

# Using AOL Instant Messenger (AIM) for Online Meetings

<http://aimexpress.aim.com> (free, no download necessary)

<http://www.aim.com> (free download of AIM software)

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To take part in an AOL Instant Messenger (AIM) chat you need 2 things:

1. **An AIM or AOL screenname**
2. **Access to AIM software, or AOL, or a web connection where you can access <http://aimexpress.aim.com>**

## Getting Ready to Chat

1. If you already have an AOL account or an AIM screenname and have downloaded AIM or AOL you are ready to go.
2. If you don't have a screenname, go to <http://screenname.aol.com> and follow the instructions for creating a free account.
3. Visit <http://www.aim.com> to download the free AIM software. Novices are encouraged to download the older, less bloated AIM software at: <http://tinyurl.com/8552v> and click "install now"  
**OR**
4. If you are not able (or prefer not) to download the software, you can chat using 'AIM Express', available at <http://aimexpress.aim.com> (**NOTE: this is highly recommended if you don't already use AIM or AOL**) If using Aim Express be sure to disable your popup blocker or add <http://aimexpress.aim.com> to the allow list for popups
5. Be sure to provide your screenname to Peter Bromberg at [bromberg@sjrlc.org](mailto:bromberg@sjrlc.org) so that you can get an "invitation to chat" for the online meetings.

## **6. PLEASE COMPLETE THIS CHECKLIST BY AT LEAST 1 DAY PRIOR TO MEETING**

- a.  I have an AIM/AOL Screenname
- b.  I have sent my screenname to Peter at [bromberg@sjrlc.org](mailto:bromberg@sjrlc.org)
- c.  I have successfully chatted using my screenname from the *computer I will be using during our meeting.* (If you would like to practice or test your screenname, please contact peter at [bromberg@sjrlc.org](mailto:bromberg@sjrlc.org) or 856-346-1222 or IM him at peterbromberg)

**Remember: On the day of the chat...**  
**YOU MUST BE LOGGED IN TO RECEIVE THE INVITATION.**

## 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 Committee chair) in order to keep the meeting focused on the topics of discussion and members take turn sharing on the topic. The Chair will make sure a quorum is present and motions are made and will ask for clarification as necessary.

When you wish to share in 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 Committee will email an agenda to all scheduled participants prior to the online meeting.

### WHAT ABOUT MEEBO??

One final option for taking part in the online chat is to register your free screenname with AOL/AIM, and then create a Meebo account at [www.meebo.com](http://www.meebo.com).

You can register your AIM screenname and password with Meebo and then log into Meebo, instead of AIM or AIMexpress on the day of the online meeting.

You will still be able to participate in the chat and ***you may find Meebo easier and less buggy than the AIM/AOL chat interface.***

Please feel free to contact Peter Bromberg at [bromberg@sjrlc.org](mailto:bromberg@sjrlc.org) or 856-346-1222 if you would like to discuss this option or if you'd like any assistance.