To call someone by using Chat

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.

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

To add a person to a call

1 On the Conversation menu, click Dial.

2 Specify the computer name of the person you want to add to the call.

Note

- Only the person who initiates the call can add a person to the call.

To answer a call

1 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.

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

To prevent incoming calls

1 On the Options menu, click Preferences.

2 Clear the Autostart Chat When Called check box.

Tip

- To receive calls, you must either check the Autostart Chat When Called check box or have Chat running.

Click Help Contents to return to the list of topics.

Provides a space for you to type your comments. As you type, your message appears on the screen of the person you're chatting with.

Displays the comments of the person you're chatting with.

Provides a space for you to type the computer name of the person you want to add to your conversation.

Specifies the way your Chat windows are arranged on your screen.

Specifies the font and background color used to display other people's comments. You can use your own settings or the ones the person you're chatting with chose.

Specifies whether you can receive a call even though Chat is not running. If you don't select this option, you must start Chat in order to receive calls.