


GOOGLE CHAT - INSTRUCTIONS

- **Access:** The easiest way to access Google Chat is to use the Chrome browser. In the top right-hand corner of the Google [home](#) page you will see a coloured circle, which if clicked on you will be guided to "Add another account". From any other browser you can go to www.google.com, and you will find a page with the same coloured circle
- **Accounts:** To enable the use of Google Chat, all members will need a Google account. You can use existing Google accounts or create new ones following the link above to "Add another account". If your daughter is under 13, we recommend you create an account for her, and follow the instructions provided by Google.
- **Chat Application:** Once the accounts are created, you can access Google Chat from the main Google page above. Next to the coloured circle mentioned above is a grid of 9 dots. If you click on this, you will see a list of Google applications which includes Google Chat. Click on the Google Chat icon, and you will be taken to the Google Chat application page.
- **Desktop:** To make it easier to access Google Chat for future use, you can save an icon on your desktop which will take you to the application page in a single click. In the top bar of the browser you will find the following icon:  If you click this button and then select Install, a Google Chat button will appear on your desktop.
- **Contacts:** On the right-hand edge of the screen is a menu of icons, one of which is a simplified image of a person for Contacts. If you click on this button, you can then "Create contact". This allows you to enter the name and email address of your daughter's Google account. Your daughter should do the same, and enter your name and Google email address.
- **Communicating:** When you click on your daughter's name in the Contacts list, 4 icons will appear to allow you to communicate by either Email, Schedule event, Send message or Start video call.
- **Spaces:** If you want to create a group for several people to communicate with your daughter at the same time, you can create a "Space". In the top left of your screen you will find a button called "New chat". When you click on this button, you can then "Create a space". You can give a Space a title of your choice, and add the members you want to include in the communication using their Google email addresses (which you will need to add to your Contacts).