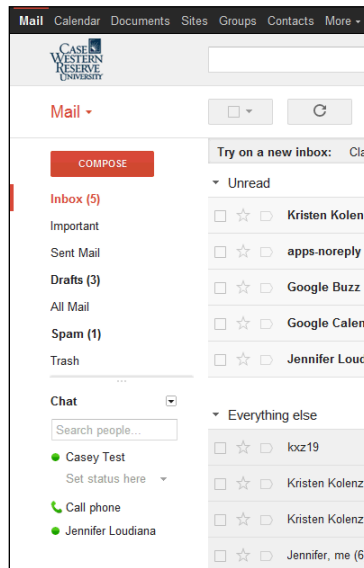


Add Contacts to Chat

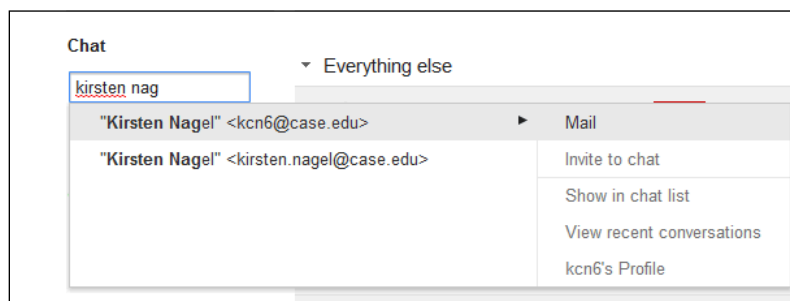
Procedure

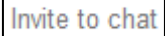
Begin by logging in to *webmail.case.edu* with your CWRU Network ID and password.

Note: The Chat gadget can also be used in iGoogle and Google+.



Step	Action
1.	To add a person to your Chat contact list, begin by typing his or her name or CWRU Network ID into the Search people... field.



Step	Action
2.	Locate the individual's CWRU Network ID email address in the search results that appear and place your mouse cursor over it. Click the Invite to Chat link. 
3.	The individual's ID will appear in the contact list with the word "Invited" to its right. When the person has accepted your invitation to chat, a green dot will appear to the left of his/her name.
4.	The Chat gadget can also be used in iGoogle and Google+. <i>igoogle.case.edu</i> <i>plus.google.com</i> End of Procedure.