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### **An overview of the Instant Message**

Instant message is a way to send or reply to a message in "real time" to another online caller.

## **The toolbar**

The toolbar lets you click a single icon instead of using a command menu. These tools are available when you use the Instant Message client:

[Send](#)

[Cancel](#)

[Reply](#)

[Close](#)

[Chat](#)

### **Sending an instant message**

To send an instant message, open the instant message client, type in your message, and click [Send](#).

### **Replying to an instant message**

To reply to an instant message, type your response in the **Reply text** area, and click [Reply](#).

**Reply**

Sends a reply to an instant message.

**Close**

Closes the Instant Message window.

**Chat**

Launches the CHAT client, letting you chat with the recipient of your message.



**Send**

Sends your message.

**Cancel**

Exits the Instant Message window without saving changes or sending your message.

## **Help**

The **Help** menu launches the online help engine. Use the help menu to get help about a specific item or a general topic. These are the options available from the **Help** menu:

[Help topics](#)

[About Instant Message](#)

**Help topics**

Opens the online help system.

## **About Instant Message**

Displays version and other information about the Instant Message client.

