GMAIL CHAT

1. Open your web browser.
2. Go to your email program. For this lab, a Gmail account will be used; however, most email programs have similar configurations. Gmail Chat is controlled by Hangouts.
3. On the bottom left corner of your email, you will find your contacts.
4. Click on the name of whom you would like to chat. A green circle indicates that s/he is online, while a grey circle indicates s/he is offline.
5. Enter your message in the text field. Refer to the "Email Additions" Tutorial on how to use the different buttons.
6. Press "Enter" on your keyboard to send your message.
7. To create a group chat, start a chat with one person like you did on Step 4. Then, click on the icon. Enter names in the "Find people" field and select the blue "Add people" icon when you have added all the desired names for your group.