



Tech Tip

Block unknown or annoying users from contacting you via instant messenger!

If you are using AIM:

To block messages from an individual:

1. In the Instant Message window, click the "Block" button.
2. Click "OK" to confirm that you want to block the specific user.

To control who can send you instant messages:

1. In the "Buddy List" window, click "My AIM" followed by "Edit Options" then "Edit Preferences."
2. From the left Category menu, click "Privacy."
3. Select your preferences for who can exchange instant messages with you (allow only people on your "Buddy List"). When you select this preference, only people whose screen names you have added to your "Buddy List" window can see that you are online and send you instant messages. Finally, click "OK."

If you are using MSN:

To block messages from an individual:

1. Click "Block" on the toolbar in the conversation window.
2. If you are in a conversation with multiple people, click "Block" and then click the name of the person you want to block.

To block messages from everyone not on your contact list or on your "My Allow List":

1. In the Messenger main window, click the "Tools" menu, click "Options," and then click the "Privacy" tab.
2. Under "My Allow List," click "All Others," and then click "Block."
3. All others move to your "Block" list. This forces anyone who wants to send you messages to add you to their own contact list.

If you are using a program other than AIM or MSN, you can most likely obtain details on blocking a user by contacting the product's support section of their Web site or e-mailing them directly.