

Setting up Messages

This is an interactive pdf tutorial!

Anytime you see a button like the one below, you can click
on it to continue

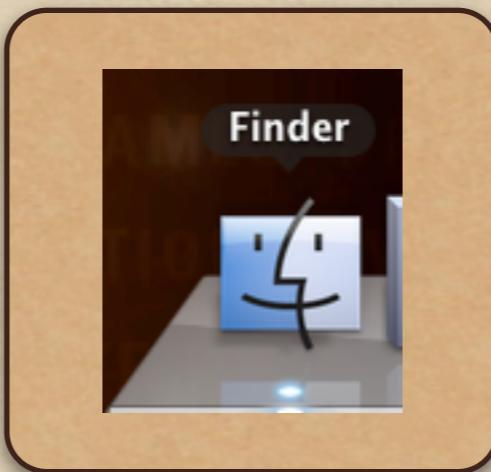


click to begin!

Ok!

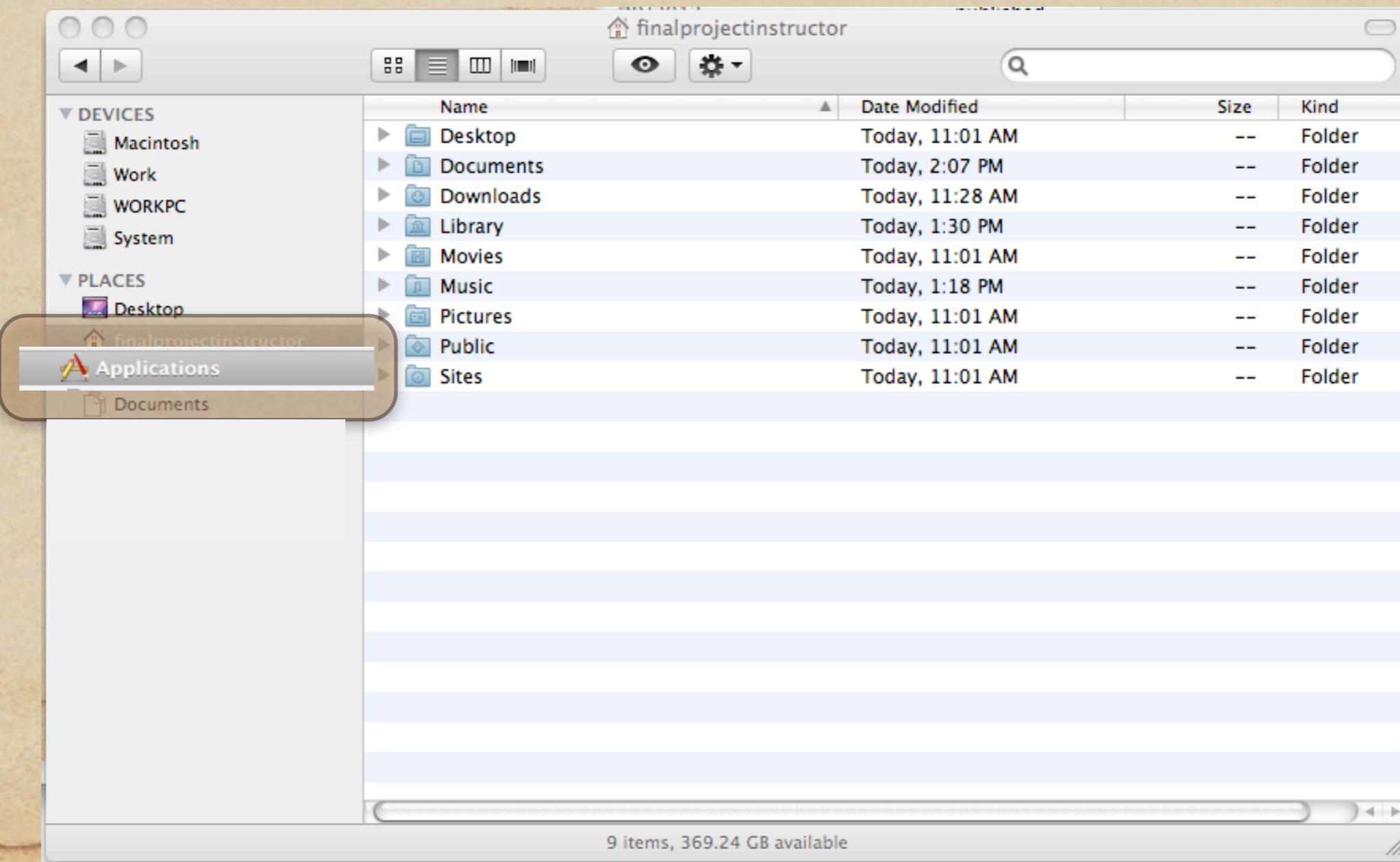
First you must find Messages
in your Applications folder

Open Your Finder



You will find your Finder iCon on your Tool bar

Open Your Applications folder inside of your Finder



Find and open Messages in your Applications folder



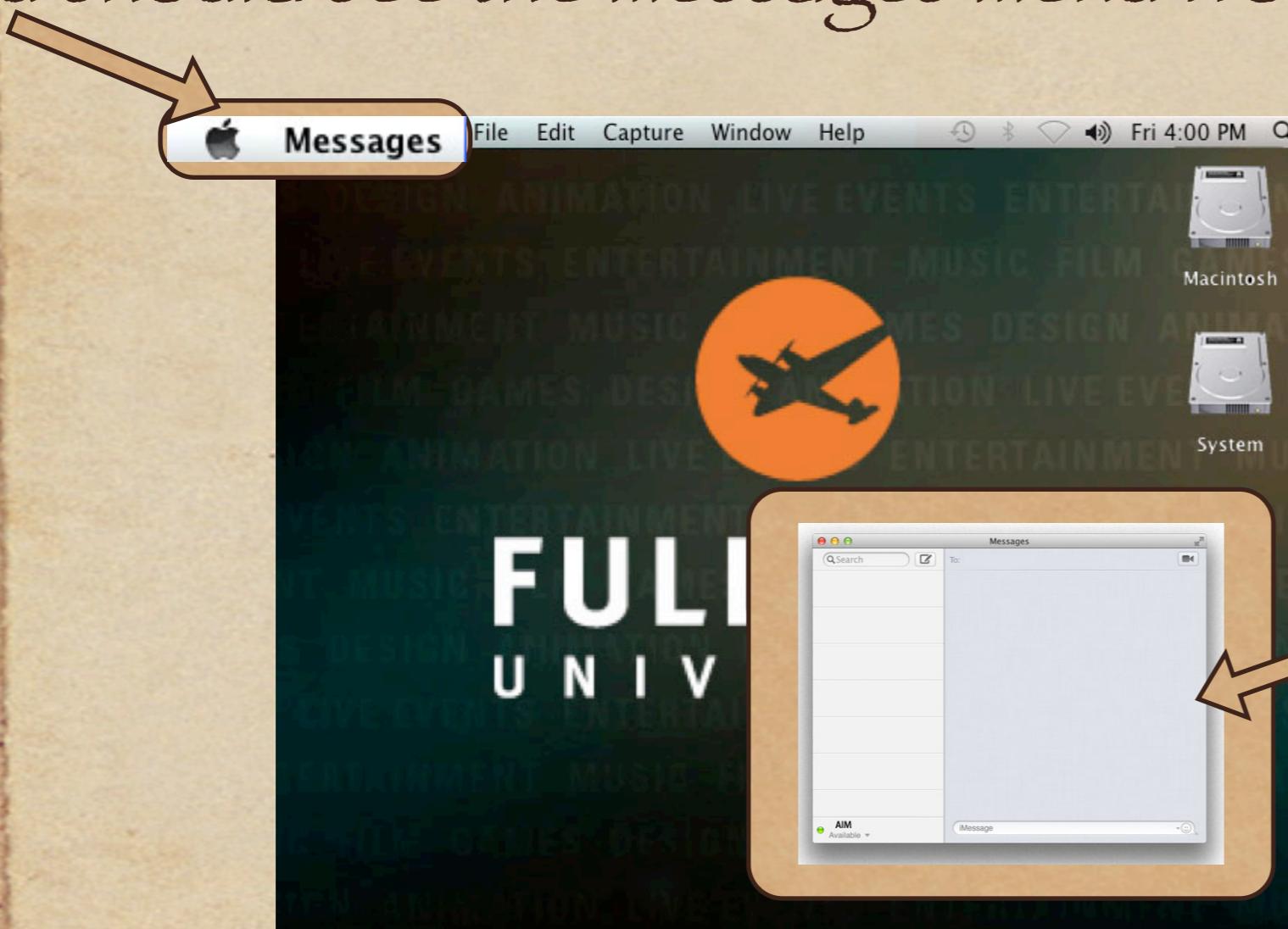
You can drag and place on your tool bar for easy access later.



Messages may prompt you for an Apple ID, if you have one feel free to fill it out. If not you can skip that part and continue.

How do I know if the application is running?

You should see the messages menu from your desktop

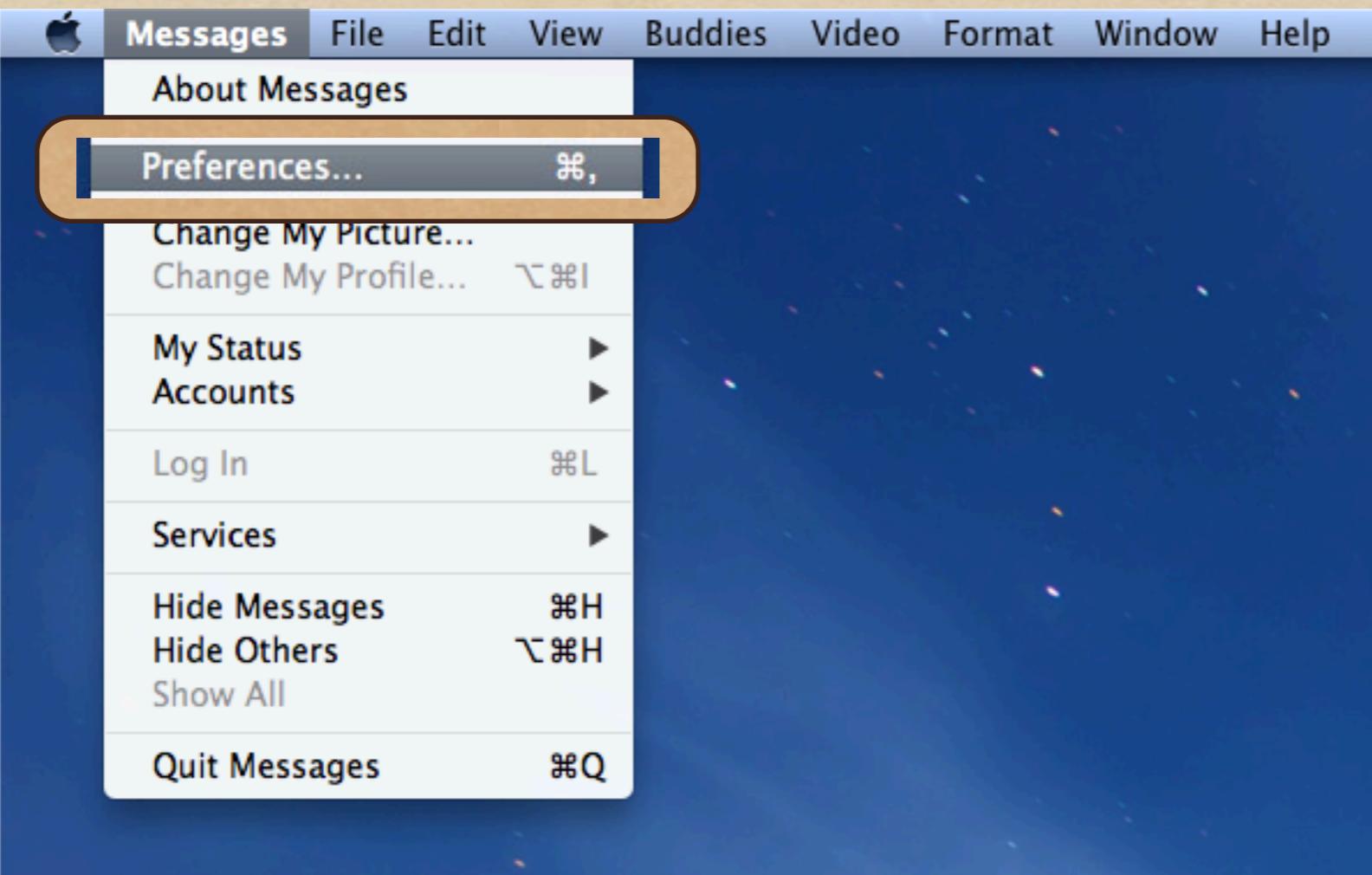


and/or

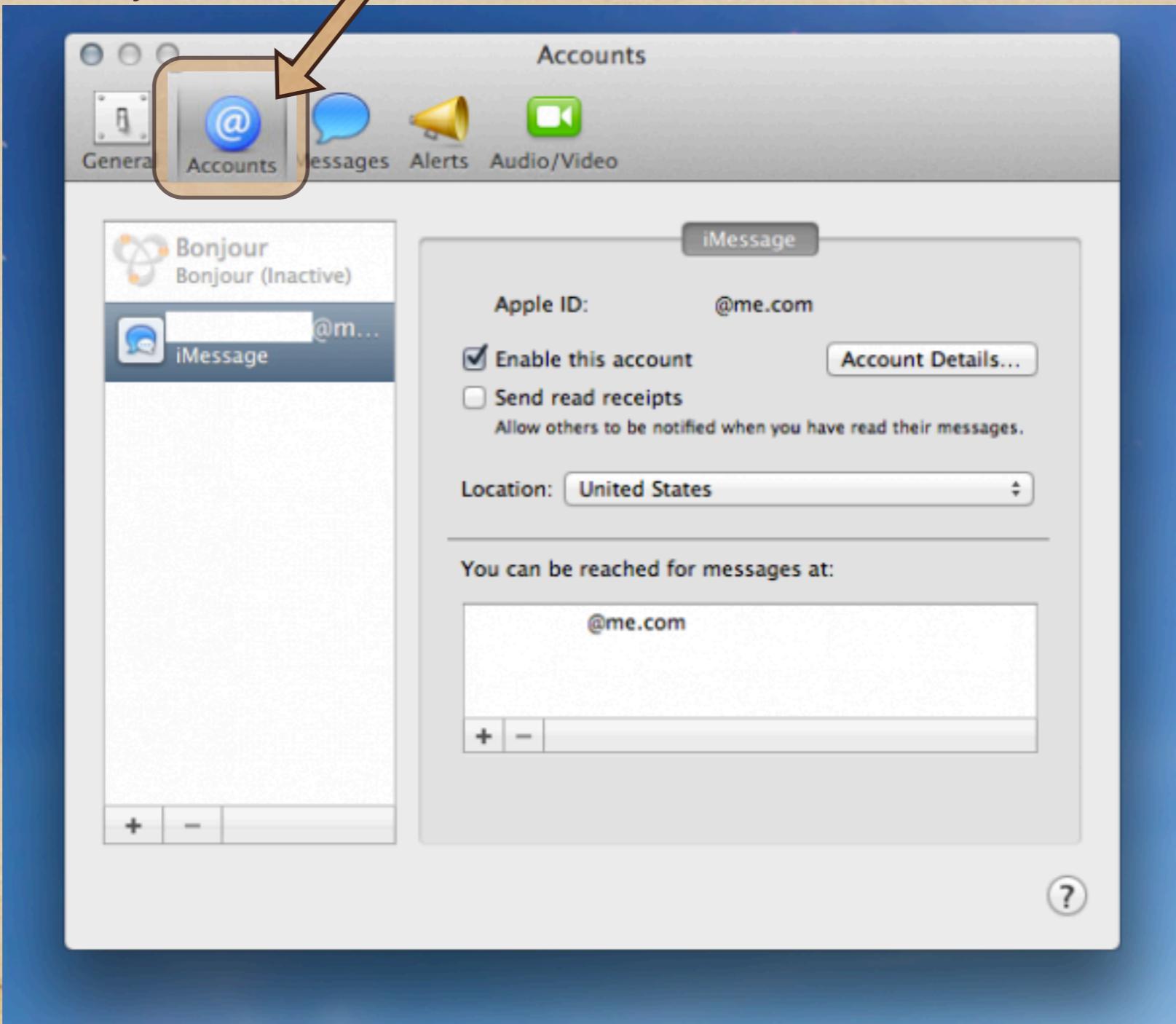
The blank new
message pop up

Click either to move on

Once inside of iMessages
open up the Preferences



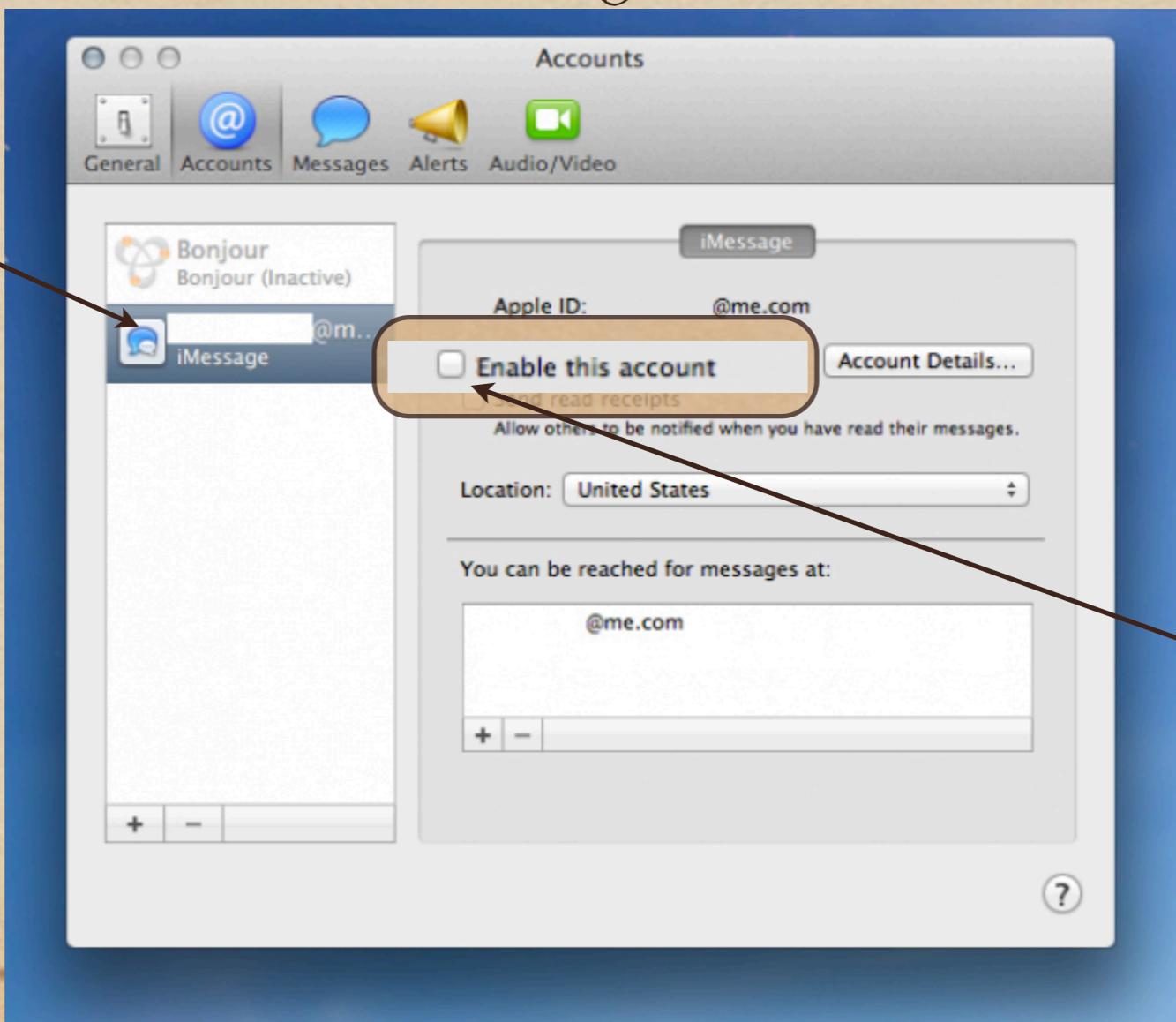
Once inside the preferences pop up, jump to the accounts tab.



You may have other accounts (you don't want) already set up.

For ease of use, click on the check box next to the account to uncheck and disable any other accounts

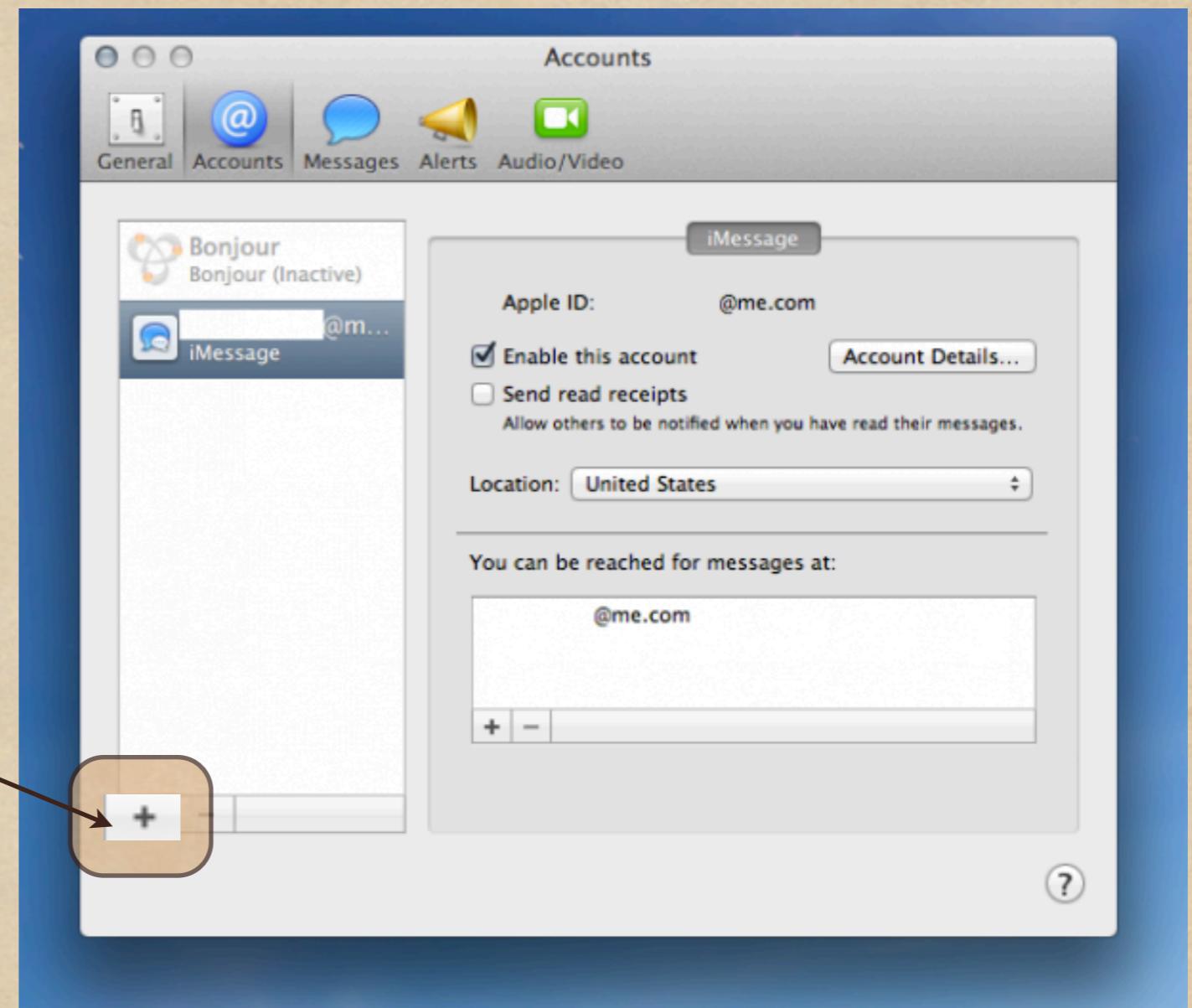
Highlight to Select the Account you want to disable



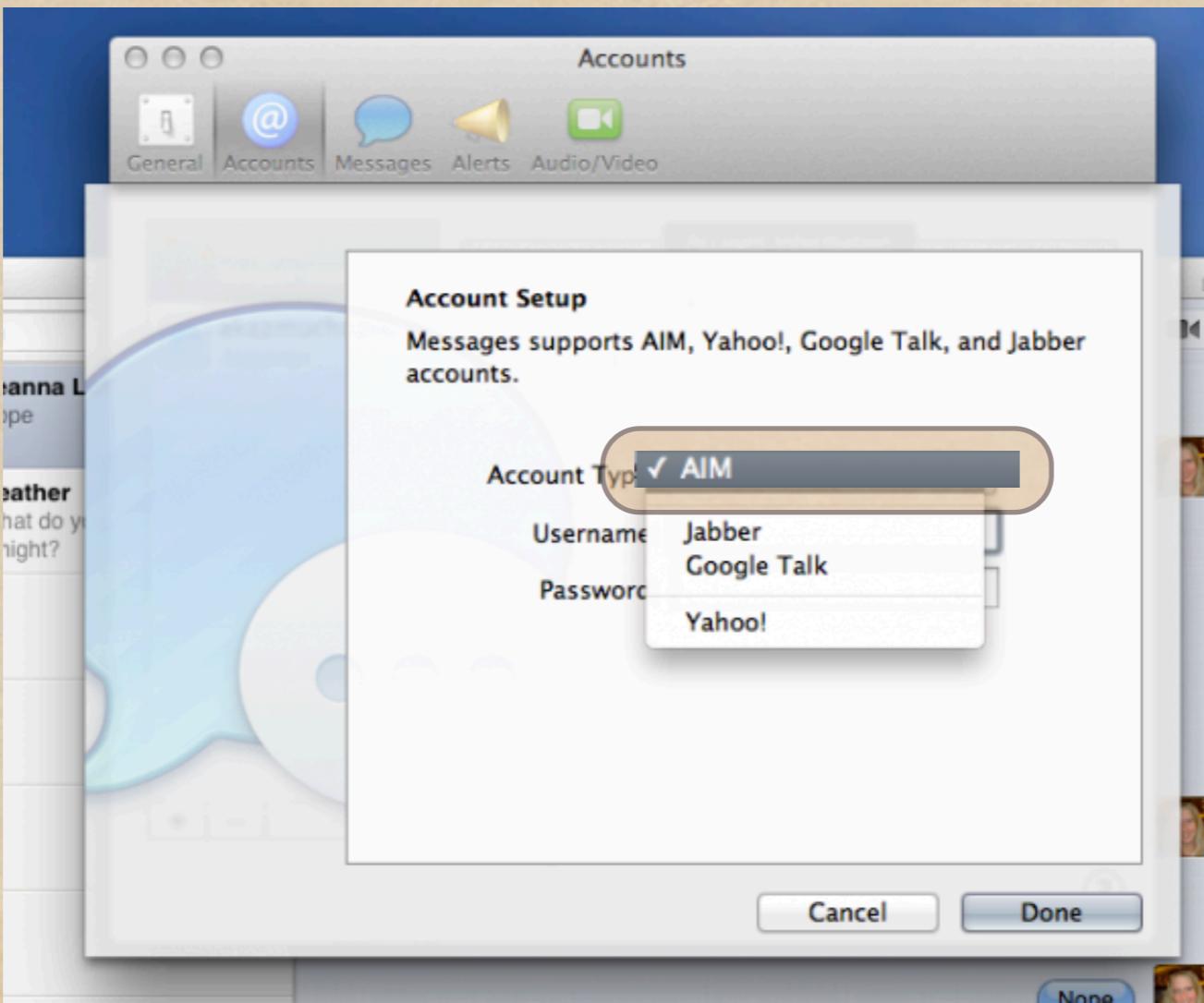
Uncheck the 'Enable this account' check box

Lets create a new Account!

Click on the plus sign
at the bottom to open
the new account set up



Inside the accounts select AIM from the account drop down menu



It MUST be an AIM account or we can not see you!

Plug in your AIM information

Plug in your
Information here

Account Setup

Enter your user name and password. iChat supports MobileMe, Mac.com, AIM, Google Talk, and Jabber accounts.

To skip this step, click Continue.

Account Type:

Screen Name:

Password:

Once Completed Hit
Continue



I'm having problems Creating an account



Follow the link below to the AIM account creation page



AIM

https://new.aol.com/productsweb/?promocode=825028

Apple Yahoo! Google Maps YouTube Wikipedia News (34) Popular AOL Help

Already have an account? [Sign In](#)

Let's create your account

First name Last name

NEW! Pick a username @aim.com [Check](#) What's new?

Or use your existing email address

Create a password

Retype password

[Next](#)

• • •

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Take me to the create account page!

Once you have created
your new account you can
go back to the log in page

New Account Done



Wait I'm having problems...

Trouble Creating an Account?

- If you have attempted to create an account more than once in a day AIM will not let you create one.
- If you are having trouble creating an account please let your instructor know but there are people you can contact for help!

You can contact:

AIM Support

aim Email support

Please be sure to include the exact steps you took when the problem occurred and/or any specific error messages so we can do our best to assist you.

What AIM product do you need help with?

Please describe what you are experiencing:
Example: When trying to send a photo from my Android, the app keeps crashing. I tried to use an existing photo and I tried to take a photo to send. Both times, my AIM app shut down and I had to sign in again. The photo was never sent..

1000 characters remaining.

Please enter your Email Address

Or

FSO Support

FSO Support



CONTACT US



Danielle Salamone
Manager, FSO Support

Available 24 hours a day,
7 days a week
Email: fsosupport@fullsail.com
Call: (877) 437-6349
Twitter: [@FSOsupport](#)
Help: [FSO Support Knowledge Base](#)

Live Chat: 
Click this icon on next page to chat

Seriously! I can't get online!

I'm good, lets move on!

Still Can't get online?

No worries, you can always log in using AIM.com

Aol. | Help



Get AIM: [IPHONE](#) | [ANDROID](#) | [IPAD](#) | [BLACKBERRY](#) | [MAC](#) | [WINDOWS](#)

Sign In 

Username or Email

Password

[Forgot password?](#)

Sign In

[Get a Free Username](#)

OR

Sign in with

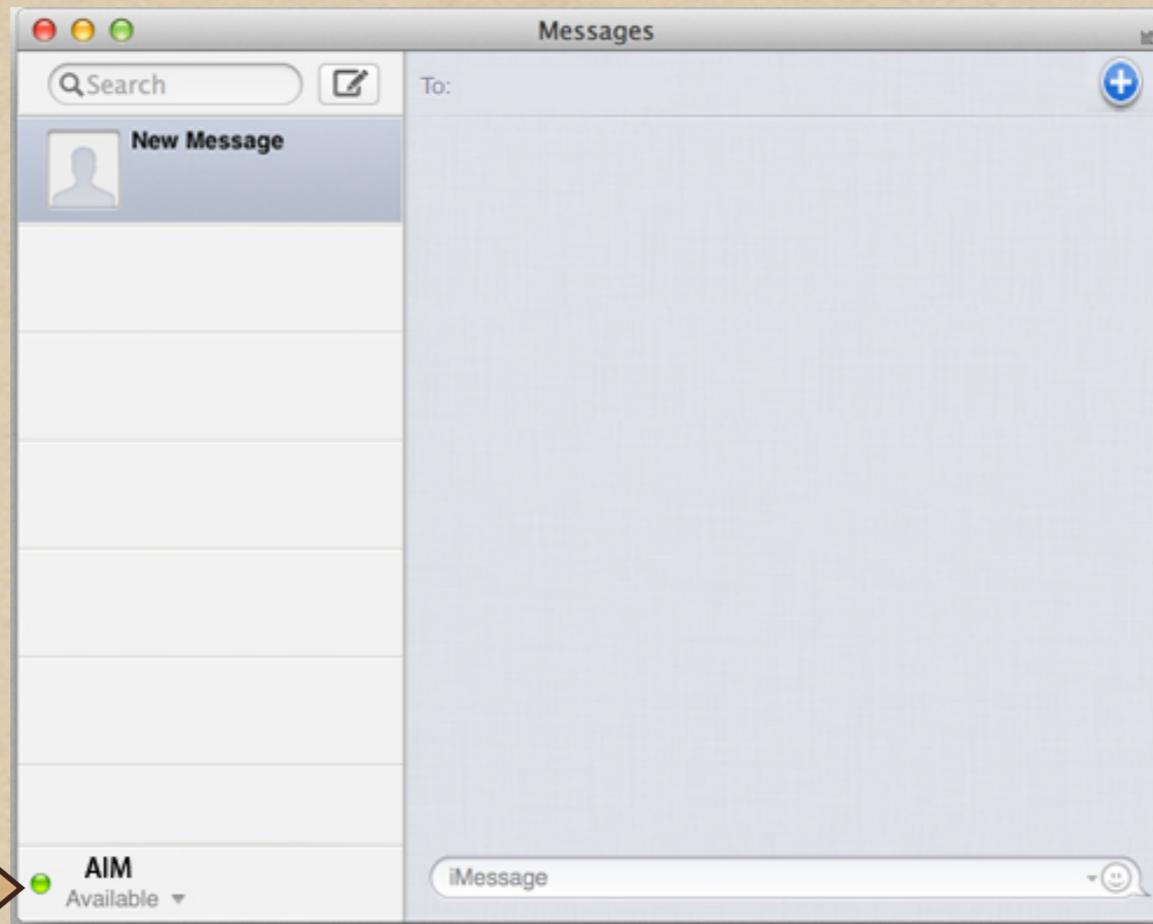
facebook

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Continue with the Tutorial

Now we are on Messages!

Check for AIM at the bottom of the message pop up



The account type
should be shown at
the bottom of the
new message

Wait! Mine doesn't say AIM!

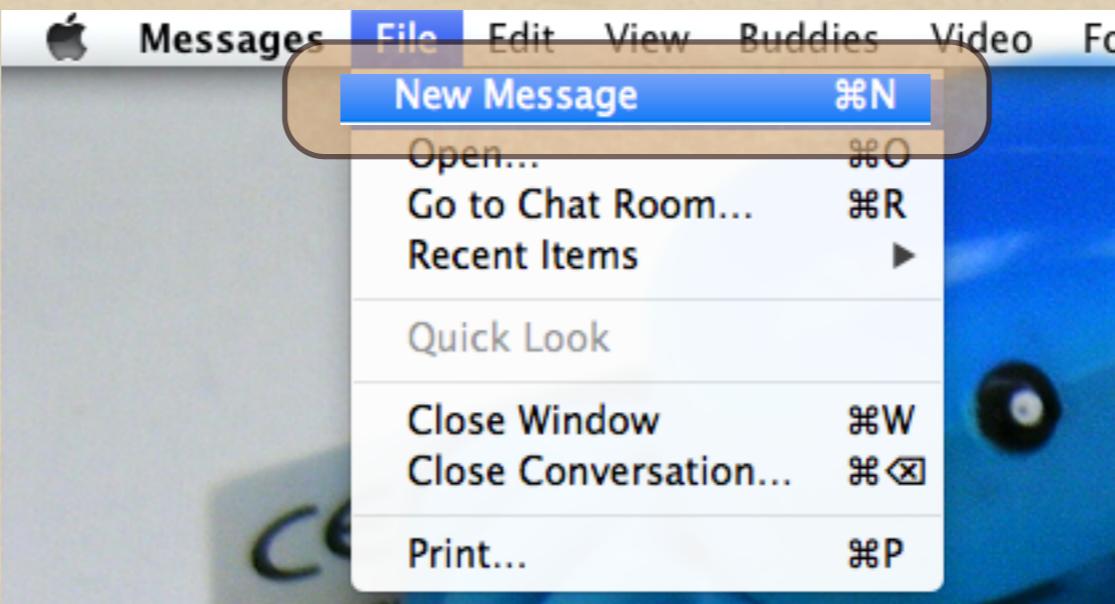


Cool!
Let's keep going

Wait! I don't have this pop up!

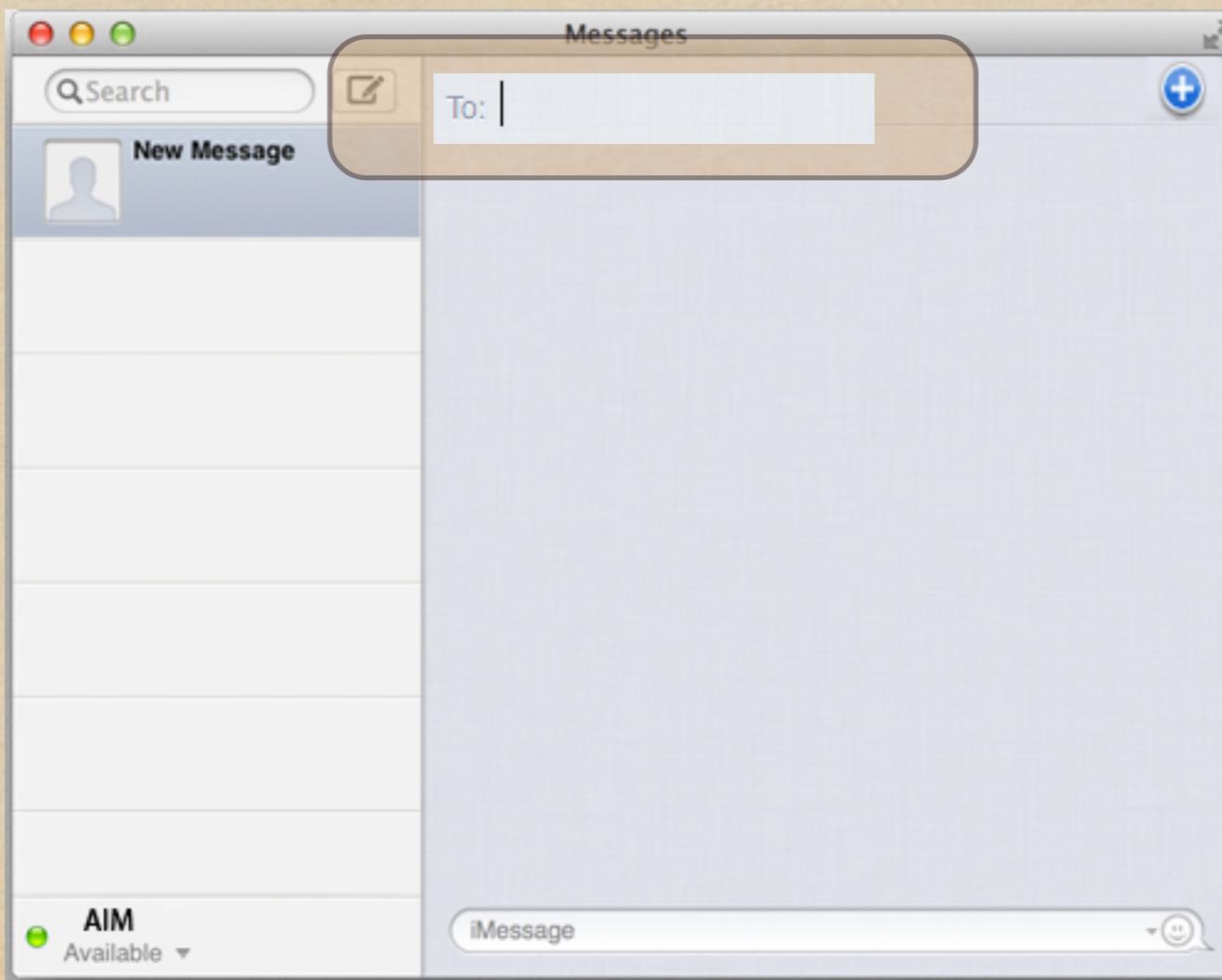
If you don't see the blank
message pop up...

Go to the messages menu and under 'File' you will see 'New Message'



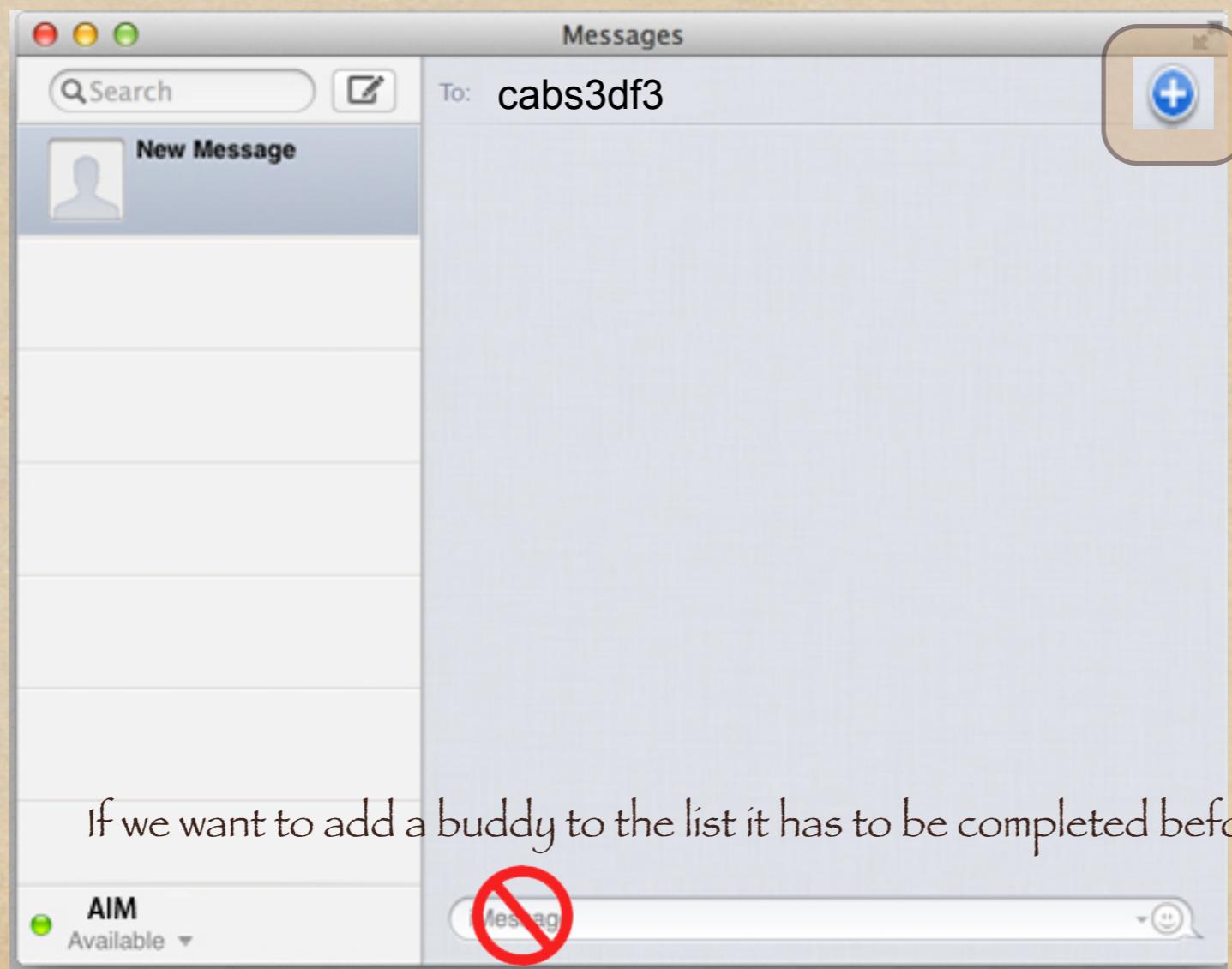
Now lets add some buddies!

Fill out the buddy name you want to add in the
To: space and it enter



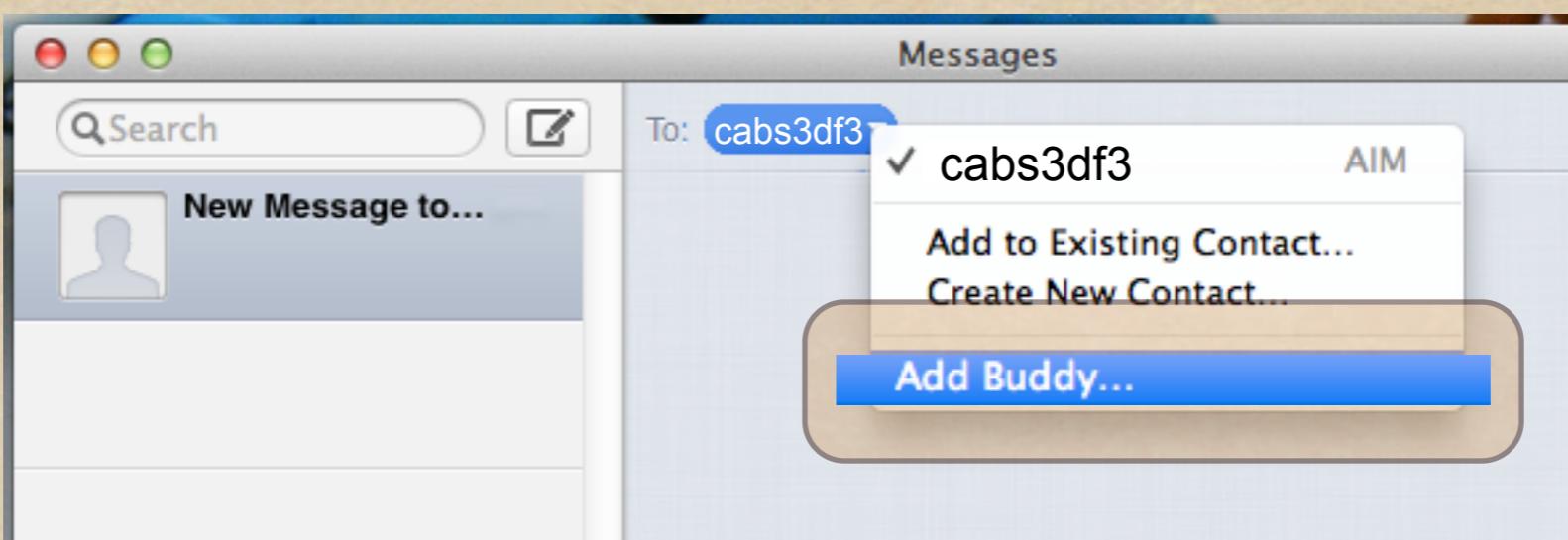
Now we have the buddy active!

Before we send a message, lets add them to the buddy list!



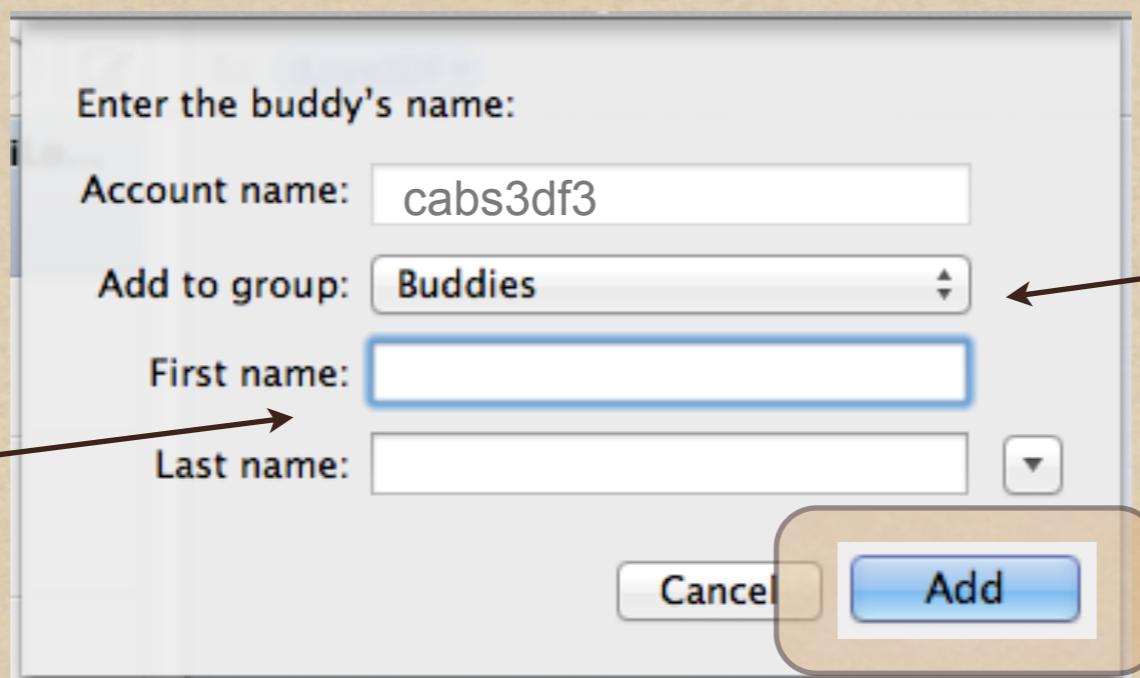
If we want to add a buddy to the list it has to be completed before a message is sent.

Right click on the buddy name and select add buddy from the drop down



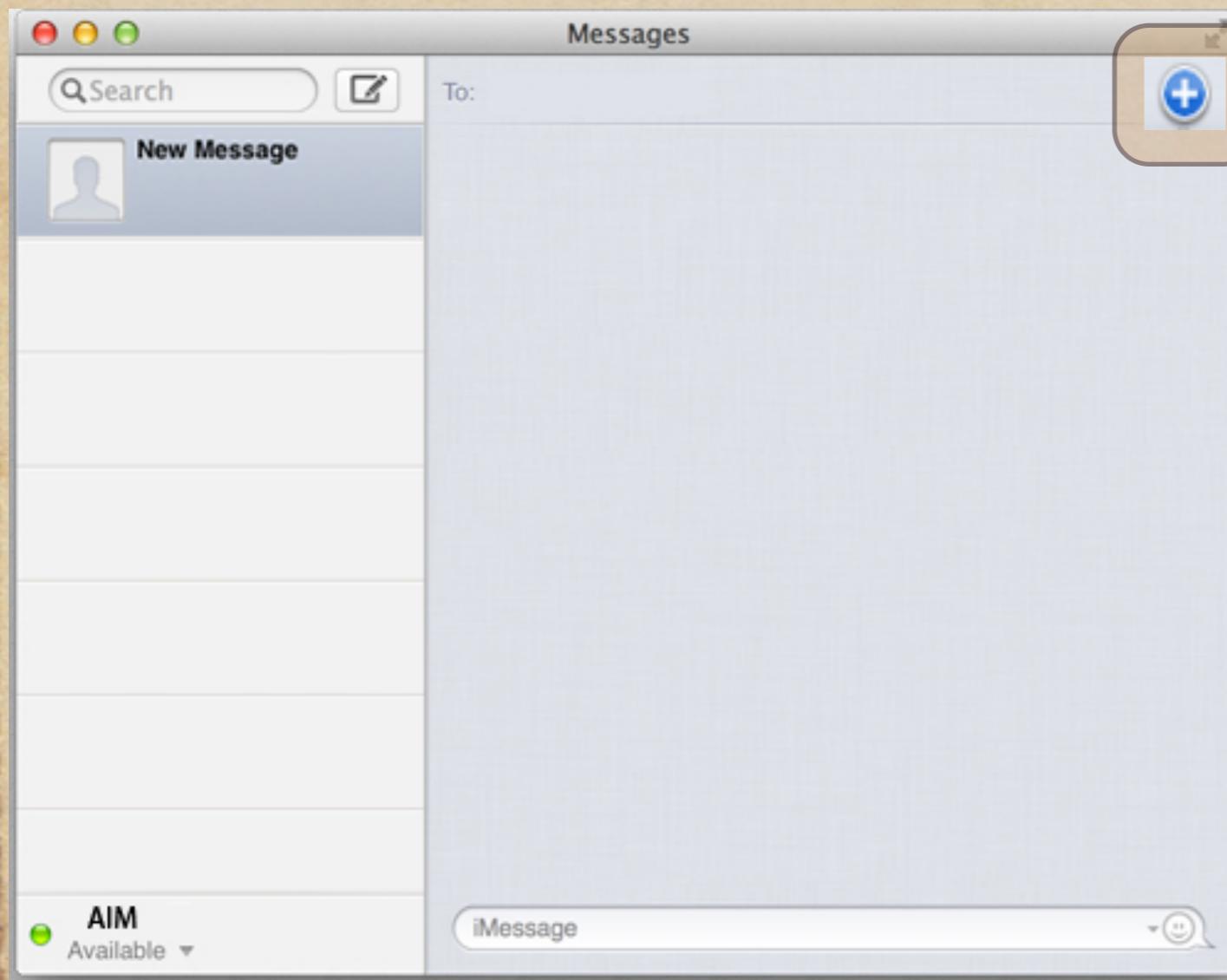
A Pop Up Appears to add
information about the buddy
you are adding!

You can choose to leave
blank or add in info



You can change the sorting
options under this drop down!

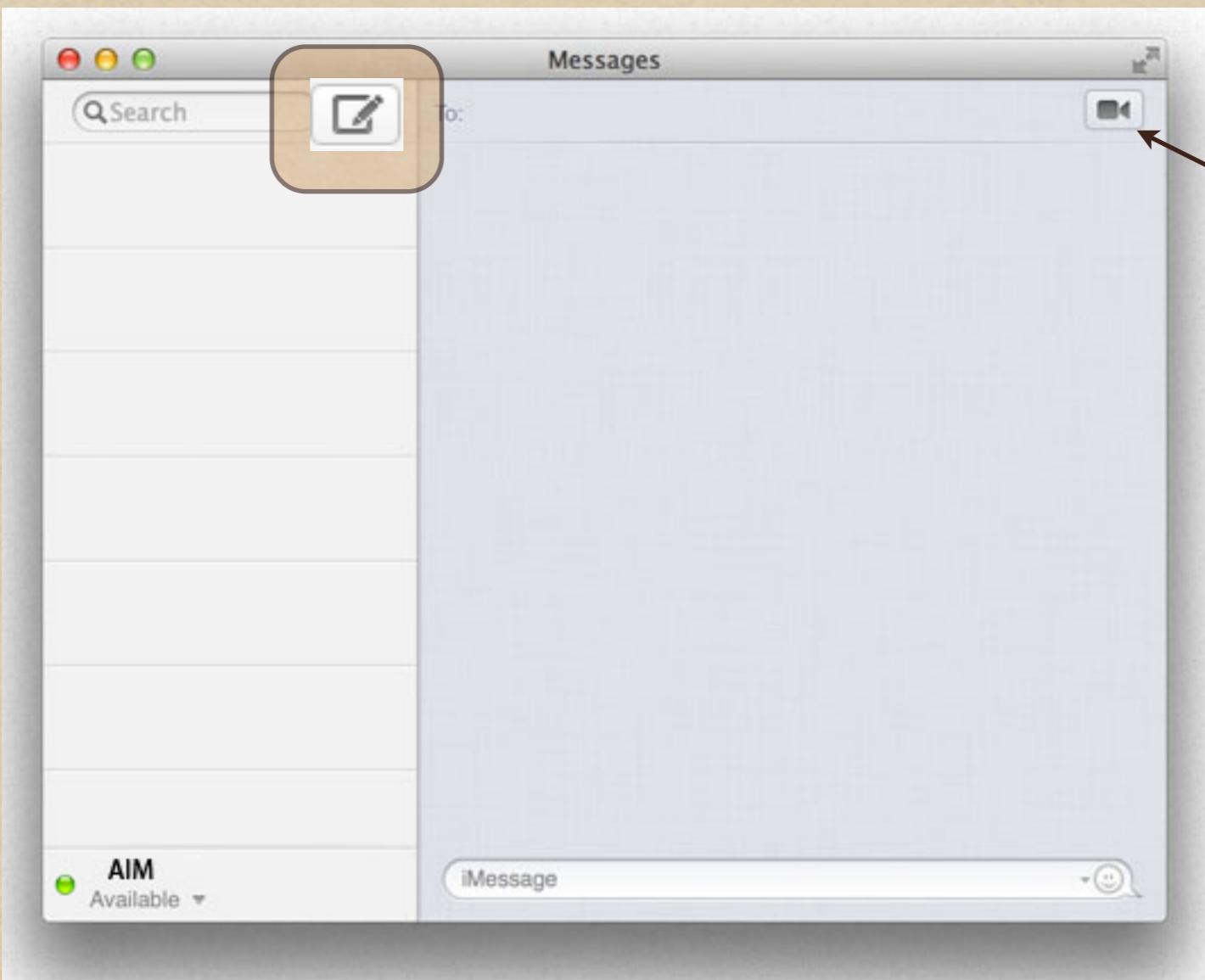
Now My buddy is added,
how do I access my buddy list?



We need to click on our plus
sign again

Wait! I don't have the plus sign!

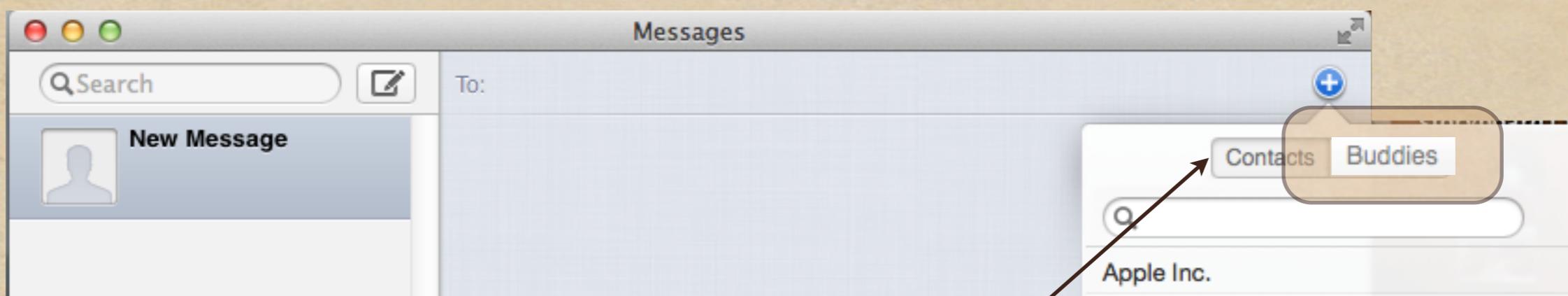
Click on the icon below to
create a new message



You may have the screen share
icon rather than the plus sign.
Just create a new message

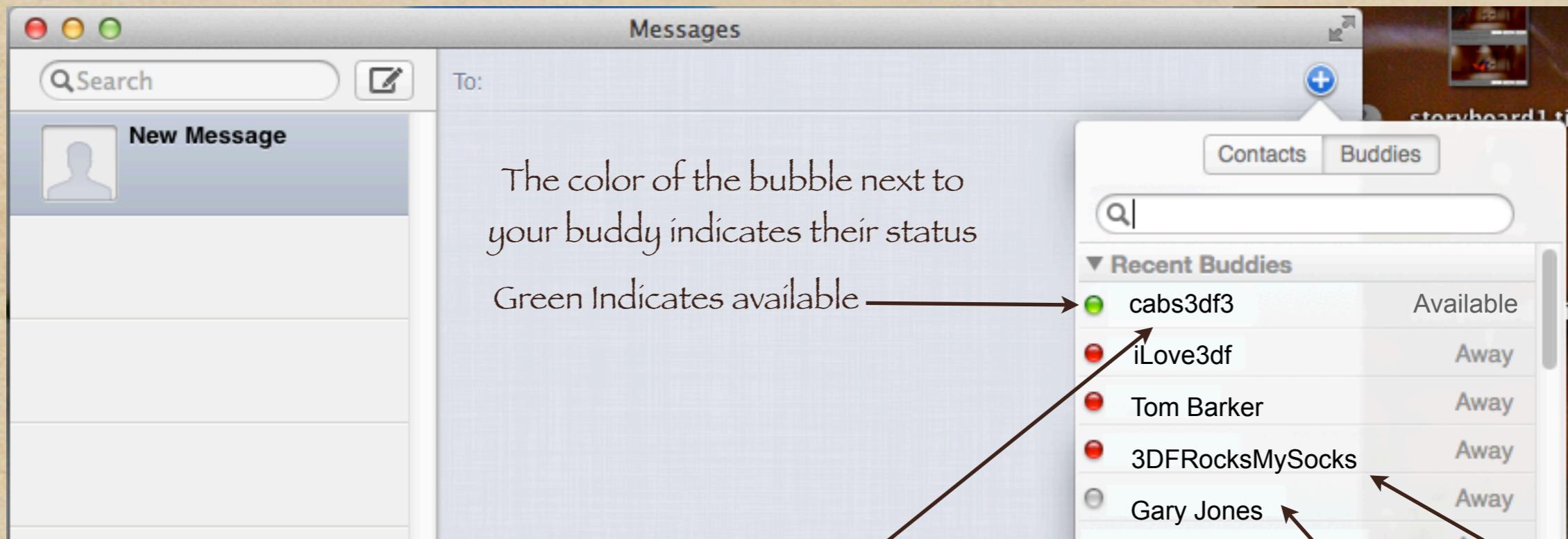
Now we have a new drop down

the Contacts tab is up by default, we want to jump
into the buddies tab



The Contacts tab is currently
depressed indicating it is
currently active

Now we can see all added buddies, and their status!



Now repeat the process for all 3DF Chat handles

3DF Instructor Buddy Names are:

Cabs3df3

+

Cabs3df4

+

Cabs3df5

+

Cabs3df6

+

Cabs3df7

+

Cabs3df8



Enter the buddy's name:

Account name:

Add to group: **Buddies**

First name:

Last name:

3DF Peer Tutor Buddy Names are:

Cabs_tutor1

+

Cabs_tutor2

+

Cabs_tutor3

What are Peer Tutors?

Add ALL!

I forgot what I did,
can we go back?

OMG! Why all the Buddy Names?

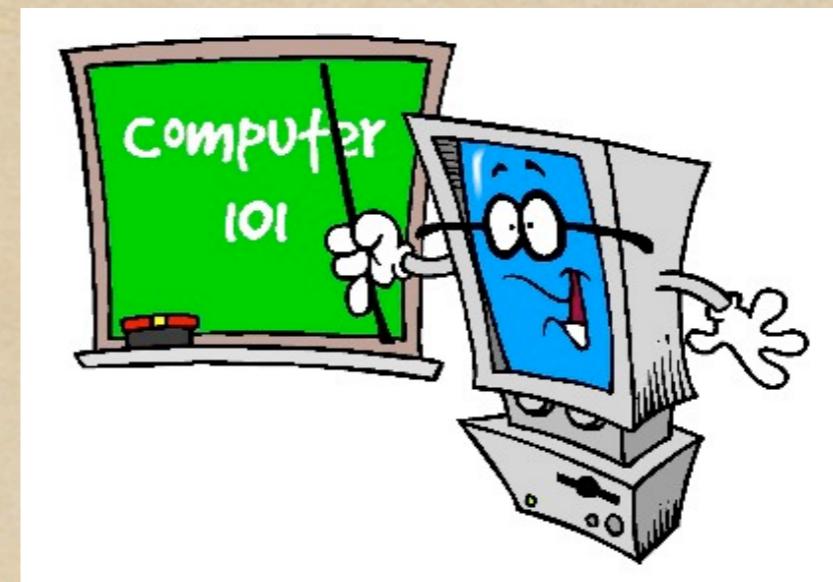
What are Peer Tutors exactly?

- ◆ Peer tutors are senior students who are online to help when the 3DF staff is not available
- ◆ Peer tutors can NOT grade or offer extensions
- ◆ Make sure to add all of the peer tutors names to your buddy list!

Cabs_tutor1

Cabs_tutor2

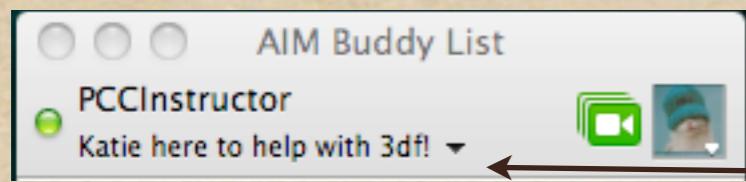
Cabs_tutor3



All Added! :)

Add ALL Buddy Names

- ◆ Not every account will be online every day
- ◆ Sometimes there are multiple instructors online
- ◆ Add them all and look for who is online each time you get on
- ◆ Your instructors will add status menu's to tell you who they are and other important information!



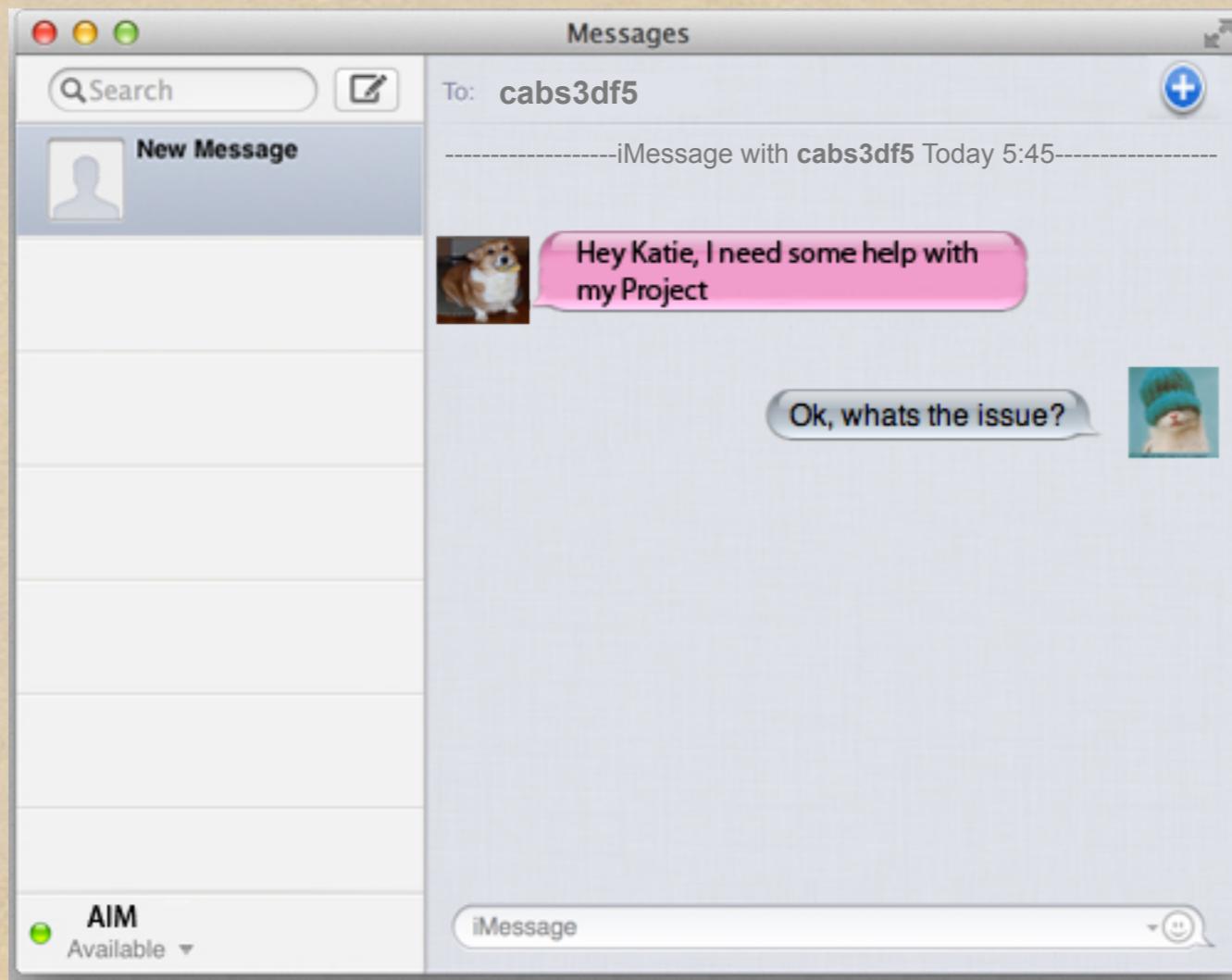
Check under or next to their names in your Buddy list for their message!

Cabs3df3 Cabs3df4 Cabs3df5

Cabs3df6 Cabs3df7 Cabs3df8

All Added! :)

Simply send your instructor a message when they are online



Now you're an Message Pro!

- ◆ Chat sessions are a scheduled event where you will have time to talk to your actual instructors!
- ◆ Check for schedule under the references Tab on the FSO Portal or ask your instructor!

Congratulation!



Have a cookie!

See you in Chat!