



George Tadlock Unit 472
American Legion Auxiliary – Department of California

Tips for Using Yahoo Messenger x.x

1. Visit the Yahoo Tutorials at http://help.yahoo.com/us/sbc/tutorials/ms7/im_tut_index.html.
2. Install Messenger by clicking on “Getting Started with AT&T Yahoo! Messenger” and following the directions on the “Installing Messenger” tab.
3. Review other helpful tutorials such as “Using Instant Messaging,” “Adding Contacts to your Messenger List,” and/or “Working with Groups.”
4. Add the Unit members to your contact list. You can ask an existing member to IM (Instant Message) her list to you so you don’t have to input all the names and id’s. Your contacts do not have to have a yahoo email address in order to use Messenger; one just needs a PC, an internet connection, and an email address. You can also add contact to Messenger from your existing Address Book.
5. It will be useful to create an ALA Unit 472 Group in your Contacts. Go to the following to see how to setup a group: http://help.yahoo.com/us/sbc/tutorials/ms7/im_group1.html.
6. For the Unit meetings the Chair will invite members to a conference. Members must be online and signed into Messenger to be invited.
To begin a conference:
 - a. Click on “Actions” in the main window, then select “Invite to Conference...”
 - b. Select all the people you want to attend your meeting, then click the Add button. People must be signed in to Messenger in order for you to invite them to a conference. You can Control-Left click to invite multiple people randomly. If you have a group and want to invite everyone, click on the first name and then hold the Shift key while you press the Down Arrow key until you have selected all the people you want to invite from that group.
 - c. If you want, change the message at the bottom of the screen. The default reads “Join My Voice Conference...” While you can enable a voice conference, this process will also start a IM conference.
 - d. Click “Invite.” The Conference Window will appear. All the invited people need to do is accept you invitation.
 - e. If you later need to invite more people, click on Conference” within the Conference Window, then select “Invite More People.”
7. After the conference has concluded, you can save the IM conversation to a text file by following the steps outlined here: http://help.yahoo.com/us/sbc/tutorials/ms7/im_im5.html.
8. If you would like to speak during a meeting, address the Chair by typing “MP” and wait to be acknowledged before continuing.
9. If you know in advance that you want to make a motion, please write out your motion and any supporting details in advance that you’d like to provide as the first speaker during discussion. You can save it in Word, Word Perfect, Notepad, etc, and then cut and paste into Messenger.
10. In Messenger you are able to type a message you want to send in advance and just wait to send it. You can also keep your word processing program up and running during the meeting and write comments down as they come to you, then paste them into Messenger after you have been recognized as a speaker by the Chair.
11. If you have any questions or comments about information you read in the chairman/officer reports, make an effort to type them ahead of time so that you can cut and paste them into Messenger and save time during the meeting.
12. When making a comment about a report, please note exactly which item you are referring to in your comment (i.e. Re: Item 4 under VA&R).
13. If you need to write a lengthy comment during the meeting, consider sending it in more than one segment so that we may get started reading while you finish typing the rest. You can add three periods to the end of your first segment so we know more info is to come (e.g.” We should consider adopting a platoon this Christmas...”) Yahoo does limit the number of characters allowed per post, so there may be times when you must send more than one segment.