

# **MSN® Messenger Service V4-5**

## **Manual**

**By**

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## Installation

- 1) Connect to the Internet
- 2) Go to the following site <http://messenger.msn.co.uk/default.asp?client=1>
- 3) Click 'Download Now'.
- 4) Make sure that under 'Platform(s)' your Operating System is highlighted, if not, click 'Change Platform' and select your Operating System version. Remember to press 'OK'
- 5) Now click 'Download Now'. A download window will come up, click on 'Save' then select the directory you would like the file to be stored (e.g. Desktop), and press 'Save' again. Please let the file download.
- 6) Stay connected to the Internet. Go to the location of where you saved the MSN file and double click it. Note: the file name should be **MsnMsgs.exe**. If for any reason you have forgotten where you saved the file, then use the Windows search feature: Start  $\neq$  Search  $\neq$  Enter **MsnMsgs.exe** for name.



Figure 1

- 7) Once the Install Box appears, click on 'Next' (Figure 1).

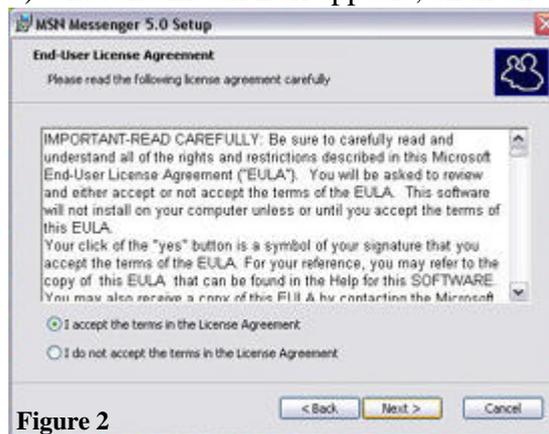


Figure 2

- 8) The License Agreement should appear, please highlight 'I accept the terms in the License Agreement' and press 'Next'. MSN Messenger will then install, this may take some time so please be patient (Figure 2).



Figure 3

- 9) Once the installation is complete, press 'Finish' (Figure 3).
- 10) Look for the MSN Messenger symbol (bottom right-hand corner of screen) in your system tray and double click it.
- 11) In the Messenger box click on 'Click Here To Sign In'.
- 12) Enter in your Hotmail email address as well as password, then press 'Next'.

- 13) MSN Messenger will now sign you in.

## Adding Contacts

1) Find the MSN Messenger logo your system tray and double click it.



Figure 4

2) Once the main window has opened click '**Add a Contact**' (Figure 4).



Figure 5

3) Please make sure '**By e-mail address or sign-in name**' is highlighted, then press 'Next' (Figure 5).



Figure 6

4) Enter the New Contact's e-mail address and click on: a) '**Finish**' if only one contact is to be added or b) '**Next**' if there is another contact (repeat the same step for this) (Figure 6).

5) You must now wait for your new contact to accept you.

## Audio Tuning Wizard

1) Open up MSN Messenger.



Figure 7

2) Click on **Tools** > **Audio Tuning Wizard** and let it load up (Figure 7).



Figure 8

3) Click 'Next'

4) Press 'Next' again (Figure 8).

5) In the Microphone Box make sure **Logitech QuickCam Zoom Mic** is highlighted, if its not then use the 'Pull Down Menu' and highlight it (Figure 9).

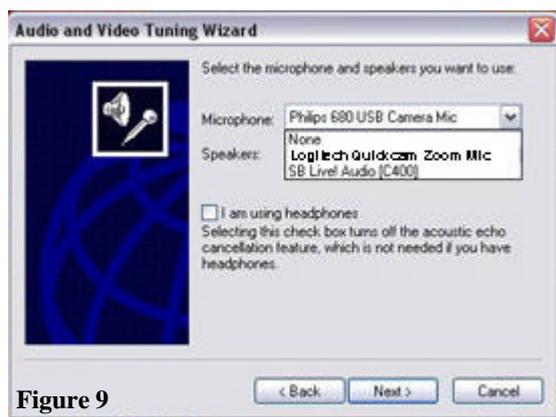


Figure 9

6) For Speakers the default setting is Ok.

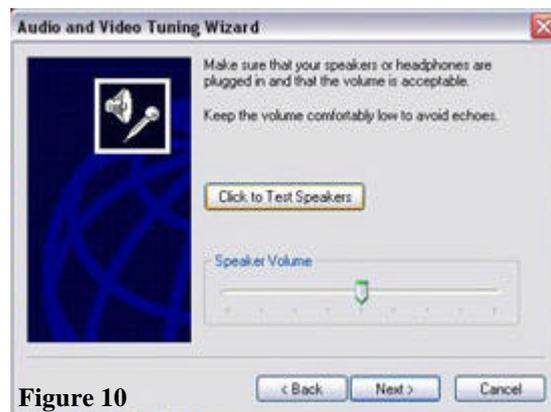


Figure 10

7) The next step checks to see if there is sound coming from your computer. Here you must press 'Click to Test Speakers', if you hear a funny sound coming from your speakers or headphones then everything is OK. However, if there is no sound make sure:

speakers/headphones are plugged in and the volume is turned up. Press 'Next' (Figure 10).



Figure 11

'Next' (Figure 11).

8) This next step tests the microphone. The way you can tell that the Mic is working, is by looking at the bar above 'Microphone Volume'. If there are green bars then everything is OK. However, should no bars appear then make sure your Mic is plugged in the right port, as well as the volume for the Mic is turned up.

9) You have now completed the 'Audio Tuning Wizard'. Press

# Start Talking

1) Log into MSN Messenger.

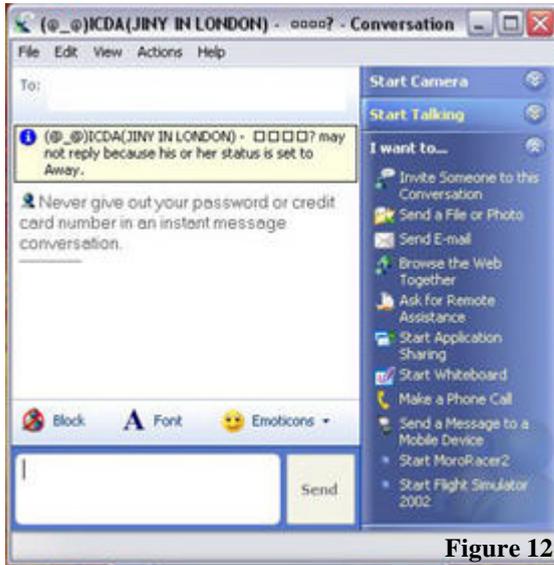


Figure 12

2) Look for a Contact that is online. Those that are online will have a blue human shape next to their name/s. Double click on their name.

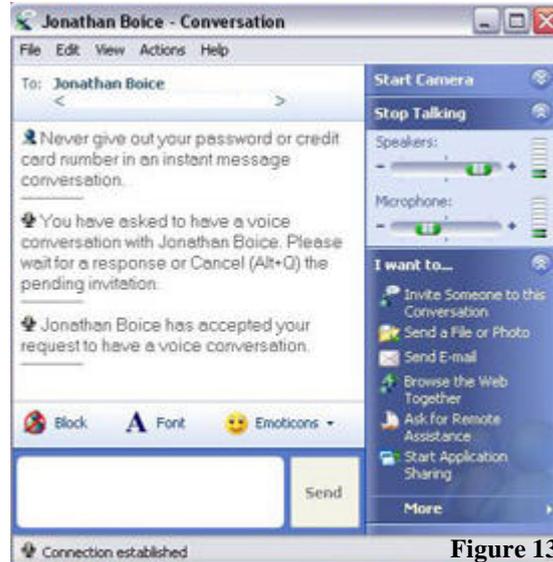


Figure 13

3) To start talking press 'Start Talking' and wait for your call to be accepted (Figure 12). Once 'Connection Established' appears in the bottom left-hand corner of the chat window you may begin to talk (Figure 13).



Figure 14

4) If a contact invites you to a voice conversation you must press the 'Accept' button, which will appear in chat window (Figure 14).

## Video – NetMeeting

Note: If your Operating System is Microsoft Windows XP and you would like to have a Video Conversation with a contact who is also running Windows XP then you can use the 'Start Camera' option in the chat window. However if your contact is not running Windows XP then you must ask them to invite you to NetMeeting.. This is because Microsoft does not included camera support for Windows 98, ME, and 2000 versions of MSN Messenger service.

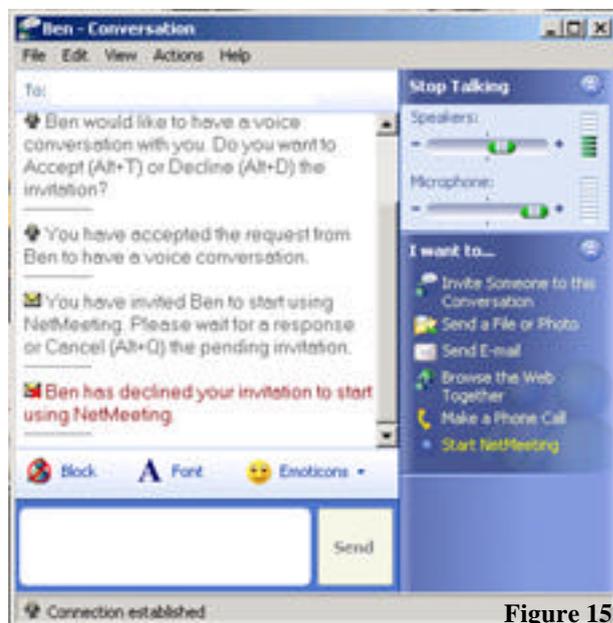
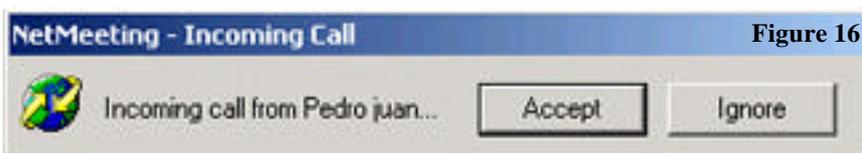


Figure 15

'Start Talking' option.

1) To have a video conversation, load up MSN Messenger, double click on an online contact, and then invite them to 'Start NetMeeting' (Figure 15).

2) Once they have accepted the invitation NetMeeting will load up, this may take sometime depending on your computer's speed. Note: You may hear a Ring Ring sound and see 'NetMeeting – Incoming Call' in the bottom right-hand corner of your screen, you must 'Accept' this invite (Figure 16).



3) Once in NetMeeting everything will start automatically, however should there be no sound, then use MSN Messenger's

## Video Problems

If for some reason you or your contact is not receiving any video then try the following steps.

- 1) Make sure that the camera is plugged in.
- 2) Check to see if there is a green light above the lens, if there is the camera is fine.
- 3) Makes sure Send and Receive Video is ticked (see Figure 17)
- 4) If non of the above steps work then close down NetMeeting and unplug the camera, wait for a minute or so and plug the camera back in. The green light should then come ON; you must now wait a couple of seconds for the light to turn OFF. Once off, invite your contact to NetMeeting again. Please Note: You may have to repeat the Audio Tuning Wizards for NetMeeting and MSN Messenger.

