

To view a list of topics, click [Help Topics](#).

## Chat overview

Chat enables you to converse with other MSN members by computer. A chat session on MSN is like a conference call. However, instead of speaking aloud, you type your messages and MSN displays them for other people to read.

Each member in the chat session is either a participant or spectator. A chat session may also have one or more hosts, who are designated by the forum manager. The host facilitates the conversation and determines whether members are participants or spectators.

To join a conversation, you go to a chat room whose subject interests you. Before you contribute to the chat, you can observe it for a while to see if you'd like to join in. If you have participant status, and you want to contribute, you can send a question, answer, or comment to the other members.

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

### To send a message to a chat

► Type your message in the [Compose pane](#) in the lower-right corner of the Chat window, and then click Send or press the ENTER key.

### Notes

- To start a new line, press CTRL+ENTER.
- To indent a line, press CTRL+TAB.
- If the [host](#) designated you as a [spectator](#) rather than a [participant](#), you can't contribute messages to the chat.
- If your computer beeps while you're typing a message, you've reached the maximum length allowed for the message.


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{button ,AL("A\_ConveyingEmotionsGestures;A\_TheChatWindow;A\_ChatOverview")} [Related Topics](#)

## Expressing emotions and gestures

You can express emotions, gestures, and other physical cues by using special characters and abbreviations. To see some common gestures and abbreviations, click a button.

 [Gestures](#)

 [Abbreviations](#)

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

<b>Gesture</b>	<b>Symbol</b>
Crying	:'-)
Grin	:-D
Hug	{}, []
Kiss	*
Smile	:-)
Wink	;-)
Yelling	:-O

<b>Abbreviation</b>	<b>Meaning</b>
BTW	By the way
IMHO	In my humble opinion
IOW	In other words
LOL	Laughing out loud
ROFL or ROTFL	Rolling on the floor laughing
WRT	With regard to

#### **To display information about a chat member**

- 1 Click a member in the [member list](#).
- 2 Click the View menu, and then click Member Properties.

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

### **To ignore a member's messages**

- 1 In the member list, click the names of those individuals whose messages you don't want displayed on your screen.
- 2 Click the View menu, and then click Ignore Members.
- 3 Make sure Ignore Messages From Selected Members is checked.

#### **Tips**

- Chat members won't know if you're ignoring them.
- To ignore all members in the member list, click the View menu, point to Ignore Members, and then click Select All. Then follow steps 2-3 above.
- To chat with only a few members in a conversation that has many members, you can quickly ignore everyone whose messages you don't want to see. In the member list, click the members you do want to chat with. Click the View menu, point to Ignore Members, and then click Invert Selection. Follow steps 2-3 above to ignore the selected members.


**To show or hide spectators in the member list**

- ▶ Click the View menu, and then click Show Spectators.

**To enable or disable notifications about other members**

- 1 Click the Tools menu, and then click Options.
- 2 Under Notify Me When, set the options the way you want them.

**Tip**

- For Help on an item in a dialog box, click  in the upper-right corner, and then click the item.



**To save a record of a chat**

- 1 Click the File menu, and then click Save History.
- 2 If you haven't saved your file before, type a name for the file, and then click Save.

**Tips**

- To preserve all formatting in the chat history, save the file as Rich Text Format (.rtf).
- To automatically save a record of a chat before you leave it, click the Tools menu, click Options, and make sure Save Conversation History Before Clearing Or Exiting is checked.

**To clear a chat history**

- ▶ Click the Edit menu, and then click Clear History.

**Note**

- Chat automatically clears a chat history when it reaches the maximum length; however, Chat prompts you to save the history first.

### **To resize panes in the Chat window**

- ▶ Drag the edge of a pane right or left, up or down.

#### **Tips**

- To resize all panes in the Chat window, click the View menu, and then click Move Split Bar. By dragging or by using the arrow keys, move the bars until their position reflects the new pane sizes you want. Click the mouse button or press ENTER to set the positions.
- To hide a pane, resize it until it is hidden. For example, drag the right pane over to the left pane, or the top pane over to the bottom pane.

**To change the line spacing in the Chat History pane**

- 1 Click the Tools menu, and then click Options.
- 2 Set Insert Blank Line Between Messages to the setting you want.




**To start a new line in the Compose pane**

- ▶ Press CTRL+ENTER.

## Chat window

The Chat window consists of three panes, all of which can be resized or hidden. The Chat window also has a toolbar and status bar designed to help you complete tasks more quickly. You display or hide the toolbar and status bar by using commands on the View menu.

To see more about a Chat window pane, click its button.

-  [Chat History pane](#)
-  [Compose pane](#)
-  [Member List pane](#)

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{button ,AL("A\_ResizingPanels;A\_EnablingDisablingAnnouncements")} [Related Topics](#)

**Chat History pane**

This is the upper-left pane. It displays all participants' messages from the time you join the chat to the time you leave, provided you don't clear the chat history.

As messages are sent, they are added to the end of the chat history. Bold messages notify members about other members, such as when a member joins or leaves a chat. These messages are generated by Chat automatically; however, you can suppress them by using the Options command on the Tools menu.

**Compose pane**

This pane is below the Chat History pane. It's where you type the message you want to send to the chat.



**Member List pane**

This pane, which appears to the right of the Compose and Chat History panes, displays a list of members in the chat and identifies whether they are participants, spectators, or hosts. When you ignore members, their name appears with a line through it.

**To indent a line in the Compose pane**

- ▶ At the beginning of the line you want to indent, press CTRL+TAB.

**To print a chat history**

- 1 If you haven't already, save the chat history as a Rich Text Format (.rtf) file.
- 2 Open the file in WordPad or any program that reads Rich Text Format files.
- 3 Use the program's Print command to print the file.

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

**To contact a chat host**

- 1 In the chat room, look in the [member list](#) at the right side of the Chat window. An icon identifies the [host](#).
- 2 Send e-mail to the name listed next to the host icon.

**Tips**

- If there is no host icon, this chat room does not have a host. Send e-mail to the forum manager instead.
- For more information about the chat host, double-click the host's name.

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{button ,AL("A\_ToSendAMessage;A\_ContactingAForumManager;A\_ReportingOnlineOffenses")} [Related Topics](#)

**To enter a chat room**

- 1 Double-click the MSN icon on your desktop, and then click Categories.
- 2 Double-click the folders you want until you find the category of information you're interested in.
- 3 Double-click a chat icon to enter that chat room.

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{button ,AL("A\_ChatOverview;A\_TheChatWindow;A\_ContributeToConversation;A\_AccessMethods")} [Related Topics](#)

Specifies the chat you want to join.

Specifies whether you want to see comments in the Chat History pane from the members selected in the member list. Clear the box if you want to see these comments.

Displays the members who will be affected by the status changes you make.



Specifies whether you want Chat to display a message notifying you when a member joins the current chat.  
Clear the box if you don't want to be notified.

Specifies whether you want Chat to display a message notifying you when a member leaves the current chat. Clear the box if you don't want to be notified.

Specifies whether you want Chat to save the Chat History automatically when you leave a conversation. Clear the box if you do not want to save the Chat History.

Specifies whether you want a blank line inserted between participants' comments in the Chat History pane.


Closes this dialog box and sets the options for the current chat.

Displays the members who will be affected by the status changes you make.

Specifies that you don't want the selected members to be able to contribute to the current chat.

Specifies that the selected member is able to leave comments in the current chat.



Help is available for each item in this group. Click  at the top of the dialog box, and then click the specific item you want information about.

