

Introduction to Google Talk

Gmail is not simply an email account. With Gmail you can also have instant text conversations with your friends using **Google Talk** or have face to face conversations with them using **Google voice and video chat**.

While in Gmail, you can also access other Google features such as Maps, Calendar, Web, YouTube and many others directly from your Gmail page

Google Talk

Google Talk lets you send and receive instant messages with friends, family and colleagues

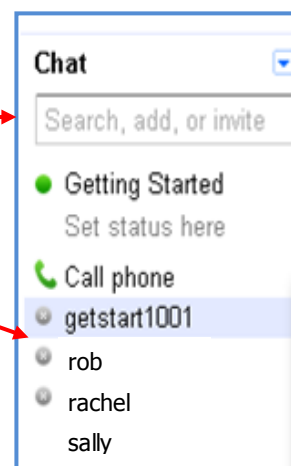
All you need to chat is a Google account such as Gmail

Before you can chat with someone using Google Talk you'll need to invite them by following the instructions below. Your friend will see the invitation above their chat list asking if they'd like to be able to chat with you. Until they accept, you'll see **'Invited'** next to their name in your chat list.

To invite someone to chat:

1. In the search box at the top of the Chat area, type your friend's username
2. Click **Invite to chat**

Once they've accepted your invitation, you'll see a status button to the left of their name in your chat list, which indicates whether they're available (green), busy (red), idle (yellow), or offline (gray). Whatever their current status, you can now start to chat.



Note: If a contact doesn't have a ball next to his or her name, you won't be able to chat

Starting a chat

1. Sign-in to Gmail
2. Go to the **Chat** section
3. Move the mouse to a contacts name (or type their name in the search box)
4. Their contact details will appear



5. Click on **Chat**

The following Chat window will appear



6. Type your message and press **Enter**
7. Wait for your contact to respond!
8. To end your chat, click the **X** in the corner of the Chat window

Group chat

The Group Chat feature lets you chat with many friends at once. There's no limit to the number of people you can chat with, and any participant can invite others to join. To start a group chat, follow these steps:

1. Start a chat with a single person in your Chat list
2. Once you've started the chat, click the person icon at the top of the chat window
3. In the field labelled **Add people to this chat**, enter the names of the contacts you want to add to your group chat

To end your chat, click the **X** at the corner of the chat window. Others in the group chat will get a message saying that you've left the conversation. If you want to rejoin, you'll need to be invited back by a contact who's still in the group chat. The group chat will continue until all participants have left.