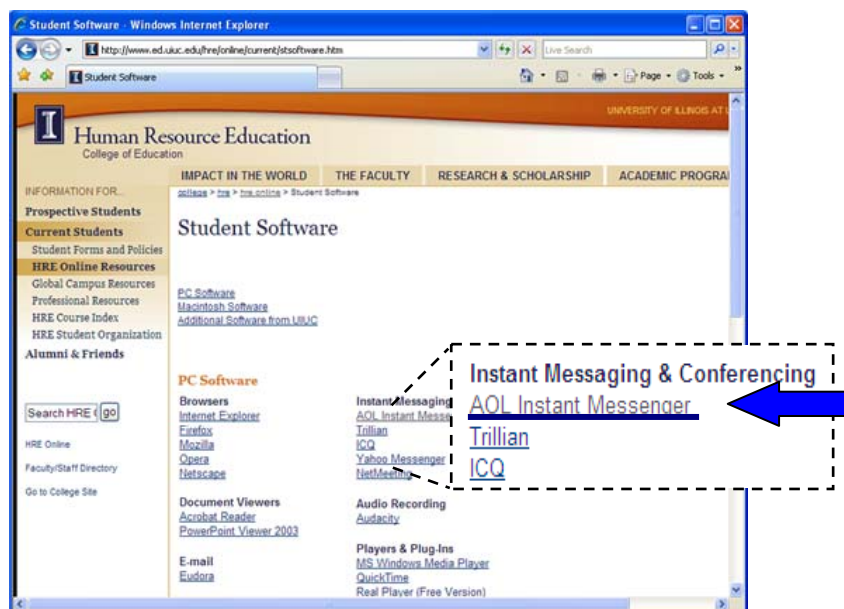
First, if you do not have AIM on your computer, you will need to install it.

1. Go to <http://online.ed.uiuc.edu/>

2. Once on the Education Online website, go to **Student Software**. Software download site.



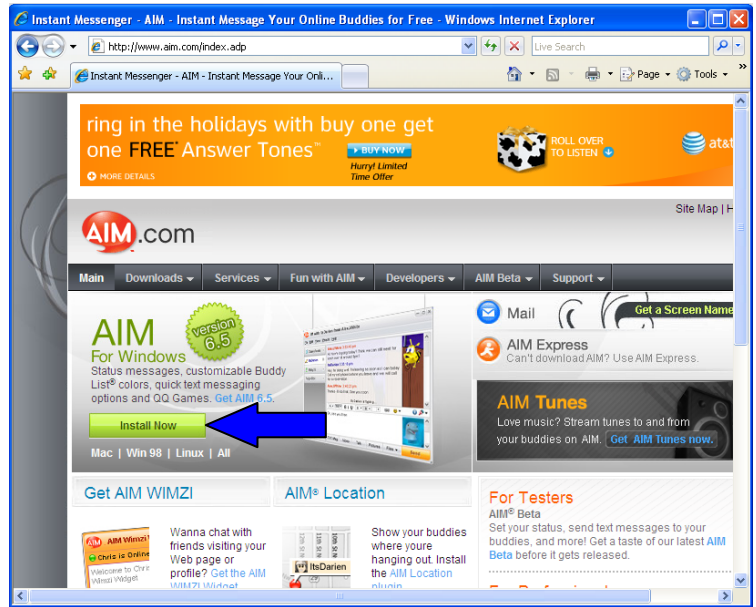
3. Select **AOL Instant Messenger** from under **Instant Messaging & Conferencing**,



4. When you arrive at the AIM website, click **Install Now** to get the latest version of AIM.

5. You will need to register and choose your screen name and password. Your screen name is the name by which you'll be known by everybody else who uses AIM. Complete the information requested on the screen and then click **Submit**.

6. AIM will lead you through the remaining program installation and registration process.



### [ Signing in to AIM ]

Signing on to AIM connects you to the AIM network and allows you to begin chatting with others.

1. After you have completed the installation and registration process, launch the AIM program. The sign-on window will appear.

2. Type your screen name and password, which you obtained when you registered.

3. Click **Sign In** to activate Instant Messenger.

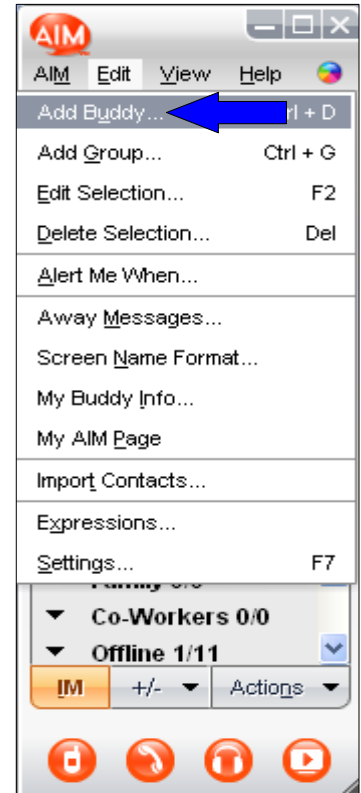


**[ Using Buddies and Buddy Lists ]**

When you sign on to AIM, your Buddy List window appears. Buddies are other people that you can chat with via AIM. Buddies listed in the top portion of the window are currently online and available to chat. Those listed at the bottom are currently offline and are not available to chat.

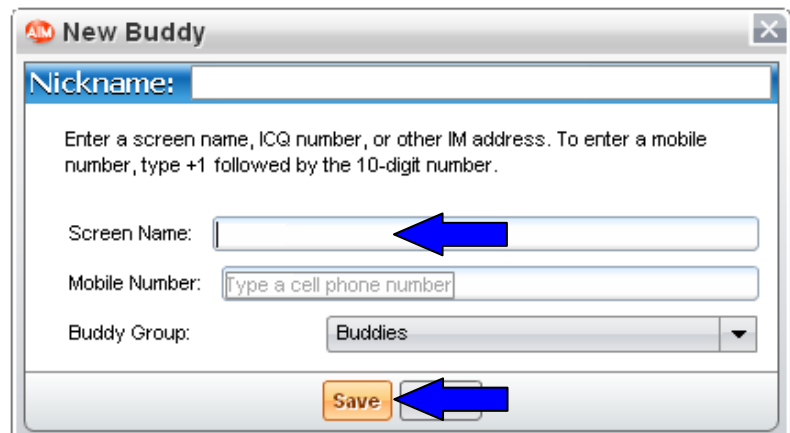
To add a buddy to your Buddy List:

1. Go to the **Edit** menu and select **Add Buddy**. This opens the New Buddy window.



2. Type the screen name of the buddy you'd like to add and then select the Buddy Group you'd like the Buddy to belong to. (Buddy Groups help you organize your Buddies. You can add a Buddy Group by selecting **Add Group** from the **Edit** menu.)

3. Click **Save**.



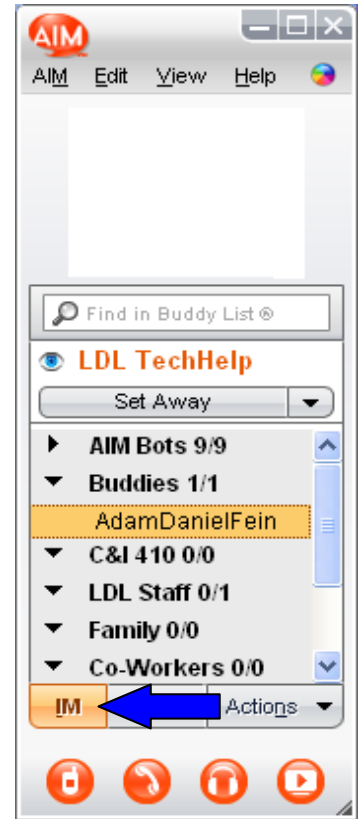
To delete buddy from your list:

1. Select the screen name.
2. Select **Delete Selection** from the **Edit** menu.

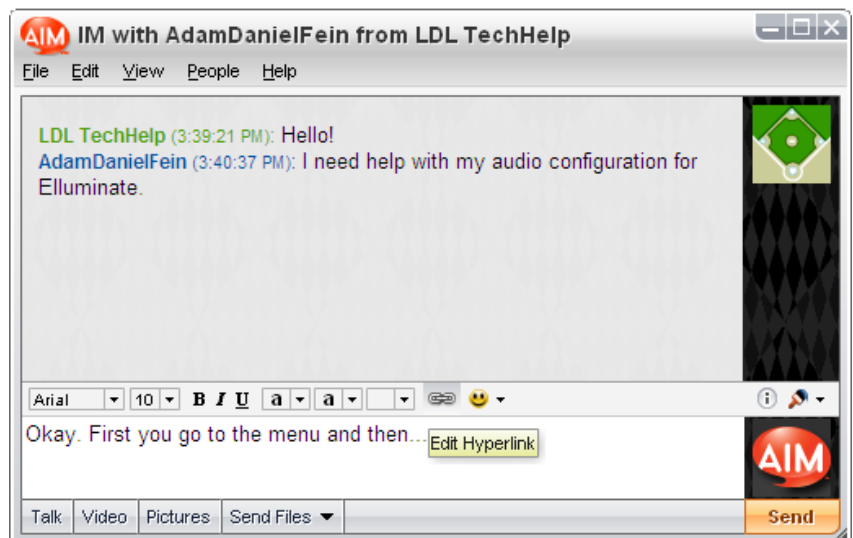
**[ Sending Instant Messages ]**

Next we'll discuss how to send an instant message to one of your buddies.

1. Click the screen name of the buddy with whom you'd like to chat.
2. Click the **IM** button at the bottom of the window. An instant message window appears that allows you to send a message to that specific individual.



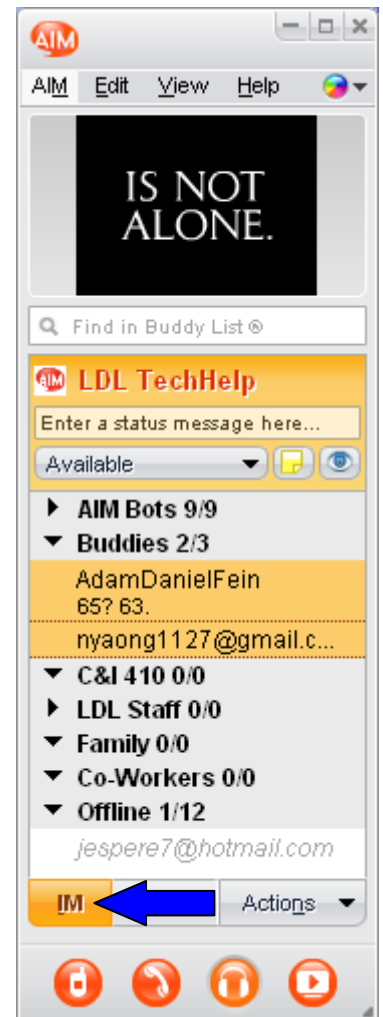
3. Type your message in the window and then click **Send**.  
When your buddy writes back, you'll see their response in the window. You can continue to chat back and forth.



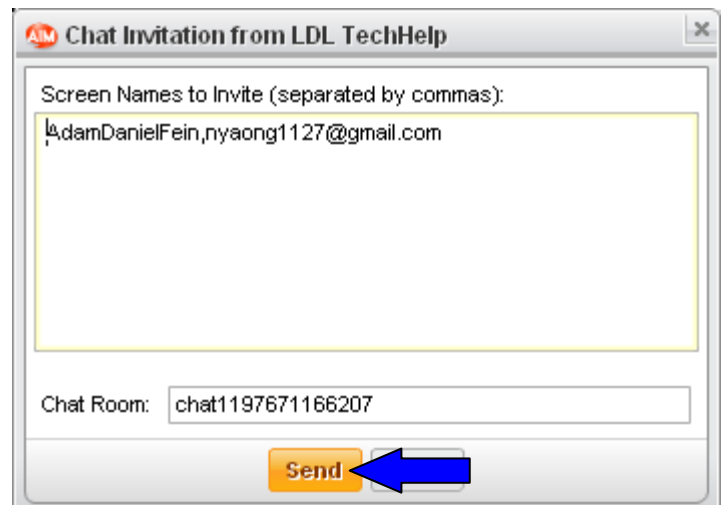
**[ Initiating a Group (or Buddy) Chat ]**

Next, we'll discuss how to initiate a group, or buddy, chat. A group chat is a conversation between three or more buddies (you and at least two others).

1. Select two more buddies by holding down the control key as you click on each name.
2. After you've selected all the participants, click the **IM** button at the bottom of the window. A Chat Invitation window will appear.



3. Click the **Send** icon to confirm your chat request.
4. Now you can type your message and click **Send** for everyone in the room to see. You can continue conversing back and forth in the chat room.

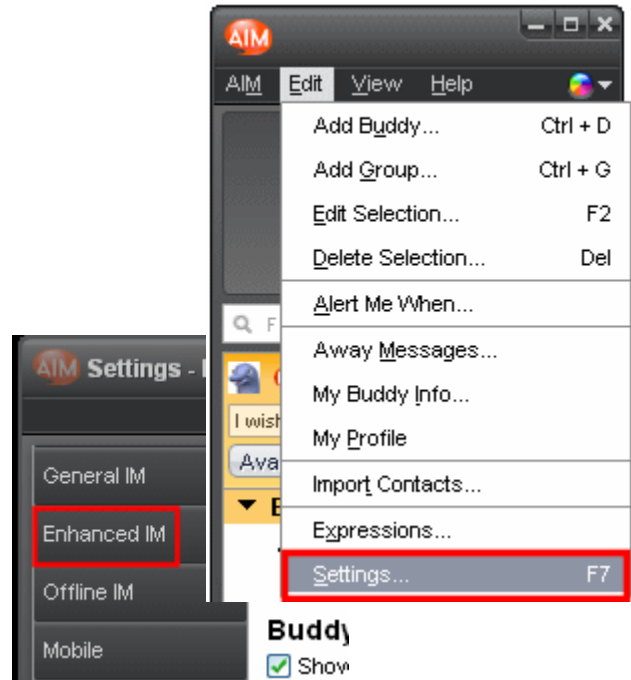


[ Starting video chat sessions]

1. Prepare your webcam, and select it in AIM.

1) Click the **Edit** menu, then click **Settings**.

2) Click the **Enhanced IM** tab.



3) In the **Audio & Video:** section, click the **Use this camera when starting a Video session:** drop-down menu, and then choose the camera you want.

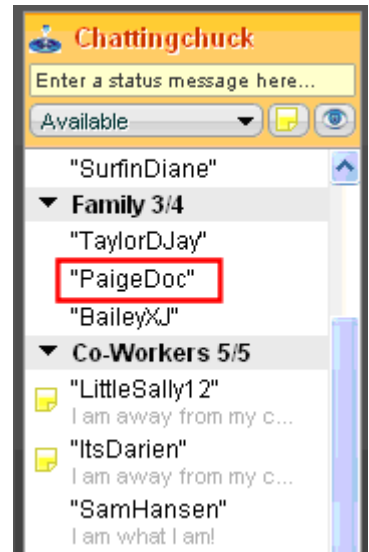


4) Click **Apply**, and then **Save**.

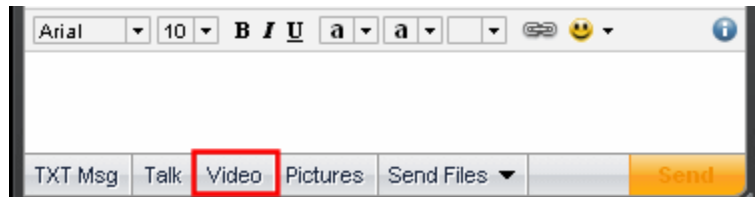


2. Start a chat session

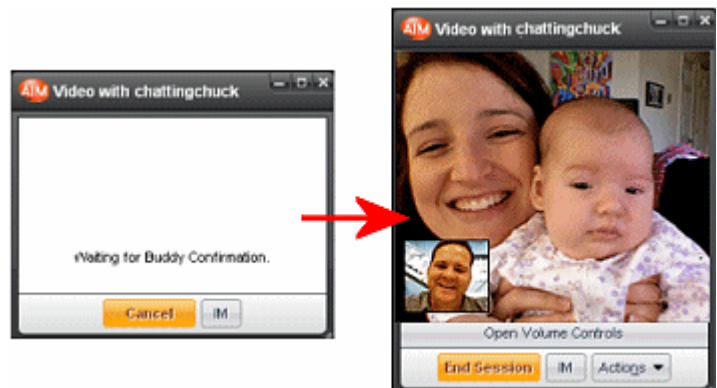
1) Double-click your buddy's name in your Buddy List to open an IM window.



2. Click **Video**.



3. Once your buddy confirms, your video chat session starts off in a new window, thereby allowing you to get back to IMs whenever you feel like.

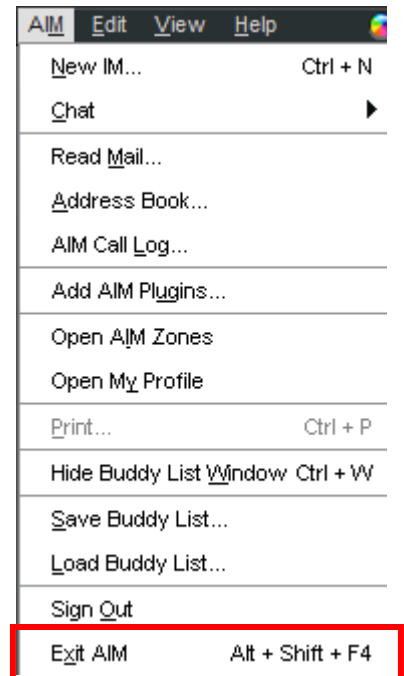


In addition, You can also get back to your IMs by clicking the **IM** button at the bottom of the video chat window.

### [ Signing Off of AIM ]

Signing off of AIM disconnects you from the AIM network. Once signed off, you will not be available to chat and your buddies will see your screen name in their offline Buddy Group.

1. Select **Sign Out** from the **AIM** menu.



### [ Getting More Information ]

If you need further assistance, click on the **Help** menu for a comprehensive help guide.