iChat Basics for 4J

Note: Before you begin, log into the network.

Set Up iChat
1. Open iChat in the Dock or your Applications folder.
2. If this is the first time you have used iChat, you will see a Welcome to iChat screen. Click the Continue button to proceed. If you do not see a welcome screen, go to the iChat menu, then Preferences..., click on Accounts, and click the + (plus) button.
3. You will be asked which type of account you wish to set up. From the Account Type menu, select Jabber Account (Mac OS X v. 10.5.) If you do not see this option (Mac OS X v. 10.4), just click Continue again until you see the Set Up Jabber Instant Messaging screen, then click the checkbox to enable Jabber.
4. Enter your account name. It will take the form of account_name@chat.4j.lane.edu It is similar to your 4J email address, but with chat. in the middle.
5. Type the password you use to access your 4J email.
6. Click the Continue button, then Done.
7. If you are asked to verify a certificate, click the Show Certificate button, check the box labeled Always trust..., then click Continue. Enter your computer’s password when prompted.

8. The Jabber window will appear. If it shows your status as Offline, click on the words Offline and switch it to Available. You are now signed on.

Add Contacts (“Buddies”)
1. When you first set up iChat, you probably won’t have any contacts listed. To add one, click the small plus (+) button at the lower left corner of the Jabber List window.
2. A menu will appear with the option to Add Buddy…. This is iChat’s term for a contact in your chat list.
3. Enter the other user’s Jabber account in the Account Name field. Like yours, it will be their username followed by @chat.4j.lane.edu
4. You can optionally enter the user’s real First Name and Last Name which will appear in the list and make them easier to identify.
5. Click Add. The user will be added to your list.

Start a Chat
1. When you see a user in your list, indicated by a green dot to the left of their name, you can chat with them. Click once on the name of a user who is online.
2. At the bottom of the window, click the button corresponding to the type of communication you desire: A for text chat, the phone icon for audio chat, or the video camera for a videoconference.
3. The other user will be asked to accept your request. Once they do, the chat will begin.