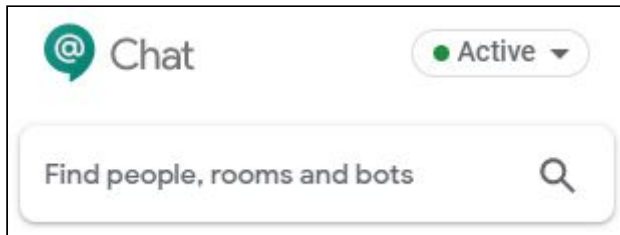


To access your Chat for instant messaging go to <https://chat.google.com> and sign in using your College account if prompted.

You can create a new chat or set your status at the top left of the screen



Messages can then be sent from the bottom of the window with the option to add files, Drive docs or start a video call



Chats can include multiple people and can be seen down the left hand side of the screen once created

Chats are searchable using the search icon at the top right of the screen

