Google talk Google Talk: Chat, A/V and phone
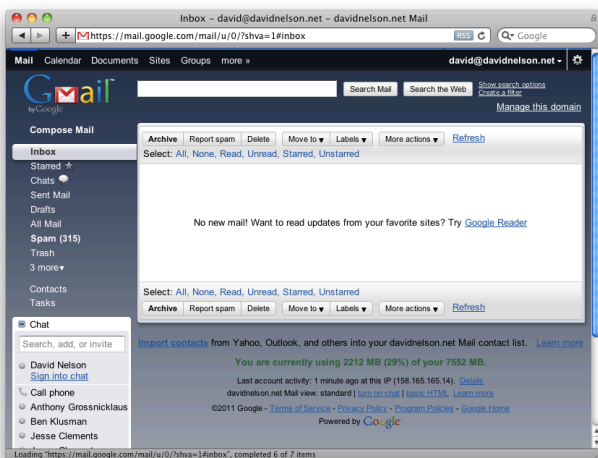
Installing the Plug-in

1. Go to http://www.google.com/talk/
2. Click the **Install video chat plug-in** button. The file **GoogleVoiceAndVideoSetup.dmg** will download.
3. Once the it completes, it may automatically open an installer. If it doesn't, please open the **GoogleVoiceAndVideoSetup.dmg** file, then open **Google voice and video Installer.mpkg**

4. Click the **Continue** or **Install** button and enter your password when prompted.
5. The software should now be installed. You may need to quit and re-open your browser (Firefox/Safari) because it can be used.
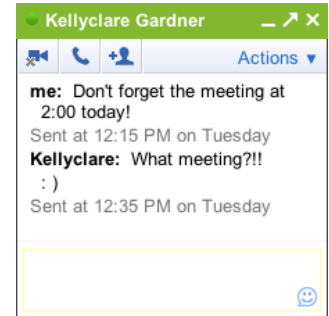
Sign into Your Google Account

1. Go to www.gmail.com
2. Enter your username and password and click **Sign in**. **Note:** Use a standard Gmail account, not 4J.
3. In the left sidebar, under **Chat**, look for your name. If there is a link called **Sign into chat**, click on it now.

4. If you don't have any contacts in your chat list, click **Add Contact** to add some.

Start a Text Chat

1. Click on the name of a person in your contact list. (**Tip:** Names shown with a green icon are online and available to chat.)
2. A chat box will appear at the lower right corner of the window. Type in the lower half of the box to write messages and press the **Return** key to send.
3. Your messages and your friend's responses will appear in the top half of the box.
4. When you are finished, click the **x** button to close the chat, then sign out of Gmail.
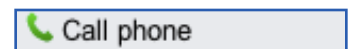

Start a Voice or Video Chat

1. Click on the name of a person in your contact list.

2. Toward the top of the chat window that appears, click the camera to initiate a video chat or the phone to start a voice chat.
3. The person on the other end will have to accept or deny your request to chat.
4. Close the chat and sign out of Gmail when finished.

Make a Phone Call

1. Click the **Call phone** button in your chat list.
2. Type a phone number (including the area code, but without the "1" country code.)
3. Click the **Call** button to start the phone call.
4. Click the **End** button when finished.
   Tip: If you leave a message be sure to include your phone number. Google Talk will show an unknown caller ID that the receiver cannot call back.