

1. Click on the waffle next to your icon and then click chat.  
  
\*you may need to scroll down to find the chat icon.

Advisory - Chat

How to Use Chat- Students

chat.google.com/u/1/room/AAAAIkVGn1w

Chat Active

Find people, rooms, bots

PEOPLE

Find someone to chat with using the filter box above.

ROOMS

Advisory

Staff

AVID

BOTS

Bots can automate tasks or send timely updates.

Advisory 15 members

You created this room on Sunday, Mar 29

Add people & bots

Reply

New thread in Advisory

2. Click in the box that says “Find people, rooms, bots”

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chat.google.com/u/1/room/AAAAIkVGn1w

Chat

Active

Advisory 15 members

Person, room, or bot

Group message

Create room

Browse rooms

Message requests

FREQUENT

- J Jill Rumbaugh  
jrumbaugh@icmsokc.com
- J Jami West  
jwest@icmsokc.com
- K Kathleen Moseley  
kmoseley@icmsokc.com
- B Becky Kime  
bkime@icmsokc.com
- C Cierra Donker  
cdonker@icmsokc.com
- S Susan Linderer  
slinderer@icmsokc.com

You created this room on Sunday, Mar 29

Add people & bots

Reply

New thread in Advisory

3. To start an individual chat, or group chat, click group message.

Search for people to message

Type someone's name

Message

Suggestions

- J Jill Rumbaugh  
jrumbaugh@icmsokc.com Message
- J Jami West  
jwest@icmsokc.com Message
- K Kathleen Moseley  
kmoseley@icmsokc.com Message
- B Becky Kime  
bkime@icmsokc.com Message
- C Cierra Donker  
cdonker@icmsokc.com Message
- S Susan Linderer  
Message

4. Type the name of the person(s) you are looking for, then click message.

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Chat | Active

Advisory 15 members

Person, room, or bot

- Group message
- Create room
- Browse rooms**
- Message requests

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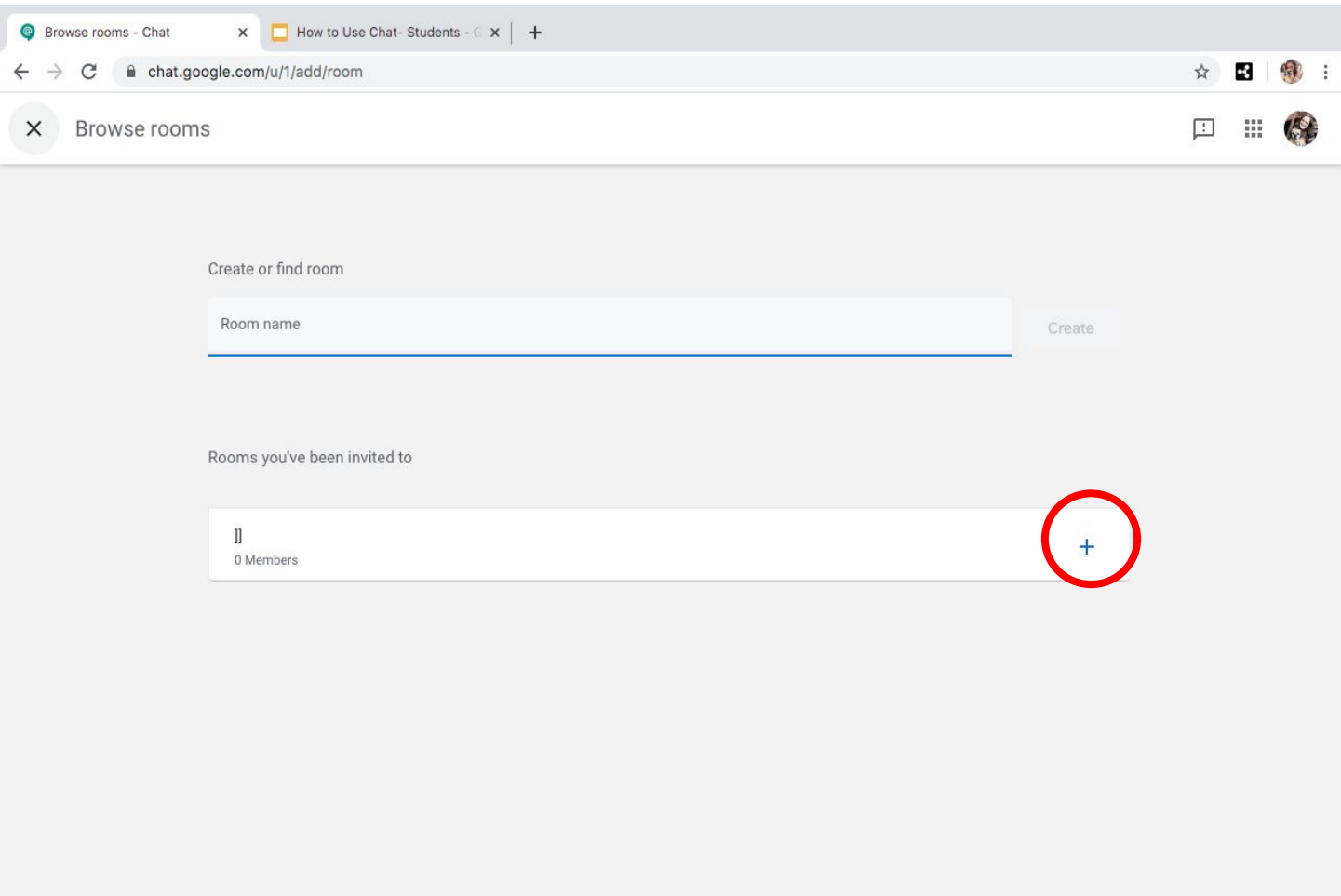
You created this room on Sunday, Mar 29

+ Add people & bots

Reply

New thread in Advisory

5. Some of your teachers may place you in rooms. To access these rooms click browse rooms.



6. To add a room to your list, look under where it says rooms you've been invited to and click the plus sign.

The screenshot shows a web browser window with two tabs: 'Advisory - Chat' and 'How to Use Chat- Students'. The address bar shows 'chat.google.com/u/1/room/AAAAIkVGn1w'. The chat interface is for a room named 'Advisory' with 15 members. On the left sidebar, under the 'Active' status, there are options: 'Group message', 'Create room', 'Browse rooms', and 'Message requests', which is circled in red. Below these are 'FREQUENT' contacts: Jill Rumbaugh, Jami West, Kathleen Moseley, Becky Kime, Cierra Donker, and Susan Linderer. The main chat area displays a message: 'You created this room on Sunday, Mar 29' with a blue button 'Add people & bots'. At the bottom, there is a 'Reply' input field and a 'New thread in Advisory' button.

7. Click message request to see who has sent you a message.

Questions?

Email: Ms. Wiley @ [cwiley@icmsokc.com](mailto:cwiley@icmsokc.com)