Alexa Toolbar

This is the Alexa Toolbar:

There are five features of the Alexa toolbar:

- Alexa Access
- Instant Messages
- 'Where You Are' Data
- 'Where to Go Next' Suggestions
- Alexa Archive

Alexa Access

If you click on the Alexa Internet logo, a menu will appear with the following options:

- "Go to Alexa Site"

  Takes you to the Alexa Internet homepage on the World Wide Web (www.alexa.com).

- "About Alexa…"

  Displays the version number of the Alexa software that you are currently running. Please include this number when reporting any bugs.

- "Technical Support"

  Brings you to the Technical Support area of the Alexa website.

- "User Preferences…"

  This will bring up the User Preferences window, where you can customize Alexa by specifying your type of internet connection , user information , and Instant Messages identity .

User Preferences

The User Preferences window has three areas:

- Internet Connection
- Customizing to You
- Sending Messages

Internet Connection

There are three options regarding your type of internet connection:

- "Direct"

  This means that you are always connected to the internet, usually through an ethernet card. Alexa checks in with the Alexa servers to listen for instant messages as soon as Alexa is launched. The Alexa toolbar contacts the Alexa servers when you launch a web browser.

- "Dial-Up Connection"

  This means that your connection to the internet is through a modem. Alexa refrains from contacting our instant message / contact list server until you initiate it from either the instant message icon on the Alexa toolbar or the list of choices you see when you click on the Alexa icon on your Windows taskbar.

- "Offline"

  This option should be chosen if you are browsing while not directly connected to the internet. It tells both the Alexa toolbar and the Alexa instant message system not to attempt to connect with Alexa's servers.

If your type of internet connection changes, you should update Alexa's preferences to reflect the current type of connection. If you use a laptop and are going to change from a 'direct' connection to a dial-up connection the next time you use your PC, change this setting before you shut down.

Customizing to You

The information you provide here will be used to customize Alexa to better serve you.

The information is not stored anywhere on your computer, so although you may have already submitted this information, the form will remain blank. There is no need to fill it out again.

Sending Messages

This area is used to specify the email address that you would like to use as your identity for Instant Messages. If you would like to change the email address used, simply fill in the new address and click ‘OK’.

The email address you provide must be valid, so that we can send a verification email to ensure that no one else is able to sign up using your name.

This email address is used only for the Instant Messaging system and is in no way associated with your web browsing.

Instant Messages Preferences

The Instant Messages Preferences window has four areas:

- Internet Connection
- Sending Messages
- Receiving Messages
- Sound

Receiving Messages

The Receiving Messages section of the Instant Messages Preferences window has two parts: the Allow List and the Block List.

- By checking the "Allow all users to contact me" button, you are permitting any Alexa user to send you an Instant Message.
- By checking the "Allow only the users below" button, you will accept Instant Messages only from people whom you have added to your Allow List.

- By checking the "Block all users" button, you will not be able to receive Instant Messages from anyone.
- By checking the "Block the users below" button, you will be able to receive Instant Messages from anyone except the people on your Block List.

To add people to your Allow List or Block List, click "Add Name" under the appropriate list and type the name of the user you wish to add. To remove someone, select the name and click "Remove".

Sounds

Using the Sounds section of the Instant Messages Preferences window, you can have Alexa notify you of certain Instant Message events.

The Instant Message events are:

- When a member of your contact list signs on
- When a member of your contact list signs off
- When you first receive an Instant Message
- When you receive any subsequent messages from the same user
- When you send an Instant Message

Each event has four features in the Preferences window:

- Checkbox – if this box is checked, then the designated sound will play for the event.
- Selection Menu – this will display the currently selected sound for each event.
- "Browse…" – this button allows you to browse through sound files to select which one you would like to use. (See: Adding Sounds)
- "Preview" – this will play the sound that is currently selected and displayed in the Selection Menu.

Adding Sounds

To add new sound choices to your Instant Messages, simply use the "Browse…" button to navigate through your hard drive until you find the file you wish to use.

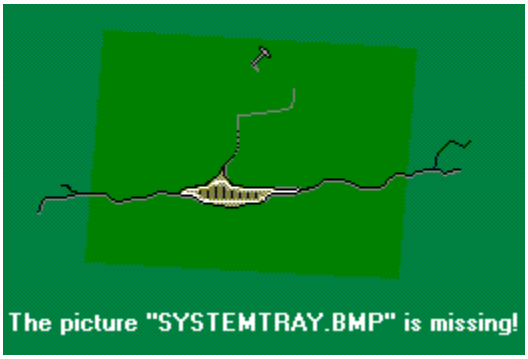
OR

Alternately, you may place a copy of the sound file in the "Alexa" folder (under "Program Files", on your C drive) to reach it more easily.

All sound files must be in .wav format.

Alexa Logo in System Tray

When Alexa is running, the Alexa logo will show up in your system tray. The system tray should be opposite your "Start" menu in the lower right-hand corner of your screen.



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, a menu will appear with three choices:

- "Show Alexa Toolbar"

Displays the Alexa toolbar on your desktop.

- "Show Contact List"

Displays your Contact List for the Instant Message system.

- "Shut Down Alexa Tools"

Closes Alexa completely and removes the Alexa logo from your system tray.

Contact List

If you would like Alexa to keep track of which of your friends or colleagues are online, use the Contact List.

The Contact List appears when you start Instant Messages. The front window (“Online”) displays which members of your contact list are online.

The back window (“List Setup”) allows you to modify your Contact List. To add someone to your Contact List, click “Add” and type the name of the user you wish to add. To remove someone, select the name and click “Delete”.

If the “Accept Messages” checkbox is selected, then you will be able to receive Instant Messages. You can uncheck it if you are stepping away from your computer but want to leave things running.

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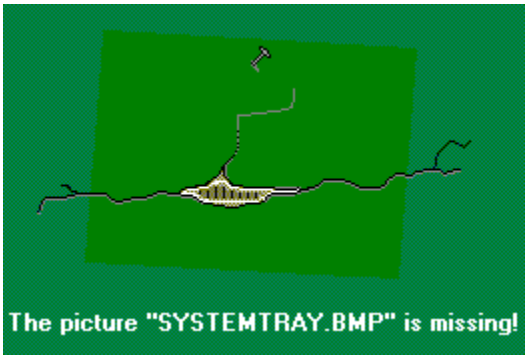

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