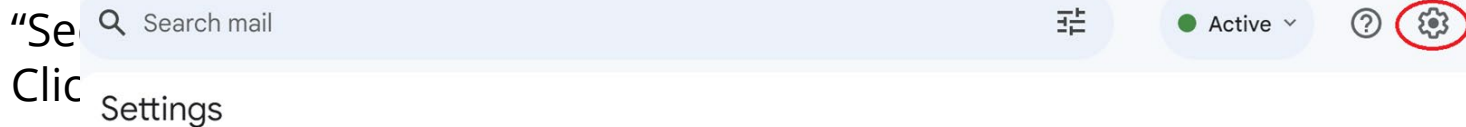

Setting up Google Chat (Gmail on Desktop)



Getting Started (Gmail on Desktop)

- Go to the Gmail website (mail.google.com) and log in with your Google account.
- Click on the 'Settings' icon on the top right corner (you may need to click on



- Clic

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced

Themes

Chat:

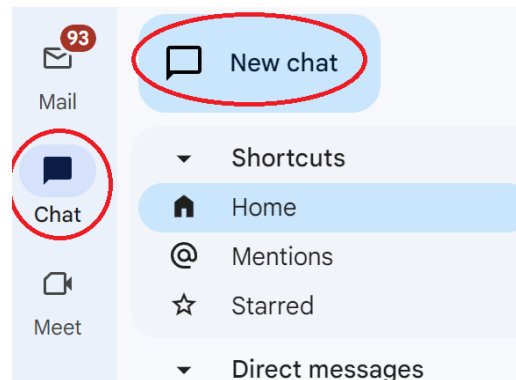
- Google Chat
 Off

Chat settings:

[Manage chat settings](#)

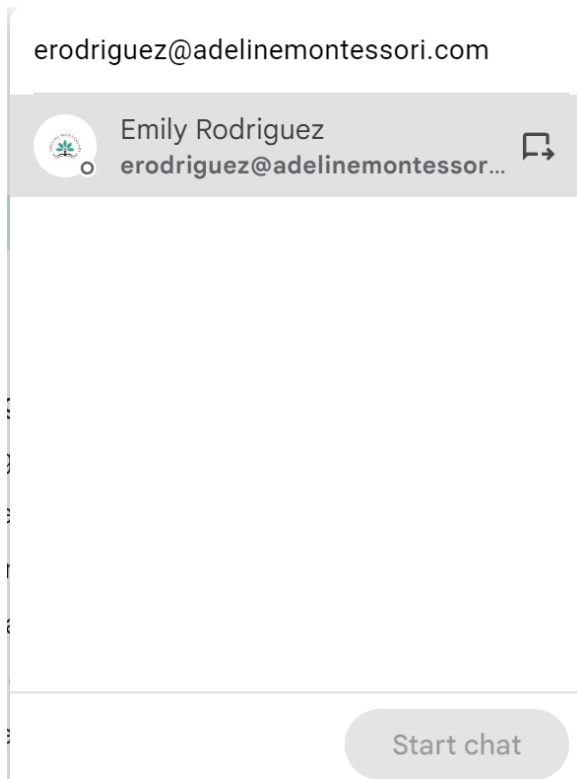
Getting Started (Gmail on Desktop)

- By using Google Chat through your Gmail, you are able to easily toggle between your email and chat.
- These buttons are located on the far left sidebar.
- Click the “Chat” button and “New Chat” to start a message.



Getting Started (Gmail on Desktop)

- Type the teacher's (or other AMS staff member) email address into the search bar to look for her/him.
- Click on the name, then the "start chat" button to begin a message.
- NOTE: For sending future messages, Google Chat will remember your frequent contacts, so you won't always need to re-enter the email address.



Getting Started (Gmail on Desktop)

- You can now type a message, send a picture or documents to your child's teachers.

