## Change a Chat message

On the **View** menu, click **Options**, and then do any of the following:

If you want to change the font used in your sent and received messages, under **Fonts**, click the appropriate button and select the font, size, and style you want.

If you want to change the format of a message, under **Message format**, select the format you want.

If you want to change the information that appears in a message, under **Information Display**, select or clear any of the check boxes you want.

## Send a message in Chat

In the Chat window, under **Message**, type the message you want to send, and then press ENTER.

▶ Tip