

3. From the Accessories submenu, choose Calculator.
4. Click the first number in the calculation.
5. Click the appropriate operator.
6. Click the next number in the calculation. ....
7. Repeat steps 2 and 3 for any remaining numbers.
8. Click =.

**To clear the entire calculation from the display window:**

1. Click the C button.

**To switch between the standard and scientific calculators:**

1. Display the calculator.
2. From the View menu, choose Standard or Scientific.

**To make a Chat call:**

1. Open the Accessories submenu.
2. Choose Chat.
3. In the Chat window, on the toolbar, click the Dial button.
4. In the Select Computer dialog box, in the Select Computer list box, select the computer name of the person with whom you want to chat.
5. Choose OK.
6. If prompted, provide the password of the individual you are calling.

**To answer a Chat call:**

1. If the Chat window is open, on the toolbar, click the Answer button.  
or
1. If Chat is minimized, on the taskbar, click the Chat button.
2. Read any message and, if desired, type a reply.

**To hang up a Chat call:**

1. On the Chat toolbar, click the Hang-Up button.

**To share a folder:**

1. Start Windows NT Explorer.
2. In Explorer, in the All Folders pane, select the folder you want to share.