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