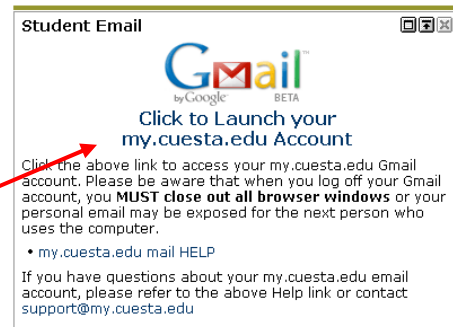

Google Chat

New features have been added to Cuesta's student e-mail (hosted by Google's Gmail). Now available to students is Google Chat.

- **Chat** allows on-line texting (instant messaging) to anyone in your Contacts list.

Accessing Cuesta e-mail

1. Log into myCuesta.
2. Locate the Student E-mail channel on the Student tab.
3. Click the link, **Click to Launch your my.cuesta.edu Account**.



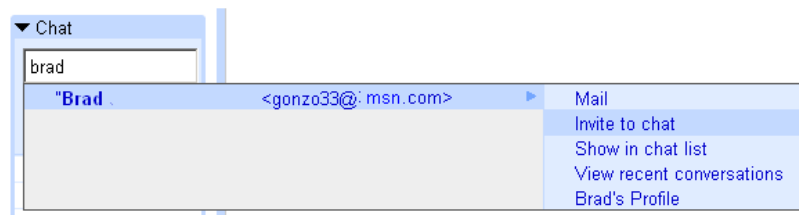
Inviting to Google Chat

Before you can chat with someone in Gmail, you'll need to invite them by following the instructions below. Your friend will see the invitation above their Contacts list in Gmail 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 Contacts list.

Once they've accepted your invitation, you'll see a status button to the left of their name in your Chat list, which indicates whether they're available (green), busy (red), idle (yellow), or offline (gray). At that point, just click on their name to send them a chat message.

To invite a Gmail user:

1. In the '**Search, add, or invite**' box at the top of the Chat area, type your friend's username. If they're already in your Contacts, Gmail will pre-populate their username.

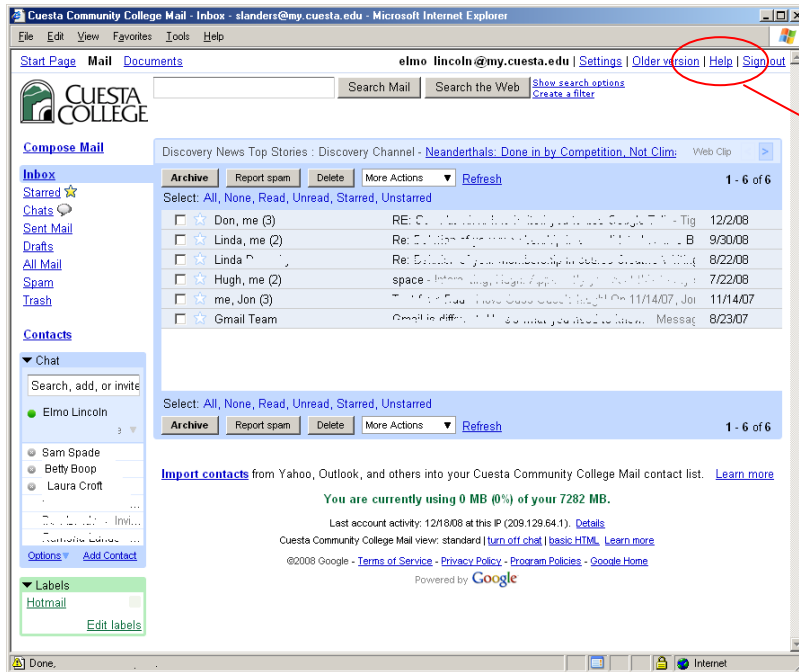


2. Click **Invite to chat**.
3. In the window that appears, click **Send Invites**. A yellow notification banner lets you know your invitation has been sent successfully.

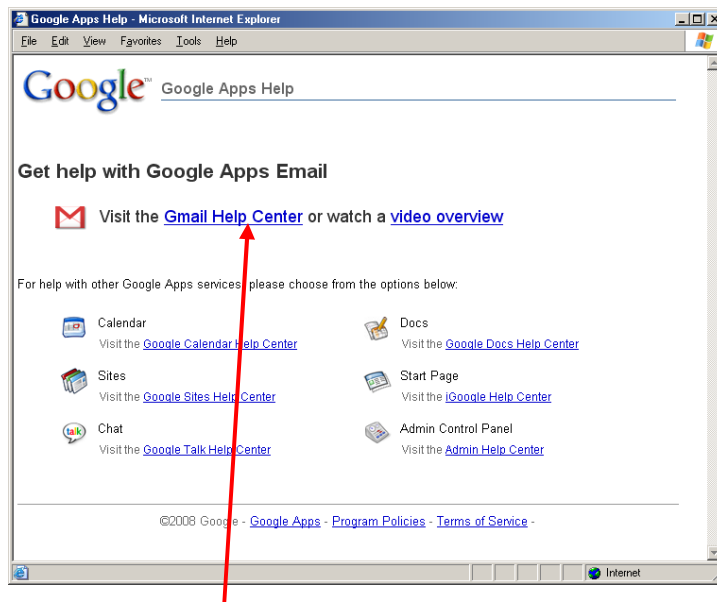
Finding additional information regarding Google Chat

Information on using Google Chat is available via Help in your Cuesta e-mail (Gmail) account.

1. Click the **Help** link, located at the upper right-hand corner of the screen.

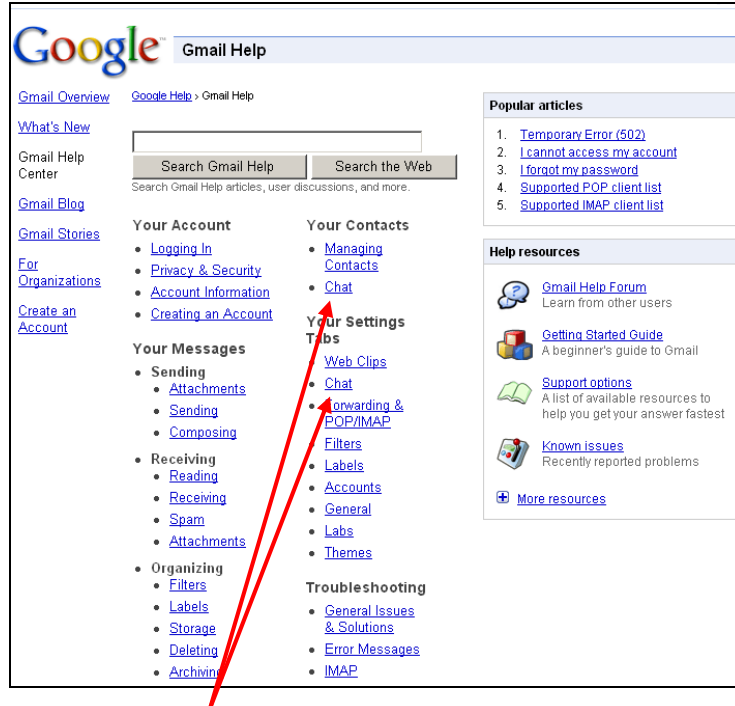


The Google Apps Help screen will appear.



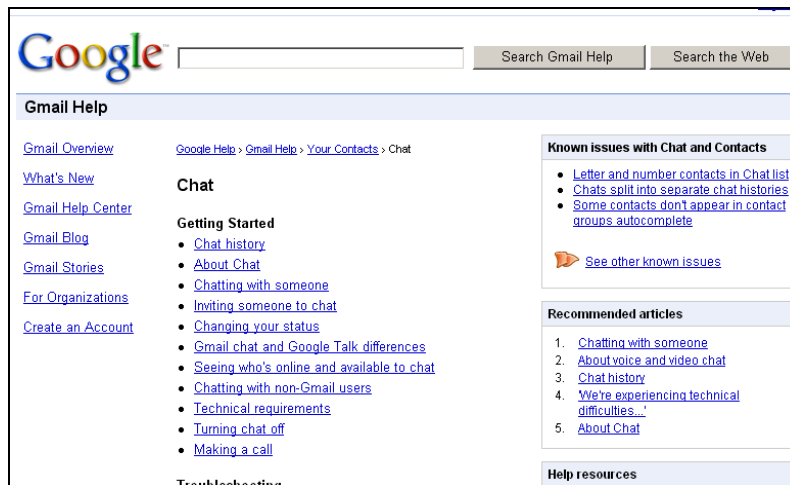
2. Click the link, **Gmail Help Center**.

The Gmail Help screen will display.



3. Click on any of the “Chat” links.

The Chat Help window will appear.



4. Select the desired Chat topic.