



Send Instant Messages

Using Google Talk

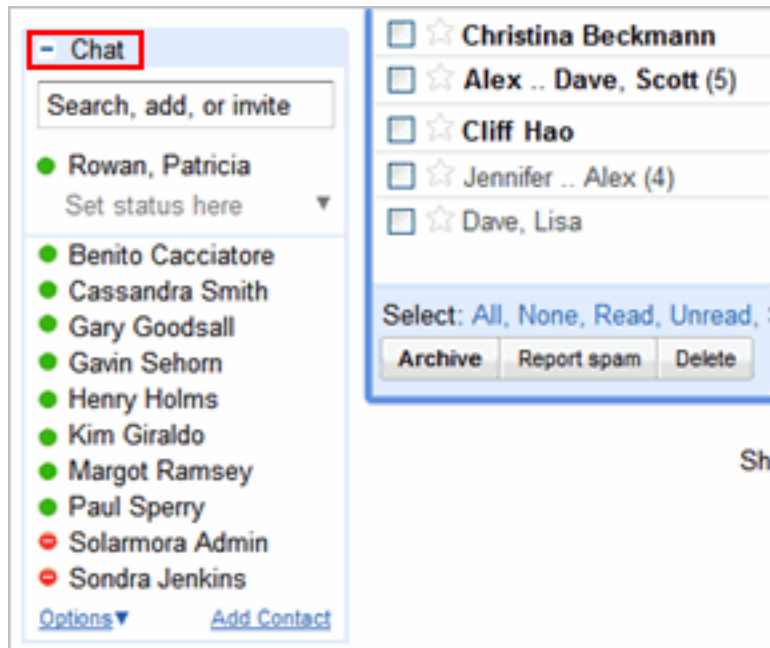
Gmail includes Google Talk, a built-in chat gadget that you can use to send and receive instant messages with your colleagues. You can also chat with anyone outside of specialolympicsontario.ca who uses Google chat or AOL Instant Messenger (AIM).

Want to hear and see the person you're chatting with? Just install the voice and video chat plugin to start having real conversations right in your Gmail window (see instructions below).

Recommended: Also install Google Talk—a standalone instant messaging client—which you can use outside of Gmail. With Google Talk, you can set up email alerts that pop up in the lower-right corner of your desktop whenever you receive a new message—even if Gmail isn't open (see instructions below).

To open the Chat gadget:

Click **Chat** in the left pane of your Gmail window:



To find a coworker with the Chat gadget:

The Google Talk gadget shows a list of people you've recently communicated with. You can also find a coworker by starting to type his or her name or email address in the **Search, add, or invite** field. For example:

To start a chat:

Simply point to a user in the list or search results, and then click **Chat** (or, if you haven't yet chatted with the user, click **Invite to Chat**):

Note: A green dot appears to the left of a contact who is online and available.

To chat outside of your Mail window:

If you're chatting with someone, you can click the **Pop-out** arrow to use the Chat gadget outside of your Gmail window:

To set up chat options:

In your Gmail window, click **Settings** in the upper right, and then click the **Chat** tab. You'll see options for saving your chat history, voice and video chat, sounds, emoticons, and more.

To install the voice and video chat plug-in:

1. In Gmail, click **Settings > Chat**.
2. Under **Voice and video chat**, click **Learn more** to go to the page on which you can download the voice and video chat plugin:

To install the standalone Google Talk client:

Just visit the Google Talk page and click **Download Google Talk**:

<http://www.google.com/talk/>

REMEMBER: Your login for the Google Talk Stand Alone client is your full Special Olympics email address (username@specialolympicsontario.ca) including the @specialolympicsontario.ca. Entering your username alone will cause Google Talk to be unable to login.