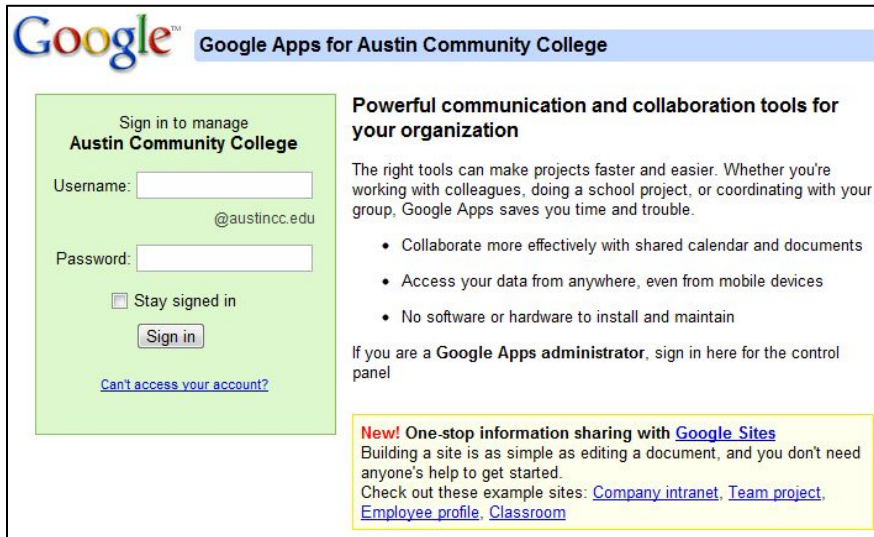


# ACC - Google Apps Chat

## Sign in to Google Apps

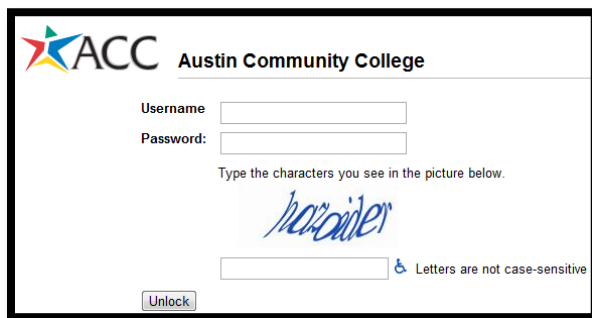
On the ACC Google Sign In page (<http://www.google.com/a/austincc.edu>), enter your ACC email username and password, and then click Sign In.



The screenshot shows the Google Apps sign-in interface for Austin Community College. It features the Google logo and the text "Google Apps for Austin Community College". On the left, there is a sign-in form with fields for "Username:" (with a placeholder "@austincc.edu") and "Password:", a "Stay signed in" checkbox, a "Sign in" button, and a link for "Can't access your account?". On the right, there is a section titled "Powerful communication and collaboration tools for your organization" with a descriptive paragraph and a bulleted list of features: "Collaborate more effectively with shared calendar and documents", "Access your data from anywhere, even from mobile devices", and "No software or hardware to install and maintain". Below this is a note for administrators and a "New! One-stop information sharing with Google Sites" section with a brief description and links to example sites like "Company intranet", "Team project", "Employee profile", and "Classroom".

NOTE: You are now able to sign in to your ACCmail account from [www.gmail.com](http://www.gmail.com). You will need to enter your entire email address (ACCusername@austincc.edu) and your ACCmail password to access the new ACC email and collaboration system.

If you enter the wrong username or password you will find a captcha image appears for you to replicate and submit. If you do not successfully submit, then your account may be locked. To unlock your account, you must successfully complete the unlock captcha screen - <https://www.google.com/a/austincc.edu/UnlockCaptcha>.

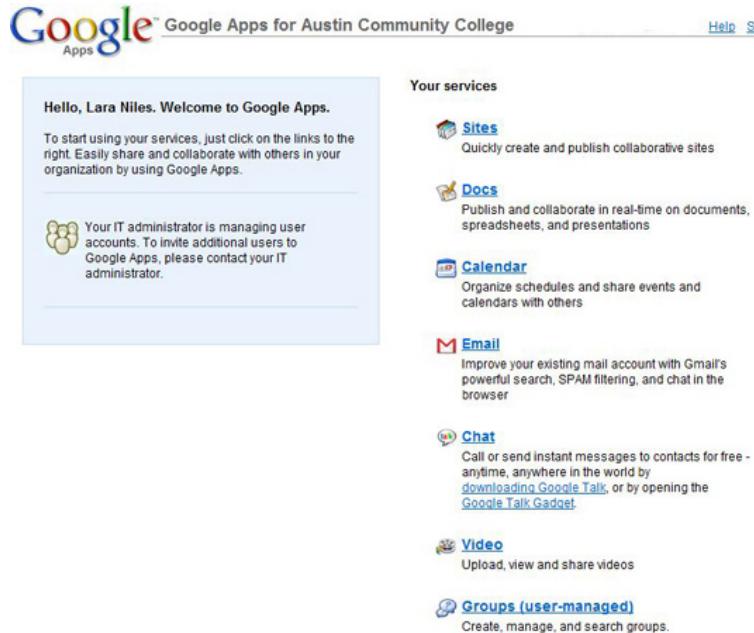


The screenshot shows the ACC Unlock Captcha screen. It features the ACC logo and the text "Austin Community College". There are fields for "Username" and "Password". Below these is a captcha image showing the word "border" in a blue, cursive font. A text prompt says "Type the characters you see in the picture below." Below the image is a text input field and a link icon with the text "Letters are not case-sensitive". At the bottom left is an "Unlock" button.

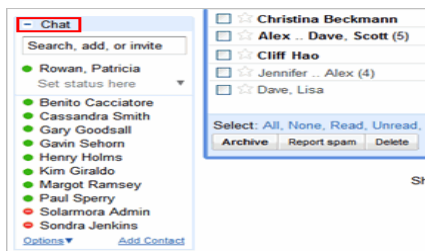
# ACC - Google Apps Chat

Once logged on, you will see the screen below listing all of the available Google apps. Click on Email to begin.

NOTE: You may also choose chat if you want to have the chat client open outside of the Google window (must download Google talk gadget).



Your Mail window includes a Chat box, which lets you send and receive instant messages with your colleagues. This feature is located in the lower-left hand corner of your browser window.

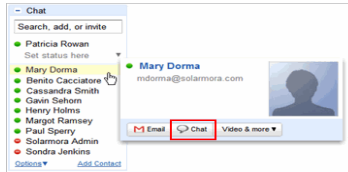


The Chat window shows a list of people with whom you've recently communicated through email or chat. If you do not see a co-worker listed, you can find the co-worker by typing his/her name or email address in the **Search, add, or invite** box.

# ACC - Google Apps Chat

## To Start a Chat

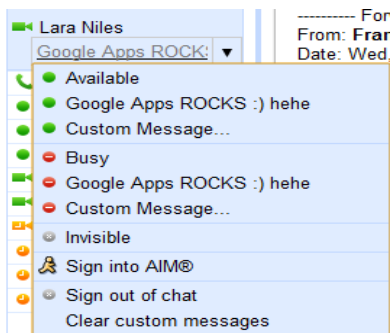
Click on a person in the list or search results, and then click **Chat** (or double-click on the person's name). If you haven't yet chatted with the user, click **Invite to Chat**. You may have as many chat windows open, as you like, at one time.



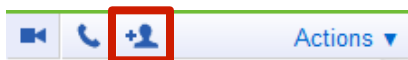
**NOTE:** A green dot appears to the left of a contact who is online.

## To Set your Status

Click on the drop-down arrow to the right of your name in the chat window and choose from a list.



## Group Chat



When the chat window is open you will choose the **+person icon** and **Add people to this chat**. There's **no limit to the number of people you can chat with**, and any participant can invite others to join. Group chat acts just as regular chat, except with more people sending and receiving the short messages.

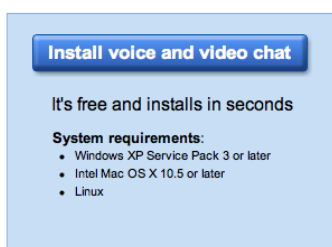
# ACC - Google Apps Chat

## Video Chat

If you have a video camera attached to your computer, you are able to install and use the voice and video chat feature in Gmail.

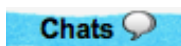
NOTE: If you don't have a video camera but the person you are chatting with does, then you are able to video with them and see them, however, they will see the icon you have saved in your settings as your video feed.

<http://www.google.com/chat/video>

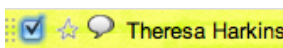


## Delete Chats

To delete chat messages, click on the Chats label.



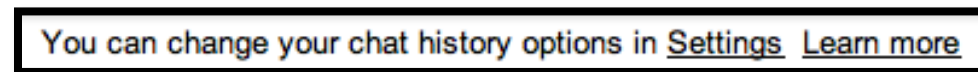
Check the box next to the chat you would like to delete.



Click Delete in the menu bar above chat history or below chat history.



You can also change your chat history options by clicking on the Settings link.



NOTE: Even if you delete the chat, the other person involved may save the chat.

## New Emoticons :-) and formatting

We've added a nifty emoticon picker to the Google Talk Gadget, which lets you show off your :-) and your :P in three different, animated styles. Just click on the smiley in the lower right corner of your chat tab to check them out and pick your favorite look.

**Bold** - \*word\*; *Italicize* - \_word\_