Google Chat Quick Start Guide
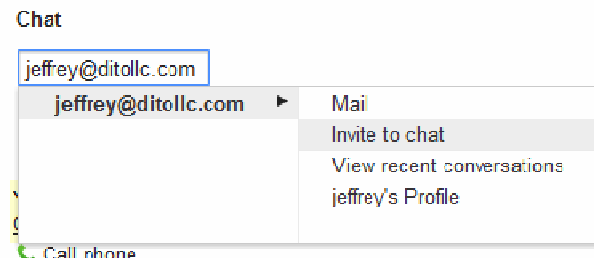
Follow the steps below for an overview of features and functionality available to you in Google Chat:

Add contacts to your chat list

Adding contacts and coworkers to your chat list is easy! Just start typing their email address in the field displayed at right, hover over their address, then click **Invite to chat**.
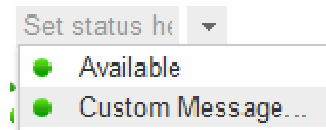
See who's available at a glance

Notice the colored symbols next to each contact in your chat list. A green dot indicates availability, orange means idle, and red is busy.

Enter a custom status message

Let others know exactly what you are doing by clicking **Custom Message**. For instance, list yourself as busy and specify that you are "In a meeting."

Initiate a voice or video chat by installing the Google   Talk plug-in

1. Go to http://www.google.com/talk/
2. Click **Install video chat plug-in**.

3. To initiate a voice or video chat, click one of the icons displayed (see right).

Add people to an existing chat conversation

Click the button indicated in the picture (see right), then enter the address or addresses of those you wish to bring into your IM conversation.