To make a call

1 On the **Conversation** menu, click **Dial**.

2 Specify the computer name of the person you want to chat with.

3 To hang up, click the **Conversation** menu, and then click **Hang Up**.

Notes and Tips
- You can type your message in the Chat window before calling someone.
- To change the appearance of your Chat window, click **Options**.

To hang up

▸ On the **Conversation** menu, click **Hang Up**.

Notes

- If your partner hangs up before you do, a message appears in the <u>status bar</u>.
- If you quit Chat, it will hang up for you.

To answer a call

▸ Click the **Chat** button that appears on the taskbar when someone uses Chat to dial your computer.

Or, if your Chat window is already open, click the **Conversation** menu, and then click **Answer**.

See Also

Hanging Up

Turning Sound On and Off

To turn sound on or off

▶   On the **Options** menu, click **Sound**.

Note

■   If you have a sound card, you can change the sound of the incoming or outgoing ring in Control Panel. For more information, see Control Panel Help.

To change the font

1 On the **Options** menu, click **Font**.

2 In the **Font** box, select the name of the font you want to use.

3 In the **Font Style** box, select the style you want.

4 In the **Size** box, select a size for the font.

5 In the **Effects** box, select any options you want.

6 Click a color in the **Color** box.

Note

- By default, the font that is used to display the other end of the conversation is determined by your partner. You can change this by using the **Preferences** command on the **Options** menu. You can choose to view the other end of the conversation in the same font (and background color) that you are using.

See Also

Changing the Background Color

Changing Window Preferences

To change the background color of the window

1 On the **Options** menu, click **Background Color**.

2 Under **Basic Colors**, select the color you want to use.

   The color you choose will be mapped to the nearest solid color.

Note

▪ By default, the window that displays the other end of the conversation has the background color that your partner has selected. You can change this by using the **Preferences** command on the **Options** menu. You can choose to view the other conversation in the same background color (and font) that you are using.

See Also

Changing the Font

Changing Window Preferences

To change window preferences

1 On the **Options** menu, click **Preferences**.

2 Under **Window Style**, select the layout you prefer.

3 Under **Partner's Message**, select your preference.

See Also

Changing the Background Color

Changing the Font

Select Computer

Use this dialog box to specify the computer that you want to dial. Choose one of the following buttons for more information about the dialog box.
 Computer
 Select Computer

Computer

Enables you to specify a path to the computer that you want to dial.

Select Computer

Lists the domains and the workstations within a domain.

Conversation Menu Commands

Dial

Opens the **Select Computer** dialog box, in which you choose the computer with which you want to have an electronic conversation.

Answer

Allows you to answer an incoming call from another computer.

Hang Up

Hangs up and ends the current conversation.

Exit

Quits Chat.

Edit Menu Commands

Cut

Deletes the selected text from a Chat window and places it on the Clipboard.

Copy

Copies the selected text from a Chat window and places it on the Clipboard, leaving the original text intact.

Paste

Embeds or copies the information on the Clipboard into a Chat window.

Select All

Selects all of the text in a Chat window at once.

Options Menu Commands

Preferences

Changes the layout of the Chat window.   For example, using this option, you can choose to tile your Chat windows vertically or horizontally.

Font

Changes the font that appears in the Chat window.

Background Color

Opens the **Color** dialog box, which you can use to change the background color of the Chat window.

Toolbar

Shows or hides the Chat toolbar.

Status Bar

Shows or hides the Chat status bar.

Sound

Turns sound on and off.

Help Menu Commands

Contents

Displays the contents for Chat Help.

Search for Help on...

Searches for a topic in Chat Help.

How to Use Help

Displays information about how to use Help.

About Chat

Displays version and copyright information about Chat.

Click **Help topics** for a list of Help topics.