

## Overview

Microsoft Chat is the only Internet chat program that gives you the option of conversing inside a comic strip. As with a standard chat program, you can enter a chat room on an Internet server and conduct real-time conversations with other people. But with Microsoft Chat, you can also pick a cartoon character to represent you, and your conversation appears as word balloons inside the frames of a comic strip. As a cartoon character, you can express a wide range of emotions, send "thoughts," whisper to a selected recipient, and save the chat session for offline viewing.

The Microsoft Chat window is composed of the following parts:

- A viewing pane where the conversation is displayed
- A member list pane that lists all the people in a chat room
- A compose pane (a text box at the bottom of the window) where you type your messages
- Buttons you use to send your messages

If you choose to converse inside a comic strip, you will also see:

- A "starring" pane that displays the title of the chat and lists the participants
- A self-view pane that shows what your character looks like
- An emotion wheel that enables you to control all of your character's emotions


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{button ,AL("a\_cchat\_feature\_list")} [Related Topics](#)

### To provide information about yourself

- 1 On the **View** menu, click **Options**.
- 2 In the **Nickname** box, type a name you'd like to be known by.
- 3 In the **Brief description of yourself** box, type something that you'd like other people to know about you.  
This information appears when other people request your profile.

#### Tips

- You can make it easy for others to send you e-mail or visit your World Wide Web home page by including your e-mail address and home page URL in your personal information.
- For Help on an item, click  at the top of the dialog box, and then click the item.

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{button ,AL("charspec;modpers")} [Related Topics](#)

### To define where sounds are located on your computer

- 1 On the **View** menu, click **Options**.
- 2 Click the **Settings** tab.
- 3 In the **Sound search path** box, type the location on your computer where you want Microsoft Chat to look for sound files.

#### Notes

- When you click the **Play sound** button, Microsoft Chat searches the location you typed and enables you to choose from the sound files it finds. For more information, click Related Topics below.
- When others click the **Play sound** button, Microsoft Chat searches the location you specified for the sound file they specified. Microsoft Chat can only play sounds it finds at this location.


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{button ,AL("sound")} [Related Topics](#)

### To enter a specific chat room

- 1 On the **File** menu, click **New Connection**.
- 2 In the **Go to chat room** box, type the name of the chat room you want to enter.

### Notes

- If you type the name of a chat room that does not exist, Microsoft Chat creates a new chat room with that name.
- For Help on an item, click  at the top of the dialog box, and then click the item.


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{button ,AL("change;favorite;different;search")} [Related Topics](#)

### To find a specific chat room

- 1 On the **Room** menu, click **Room List**.
- 2 In the **Display chat rooms that contain** box, type search words that match the room name you're looking for.  
If you also want to search chat room topics, select the **Also search in room topics** check box.
- 3 In the **Room** column, click the room you want to enter, and then click **Go To**.

### Tips

- You can screen out chat rooms that might contain inappropriate or offensive names or topics by selecting the **Show only registered rooms** check box. Rooms are registered by the Internet service provider or system administrator.
- For Help on an item, click  at the top of the dialog box, and then click the item.

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{button ,AL("favorite;server;different;change;searchpeople")} [Related Topics](#)

### To enter a favorite chat room

- ▶ On the **Favorites** menu, click **Open Favorites**, and then click the room that you want to enter.


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{button ,AL("favorites")} [Related Topics](#)

### To view a list of available chat rooms

- 1 On the **Room** menu, click **Room List**.
- 2 In the **Room** column, click the room you want to enter, and then click **Go To**.

#### Tips

- To find a specific chat room, type search words in the **Display chat rooms that contain** box that match the room name you are looking for.
- You can screen out chat rooms that might contain inappropriate or offensive names or topics by selecting the **Show only registered rooms** check box. Rooms are registered by the Internet service provider or system administrator.
- For Help on an item, click  at the top of the dialog box, and then click the item.

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{button ,AL("favorite;server;search;change")}

[Related Topics](#)

### To enter a chat room on a different server

- 1 On the **File** menu, click **New Connection**.
- 2 In the **Server** box, type the name of the server that contains the chat room you want to enter—for example:  
**comicsrv1.microsoft.com**
- 3 In the **Go to chat room** box, type the name of the chat room you want to enter.

### Notes

- If you type the name of a chat room that does not exist, Microsoft Chat creates a new chat room with that name.
-  For Help on an item, click  at the top of the dialog box, and then click the item.






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{button ,AL("server;favorite;search;different")} [Related Topics](#)



## To chat using text only

- 1 On the **View** menu, click **Plain Text**.
- 2 In the text box at the bottom of the window, type what you want to say, and then click one of the buttons to the right of the text box, or press ENTER.






<b>Click this</b>	<b>Your message does this</b>
 Say	Appears preceded by a message header containing your nickname followed by the word "says."
 Think	Appears preceded by a message header containing your nickname followed by the word "thinks."
 Whisper	Goes only to people you've selected in the list of members.
 Action	Appears in italics. For example: <i>Sarah walks across the room and shakes John's hand.</i> <b>Note:</b> Action messages automatically begin with your nickname.
 ?	Play Sound Plays a sound.

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{button ,AL("whisperto;comictalk;sound;soundset;textfont")} [Related Topics](#)

## To chat inside a comic strip

- 1 On the **View** menu, click **Comic Strip**.
- 2 In the text box at the bottom of the window, type what you want to say, and then click one of the buttons to the right of the text box, or press ENTER.

Click this	Your message does this
 Say	Appears inside a word balloon.
 Think	Appears inside a word balloon with "thought" lines leading to it.
 Whisper	Goes only to characters you've selected in the list of members.
 Action	Appears inside a box across the top of the most recent comic-strip pane. For example: <i>Sarah is overcome with emotion.</i> <b>Note:</b> Action messages automatically begin with your nickname.
 ?	Play Sound Plays a sound.

### Tip

 If you select someone in the list of members before clicking the **Say** button or pressing ENTER, Microsoft Chat makes it look like you're talking directly to them.


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{button ,AL("wheel;gesture;exchange;whisper;to;sound;soundset;talk;comicfont") } [Related Topics](#)

### To whisper to other people

- 1 In the list of members, select the people you want to whisper to.
- 2 In the text box at the bottom of the window, type what you want to say, and then click the **Whisper** button.  
Your message appears only to the people you selected.


#### Tip

 You can also send whispered messages by using the **Whisper Box**. This enables you to keep track of several whispered conversations at the same time. For more information, click [Related Topics](#) below.

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{button ,AL("ignore;whisperbox")} [Related Topics](#)

### To get information about other people

 In the list of members, right-click the person you want to get information about, and then click **Get Profile**.

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{button ,AL("profile")} [Related Topics](#)

### To find other people

- 1 On the **Member** menu, click **User List**.
- 2 In the **Search for** area, define what you want to search for, and then click **Update List**.

### Tips

- ? You can whisper or send invitations to people displayed in the **User List** dialog box even if they are in a different chat room.
- ? For Help on an item, click
- ? at the top of the dialog box, and then click the item.

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{button ,AL("search;whisperto;invite")} [Related Topics](#)

### To send sounds to other people

- 1 Click the **Play Sound** button.
- 2 In the **Sound file to play** list, click the sound file you want other people to hear.
- 3 In the **Accompanying message** box, type a message to send with the sound you selected.

### Notes

- ? To hear your sound before you send it, click **Test**.
- ? Other people will be able hear only sound files that are already on their computer. For more information, click Related Topics below.

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{button ,AL("soundset")} [Related Topics](#)

### To save a conversation

- 1 On the **File** menu, click **Save**.
- 2 Double-click the folder you want to save the conversation in.
- 3 In the **File name** box, type a name for the conversation, and then click **Save**.

### Tips

? You can save a conversation as an .rtf file when you are in Plain Text view. All character formatting is saved, including font, color, size, and style.

? By saving conversation files offline, you can view and print chat-room sessions and share them with your friends.


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{button ,AL("offline")} [Related Topics](#)

### To choose a character

- 1 On the **View** menu, click **Options**.
- 2 Click the **Character** tab.
- 3 In the **Character** list, click the character you want. Your character appears in the **Preview** area.

### Tip

 To see your character with different emotions, drag the black dot in the center of the emotion wheel to different positions.

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{button ,AL("wheel;gesture")} [Related Topics](#)



**To choose a comic background**

- 1 On the **View** menu, click **Options**.
- 2 Click the **Background** tab.
- 3 In the **Background** list, click the background you want. The background you select appears in the **Preview** area.

**To define the size of the comic strip**

- 1 On the **View** menu, click **Options**.
- 2 Click the **Comics View** tab.
- 3 In the **Page layout** list, click the number of comic strip panels you want to display across the window.

### To change a character's emotion

? Drag the black dot in the center of the emotion wheel around the wheel. The closer to the edge of the wheel you move the dot, the stronger the emotion.

You can choose eight different emotions for your character:

Shouting	Angry
Happy	Laughing
Bored	Scared
Sad	Coy

The pane above the emotion wheel displays your character's current emotion.

### Tips

? You can "freeze" your character's emotion by right-clicking your character in the self-view pane and then clicking **Frozen**. The expression will not change until you click **Frozen** again.

? Not all characters can display the full range of emotions.

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{button ,AL("exchange;freeze;gesture")} [Related Topics](#)

### **To use character gestures**

#### **When you begin a sentence with these words**

I	Points to himself or herself
You	Points to the other person
Hello or Hi	Waves
Bye	Waves
Welcome	Waves
Howdy	Waves

#### **Your character does this**

#### **When your sentence contains these words**

are you	Points to the other person
will you	Points to the other person
did you	Points to the other person
aren't you	Points to the other person
don't you	Points to the other person
I'm	Points to himself or herself
I will	Points to himself or herself
I'll	Points to himself or herself
I am	Points to himself or herself

#### **Your character does this**

#### **When you type this**

All capitals	Shouting
!!!	Shouting
ROTFL ("roll on the floor laughing")	Laughing
LOL ("laugh out loud")	Laughing
:) or :-)	Happy
:( or :-(	Sad
;-)	Coy

#### **Your character displays this emotion**


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{button ,AL("wheel;expchange")} [Related Topics](#)

### To create a new chat room

- 1 On the **Room** menu, click **Create Room**.
- 2 Type a name for the chat room.
- 3 In the **Chat room topic** box, type a description of the chat topic for your room.

#### Note

 You automatically become the host of any room you create. Only the host of a room can change its properties


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{button ,AL("customize;changetopic;otheradmin;invite")} [Related Topics](#)

### To define a chat room's topic

- 1 On the **Room** menu, click **Room Properties**.
- 2 In the **Chat room topic** box, type a description of the chat topic for your room.

#### Note

 You must be the host of a room to change its properties.

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{button ,AL("customize")} [Related Topics](#)

### **To kick someone out of a chat room temporarily**

- 1 In the list of members, select the person you want to "kick out" (remove temporarily).
- 2 On the **Member** menu, click **Host**, and then click **Kick**.
- 3 In the **Why are you kicking (nickname)** box, type the reason you are removing the person from the chat room. The reason you type will appear to other members of the room.

### **Notes**

? "Kicking someone out" does not prevent them from re-entering the chat room. If you want to permanently ban someone, see Related Topics below.

? Only a chat room host can kick someone out of a room.


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{button ,AL("ban")} [Related Topics](#)

### **To allow others to host your chat room**

- 1 In the list of members, select the person you want to make a host.
- 2 On the **Member** menu, click **Host**, and then click **Host**.

#### **Note**


 Only a chat room host can select other people to become hosts.



### **To invite others into a chat room**

- 1 On the **Member** menu, click **Invite**.
- 2 Type the nicknames of people you want to invite into the chat room.

#### **Tip**

 To invite more than one person, type a comma between nicknames.

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{button ,AL("whisperto")} [Related Topics](#)

### To customize your chat room

? On the **Room** menu, click **Room Properties**, and then select the room properties you want.

#### Tip

? For Help on an item, click  
? at the top of the dialog box, and then click the item.

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{button ,AL("changetopic;createnew;autogreet")} [Related Topics](#)

### To ban someone from a chat room permanently

- 1 In the list of members, select the person you want to ban.
- 2 On the **Member** menu, click **Host**, and then click **Ban / Unban**.

#### Notes

- ? Banning someone prevents that person from re-entering the room until you "unban" them.
- ? Because you will need to provide this information if you ever want to let that person back into the room, you might want to write down the information displayed in the **Person to ban or unban** box.
- ? Only a chat room host can ban someone from a room.

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{button ,AL("kickout")} [Related Topics](#)

**To send a cartoon character expression without talking**

- 1 In the emotion wheel, drag the black dot to an emotion.
- 2 Right-click the emotion, and then click **Send Expression**.  
The expression appears in the most recent comic strip pane.

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{button ,AL("wheel;gesture")} [Related Topics](#)

### **To ignore a person**

**?** In the list of members, right-click the person you want to ignore, and then click **Ignore**.

You will no longer see messages from this person. Other members of the chat room will still continue to see them.

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{button ,AL("whisperto")} [Related Topics](#)

### To add a chat room to your Favorites list

? While you are in the chat room, click the **Favorites** menu, and then click **Add to Favorites**.

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{button ,AL("favorite")} [Related Topics](#)

### To read conversation files offline

- 1 On the **File** menu, click **Open**.
- 2 Select the conversation file that you want to read offline.

#### Note

 You can only read previously saved conversation files.

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{button ,AL("save")} [Related Topics](#)

## To use keyboard shortcuts

To do this	Press this
Select all text in the compose pane.	CTRL+A
Play a sound.	CTRL+B
Copy selected text from the compose pane to the clipboard.	CTRL+C
Send text as a caption (action) from the compose pane to the comic strip pane.	CTRL+I
Close the current chat session and open a new connection.	CTRL+N
Open a file.	CTRL+O
Print a file.	CTRL+P
Display member options.	CTRL+Q
Save a file.	CTRL+S
Send the contents of the compose pane as a thought.	CTRL+T
Paste text you've copied into the compose pane.	CTRL+V
Send the contents of the compose pane as a whisper.	CTRL+W
Cut the selected text and place on the clipboard.	CTRL+X
Send the contents of the compose pane.	CTRL+Y
Undo the most recent action in the compose pane.	CTRL+Z

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
{button ,AL("macro")} [Related Topics](#)



### To have multiple whispered conversations

- 1 In the list of members, for each person you want to whisper to, click his or her name, and then click **Whisper Box**.
- 2 To converse with each person, in the **Whisper Box**, click the person, type your message in the text box at the bottom of the window, and then press ENTER.

### Tip

 In the **Whisper Box**, you can easily switch between whispered conversations by clicking the names of the people to whom you are whispering.

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{button ,AL("whisperto;ignore")}[Related Topics](#)

### To customize fonts used in text-only conversations

- 1 On the **View** menu, click **Options**.
- 2 On the **Text View** tab, click **Change font**.
- 3 In the **Choose a message type to change its font** list, click a message type.  
Examples of message types and their current font settings appear in the box below this option.
- 4 Click the font and other settings that you want.

#### Tip

- ? For Help on an item, click
- ? at the top of the dialog box, and then click the item.

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{button ,AL("talk")} [Related Topics](#)

### To customize the comic strip font

- 1 On the **View** menu, click **Options**.
- 2 On the **Comics View** tab, click **Change font**.
- 3 Click the font and other settings that you want.

#### Tip

- ? For Help on an item, click
- ? at the top of the dialog box, and then click the item.


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{button ,AL("comictalk")} [Related Topics](#)


### To send automatic greetings to new room members

- 1 On the **View** menu, click **Options**.
- 2 Click the **Automation** tab.
- 3 In the **Automatic greeting** area, select how you want to send the greeting.  
To send the greeting only to the person entering the room, click **Whispered**.  
To send the greeting to everyone in the room each time someone new enters, click **Said**.
- 4 In the **Automatic greeting** box, type the message you want to send.

#### Tips

 You can use the special text %name! and %room to personalize your greeting. Microsoft Chat substitutes the person's nickname wherever it finds %name!, and your room's name wherever it finds %room.

 For Help on an item, click

 at the top of the dialog box, and then click the item.


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{button ,AL("customize")} [Related Topics](#)

### To create a message macro

- 1 On the View menu, click Options.
- 2 Click the **Automation** tab.
- 3 In the **Key combination** list, select the key combination you want to use to run the macro.
- 4 In the **Name** box, type a name for the macro.
- 5 In the **Macros** box, type the message you want the macro to send.


#### Tip

 You can use macros to send the same message over and over again without retyping it each time—for example, "Where are you from?"

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{button ,AL("keyboard")} [Related Topics](#)

### To send e-mail to a chat room member

 In the list of members, right-click the person you want to send an e-mail message to, and then click **Send E-mail**.

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{button ,AL("profile;a\_cchat\_meet\_beyond;a\_cchat\_send\_hotlinks")} [Related Topics](#)

### To place a NetMeeting call to a chat room member

? In the list of members, right-click the person you want to place a NetMeeting call to, and then click **NetMeeting**.

#### Notes

? Both you and the person you are placing the call to must have NetMeeting installed.

? You can set Microsoft Chat to ignore incoming NetMeeting calls. On the **View** menu, click **Options**. On the **Settings** tab, make sure **Receive NetMeeting Calls** is not checked.

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{button ,AL("profile;a\_cchat\_meet\_beyond;")} [Related Topics](#)

**To view another chat room member's Web page**

**?** In the list of members, right-click the person, and then click **Visit Home Page**.




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{button ,AL("profile;a\_cchat\_meet\_beyond;a\_cchat\_send\_hotlinks")} [Related Topics](#)



## Finding the chat room that's right for you

When you're looking for a chat room to enter, you can screen your list of rooms:

-  Find rooms that match your interests.
-  Display only rooms that are registered. The system administrator or Internet service provider for a chat server can choose not to register chat rooms that might contain offensive or inappropriate topics or names.
-  Limit the size of chat rooms you're interested in. Large chat rooms might be full or feel too impersonal, and small chat rooms could be boring or lack diversity

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{button ,AL("different")} [Related Topics](#)

## Hosting your own chat room

When you host a chat room, you can:

- ? Decide the topic of the chat room.
- ? Control access to the chat room with a password.
- ? Limit the number of members in the chat room.
- ? Designate which members can participate and which can be only spectators.
- ? Banish members who are disruptive or offensive to the chat room.

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{button ,AL("createnew;changetopic;kickout;otheradmin;invite;customize;ban;ignore")} [Related Topics](#)

## Meeting beyond the chat room

There are several ways you can communicate privately with chat room members. Just right-click a person in the list of members:

- ? Whisper in the chat room so that only the person(s) you select can see your private message.
- ? Place a NetMeeting call if you and another member have Microsoft NetMeeting installed. You can share audio, video, and programs outside of Microsoft Chat while participating in a chat room.
- ? Send e-mail, if the other member's user profile includes an e-mail address.
- ? Send and receive files.
- ? View another member's home page, as listed in the member's user profile.

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{button ,AL("profile;a_cchat_send_mail;a_cchat_place_netmeeting_call;a_cchat_dcc;A_cchat_view_web_pages")}
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[Related Topics](#)

## Microsoft Chat Features

Whether you use the standard Plain Text view, or Microsoft's popular new Comic Strip view, you'll find Microsoft Chat full of features that make chat rooms fun and easy to visit:

- ? Chat in real time with other people.
- ? Send "hot" links in your conversation—for e-mail addresses, Web pages, and newsgroups.
- ? Send and receive sounds.
- ? Send and receive files.
- ? Communicate outside the chat room with a chat room member, while also conversing in the chat room with them.
- ? Converse inside a comic strip—choose a character, emotional expressions, and scenic background to liven things up.
- ? Save or print your chat conversation for publication or offline viewing.
- ? Filter which chat rooms are displayed on your computer, by size, content, or ratings.
- ? Host your own chat rooms, and control access, size, and content.

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{button ,AL("A\_CCHAT\_OVERVIEW")} [Related Topics](#)

### **To send a "hot" link in a message**

**?** In the text box at the bottom of the window, type what you want to say, using the appropriate syntax for the type of link.

To link to a Web page, type "<http://website.com>" where website.com represents the Web page.

To link to an FTP site, type "<ftp://ftppaddress>" where ftppaddress represents the URL of the FTP site.

To link to a newsgroup, type "<news:rec.newsgroup>" where rec.newsgroup represents the name of the newsgroup.

To send a link to a new mail message, type "<mailto:someone@microsoft.com>" where someone@microsoft.com represents the e-mail address of the person the message is to be sent to.

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{button ,AL("a\_cchat\_meet\_beyond")} [Related Topics](#)

### To send a file to a chat room member

- 1 In the list of members, right-click the person you want to send a file to, and then click **Send file**.
- 2 Specify the file you want to send

#### Notes

? When another chat room member attempts to send you a file, Microsoft Chat asks you whether you want to accept the file, and where you want to store it on your computer.

? You can set Microsoft Chat to refuse all incoming file transfer requests. On the **View** menu, click **Options**. On the **Settings** tab, make sure **Receive file transfer requests** is not checked.

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{button ,AL("profile;a\_cchat\_meet\_beyond;")} [Related Topics](#)

Provides a space for you to type your real name.

Provides a space for you to type your nickname.

Microsoft Chat uses your nickname to identify you to other people inside a chat room.



Provides a space for you to type information about yourself.

If other people ask Microsoft Chat for your personal profile, they will see this information.

Provides a space for you to describe the room's topic.

The topic description appears in the **Chat Room List** dialog box next to the room's name

Specifies whether auditorium features are turned on.

When this option is selected, messages from room members go only to the room host, and messages from the host go to everyone in the room. Only a room host can select this box.

Specifies whether the room is moderated.

In a moderated chat room, only a room host and speakers the host designates can send messages. All other room members are spectators. Only a room host can select this box.

Specifies whether anyone can set the room's topic, or room hosts only. Only a room host can select this box.

Specifies whether an invitation is required to enter the room. An invitation is a special message sent by a room host asking someone to enter a chat room. Only a room host can select this box.

Specifies whether the room will appear in the **Chat Room List** dialog box. Only a room host can select this box.

Specifies whether information about who is inside the room will be available to people outside the room. Only a room host can select this box.



Specifies whether the number of people allowed into the room is limited. After selecting the **Set maximum users** check box, type the highest number of people allowed. Only a room host can select this box.

Specifies whether whispers can be sent in the room. Whispers are messages that can be seen only by the person sending the message and the person receiving it. Only a room host can select this box.

Lists the available number of comic strip panels that can be displayed in one row across.

Specifies whether Microsoft Chat-specific information will be sent to the people you're talking to. This feature is useful when chatting with members using text-only chat clients. to send information only used by clients.

Specifies whether you want to be asked if you want to save a copy of your conversation whenever you quit Microsoft Chat.

Specifies whether you want to be able to receive whispers.

Whispers are messages that only you and the person who sent the message can see.

Lists the available cartoon characters. Click a character to see what he or she looks like.

Displays the cartoon character you selected from the character list, with the expression you created by using the emotion wheel.



Adjusts the cartoon character's expression.

When you drag the large black dot around the emotion wheel, the character's expressions change.

Lists the available fonts.

Lists the available styles for the selected font.

Lists the available point sizes for the selected font.

Displays what the text will look like after the font options you selected are applied.

Lists the available foreign language support installed on your computer.

Lists the available cartoon backgrounds.

Click a background to see what it looks like.

Displays the background selected in the **Background** list.



Provides a space for you to type words to search for in the **Room** list.

Only room titles with words that match will appear in the **Chat Room List** dialog box.

Specifies whether you also want to search the **Topic** list for the words you typed in the **Display chat rooms that contain** box.

Only rooms that have titles or topics with words that match will appear in the **Chat Room List** dialog box.

Updates the **Chat Room List** dialog box by asking the chat server for a current list of rooms.

Takes you to the room that you selected in the **Room** column.

Creates a new chat room.

You automatically become the host for rooms you create.

Lists the available favorite chat rooms.

Provides a space for you to type the name of a chat server you want to connect to.

Specifies that you want to enter a particular chat room and provides a space for you to type its name.



Specifies that you want to see a current list of every chat room that is available on the server.

Provides a space for you to type the nicknames of people you want to invite into the room. Only a room host can select this box.

Provides a space for you to type the reason you are "kicking someone out" of the room, removing them temporarily.

Microsoft Chat displays your reason to everyone in the room. Kicking someone out is effective only until the person rejoins the room. Only a room host can select this box.

Specifies whether you also want to ban the person you are kicking out of the room.

A banned person cannot re-enter the room until you remove the ban. Only a room host can select this box.

Provides a space for you to identify the person you want to ban from or readmit to the room (unban). Only a room host can select this box.

Specifies that you want to ban the person whose name appears in the **Person to ban or unban** box. Only a room host can select this box.

Specifies that you want to remove the ban from the person whose name appears in the **Person to ban or unban** box. Only a room host can select this box.

Provides a space for you to type the location of your sound files. Microsoft Chat can send or play only sounds it finds at this location.



Specifies whether to announce the arrival and departure of people from your room.

Specifies that a blank line should appear between each message in text-only mode.

Specifies that a blank line should appear between messages that are not of the same type in text-only mode. Actions, thoughts, and whispers are examples of different message types.

Specifies that a blank line should not appear between messages in text-only mode.

Click this to change the fonts used to display messages.

Resets the fonts used to display messages to their default settings.

Specifies whether to display room host message headers with a bold font.

Specifies whether to display room host messages with a bold font.



Specifies that you want to search for every person inside every chat room.

Lists the nickname and identity of every person that matches your **Search for** settings.

Specifies that you want to search for every person having a nickname that contains the text you type in the **Names containing** box.

Specifies that you want to search for every person with an identity that contains the text you type in the **Names containing** box.

Invites the person you selected from the **Nickname** list to enter the room you are in.

Opens a **Whisper Box** enabling you to whisper to the person you selected from the **Nickname** list.

Whispers are messages that can be seen only by the person sending the message and the person receiving it.

Provides a space for you to type a message that you want to send as part of a whispered conversation. Type your message, and then press **ENTER** to send it.

Whispers are messages that can be seen only by the person sending the message and the person receiving it.

Ignores the person you are whispering to. Microsoft Chat will no longer display messages from this person to you.



Ends the whispered conversation with the person you are currently speaking to.

Specifies whether a line is drawn through the selected font.

Specifies whether the selected font is underlined.

Lists the available colors for the selected font.

Shows how the different message and header types will look.

Lists the available message and header types.

Lists the available sound files.

Provides a space for you to type a message that will be sent with the sound you selected from the **Sound file to play** list.



Plays the sound you selected from the **Sound file to play** list.

Specifies whether you want to be able to receive invitations to join other chat rooms.

Specifies that you do not want to automatically send greetings to people as they enter the room.

Specifies that you want to automatically send a whispered greeting to people as they enter the room. Type the message you want whispered in the text box.

Specifies that you want to automatically send a greeting to people as they enter the room. Type the message you want sent in the text box. Everyone in the room will see the greeting.

Provides a space for you to type a message that will automatically be sent to people as they enter the room.

Lists the available key combinations you can use to run a macro. Select a key combination, and then type the message you want to associate with it in the text box.

Provides a space for you to type a message you want sent whenever you press the key combination associated with it.



Provides a space for you to type a name for a macro you create. A macro consists of a message you type plus the key combination associated with it.

Saves the macro identified in the **Name** box. You must save a macro before you can use it.

Deletes the macro identified in the **Name** box.

Provides a space for you to type your e-mail address. The e-mail address must be in the format name@company—for example, PatSmith@acme.com.

If other members want to send you e-mail, Microsoft Chat will provide this e-mail address.

Provides a space for you to type the URL for your World Wide Web home page.

If other members want to view your Web page, Microsoft Chat will provide this URL.

Specifies whether to display the identity of each of the members when they enter the chat room.

Specifies whether to play sounds sent by other members.

Specifies whether to accept incoming NetMeeting calls. If you clear this check box, your computer ignores other members' attempts to place a NetMeeting call with you.



Specifies that you want to display only rooms that are registered.

Rooms are usually registered by the administrator of the chat server or the Internet service provider.

Administrators can choose not to register rooms that might contain objectionable or offensive names or topics.

By displaying only registered rooms, you might avoid objectionable or offensive chat rooms.

Provides a space for you to type the smallest chat room you want to display in the Chat Room list.

Provides a space for you to type the largest chat room you want to display in the Chat Room list.

Provides a space for you to type the name of this chat room.

This name appears in the room list, and is the name you specify to enter the room.

Provides a space for you to type a password that others must use to access this chat room. The password is case sensitive, so members must type the password with the same characters and the same case as you have typed them.

Specifies whether to accept incoming file transfer requests. When another chat room member requests to send you a file, are prompted whether to accept the file, and where to store it on your computer. If you clear this check box, your computer ignores other members' attempts to send you a file.

