



Google Chat Instructions for Staff

As part of our Google suite of education products, we have the ability to send messages to staff members and conduct telephone calls via the Internet. If you have used iPhone apps like Facetime, this is Google's equivalent. This is all done through the "Chat" app in GSuite for Education.

Using Google Chat, has several advantages:

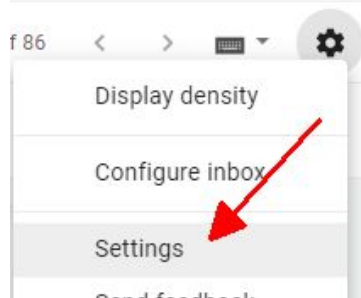
- You can work within your existing email site to chat with colleagues.
- You can see who is online so that you know your message will be received.
- A history of your chat is maintained for 30 days.

Setup

GMail

If you don't see Chat from within GMail use the following settings to get it configured.

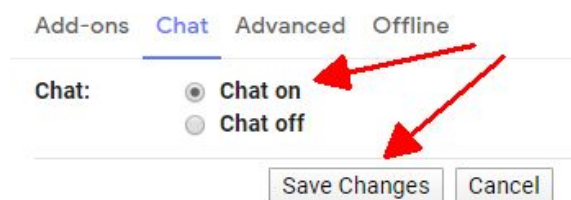
- Click on the gear icon from within GMail and choose "Settings"



- From the list of options, choose "Chat"



- Choose the option for "Chat on" and then "Save Changes"



Phone

You might also choose to install a Chat app on your phone. This will allow you to message colleagues without using their personal cell phone numbers.

NOTE: Please be aware that with current work hour expectations, response time from your colleagues may be delayed.

Google Play Store

<https://play.google.com/store/apps/details?id=com.google.android.apps.dynamite&hl=en>

Apple App Store

<https://apps.apple.com/us/app/google-hangouts-chat/id1163852619>

Starting a Chat from within GMail

Within GMail, you should see a Chat box in the lower-left corner of the browser. It might have names of colleagues who you've chatted with previously.

You can start a new conversation by clicking on the




symbol and searching for a name.

A search input field with a magnifying glass icon on the left and the placeholder text "Enter name, email, or phone".

Starting a Chat in a separate window

You can also open Google Chat in its own window.

<https://chat.google.com/>

- In a separate window, you might find it easier to see groups (or rooms).
- Notification settings are also easy to change using the gear icon. 

Using Chat

In the chat window, you can

- add links through copy/paste
- chat with a group
- to direct message someone within a group, use the @ symbol before their name. This will send them a direct notification.

NOTE: Although this is an informal mode of communicating, please keep in mind that these messages are archived. Depending on the content of the conversation, the messages may be considered student record information and should be considered confidential to the members of the conversation thread.

For Google tutorials, check out the following link:

<https://support.google.com/a/users/answer/9300511?hl=en>