DVS/DVHS - Google Chat: Instant Messaging

With Google Chat you can send an Instant Message (IM) to one person or a group of people.

To begin using Google Chat do the following:

1. **Sign into your student.dodea.edu Google account**
2. **Access Google Chat**

Go to Google Chat: https://chat.google.com/

From the Google Chat link, look to the left side of your screen and click the + symbol to begin a new chat or click on a name in the list.

NOTE: The first time you open Google Chat, a pop out screen may appear asking you to "Try the Chat desktop app." If you are on your personal computer or a computer that was assigned specifically to you, click the Install button. Choose "Not Now" if you are on a shared school computer. Another pop out will appear, "Install Google Chat app," choose "Install."
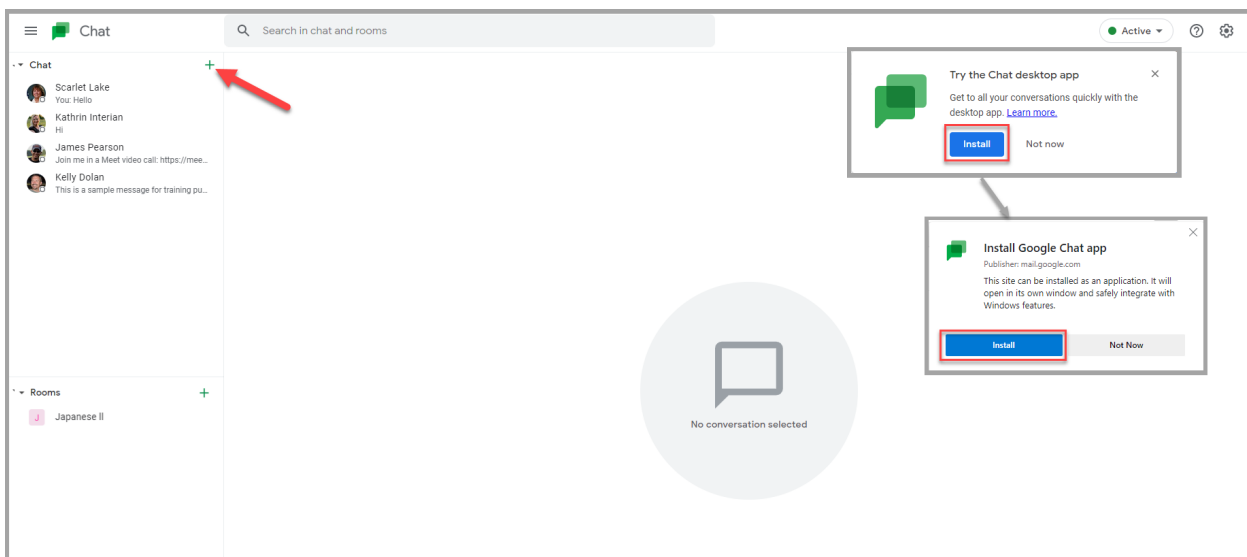

In the taskbar of your computer, right-click over the Chat icon and choose "Pin to Taskbar" so that you can have the icon ready to click each time you want to chat.

3. **Under "Chat," then click the name of the person or group that you want to message.**

4. **If the person or group name is not listed, click plus + sign to start a new chat.**

5. **Enter a name or email address for the person you want to contact. Name suggestions will appear as you enter text.**
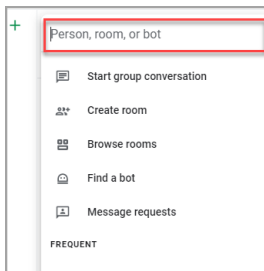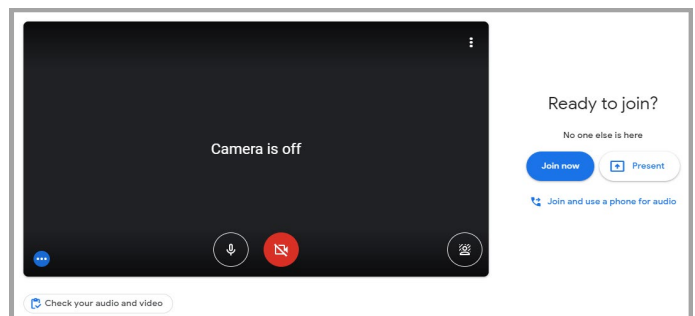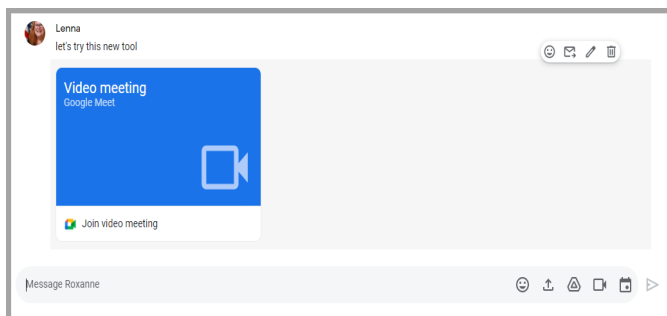

6. **The text entry box will open for you to begin typing your message. Click the send arrow when you are ready.** ▷
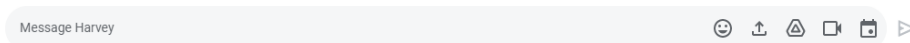
You have the following options:

7. **Click** 😊 **to add an Emoji**

8. **Click** ⬆ **to upload a file from your computer**

9. **Click** ☁ **to upload a Google doc.**

10. **Choose the camera icon to have a live Video Meeting** 📷 **with your teacher. On the screen that appears, click the camera icon and the arrow** ▷**. The screen on the left below will appear. Click the blue button to open the link for Video Meeting. On the Ready to join? Page click "Join now".**

11. **Click** 📅 **to add a Calendar Event**