

***In this document I will be introducing you to "Chat" in iGoogle. You will learn to invite friends, change your status and start chatting.***

What you will need is a computer connected to the Internet, a web browser and an iGoogle account, which you should already have from lesson 1 "Our New Home Page".

**Step 1** - Open up your Internet browser. In the address bar type in [google.com/ig](http://google.com/ig) and then press the return or enter key. Once the page loads there will be two hyperlinks that read [sign in](#). Click on one, they both go to the same page.

**FYI** - A hyperlink is a word, phrase, or image that you can click on to jump to a new document or a new section within the current document. Hyperlinks are found in nearly all Web pages, allowing users to click from page to page. Text hyperlinks are often blue and underlined, but don't have to be. When you move the cursor over a hyperlink, whether it is text or an image, the arrow should change to a small hand pointing at the link. When you click it, a new page or place in the current page will open.

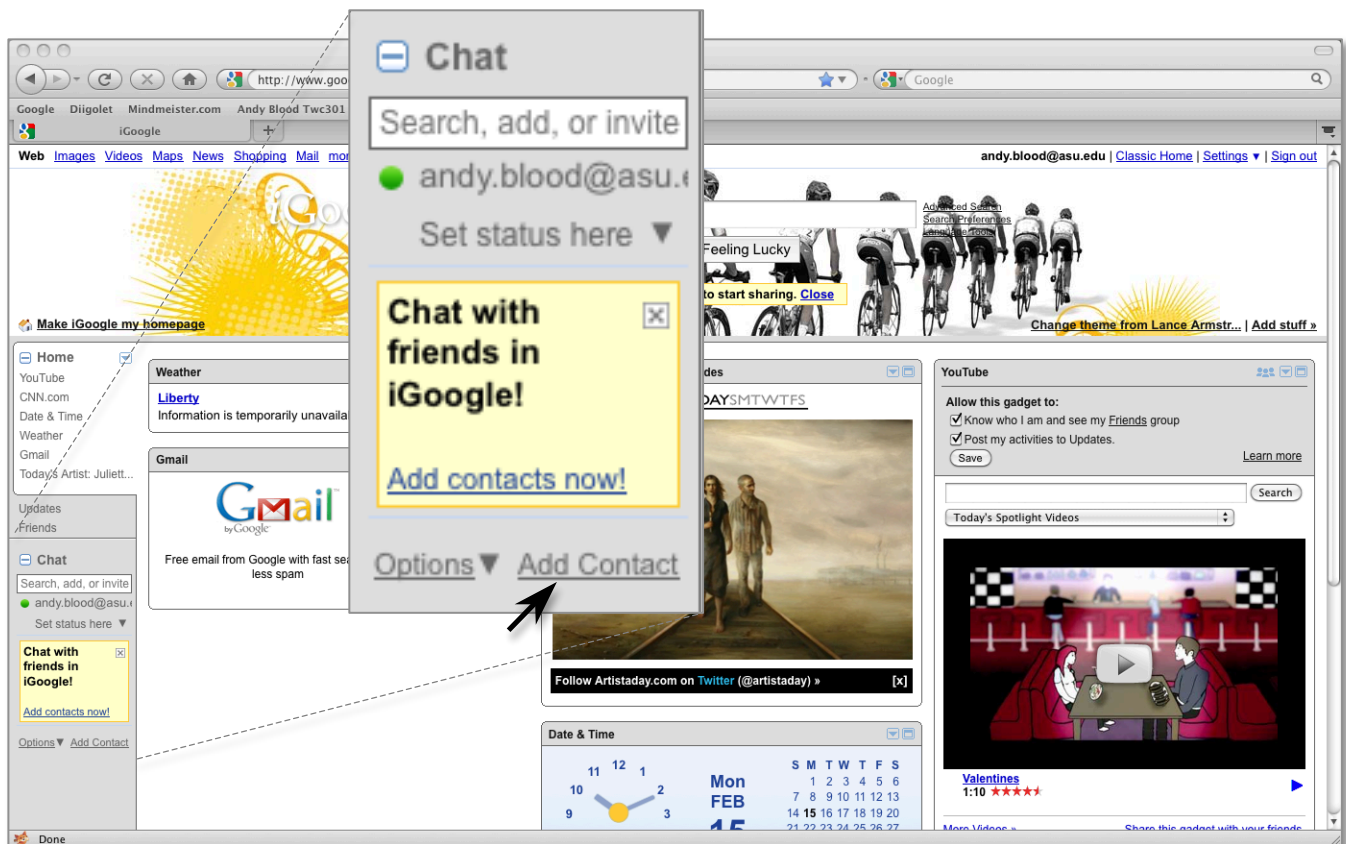
**Step 2** - Log in using your email address and password.

Your email address should appear here if you successfully logged in.

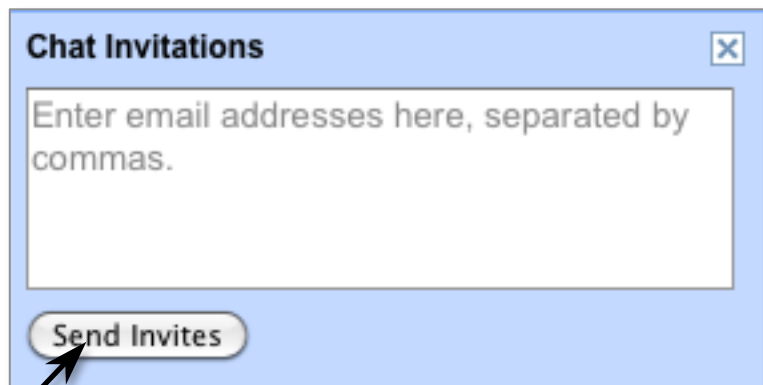
The screenshot shows the iGoogle homepage with the following elements:

- Browser:** iGoogle, address bar: <http://www.google.com/>
- User:** andy.blood@asu.edu | [Classic Home](#) | [Settings](#) | [Sign out](#)
- Search:** Google Search, I'm Feeling Lucky
- Widgets:**
  - Weather:** Liberty. Information is temporarily unavailable.
  - Gmail:** Free email from Google with fast search and less spam. [Create an Account](#). [Already have Gmail? Sign in here.](#)
  - Today's Artist:** Juliette Aristides. SMTWTFSARTISTADAYSMTWTFS. [Follow Artistaday.com on Twitter \(@artistaday\)](#)
  - YouTube:** Allow this gadget to:  Know who I am and see my Friends group.  Post my activities to Updates. [Save](#) [Learn more](#). Today's Spotlight Videos: Valentines 1:10 ★★★★★
- Left Sidebar:** Home, YouTube, CNN.com, Date & Time, Weather, Gmail, Today's Artist: Juliett..., Updates, Friends, Chat (Search, add, or invite; andy.blood@asu...), Chat with friends in iGoogle!, [Add contacts now!](#), Options, Add Contact.
- Bottom:** Done

**Step 3** – Once your iGoogle home page is loaded, look for the Chat box in the lower left of your iGoogle home page.

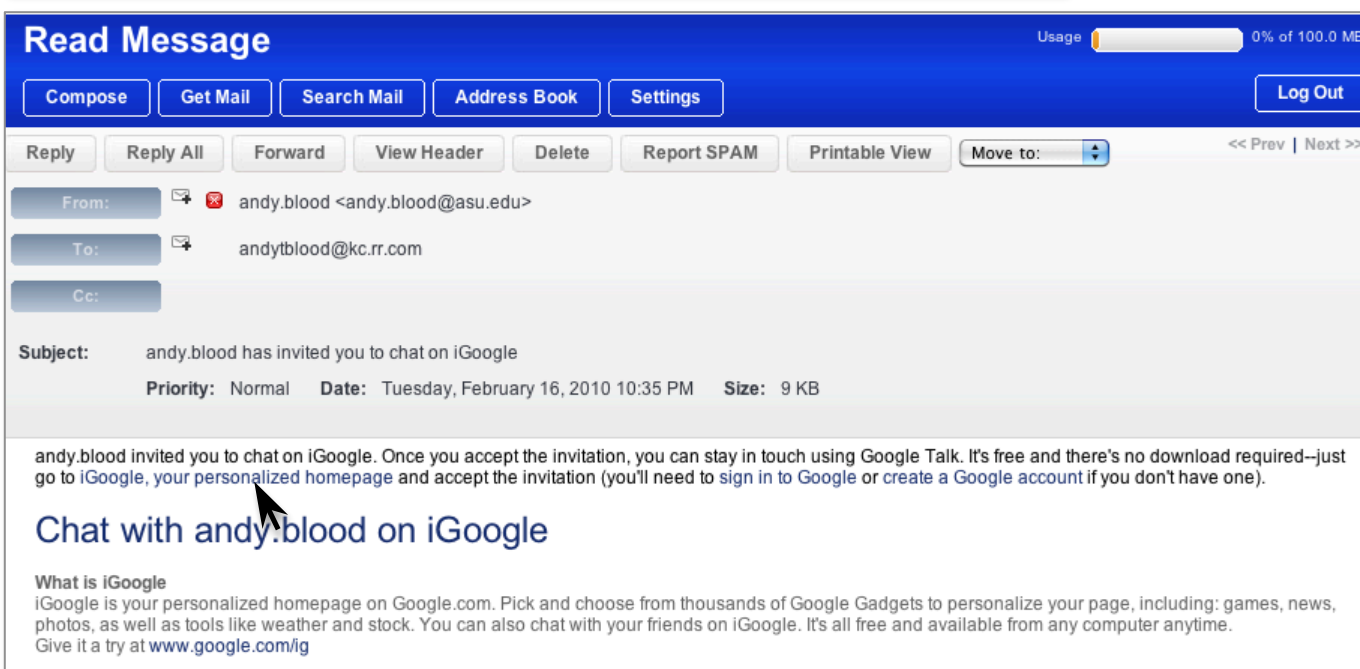
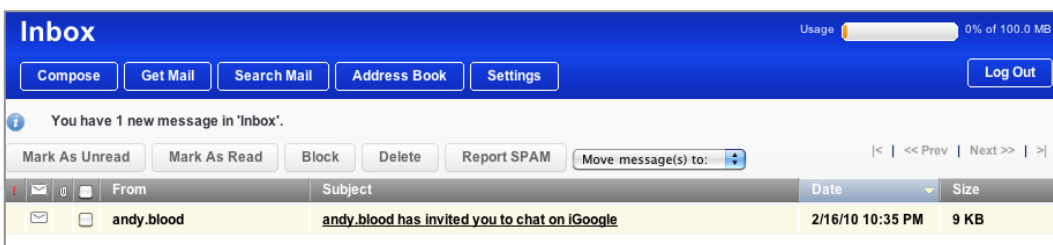
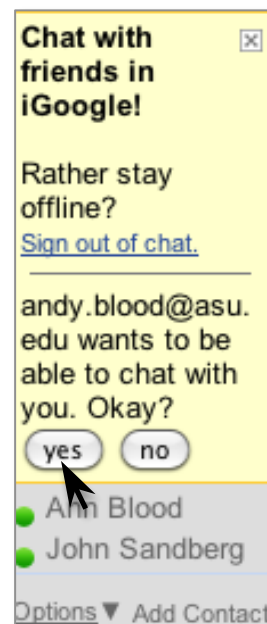


**Step 4** – Click on the Add Contact link. The dialog box that you see on the right will appear. Next you will type in email addresses of people that you want to invite to chat. Click on the send invites button and you're on your way.



**Step 4 (continued)** –

If the person you send a chat invitation to already has an iGoogle account they will get a notification in their Chat dialog box that looks like the one on the right. If they are not an account holder yet they will get an email like the one below and they will need to respond and set up an account. They will click a link in their email that takes them immediately through the same process you used to sign up for iGoogle. Once they sign in and verify their iGoogle account they will have the same dialog box to the right. They will need to select the yes button to say it's okay to chat with you.



**Step 4 (continued)** – Once the person that you send the invitation to have confirmed your request you will notice their name appear in your chat window with a status message beside it. This is a green dot if they are available to chat. See (Fig 1) on page 4.

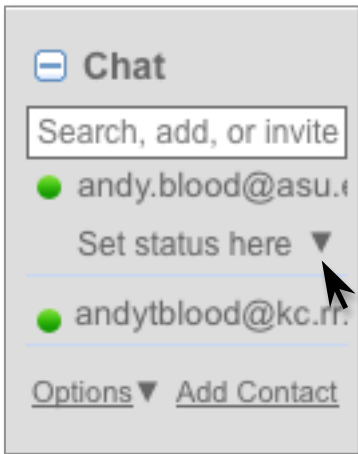


Fig1

**Step 4 (continued)**– The top one is you with your status message and below it you will see listed the names of the people you have invited and have accepted your

invitation. **Step 5** – To change your status you want to click on the triangle to the right of where it says, “Set status here”. You should notice a menu fly out like the one on the right and you can choose the appropriate one.

**Steps 6** – To chat with your newly added friend just simply click on their name and a dialog box (fig 2) in the lower left of your window. Type in the text box and hit return and your box will look like (fig 3). The receiver’s dialog box will look like (fig 4).

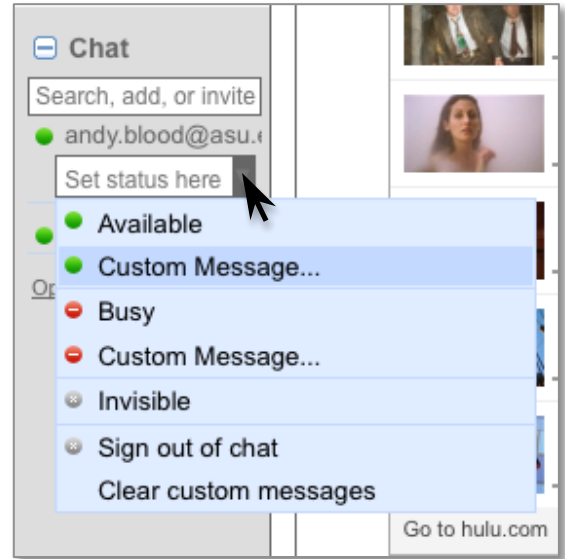


Fig 2

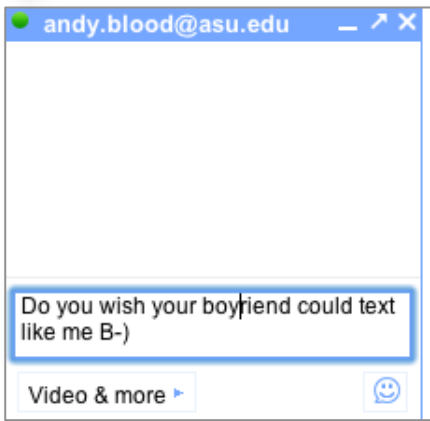


Fig 3

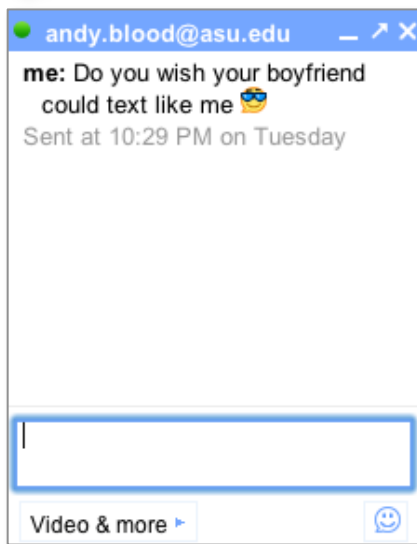
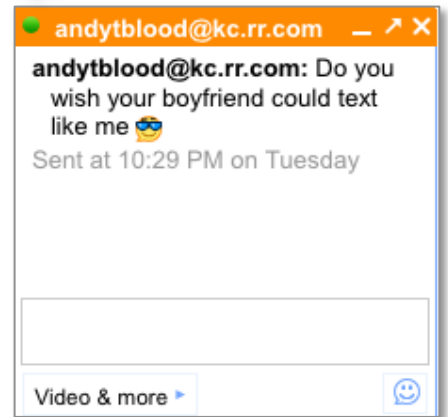


Fig 4



Now that you have completed this lesson you should be able to invite others to chat on iGoogle with you, set your status, type a message, send it and respond to others.