

# Getting Started With Google Chat



*For students*

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Google Chat allows you to communicate with your teacher and classmates on your computer, tablet or mobile device while keeping all your messages in sync no matter which devices you use, even if you switch between them.

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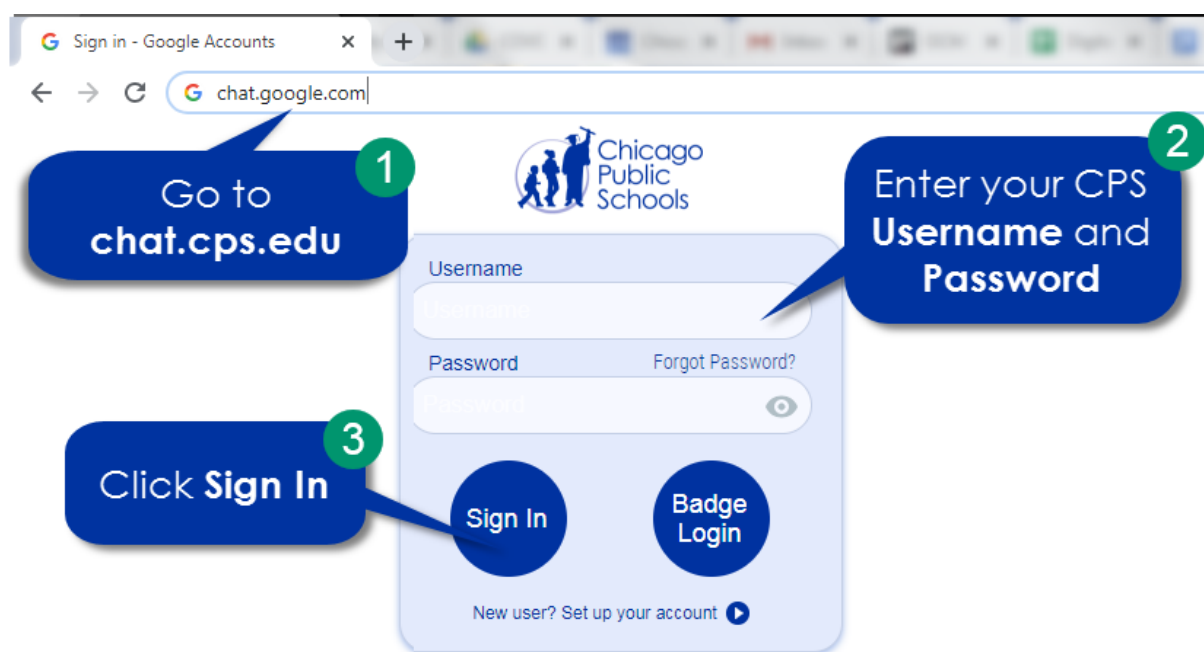
## Google Chat

1. Go to [chat.google.com](https://chat.google.com).
2. Sign in using your CPS **Username** and **Password**.

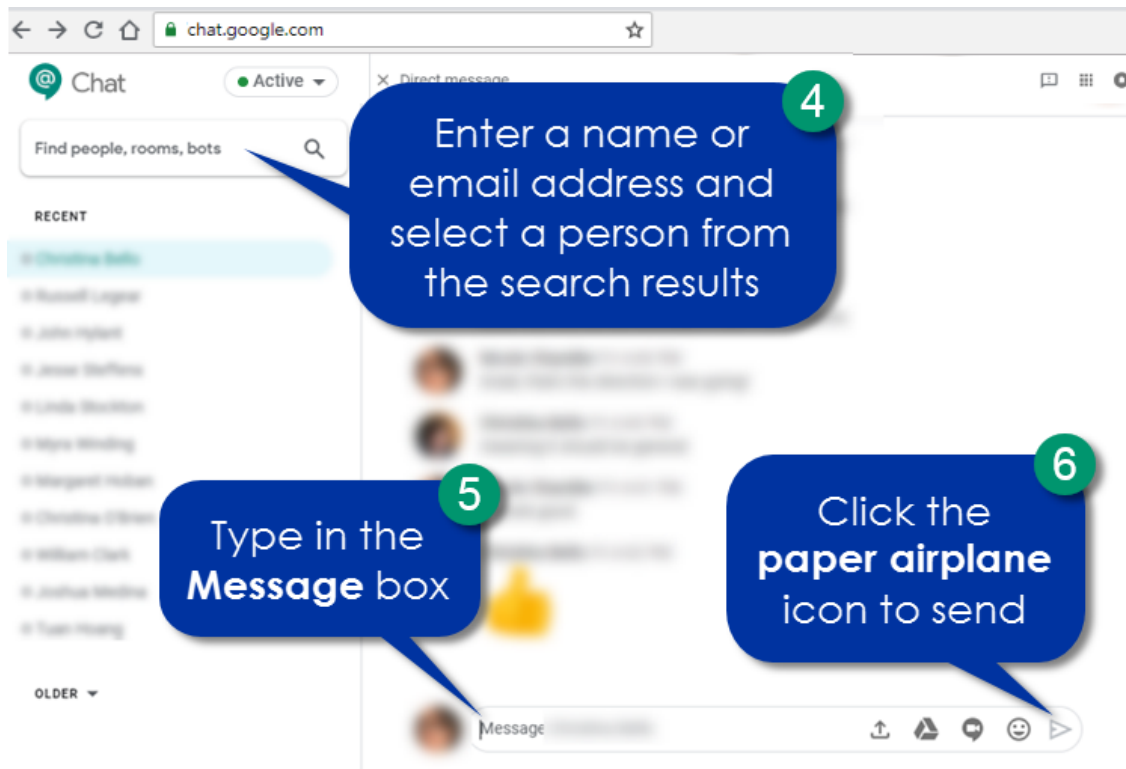
### NOTES:

- If you have never set up your CPS account, please click [here](#) for instructions on how to set up your account.
- If you forget your CPS password, click [here](#) for instructions on how to reset your password.

3. Click **Sign In**.



4. In the search box, enter a name or email address and select a person from the search results to start a Google Chat.
5. Type in the Message box.
6. Then, click the **paper airplane** icon to send your message.



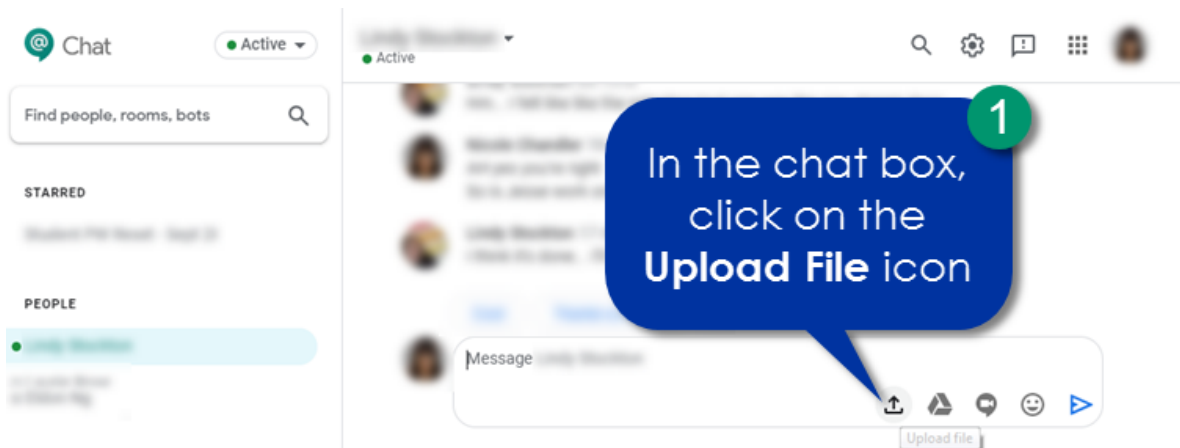
## Attach a file to a message

You can attach files from your computer, mobile device, or Google Drive directly to Hangouts Chat messages. You can send files up to 200 MB in BMP, GIF, JPEG, PNG, WBMP, and HEIC format. When you attach a file in a room, all members of the room, and anyone who joins or is invited to the room later, can view and comment on the file.

### Send a file saved on your computer

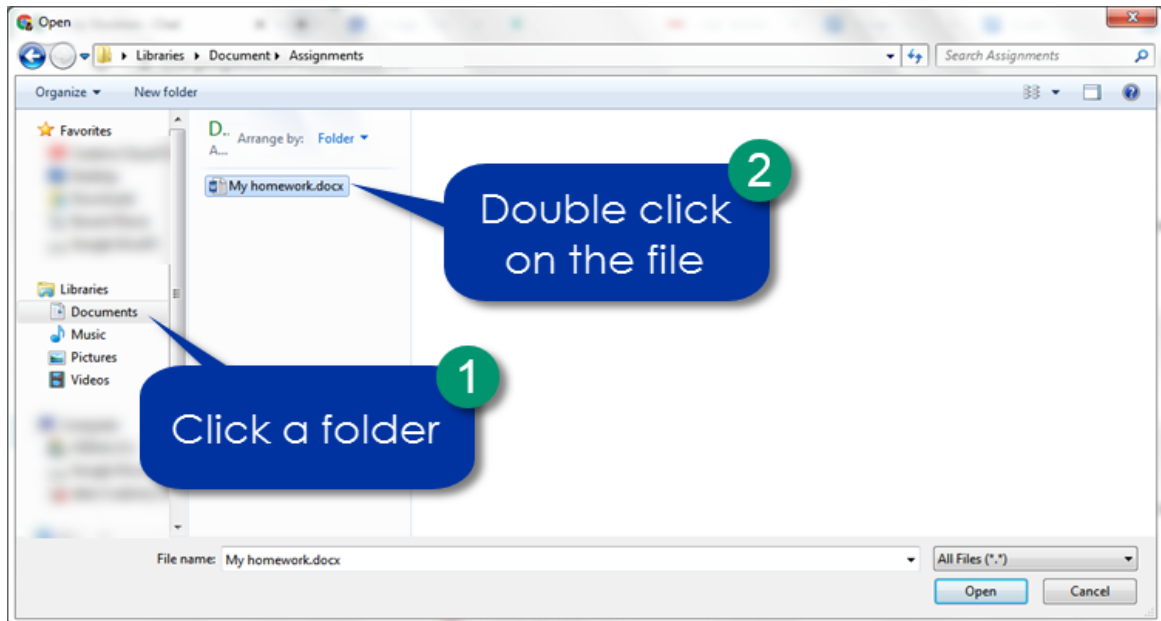
To send a file directly in a chat message, go to the message or conversation in Hangout Chat.

1. In the chat box, click on the **Upload File** icon.



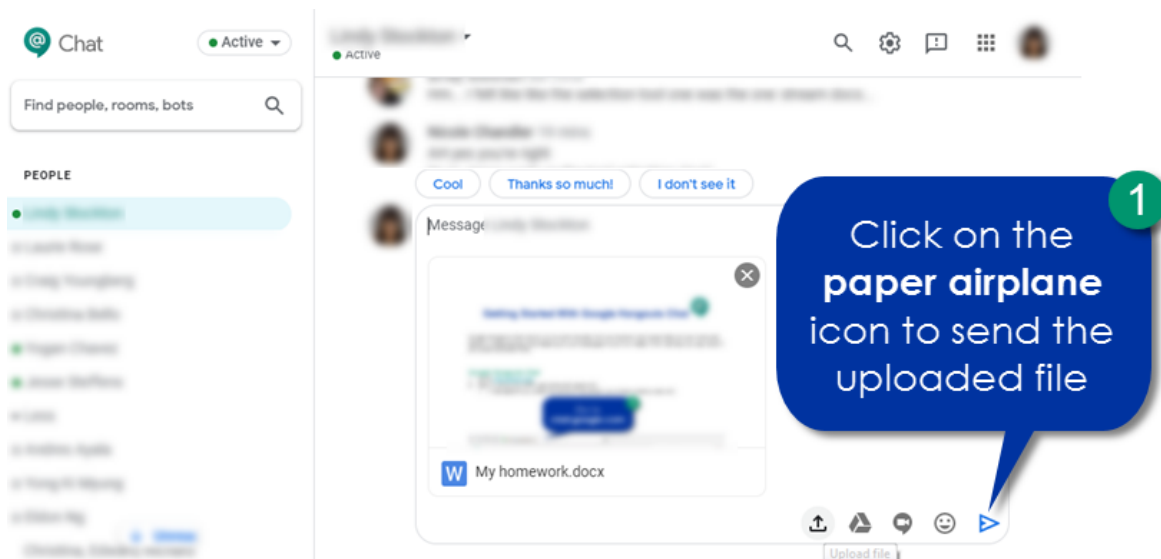
After you click on the Upload File icon, you will see the pop-up window below:

1. Click on the folder of the file you want to upload.
2. Then, double click on the file name to upload it to your Hangout Chat message.



After you double click on the file you want to upload to your Hangouts Chat message, you will see the image of the file in your chat window like the picture below:

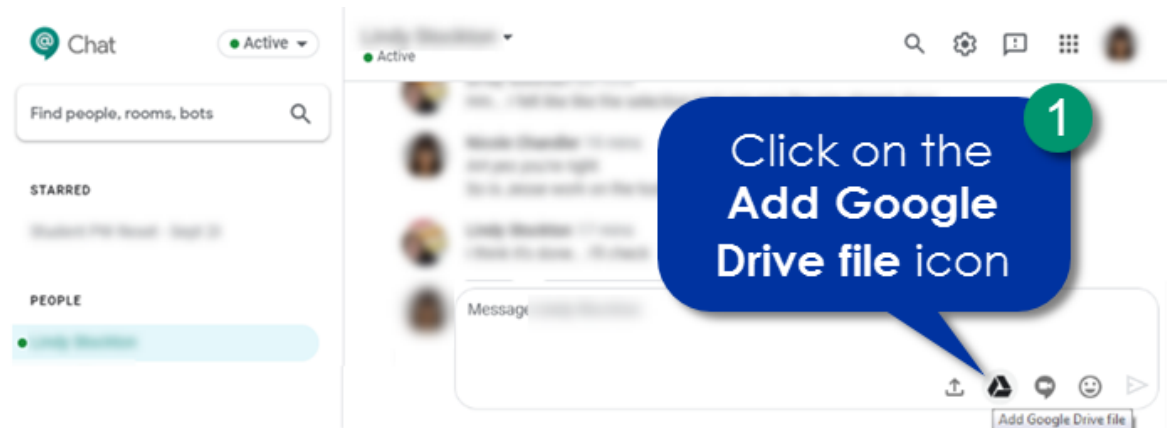
1. Click on the paper airplane icon to send the uploaded file.



## Send a file from your Google Drive

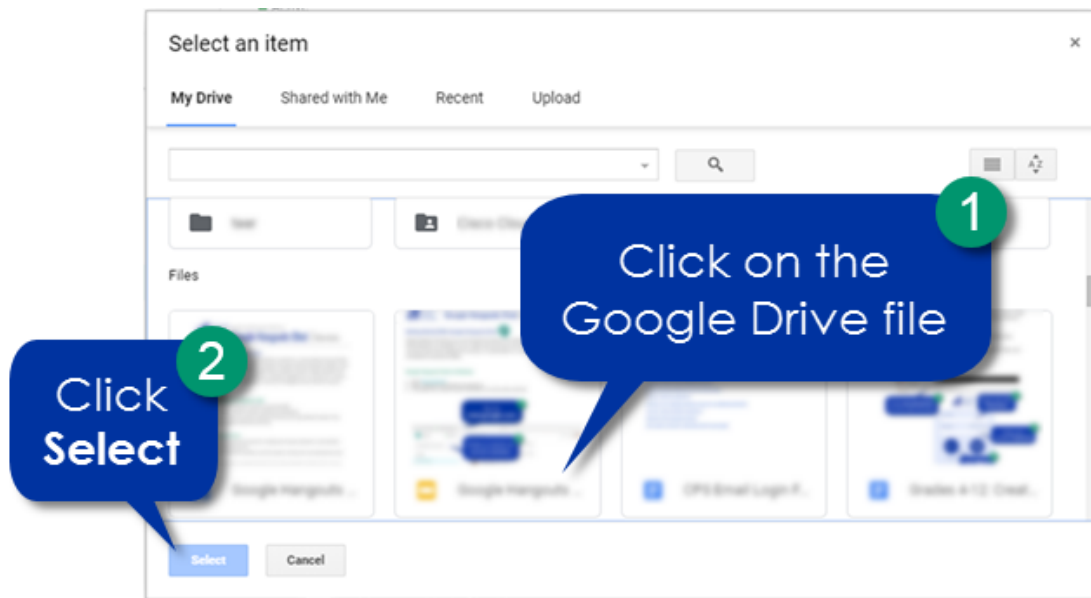
To send a Google Drive file directly in a chat message, go to the message or conversation in Hangout Chat.

1. In the chat box, click on the **Add Google Drive File** icon.



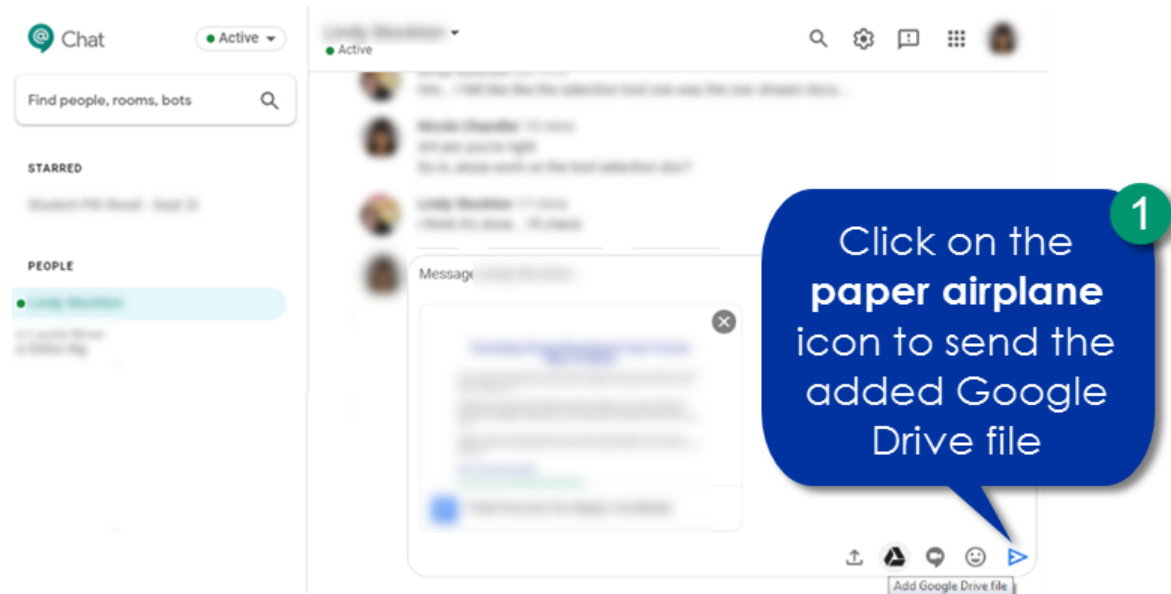
After you click on the Add Google Drive File icon, you will see the popup window below:

1. Click on the Google Drive file to add it to your Hangout Chat message.
2. Then, click **Select**.



After you select your Google Drive file you want to add to Hangouts Chat message, you will see the image of the file in your chat window like the picture below:

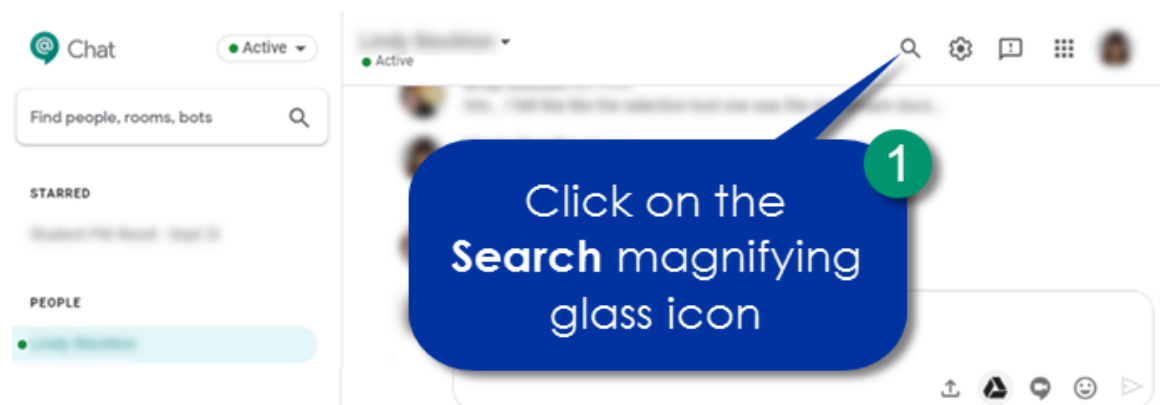
1. Click on the paper airplane icon to send the added Google Drive file.



## Search in chat messages

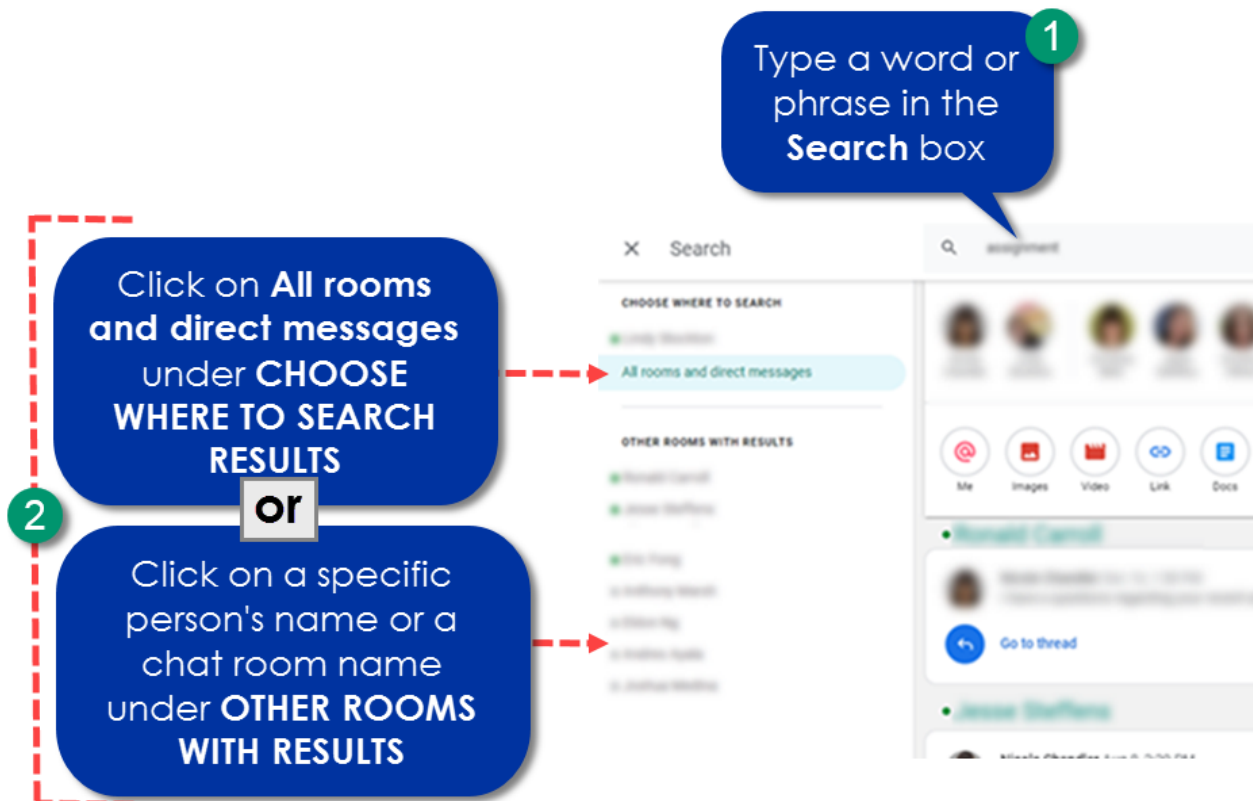
In the Google Chat window, you can use the Search box to find specific content you are looking for such as a message or document by typing in a word or phrase.

1. Click on the **Search** magnifying glass icon.



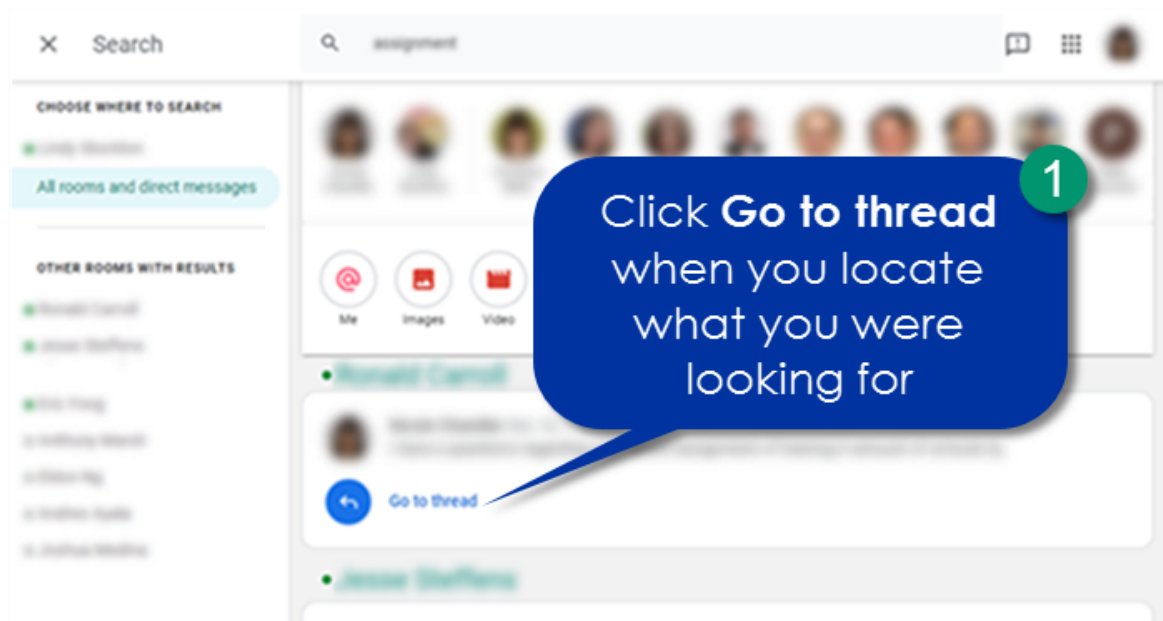
After you click on the **Search** magnifying glass icon, you will see the screen below:

1. In the **Search** box, type in a word or phrase.
2. On the left, click **All rooms and direct messages** under **CHOOSE WHERE TO SEARCH** or click on a specific person's name or chat room name under **OTHER ROOMS WITH RESULTS**.



After you type in your search word or phrase as well as clicking on **All rooms and direct messages** or a person's name or chat room name, you will see the results of your search on the right like in the picture below:

1. Click **Go to thread** when you locate the word or phrase you were looking for to see the rest of that specific conversation.



**NOTE:** Click on a person's picture or on a file type such as Images, Video, Slides or Docs to narrow down your search.

