



# Google Chat

## Quick Reference Guide

Recommended Browsers - Enable Cookies & JavaScript

- Internet Explorer 8 + Safari 4.0+
- Firefox 3.6 + Google Chrome

<http://rebelmail.unlv.edu/docs>  
<http://docs.google.com/a/unlv.nevada.edu>

### Chat Interface

**Chat History**  
You can save and search for Chats just like email messages

**Chat List**  
People you email often automatically appear in your chat list. Customize this area to chat with the friends you want with

**AIM Users**  
Chat with your AIM account contacts

**Invite Others**  
Invite more people and make it a group chat

**Pop-out Chat**  
Give your chat session its own window

**Video Chat**  
Some things are just easier to say face-to-face (plug-in required)

**Actions Menu**  
Go off the record, send SMS or block individual contacts

### Emoticon ;-D

Emoticon	Key Combination
♥	<3
⦿	:( )
∩	\m/
⊙	:-o
⊕	:D
⊖	:(
⊗	x(-
⊘	B-)
⊙	:{(
⊕	=D
⊖	:)
⊖	:-
=	=)
⊕	:-D
⊖	:^)
⊖	;-)
⊖	:-)
⊖	:-/
⊕	:P

### Ways to Access Chat

If your contacts use Rebelmail, Gmail, AIM, or an open service that is part of the Google Talk network, they will be able to chat with you. You can sign-in to Chat in with the following methods:

- **Chat in Rebelmail:** Use Rebelmail's built-in chat.
- **Chat from your desktop:** PC users can download the **Google Talk Client** at <http://www.google.com/talk>. Mac users can use OS X's built-in **iChat** (Mac OS 10.4+).  
**Note:** Enter your full Rebelmail address (username@unlv.nevada.edu) in the username field.
- **Chat using Google Talk Gadget:** Mac & PC users can sign in to the web-based version of Google Talk Client at <http://talkgadget.google.com/a/unlv.nevada.edu/talkgadget/client>.
- **iOS and Android Devices:** Bookmark <http://talkgadget.google.com/a/unlv.nevada.edu/talkgadget/m> from your browser. Sign in with your Rebelmail username and password.
- **BlackBerry:** Visit <http://www.blackberry.com/GoogleTalk> from your BlackBerry web browser. Install and launch the application with the Google Talk icon from your BlackBerry home screen or application folder.  
**Note:** Enter your full Rebelmail address (username@unlv.nevada.edu) in the username field.

### Managing Your Contacts

Rebelmail automatically enables people whom you frequently email to chat with you without having to send an invitation. If you do not want Rebelmail to automatically enable chat privileges:

1. Click on the **Gear icon** located at the top right corner of the Rebelmail page.
2. Click on the **Chat** tab, and select **Only allow people that I've explicitly approved to chat with me and see when I'm online**. Click **Save Changes**.

If a friend is not listed on your chat list, you can invite him or her by:

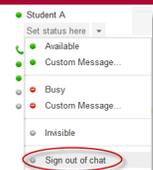
1. Enter your contact's email address in the **Search, add, or invite** field at the top of your chat list.
2. Click **Invite to chat**.
3. In the window that appears, click **Send Invites**. As soon as your friend accepts the invitation, you will see his/her chat status in your chat list and can start a chat session.



### Signing Out of Chat

There may be times when you don't want to be available to chat with your friends. To sign out of chat, do the following:

1. From your chat list, click the arrow next to **Set status here**.
  2. Select **Sign out of chat** to sign out.
- You will remain signed out until you click on **Sign in to chat** from your chat list.



## Chat List

From your Rebelmail chat list, you can start a chat session with your contacts or control how they appear in your chat list. To get started, just hover your cursor over their name and the menu shown below appears.

**Availability Status**

- Green: Available
- Orange: Idle
- Red: Busy
- Grey: Signed out or invisible

**Picture**

You can add a custom picture for yourself or your contacts. Click on the default silhouette or current picture and upload a new photo.

**Contact Details**

Click to view the contact's information in your address book.

**Start Video Chat**

Click to start a video chat session. Voice & Video chat plug-in is required (see sub-section below).

**Show in Chat List**

- Auto:** Contacts you e-mail often will automatically appear on your chat list (default setting).
- Always Show:** Contacts will always appear on your chat list.
- Never Show:** Contacts will not appear on your chat list, but they can chat with you and see when you are signed in.
- Block:** Contacts cannot see or chat with you when you are signed in.

**Email**

Click to compose an e-mail to that person.

**Chat**

Click to open up a chat session.

**Recent Conversations**

Click to view recent chat sessions you have had with that person.

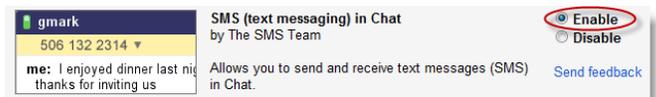
**Send SMS**

Click to send a SMS to the contact's mobile phone (see sub-section below).

## Send Short Messaging Service (SMS) Text Messaging

You can send SMS messages to your contacts' mobile phones (U.S. phone numbers only) using Rebelmail Chat. Before you can send SMS in Rebelmail chat, you must turn on text messaging for chat:

1. Click on the **Gear icon** located at the upper right corner of the screen.
2. In *Settings*, click on the **Labs** tab.
3. Scroll down until you see **Text Messaging (SMS) in Chat** and select **Enable**. Click **Save Changes**.



After enabling SMS in chat, you can start sending SMS just by typing a phone number (including area-code) into the **Search, add, or invite** field at the top of the chat window, then select **Send SMS**.



## Voice and Video Chat

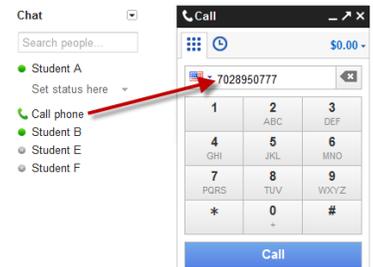
You can start a voice or video chat in Rebelmail chat. To get started:

1. Download and install the **voice and video chat plug-in** at <http://www.google.com/chat/video> (Windows XP or later, Intel Mac OS X 10.4 or later).
2. Click **Settings** → **Chat** → **Voice and video chat** to verify your settings.
3. Select the contact you want to chat with. If they have a camera icon next to their name, you can make a voice or video call to them. If your contact doesn't have a webcam, you can still conduct a voice only chat or a 1-way video chat.

## Place Phone Calls

In addition to making voice and video chats with your contacts from computer to computer, you can also place phone calls to any landline or mobile phone number in Rebelmail.\* All calls to US and Canada numbers are currently free. To get started:

1. Download and install the **voice and video chat plug-in** at <http://www.google.com/chat/video> (Windows XP or later, Intel Mac OS X 10.4 or later).
2. Click **Call phone** in chat to open up the *Call window*.
3. From the *Call window*, dial the number you wish to call including the area code.
4. Click the **Call** button



## Chat History

Chats are automatically saved in your Rebelmail account, where they can be viewed, searched for, forwarded, or deleted like an e-mail. Saved chats can be **Chats** by clicking on the **Chats** label.

There are times when you do not want a particular chat with a specific person to be saved. In Rebelmail chat, you can go **off the record**, so that nothing typed from that point forward gets saved in anyone's account by doing the following:

1. From your chat window, click **Actions** → **Go off the record**. Once you go off the record with a particular contact, you will always go off the record with him or her (even after you've signed out) until you stop chatting off the record.

