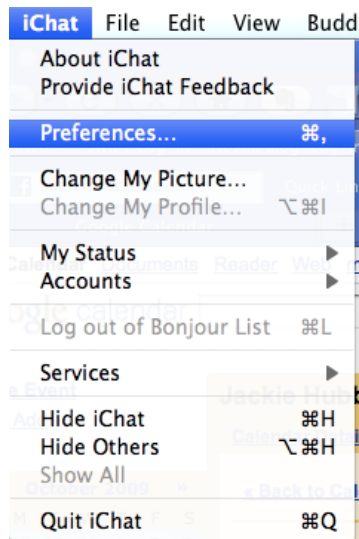


iChat Part II - Adding an AIM Account to iChat and Getting Started!

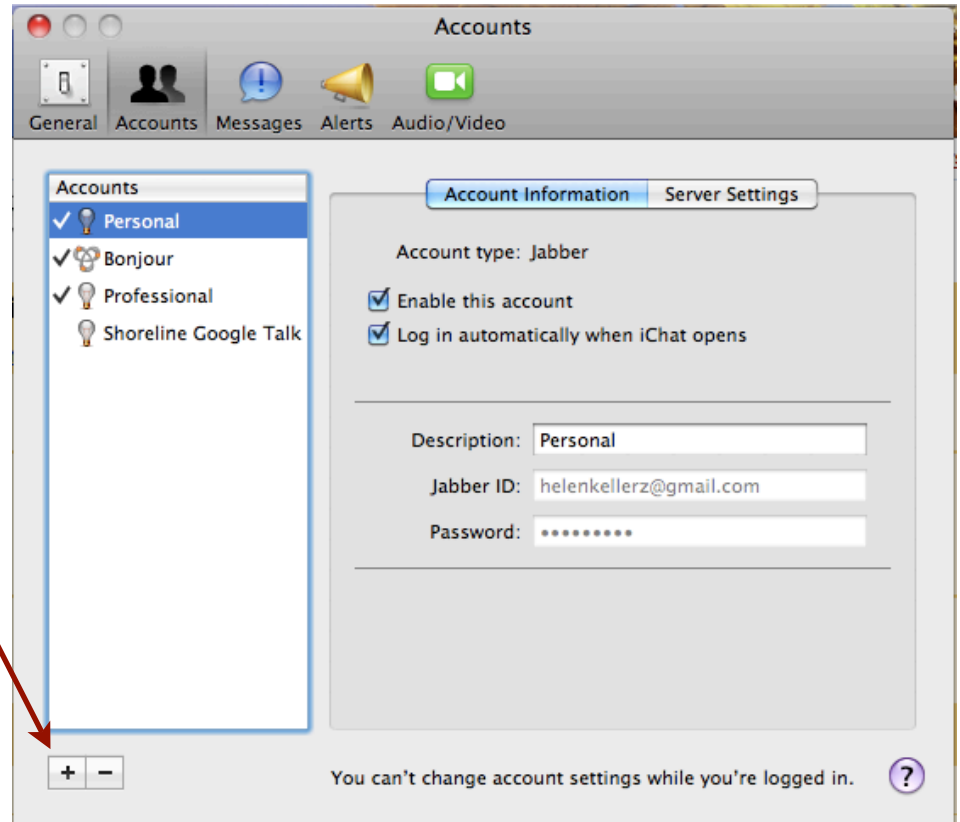


Before you can start using iChat, you must complete the instructions in iChat Part I - Creating an AIM Account. If you haven't done this yet, go back to Part I and finish that first.

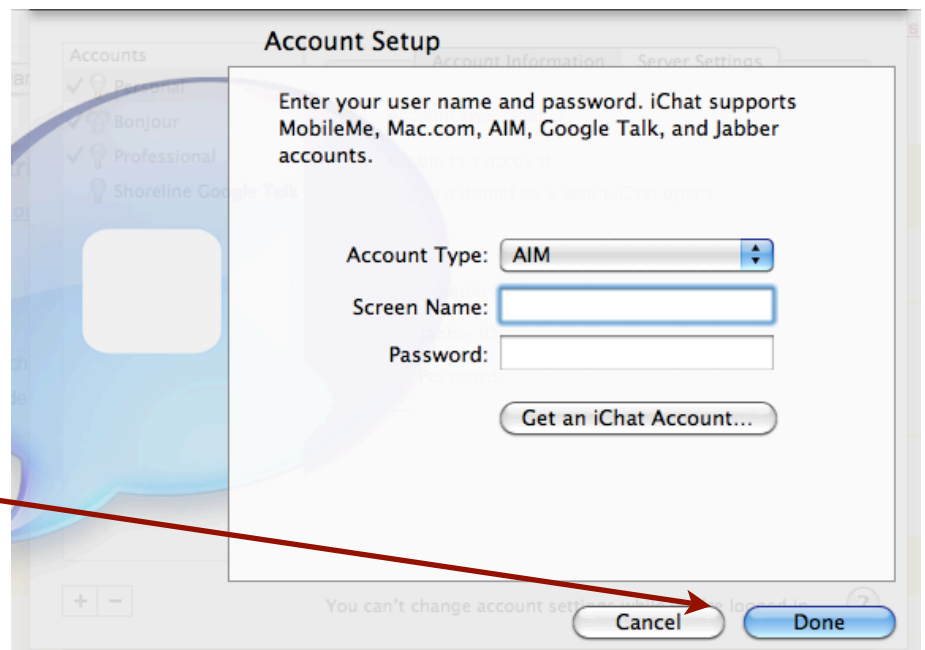
1. The iChat icon looks like a cartoon dialogue bubble with a video camera icon in the middle. If you don't see this in your dock, you still have the application. Look in your Applications folder on your user account - apps are organized alphabetically. You can add the iChat shortcut to your dock by dragging the application icon onto it.
2. Launch the iChat application. Go to iChat>Preferences...



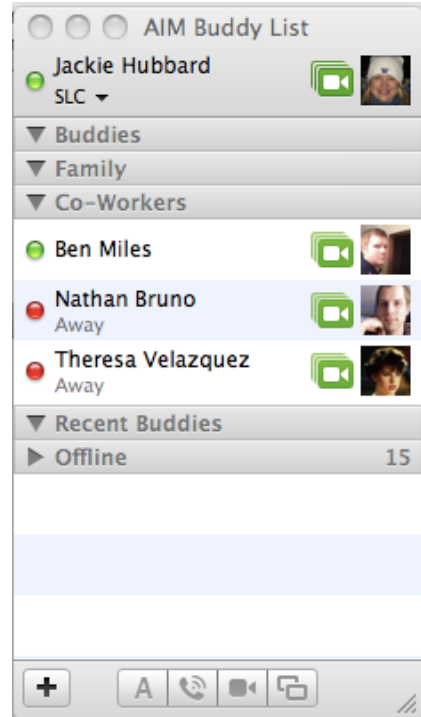
3. The Preferences pane will open. Select Accounts. Click on the plus sign at the bottom of the Accounts window to begin adding your account.



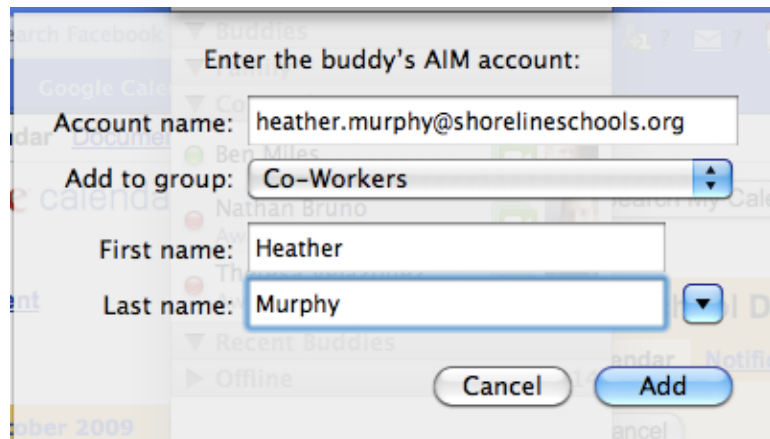
4. In the Account Type window, select AIM if it isn't the default choice already. Your screen name is your district email address, your password is whatever you used when you set up your account. When these fields have been filled in, click Done.



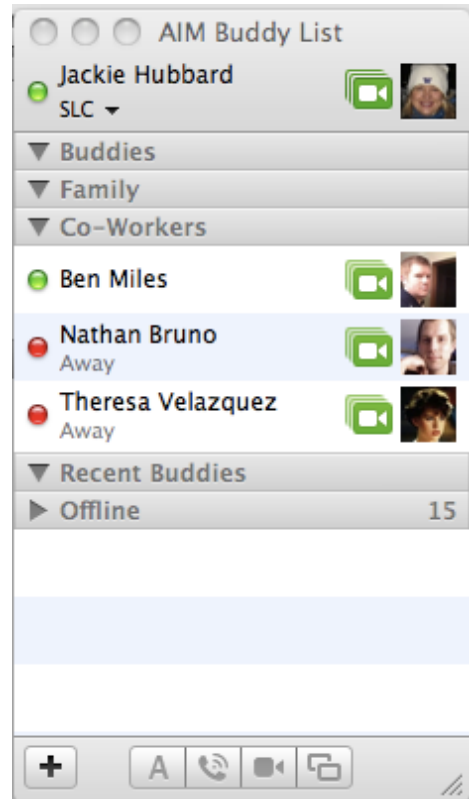
5. A window will pop open like this, but probably won't contain any Buddies like I have in my example at left. The easiest way to add Buddies is listed in Step 6.



6. In the iChat toolbar, click on Buddies>Add Buddy...A window like this will pop-up. The account name you'll add will be the screen name set up by your "buddy." I know that Heather is a school psychologist assigned to Kellogg; she let me know what her account name is and I can fill in the rest. I placed her in my Co-Workers sub-group. You can group your iChat buddies by school, parents, students, personal, etc. You can edit, delete and add different buddy groups as well.



7. You are ready to chat! You can only chat with someone who has been added to your Buddy list. The green button next to Ben's name tells me that he's available to chat. The red buttons next to Nate and Theresa tell me that while their computers are on and awake and they're logged into iChat, they're not available to chat due to being away from their laptops. You can customize the messages to indicate available or unavailable. The number next to Offline indicates Buddies who are not currently logged into iChat.



8. You can communicate four different ways. If you chat with another staff member in Shoreline, you have the option of all four choices. With a non-Shoreline buddy, it will depend on how their chat accounts are configured and what their computers are capable of doing.



Text Chat	Audio Chat	Video Chat	Screen Share
<p>Default chat setting. Select a buddy, click on the icon and a text window will open. Start typing, hit return to send your instant message.</p>	<p>For an audio chat using pinhole microphones. If you're plugged into speakers, you'll hear your buddy's voice on speaker. Like using your laptop to talk on phone.</p>	<p>Used with microphones and iSight camera on lid of MacBook. Better used when plugged into wired network to keep signal from breaking up.</p>	<p>Share your screen or ask to share your buddy's screen and you can talk and control the screen at the same time. Great for providing assistance!</p>