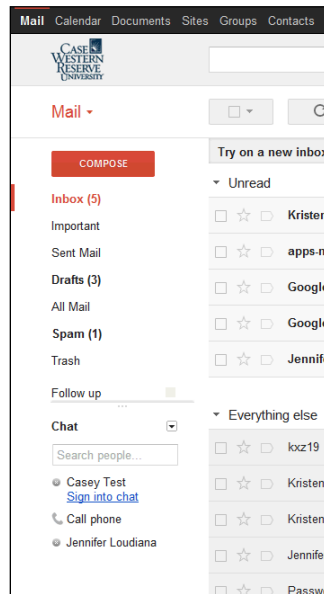



## Using the Chat Gadget

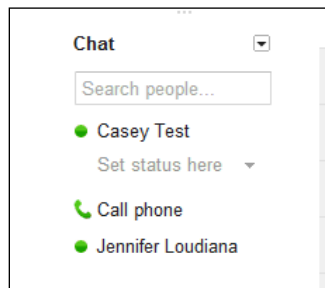
### Procedure


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

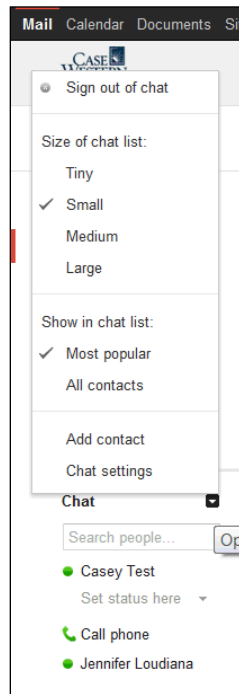
**Note:** The Chat gadget can also be used in iGoogle and Google+.



Step	Action
1.	The Chat gadget is located in the lower left corner of the webmail screen. If you are not signed in to Chat, you will see the <b><u>Sign into chat</u></b> link.
2.	Click the <b>Sign into chat</b> link. 



Step	Action
3.	When you are signed in to Chat, a green dot will appear to the left of your name.
4.	For more options related to the Chat gadget, click the <b>Chat</b> dropdown button to activate the menu. 



Step	Action
5.	The Chat Options menu allows you to sign out of Chat, change the size of the Chat list, organize contacts in the Chat list, add contacts, or change Chat settings.
6.	The Chat gadget can also be used in iGoogle and Google+.  <i>igoogle.case.edu</i> <i>plus.google.com</i> <b>End of Procedure.</b>