

Using AOL Instant Messenger (AIM, Netscape Instant Messenger) for Online Meetings



<http://www.aim.com/>

1. Visit the above web site to download the free software, or if you use Netscape, from your “window” menu item, select “Instant Messenger”.
2. If you do not use Netscape or are not able to download the software, you can use the java-based software called AIM Express from the web site mentioned above.
3. When you have registered with AIM a username and password, be sure to provide the username to Peter Bromberg at bromberg@sjrlc.org so that you can get an “invitation to chat” for the online meetings.



YOU MUST BE LOGGED IN TO RECEIVE THE INVITATION.

Q: What do I need to get started?

A: All you need is the [AOL Instant Messenger\(SM\) \(AIM\) software](#) and a computer with a connection to the Internet. AOL Instant Messenger(SM) runs on your existing Internet connection, so when you connect to the Internet (in your usual way), you can use AIM the same way you use any other Internet program -- by double-clicking the program icon. At home, you probably connect to the Internet by dialing into your Internet Service Provider (ISP). At the office or school, your computer probably connects to a Local Area Network (LAN).

You can get by with less, but we recommend you have at least:

- Windows: Pentium processor running Windows 98/ME, WinNT4/2000/XP
- Mac: For v4.3 and before, PPC running System 8.5 or higher.
For v4.5, PPC running OS X -or- OS 9 with CarbonLib 1.3.1 (or later)
- 16MB RAM
- 10MB of free hard drive space (20MB of temporary space for the installation)
- 28.8 modem
- Internet connection that allows full Internet usage (not just a free email service)
- 800x600 resolution, 256 colors or more
- Full duplex sound card (though Talk will work with half duplex)

Note: If you're reading this using the Web browser on your computer, you're connected to the Internet, and you can sign on and use AIM with no more dialing or other connections to worry about. It's that easy!

Q: How much does AOL Instant Messenger (SM) cost to use?

A: The AOL Instant Messenger (SM) service is free. However, you are still responsible for your connection to the Internet (e.g. via an ISP) as well as any associated telephone charges.

Q: Do I need to Register to use AIM?

A: You need a screen name to use AIM, but you may already have one reserved. If you have a screen name at any of the following, you can use the same name with AIM: AOL, CompuServe2000, My News, AOL Hometown, or the Personal Finance Channel on AOL.com. If you are an [AOL](#) or [CS2000](#) member, go to the [AOL](#) or [CS2000](#) registration page to allow your existing screen name to work with Instant Messenger.

Q: Can I convert my AIM account to an AOL account?

A: Yes. While you are registering your AOL account, make sure you select the following option to convert your AIM account to an AOL account: ***You are an AOL Instant Messenger user and you want to create an AOL account.*** At this time there is not a way to add an AIM screen name as an additional screen name on your AOL account.

Q: How can I tell my friends about AOL Instant Messenger?

A: You can participate in our "Sign on a Friend" program, which automatically sends letters to your friends with detailed information about how to get and set up AIM. To invite a friend to sign on with AIM, select the People menu on the Buddy List menu, click **Sign on a Friend**, and follow the screen instructions.

Q: How old do I have to be to use AIM?

A: You must be 13 years old or older in order to use AIM.

Chat Meeting Tips

How Online Meetings Work Like Face-to-Face Meetings

There is no real protocol for "informal" chat gatherings, but for a formal "meeting" in a chat room, these guidelines can help make it work more like a face-to-face meeting.

Just as in a face-to-face meeting, someone serves as the "chairperson" (usually the chair of the CLENE RT) in order to keep the meeting focused on the topics of discussion and members take turn sharing on the topic. The secretary will share in making sure a quorum is present and motions are made and will ask for clarification as necessary.

When you wish to share in with the conversation, remember that there can be a bit of a time delay with Internet traffic so **BE PATIENT** if someone does not respond immediately.

The chair of the meeting will then recognize individuals who may need to share with the group their input on various topics.

The chair of the RT will email an agenda to all scheduled participants prior to the online meeting.