Cuesta’s student email includes Google Talk, a built-in chat gadget that you can use to send and receive instant messages with your friends and classmates. You can also chat with anyone who uses Google Talk or AOL Instant Messenger (AIM).

**Accessing Cuesta e-mail**

1. Log into myCuesta.

2. Locate the **Student Email** channel on the Student tab.

3. Click the link, **Student email is available here**.
   *The myCuesta Google Apps login will appear.*

4. Enter your Cuesta username and password, and then click the **OK** button. *The student email screen will appear.*
**Inviting Someone with Chat**

Before you can chat using Google Talk, you must invite someone to chat and they must accept your invitation.

**To invite a Gmail user:**

1. In the 'Search people' box, type your friend or classmate’s username. If they’re already in your Contacts, Gmail will pre-populate their username.

2. Click **Invite to chat**.

   An invitation will be sent to that person, and their name, plus the word “Invited”, will appear in the Chat 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).
Chatting with Someone

To start a chat:

- Simply point to a user in the list or search results, and then click Chat (or, if you haven’t yet chatted with the user, click Invite to Chat):

  ![Chat image]

  Note: A green dot appears to the left of a contact who is online and available.

To chat outside of your Mail window:
If you’re chatting with someone, you can click the Pop-out arrow to use the Chat gadget outside of your Gmail window:

  ![Chat gadget image]
**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 **Settings** button located at the upper right-hand corner of the screen.

2. Click **Help** from the drop-down menu.

   ![Google Apps Help screen](image)

   *The Google Apps Help screen will appear.*

3. Click the link, **Talk**, near the bottom of the screen.

   ![Google Apps Learning Center](image)

   *The Google Apps Learning Center, Chat, will display.*
4. Click on any desired link.

5. Select the desired Chat topic.