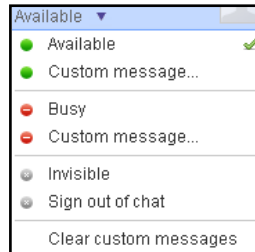


Google Talk

There are many options for setting your availability in Google Talk. Under your name, select the drop down arrow next to Available. Your status could be set to Busy or Invisible, or you could even customize your own availability message.



Below your name is the Search, Add, or Invite field. To search for someone you would like to chat with, type the person's e-mail address in this field. Google will then send an invitation e-mail to the person.



Below this field is a list of users you have added. If you have not added any contacts, this space will be blank.

A toolbar at the bottom of the window provides a variety of options:



- The Add link allows you to Add contacts.
- The All Contacts link shows a list of users you have invited.
- The Feedback link opens a new page which allows you to provide feedback to Google regarding the Chat app.
- There is also a Help link for Google support.

To start a chat session with a person in your contact list, simply click on the person's name in your contact list.

This will open up a chat session in a new tab inside the Google Talk window. Simply type your message in the field at the bottom of the window and press Enter.

