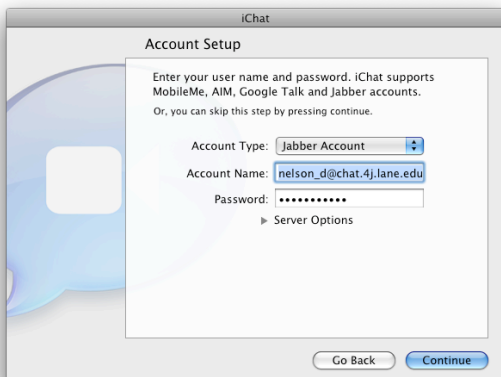


# iChat Basics for 4J

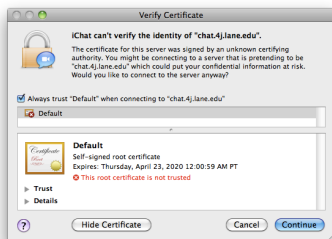
**Note:** Before you begin, log into the network.

## Set Up iChat

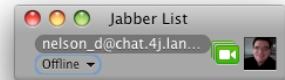
1. Open iChat in the **Dock** or your **Applications** folder.
2. If this is the first time you have used iChat, you will see a **Welcome to iChat** screen. Click the **Continue** button to proceed. If you do not see a welcome screen, go to the **iChat** menu, then **Preferences...**, click on **Accounts**, 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.

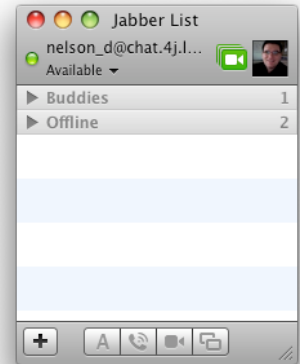


8. The Jabber window will appear. If it shows your status as **Offline**, click on the words **Offline** and switch it to **Available**. You are now signed on.



## 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.

