

Getting Started

More about Gmail

Gmail is not simply an email account. With Gmail you can also have instant text conversations with your friends and 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 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!

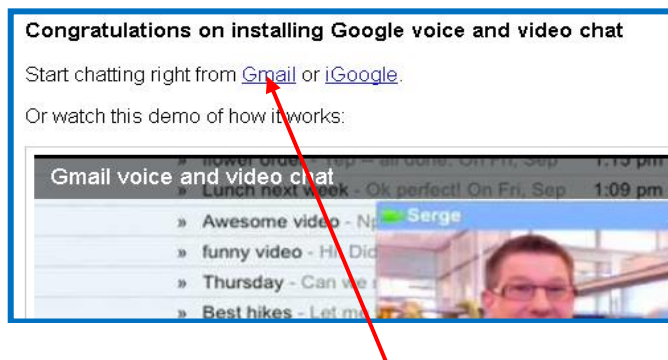
Install Google Voice and Video Chat on your computer

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

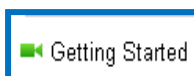


5. Click on Start chatting from Gmail

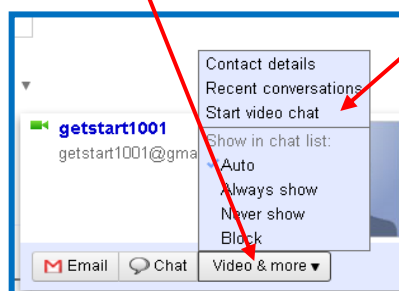
You are now ready to use Google Voice and Video Chat

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

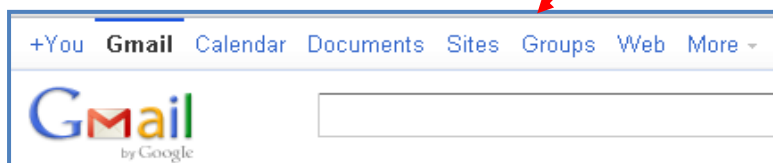


1. To end a video chat session click on **End**

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



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!