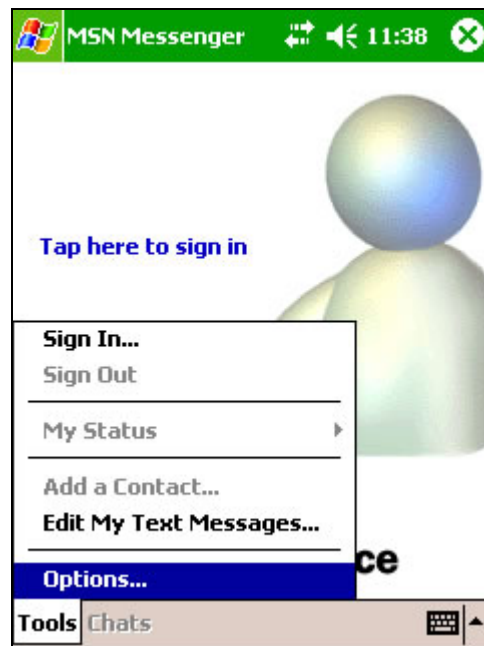# MSN Messenger

How to set up an account

Before you can use MSN Messenger, you must set up the instant messaging account(s) to use. For MSN Messenger Service, you must have a Microsoft Passport or Hotmail account. For Exchange Instant Messaging, you must have an Exchange account.

1. Tap Start> Programs > MSN Messenger

2. In MSN Messenger, tap Tools > Options

MSN Messenger 12:27 ok

Accounts

☑ Enable MSN Messenger Service
Sign in name: [   ]
Password: [   ]

☑ Enable Exchange Instant Messaging
Sign in name: [   ]
Password: [   ]

Sign in using this account first
○ MSN Messenger Service
◉ Exchange Instant Messaging

General | Privacy | Accounts

MSN Messenger 12:28 ok

Accounts

☑ Enable MSN Messenger Service
Sign in name: salexander280@hotmail.
Password: *********

☐ Enable Exchange Instant Messaging
Sign in name: [   ]
Password: [   ]

Sign in using this account first
◉ MSN Messenger Service
○ Exchange Instant Messaging

General | Privacy | Accounts

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3. Select the Accounts tab.

4. Select Enable MSN Messenger Service and/or Enable Exchange Instant Messaging.

MSN Messenger 12:29 ok

Accounts

☑ Enable MSN Messenger Service
Sign in name: salexander280@hotmail.
Password: *********

☑ Enable Exchange Instant Messaging
Sign in name: [   ]
Password: [   ]

Sign in using this account first
◉ MSN Messenger Service
○ Exchange Instant Messaging
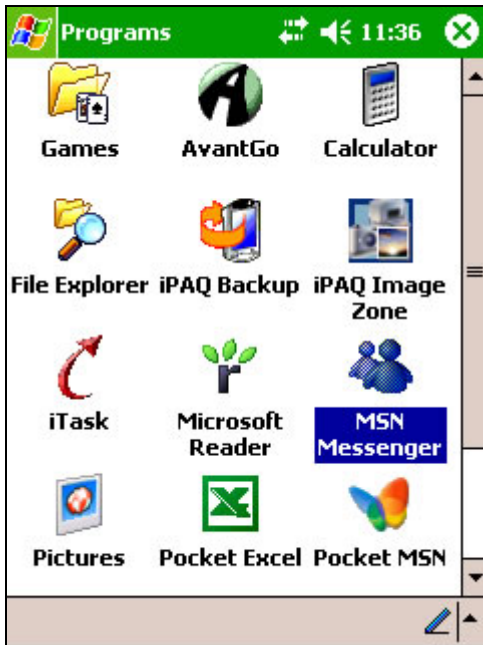
General | Privacy | Accounts

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5. Enter your sign-in name and password for the selected account(s). Your sign-in name is usually in the form: username@domain.com.

6. If you selected both accounts, under Sign in using this account first, select which account to sign in to first.

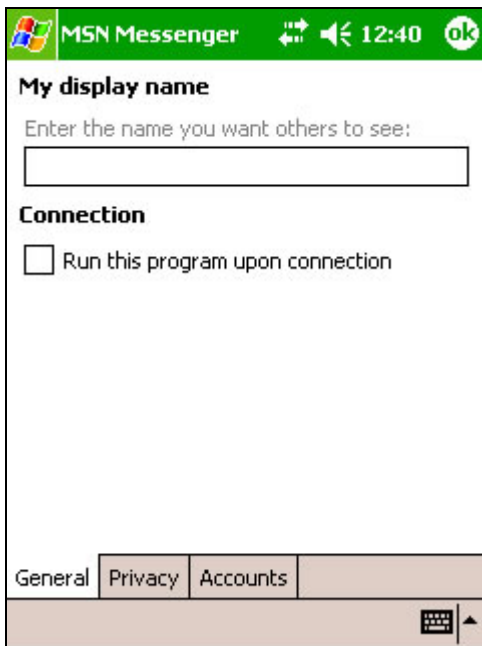# MSN Messenger:

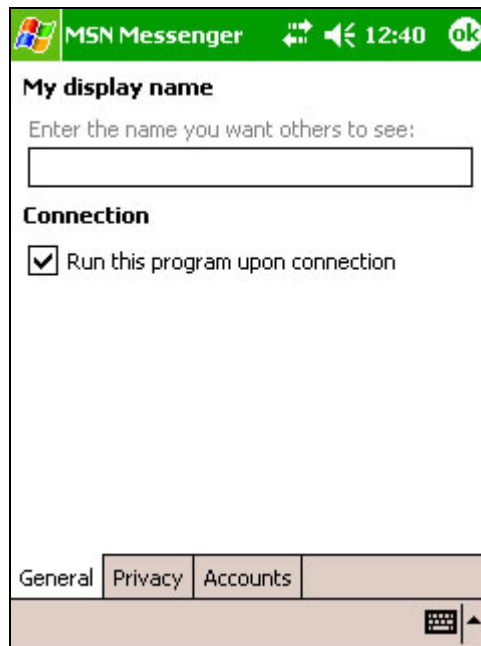## How to sign in and out

1. Tap Start > Programs > MSN Messenger.

2. In MSN Messenger, to sign in, tap anywhere on the screen. Follow the directions on the screen.

3. To sign out, tap Tools > Sign out.

4. To sign in upon connecting, tap Tools > Options > General

5. Select the Run this program upon connection box.
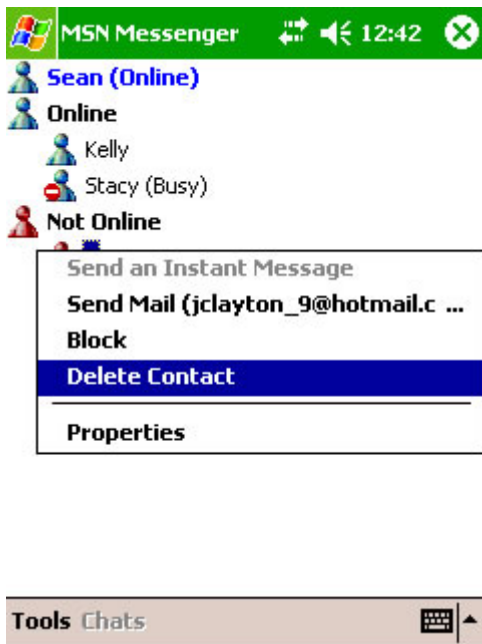
MSN Messenger:

How to add and delete contacts
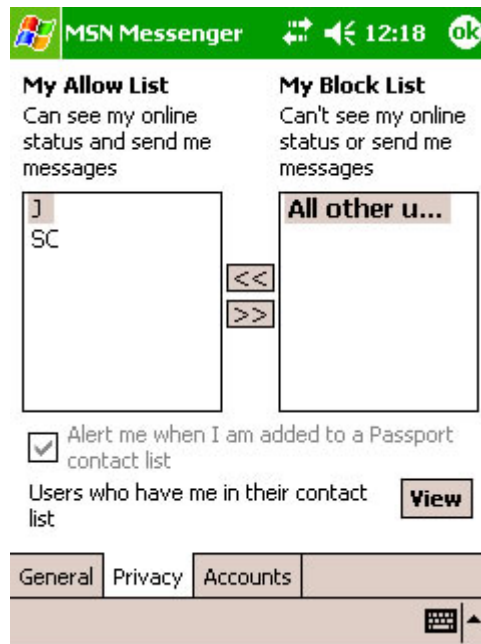

1. Tap Start > Programs > MSN Messenger.

2. In MSN Messenger, to sign in, tap anywhere on the screen. Follow the directions on the screen.

3. To add a contact, tap Tools > Add a Contact and follow the directions on the screen.

4. To delete a contact, tap and hold the contact's name, and tap Delete Contact from the pop-up menu.

5. Tapping Tools > Options > Privacy allows you to choose to be alerted every time you are added to a contact list.

MSN Messenger:

How to manage contacts

1. Tap Start> Programs > MSN Messenger
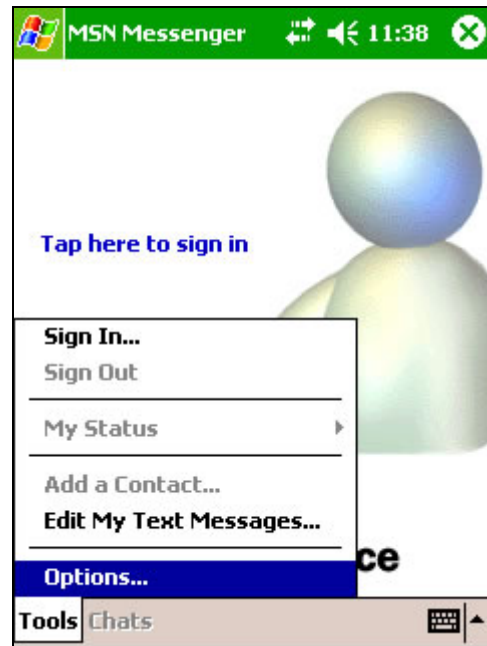
2. In MSN Messenger, tap Tools > Options
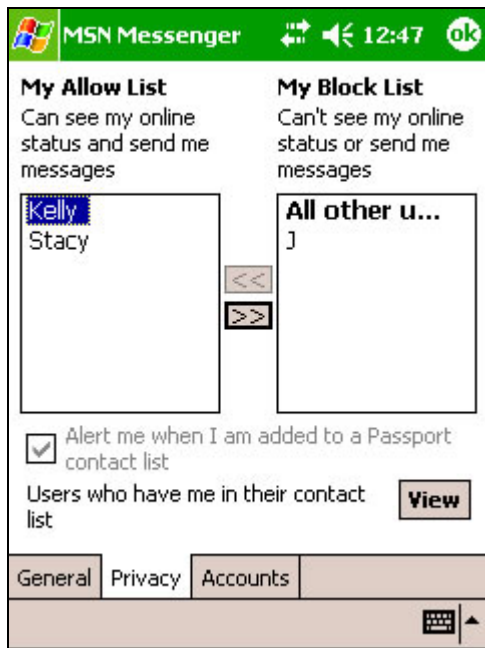

**3.** Tap Tools > Options
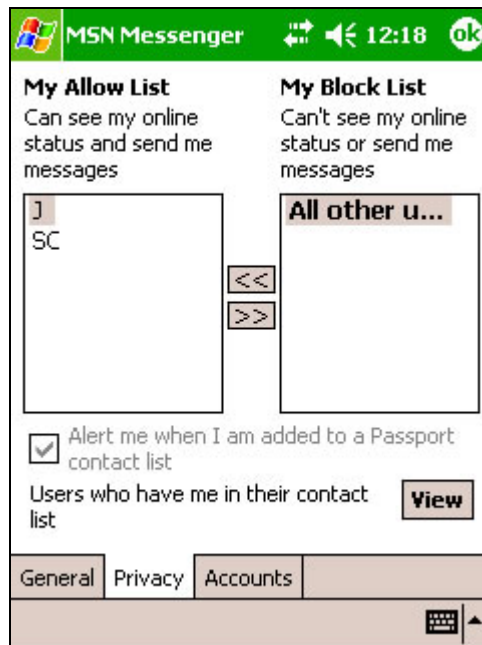
4. Select the Privacy tab.

5. To see who has you listed as a contact, tap View.

6. To receive an alert when someone adds you to their contacts list, select Alert me when I am added to a Passport contact list.

7. To block a contact from seeing your status and sending you messages, tap Blocked Users, tap the contact, and then tap the right arrow. This moves the contact to the My Block List.
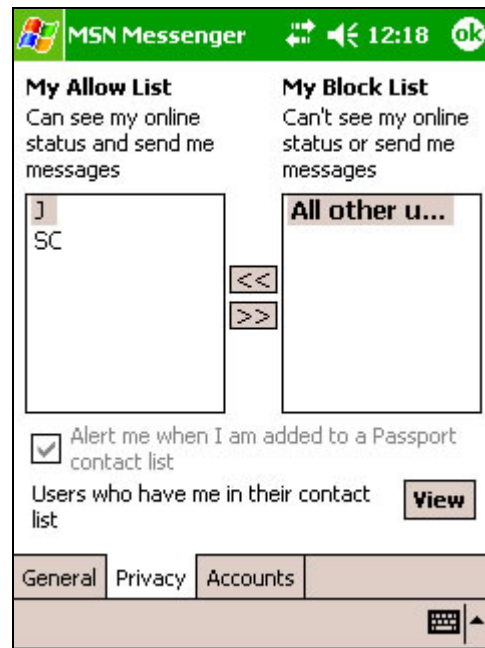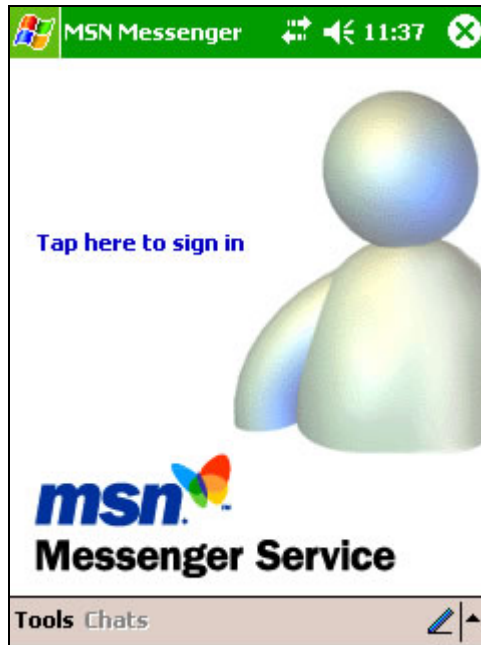
8. To unblock a contact, tap the contact and tap the left arrow. This moves the contact to the My Allow List.
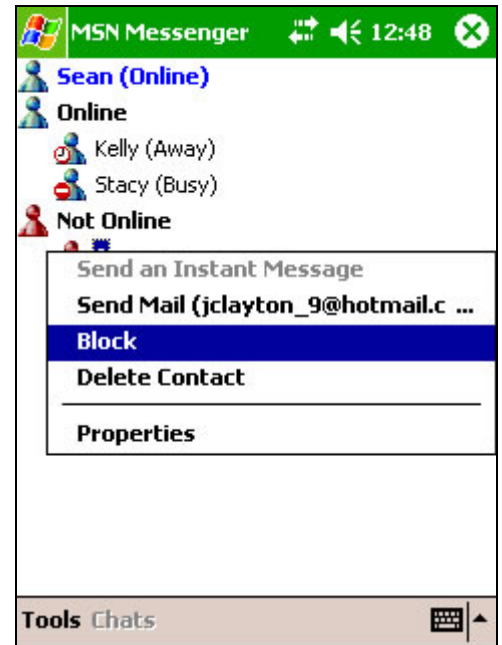
MSN Messenger:
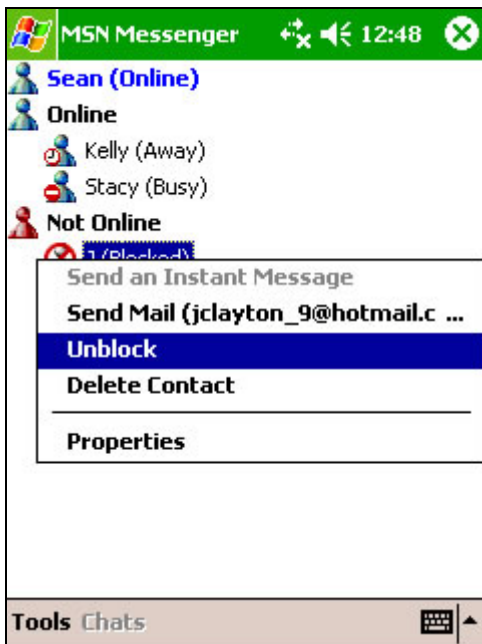
How to block and unblock contacts

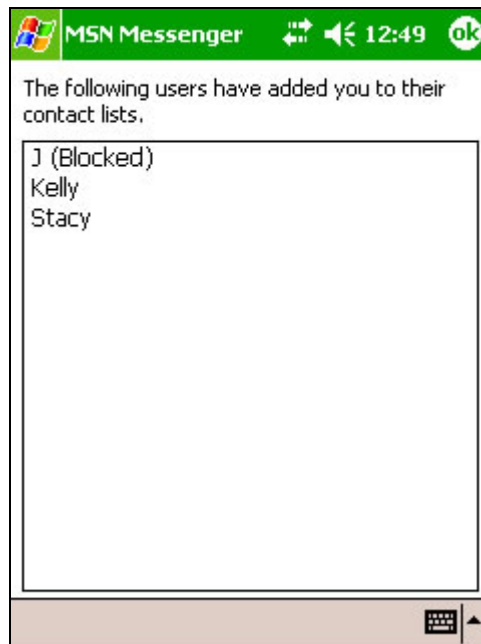**1.** Tap Start > Programs > MSN Messenger.

2. In MSN Messenger, to sign in, tap anywhere on the screen. Follow the directions on the screen.

3. To block a contact from seeing your status and sending you messages, tap and hold the contact and tap Block.

4. To unblock a contact, tap and hold the blocked contact and tap Unblock.

5. To see who has you listed as a contact, tap Tools > Options > Privacy tab, and tap Blocked Users.
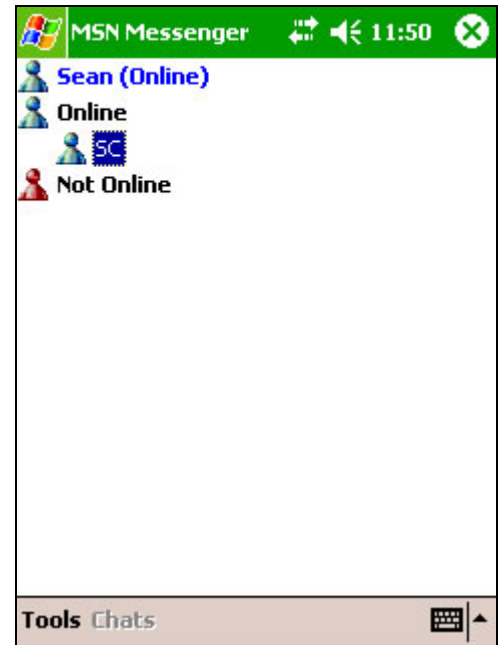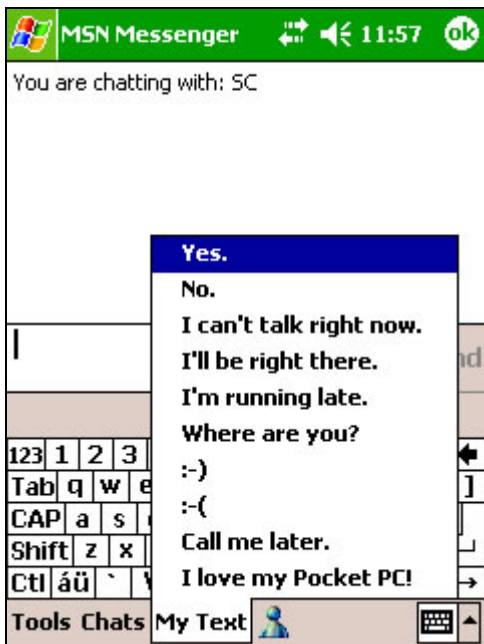
MSN Messenger:

How to send a message

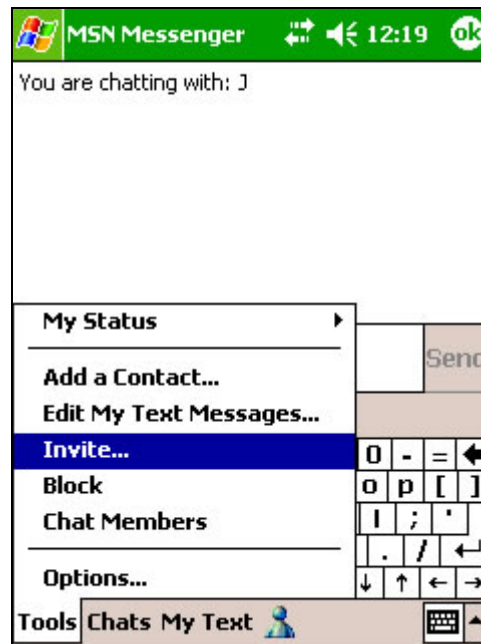**1.** Tap Start > Programs > MSN Messenger.

2. In MSN Messenger, to sign in, tap anywhere on the screen. Follow the directions on the screen.
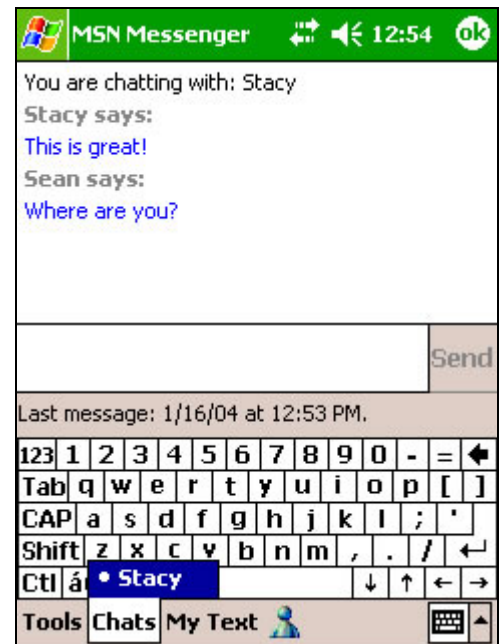

3. Tap the contact to whom you want to send a message.

4. Enter your message in the text entry area at the bottom of the screen and tap Send. To quickly add common messages, tap My Text and tap a desired message.

5. To invite a contact to an ongoing chat, tap Tools > Invite and tap a contact.

6. To see who is already chatting or to switch between chats, tap Chats.
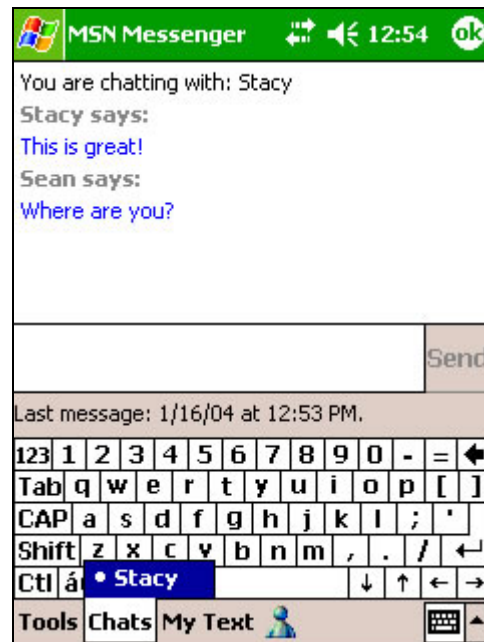
MSN Messenger:

How to read a message

1. Tap Start> Programs > MSN Messenger

2. In MSN Messenger, to sign in, tap anywhere on the screen. Follow the directions on the screen.

3. When you receive a notification that a new message has been received, tap Chat to switch to that chat or Ignore to stay in the current chat.

4. To switch between chats, tap Chats, and then tap the contact to resume chatting. I am added to a Passport contact list.

MSN Messenger:

How to tell contacts my status

1. Tap Start > Programs > MSN Messenger.

2. In MSN Messenger, to sign in, tap anywhere on the screen. Follow the directions on the screen.
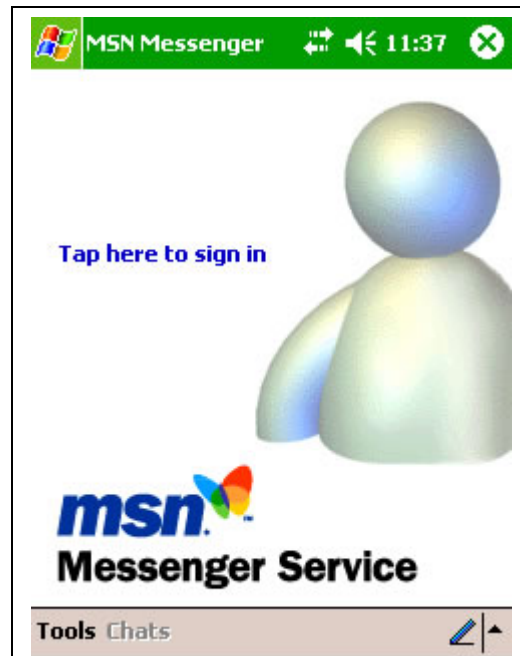
3. Tap Tools > My Status and select a desired status description, such as Away.
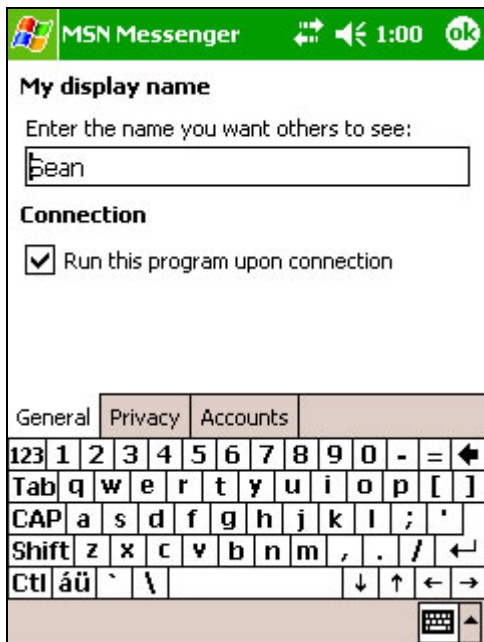
MSN Messenger:

How to change my display name

1. Tap Start> Programs > MSN Messenger

2. In MSN Messenger, to sign in, tap anywhere on the screen. Follow the directions on the screen.

3. Tap Tools > Options > General tab.

4. To Enter the name that you want others to see when sending instant messages.