First, log into your [UCSC Gmail account](#) using your UCSC CruzID and gold password.

If Chat is enabled, look to the **left side** of your inbox. It should show Chat as one of your options.
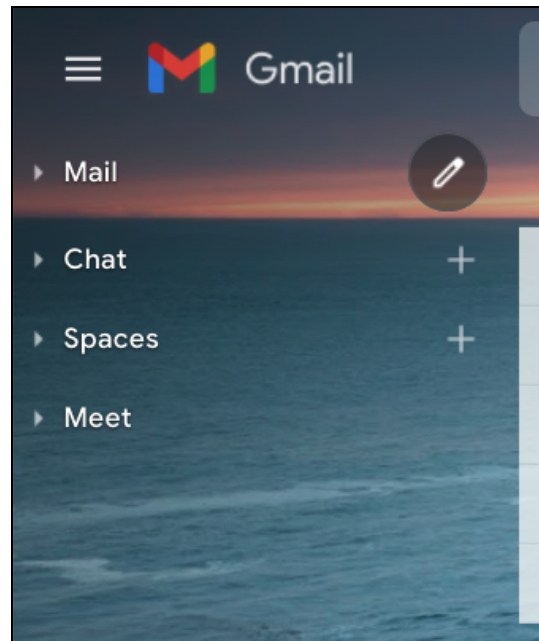

If Google Chat is not present:
1. Click on the gear icon at the **top right** corner of the screen
2. Click on "See all Settings"
3. On the far right there is a section titled "Chat and Meet". Click it for more options.
4. Click enable Google Chat and save changes (see below).
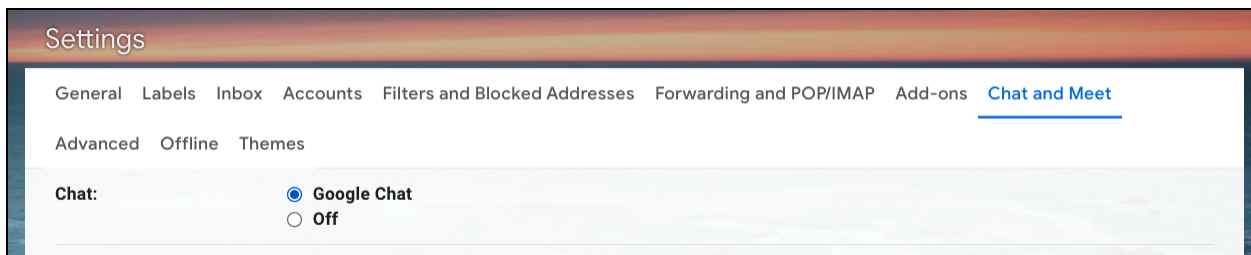

Then go back to the inbox and refresh the page and look at the left to find "Chats"

To begin a new chat within your UCSC gmail, make sure you have click on "+" sign to the right of the Chat section.

Next a window should pop-up that allows you to type in who you would like to chat with:
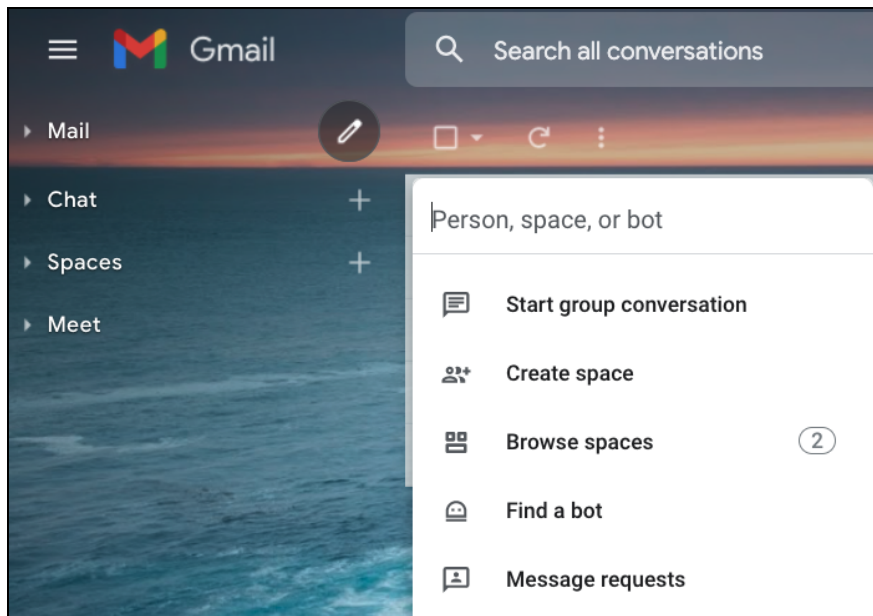
In the box titled "Person, space, or bot", type in your Orientation Leader Team's email address and click on the email address when it is fully visible as shown below:
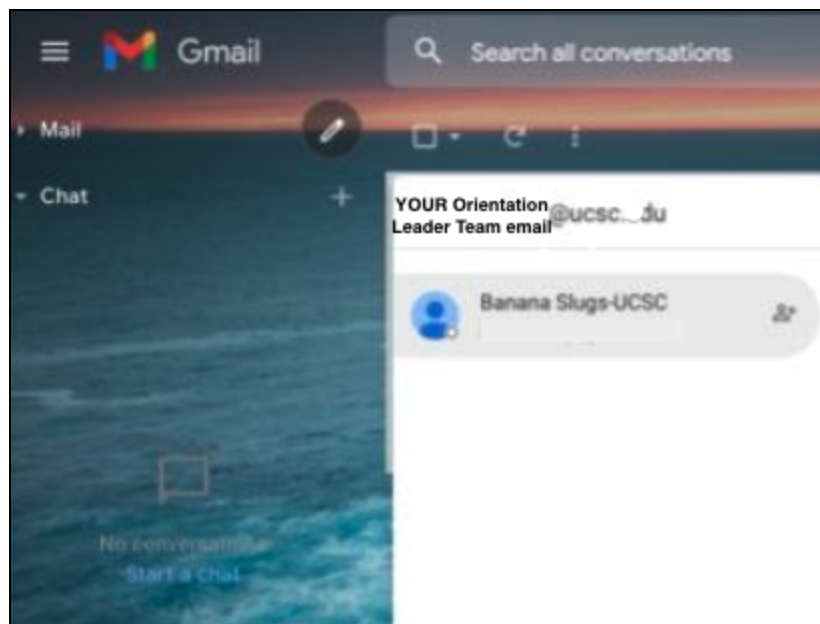
A chat box should open in the bottom right of your Gmail. Where it says "Let's chat!", input a brief description of your question to let us know how to get started helping you. Then click *Send*. The chat box should now say "Invite Sent!" [not shown below but should say something to that effect]:
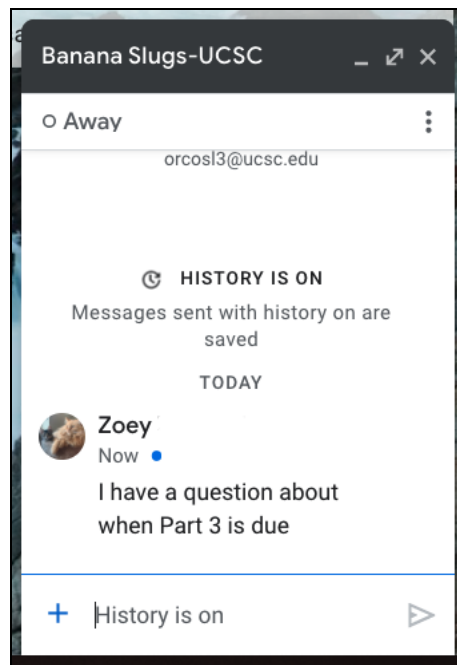
Wait until one of your Orientation Leaders can get back to you! When they get to your message, your chat will now turn from black to blue on the top and look like this. Feel free to ask any questions you may have, we are here to help!