

# **After completing this lesson, you will be able to:**

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- Send and receive newsgroup messages.
- Create and send instant messages.

# Setting Up a News Account

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## To set up a news account

1. On the View menu, point to Go To and click News.
2. On the Tools menu, click Accounts.
3. Click the Add button, and then click News.
4. In the Display name box, type your name (if necessary) and click Next.

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# Setting Up a News Account

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## **To set up a news account** *(continued)*

4. In the E-Mail Address box, type your e-mail address (if necessary) and click Next.
5. Type the news server name, click Next, and click Finish.
6. Click Yes in the alert box that asks whether you want to download a list of available newsgroups.

# Viewing a Newsgroup and Reading Various Posts

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## To view a newsgroup and read various posts

1. In the Newsgroup Subscriptions dialog box, type a descriptive word in the Display newsgroups which contain box.
2. Click the name of a newsgroup in the list of available newsgroups and then click the Go To button.
3. Click a post header.

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# Viewing a Newsgroup and Reading Various Posts

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**To view a newsgroup and read various posts** (*continued*)

4. Click the plus sign to the left of a post to see all of the posts sent in response to the original post.
5. Click a post that has a minus sign to the left of it to collapse the thread.

# Subscribing to a Newsgroup

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## To subscribe to a newsgroup

1. Click the Folder Banner to display the list of folders.
2. Right-click the newsgroup name and then click Subscribe on the shortcut menu that appears.

# Enabling Instant Messaging

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## To enable Instant Messaging

1. Open the Tools menu, select Options, and click the tab labeled Other.
2. Select the option Enable Instant Messaging in Microsoft Outlook and click the Apply button.
3. Click the OK button to close the Options dialog box.

# Sending and Receiving an Instant Message

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## To send and receive an instant message

1. Go to the Contacts folder.
2. Double-click the contact record for your friend or coworker.
3. Click in the IM address box and type the e-mail address that the target uses for instant messaging.
4. Click the Save and Close button.

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# **Sending and Receiving an Instant Message**

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**To send and receive an instant message**  
*(continued)*

5. Double-click the contact record again.
6. Click the yellow bar to display the Instant Message window.
7. Type a brief message and click the Send button.