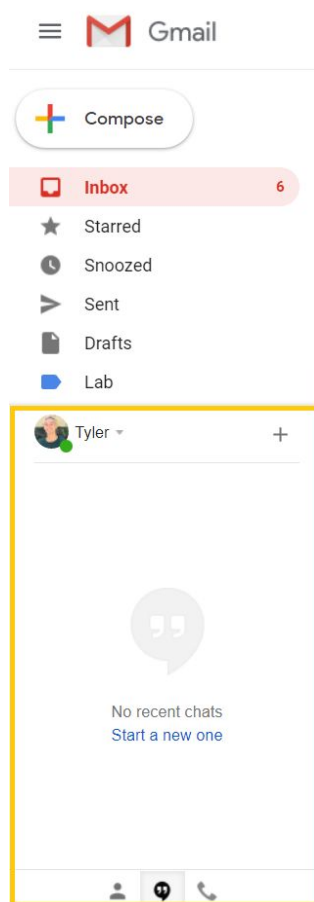


Activating Hangouts in Gmail for Students

First, check if Hangouts is enabled by looking at the bottom left corner of gmail. If the student's chat is on, there should be three icons like the picture below.



If Hangouts is not present:

1. Click on the gear icon at the top right corner of the screen
2. Under "Settings" find and click on "Chat"

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat](#) [Advanced](#) [Offline](#) [Themes](#)

3. Then click "Chat On" and save changes

Chat:

Chat on

Chat off

Save Changes

Cancel

Then go back to the inbox and refresh the page and look at the bottom left to find "Hangout Conversations"

To begin a new chat within your UCSC gmail, make sure you have clicked on the middle of the three icons.



No recent chats
[Start a new one](#)



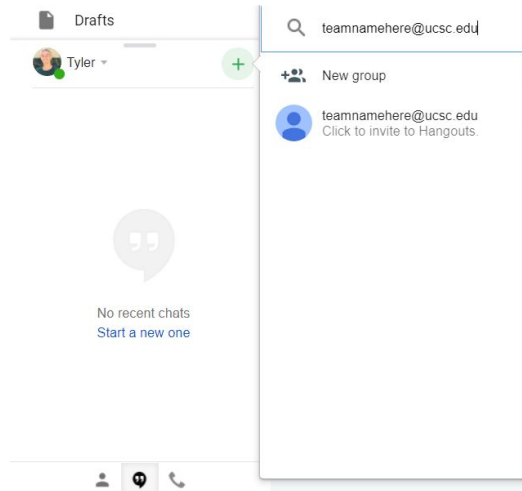
Then, click on the plus button at the top right of the box.



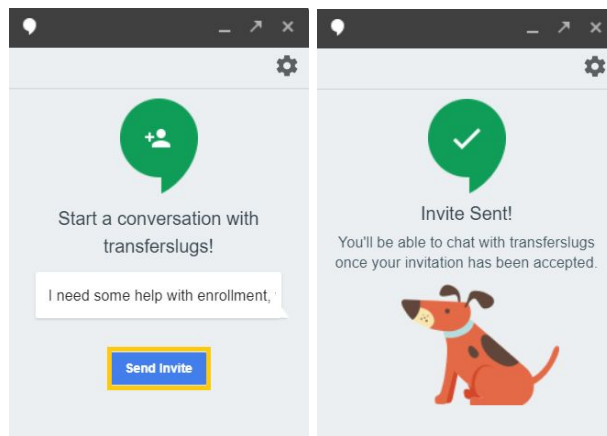
No recent chats
[Start a new one](#)



In the box, type in your Orientation Leader Team’s email address and click on “*Click to invite to Hangouts.*”



A chat box should open in the bottom right of your Gmail. Where it says “Let’s chat on Hangouts!”, input a brief description of your question to let us know how to get started helping you. Then click *Send Invite*. The chat box should now say “Invite Sent!”



Wait until one of your Orientation Leaders can get back to you--don’t worry, it won’t be too long! When they get to your message, your chat will now look like this. Feel free to ask any questions you may have, we’re here to help!

