Google Chat

We recommend **Google Chat** (previously Google Hangouts Chat), a Google service available in your Drew Google account, for conversations with your coworkers. (Chat will only work with a G Suite account. Make sure you are only logged in to your Drew account in the browser you are using.)

Google's Chat Help hub

- How to Access
- Send a Direct Message
- Chat Rooms
- Message Options
- Notifications

How to Access

1. Web: chat.google.com
2. Android: Install the app from the Google Play Store.
3. iPhone: Install the app from the Apple Store.

Send a Direct Message

Google instructions: Send a direct message

Messages can be sent from the web or in the app.

1. At chat.google.com:
   a. Click in the "Find people, rooms, bots" box and start typing a name or email address.
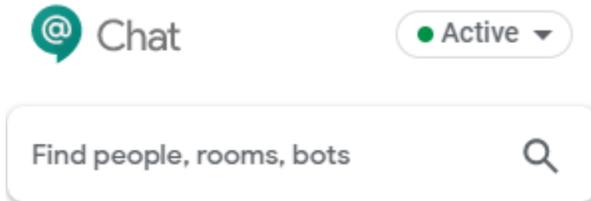
   b. Click on the right suggestion
   c. Type your message and press Return
2. From the app (iPhone or Android):
   a. Tap the +
   b. Start typing a name or email address.
   c. Tap the right suggestion
   d. Type your message and tap Send

The next time you want to message someone you've spoken to recently, you will find them listed as a recent contact in the menu to the left (on the web), or in the People section of the app.

Chat Rooms

Google instructions: Create a room

Rooms are places for multiple people to be involved in conversation. They are typically used for long-term chats, and are searchable.

Rooms can be created and participated in from the web or the app.

1. At chat.google.com:
   a. Click in the "Find people, rooms, bots" box and start typing a name or email address.

@ Chat ● Active ▾

Find people, rooms, bots

b. Choose "Create room" from the drop down menu (highlighted in blue below).

c.

Person, room, or bot

💬 Group message

🤖 Find a bot

👥 Create room

☰ Browse rooms

💬 Message requests

d. Name your room and click Create.
e. Click Add people & bots
f. Enter names or email addresses and choose from the list of suggestions for those you wish to invite to the room.

2. From the app (iPhone or Android):
a. At the bottom, tap Rooms

▦
.

b. Tap Add

╋
.

c. Tap Create room.
d. Enter a name and then tap Done

✓
.

e. Tap Add people & bots.
f. Enter names of people, email addresses, and bots, or select from the suggestions. Suggestions include everyone in your organization, even if they don't have Hangouts Chat. Repeat for each invitee.
g. Tap Done

✓
.

h. Enter names or email addresses and choose from the list of suggestions for those you wish to invite to the room.

Once the room is created, you can send messages and share files/images just as you do in a direct message.

Message Options

- Format a message
- Add a file to a message
- Edit or delete a message
- Search messages

Notifications

Chat notifications can be a bit tricky. To see what works best for your use of Chat, be it on a computer, on a mobile device, or a mix, review your notification options here and some troubleshooting tips here.

You can also snooze notifications.