Using Wimba Pro
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Wimba Pro can be used for both one-on-one instant messaging, as well as group chats.

One-on-One Instant Messages
Follow these instructions to start a one-on-one instant message:

1. Go to either your Contacts or Classmates list, find the person you want to have a conversation with, and then double click their name.

2. The chat window will then open.
3. To talk to the other person, type in what you want to say in the bottom section.

4. Press **Enter/Return** to send your message.

5. Click the **Headphones** button to start an audio conversation.

6. Wait for the other person to respond.
7. Once the conversation has started, either click and hold the *Talk* button to talk, or click the *Lock* button to keep *Talk* down indefinitely.

8. To end an audio conversation, click *Options*, and then click *End Call*.

9. Double-clicking another user's name while in a chat window will start a new conversation in a separate tab.
10. Close a tab by **right-clicking** the tab, and then click **Close Tab**.

11. You can clear a chat window by **right-clicking** the window, and then clicking **Clear**.

12. Click the **Close** button to end the conversation.
Group Chat

Follow these instructions to start a group chat:

1. **Right-click** a user, go to **Invite to Group Chat**, and then either click **New Group Chat** or select a recent chat.

2. When starting a new group chat, give the session a name.

3. Type in a user’s name and click it to invite them.

4. Click **Invite**.
5. Wait for all of the users to join the chat. A group chat will have all of the same features as a normal chat.

6. To close a group chat, click the **Close** button, and then click **Close** at the prompt.
Other Features

Clicking the **Pronto** button is similar to clicking **File** in other applications.

Clicking **Pronto -> Preferences** will bring up the **Preferences Menu**, which allows you to make changes in the chat window appearance, create custom status messages, and make other general modifications.
Clicking Pronto -> Account Settings will open up a browser window. From there, you can log in to your Wimba account and make modifications, such as changing your password, email, and security question, as well as changing which Blackboard courses will have Wimba enabled.
Clicking the **Status** button under your name will allow you to change your status.

The **View** button lets you access all of your viewing options.
The **Action** button allows you to do several functions, such as add a contact, start a chat, or block a user.

The **Help** button will allow you to access **Pronto Help**, which can help you learn all of the functions Wimba offers. You can also report problems and check for software updates.
By clicking the **Plus** symbol next to a user’s name, you can add the user to your **Contacts**. This is useful when one user wants to keep in touch with another user once the class has ended for the semester.

You can remove a user from your **Contacts** by **right-clicking** their name and clicking **Remove (user)**.

Clicking a user’s profile picture in a chat window will bring up their profile.