

Send Instant Messages

Using Google Talk

Gmail includes Google Talk, a built-in chat gadget that you can use to send and receive instant messages with your colleagues. You can also chat with anyone outside of [\[your domain\]](#) who uses Google chat or AOL Instant Messenger (AIM).

<<remove if users won't use voice and video chat>>

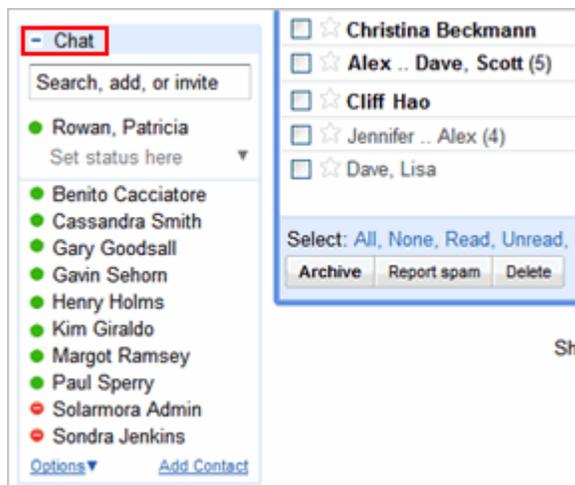
Want to hear and see the person you're chatting with? Just install the voice and video chat plugin to start having real conversations right in your Gmail window (see instructions below).

<<remove if users won't use the Google Talk client>>

Recommended: Also install Google Talk—a standalone instant messaging client—which you can use outside of Gmail. With Google Talk, you can set up email alerts that pop up in the lower-right corner of your desktop whenever you receive a new message—even if Gmail isn't open (see instructions below).

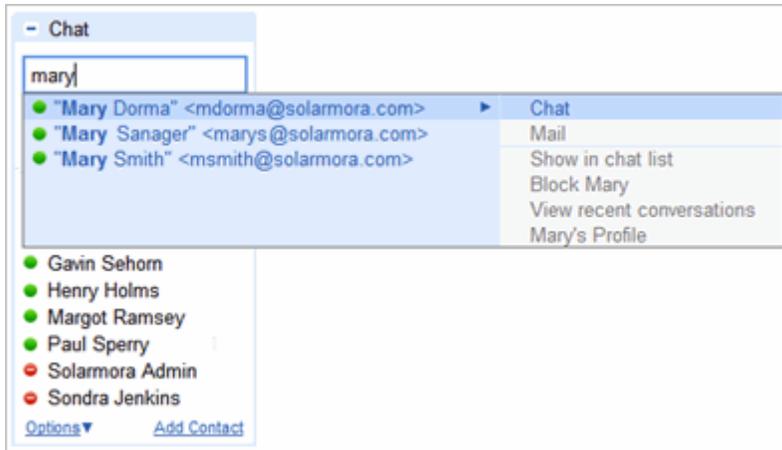
To open the Chat gadget:

Click **Chat** in the left pane of your Gmail window:



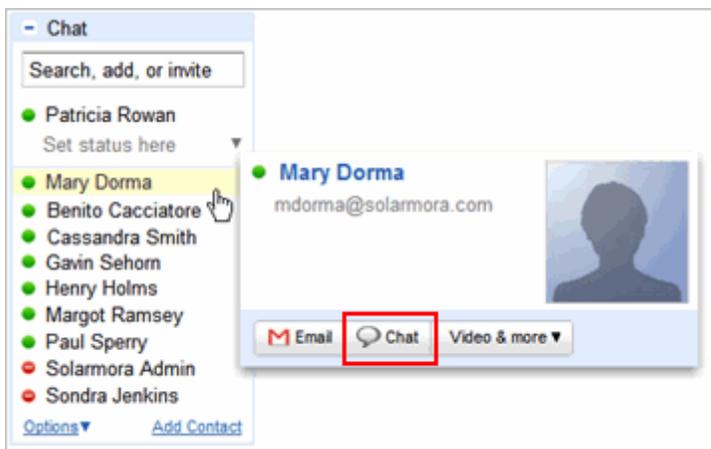
To find a coworker with the Chat gadget:

The Google Talk gadget shows a list of people you've recently communicated with. You can also find a coworker by starting to type his or her name or email address in the **Search, add, or invite** field. For example:



To start a chat:

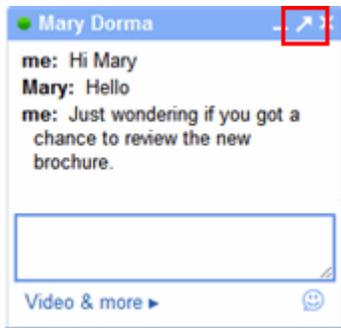
Simply point to a user in the list or search results, and then click **Chat** (or, if you haven't yet chatted with the user, click **Invite to Chat**):



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

To chat outside of your Mail window:

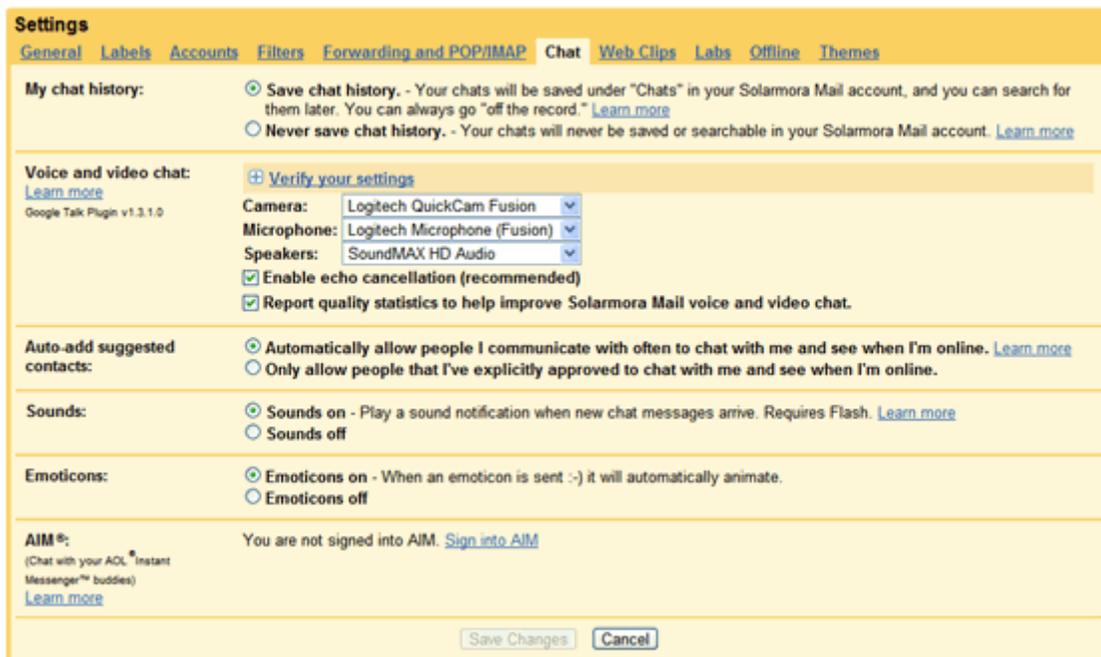
If you're chatting with someone, you can click the **Pop-out** arrow to use the Chat gadget outside of your Gmail window:



To set up chat options:

<<applies if users **will** use voice and video chat>>

In your Gmail window, click **Settings** in the upper right, and then click the **Chat** tab. You'll see options for saving your chat history, voice and video chat, sounds, emoticons, and more.



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In your Gmail window, click **Settings** in the upper right, and then click the **Chat** tab. You'll see options for saving your chat history, sounds, emoticons, and more.

Settings

General Labels Accounts Filters Forwarding and POP/IMAP **Chat** Web Clips Labs Offline Themes

My chat history:

- Save chat history. - Your chats will be saved under "Chats" in your Solarmora Mail account, and you can search for them later. You can always go "off the record." [Learn more](#)
- Never save chat history. - Your chats will never be saved or searchable in your Solarmora Mail account. [Learn more](#)

Auto-add suggested contacts:

- Automatically allow people I communicate with often to chat with me and see when I'm online. [Learn more](#)
- Only allow people that I've explicitly approved to chat with me and see when I'm online.

Sounds:

- Sounds on - Play a sound notification when new chat messages arrive. Requires Flash. [Learn more](#)
- Sounds off

Emoticons:

- Emoticons on - When an emoticon is sent :-) it will automatically animate.
- Emoticons off

AIM®: You are not signed into AIM. [Sign into AIM](#)
(Chat with your AOL® Instant Messenger™ buddies)
[Learn more](#)

<<applies if users *will* use voice and video chat>>

To install the voice and video chat plug-in:

1. In Gmail, click **Settings > Chat**.
2. Under **Voice and video chat**, click **Learn more** to go to the page on which you can download the voice and video chat plugin:

Voice and video chat: [+ Verify your settings](#)

[Learn more](#)
Google Talk plugin v1.0.10.0

Camera:

Microphone:

Speakers:

Enable echo cancellation (recommended)

Report quality statistics to help improve Solarmora Mail voice and video chat.

To install the standalone Google Talk client:

Just visit the Google Talk page and click **Download Google Talk**:

<http://www.google.com/talk/>