

Meebo Basics

What is Meebo?

- Meebo is a widely used online instant messaging service that requires no download. It even allows you to bring together multiple instant messaging accounts from different services onto one platform. Plus, it's easy to use!

How do I use Meebo?

- Go to www.meebo.com.
- In the lower left hand corner of the screen, a box will say **...or register now**. Fill in your email and your full name and click **Register**.
- A larger box will pop up. Fill in an ID of your choosing, create a password, and provide the gender and age information requested. When you're done, click **Finish**.
- Now that your account has been created you can add friends to chat with. To do this, look in the white box on the right side of the screen. At the top of the box, there are several icons. The first is a smiley face with a plus sign. Click it, and type in the screen name of your friend (they will need to provide you with this). When you add the buddy, you'll see their name in the white box with a gray Meebo icon next to it. When the icon turns orange, that means your buddy is online. To talk with them, just double click their name and type your message in the box that appears.
- To remove a buddy, highlight the name by clicking on it, then click the icon with a smiley face and a minus sign.
- Want to add an existing account (such as Facebook, Yahoo, or AIM)? Click on the applicable icon on the left side of the screen. Provide your username and password and click **Add**. Meebo will add all the friends that are currently on your existing messenger lists to Meebo and you'll be able to talk with them at any time.

Other helpful things to know

- You can sign onto other messengers from the main page of Meebo. Just click in the appropriate box and enter your username and password.
- Be sure to close the browser window when you're finished chatting. Meebo will ask you if you are sure you'd like to leave the page. Click **OK** and your chat sessions and windows will be closed, and you'll be logged off.