

Windows Live Messenger

SEND AN INSTANT MESSAGE

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According to *Wikipedia*, “Windows Live Messenger (formerly named MSN Messenger, and colloquially referred to as simply MSN) is an instant messaging client created by Microsoft that is currently designed to work with Windows XP, Windows Vista, Windows 7, Windows Server 2003, Windows Server 2008, and Windows Mobile.”

Here’s how to use it to send an Instant Message.

1. After you open Windows Live Messenger, your Contacts (people you’ve chosen to communicate with) are shown as Available or as Offline (**Figure 1**).

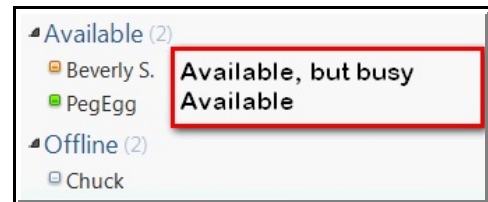


Figure 1

2. To send a message (**Figure 2**):

❶ Left-click on the Contact.

The Contact does not need to be online, but can only respond when online. If you send one to a person who is offline, the moment they go online, they see your message.

❷ From the MenuBar, select Actions.

❸ In the drop-down menu, Left-click on “Send an instant message.”

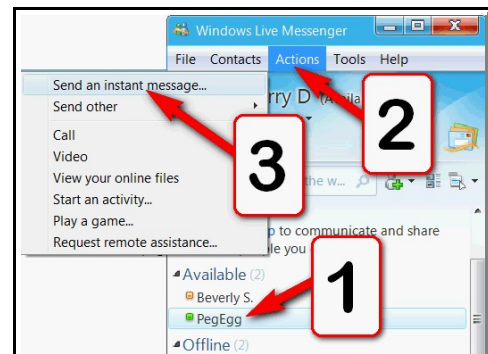


Figure 2

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3. You type your message in the box at the bottom of the screen (**Figure 3**). When you touch the Enter key on your keyboard, the message is sent.

4. When the recipient replies, you see what they wrote and you may reply in turn.

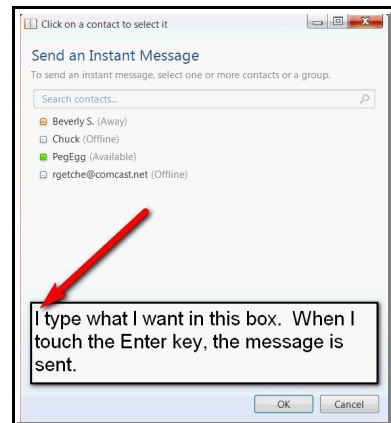


Figure 3

