More about Gmail

Gmail is not simply an email account. With Gmail you can also have instant text conversations with your friends using **Google Chat** 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, a calendar, search the web, visit YouTube and many others directly from your Gmail page.

Google Chat

Google Chat lets you send and receive instant messages with friends, family and colleagues who also have a Gmail account.
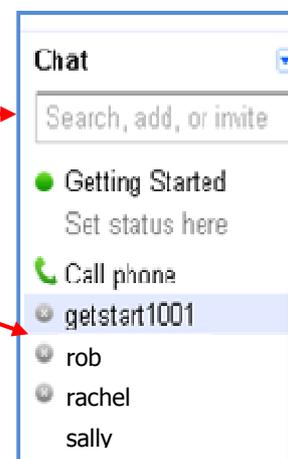
Go to the chat list on the left-hand side of the Gmail page. Some of your contacts may have a coloured ball beside their name. This is a status button and lets you know whether they are available to chat (green), busy (red), idle (yellow) or offline (grey).

If a contact you would like to chat to doesn't have a coloured ball beside their name you can invite them to chat 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 the status button (coloured ball) to the left of their name in your chat list.
If the coloured ball is Green, it means they are online and you can start an instant chat.
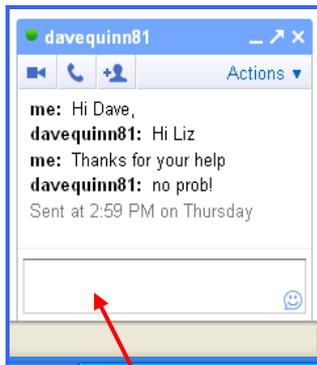
Starting an Instant Chat

1. Sign-in to Gmail
2. Go to the **Chat** section
3. Look for a contact with a green ball beside their name
4. Click on the contact

5. Click on **Chat**

The following Chat window will appear

6. Type your message in the message box 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.

Google Voice and Video Chat

If you are more interested in having face to face conversations, try Google Voice and Video Chat.

Google voice and video chat works very similarly to Skype, but has an added advantage because while you might be checking your Gmail, you may notice that one of your friends with a webcam is online and you can make a video call – if they answer the call, you can chat to them live, face to face!
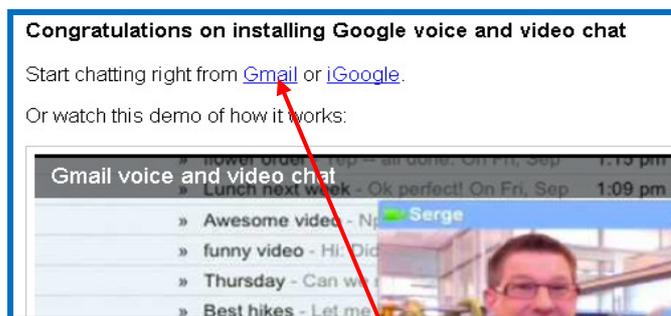
Install Google Voice and Video Chat on your computer

Note: To use Google Voice and Video Chat you need to have a Gmail address and a webcam.

1. Ensure the webcam is plugged into the computer.

2. Log into your Gmail account

3. Go to www.google.com/chat/video

4. Click on 'Install voice and video chat'

Once it is installed, the following screen will appear

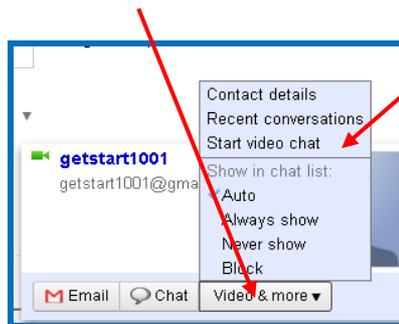5. Click on Start chatting from Gmail

You are now ready to use Google Voice and Video Chat
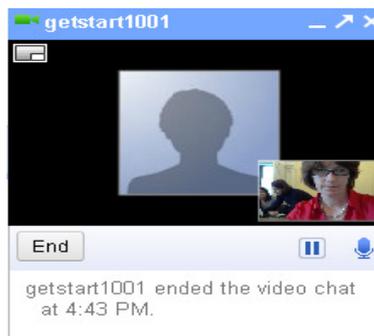
How to use Google Video and Voice Chat

In your contacts list (on the left hand side) you will see a camera icon for those contacts that have a camera installed.

1. Hover over the contact. Click on **Video and more** and select **Start video chat**.
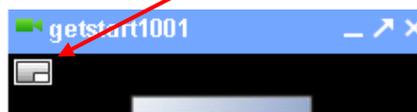

A chat window will be opened and you should see the person you have contacted in the main window and yourself in a small window at the bottom right

Click on the pop-out icon to open a larger video window

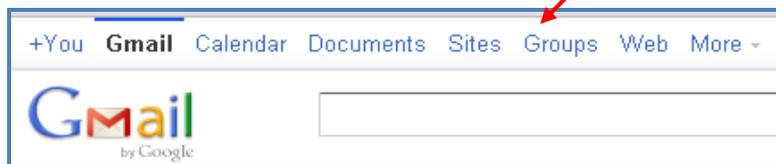6. Click on the Full Screen button to make the video window full screen

9. To end a video chat session click on **End**

How to Access other Google Features from Gmail

Once you sign up for Gmail you have created a Google account, which gives you access to many other Google features – all just one click away from your Gmail page.

At the top of your Gmail page you will see a Google Toolbar

Click on the tabs on the toolbar to access the following features:

+You   Takes you directly to Google+. Here you can sign-up to join Google's new social network, or sign-in if you are already a member

Gmail   Takes you to your Gmail Account

Calendar   You can create your own personal calendar, put in important dates to remember, reminders etc.

Documents   You can save your documents into Google Docs – it means you can access them from any computer once you're logged in to Google, or share them with other Gmail users

Sites   Here you can create your own website

Groups   Want to learn about car repair? Have a question about computers? You can find a discussion or a group about it. You can join an existing group or create your own

Web   Takes you directly to the Google search homepage

More   Choose from other Google features such as Google Maps, Translate etc or go directly to YouTube

Activity **Explore the Google Toolbar**

Click on each of the buttons on the toolbar and explore e.g. go to the More tab, choose Maps – find your house using Google Street View!