

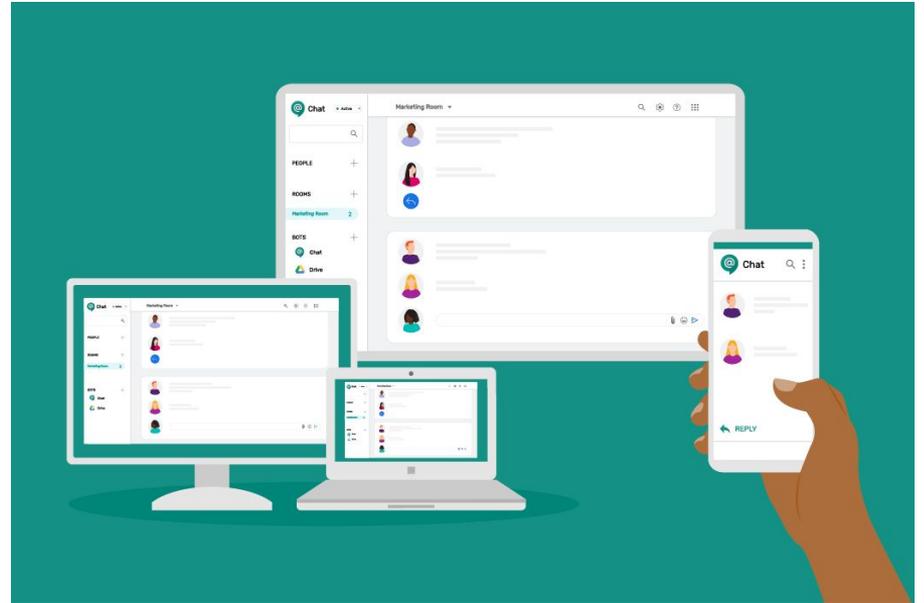
Google Chat Guide for Parents

Put together by the CHIJ (Katong) Primary ICT team.



Contents

- Introduction to Google Chat
- Getting Started
- Useful
- FAQ



Why Google Chat?

- Google Chat is a secure communications tool that the school will be using for communication between teachers and parents.
- From 2023 onwards, we would like to centralize communication with our parents.
- The 3 platforms are - Email/Phone Call/Google Chat.
- As our teachers are not required to provide their personal handphone numbers, we hope that Google Chat can still provide you with the platform that you need to communicate with the teacher.
- Google chat can be used to communicate with teachers for the following:
 - For concerns or questions you may have.
 - To update the teacher on your daughter.
- Our teachers also need to rest and recharge for the next day. We kindly ask that all communication stops at 5pm.



Getting Started

- Choose from 4 different methods to communicate with your daughter's teachers using Google Chat



Google Chat
App (iOS)



Google Chat
App (Android)



Web Browser
(Desktop)



In Gmail
(Desktop)

Getting Started (iOS)



Google Chat
App (iOS)

Getting Started (iOS)

- Download the Google Chat app via App Store



Google Chat 4+

Efficient Team Communication

[Google LLC](#)

#13 in Business

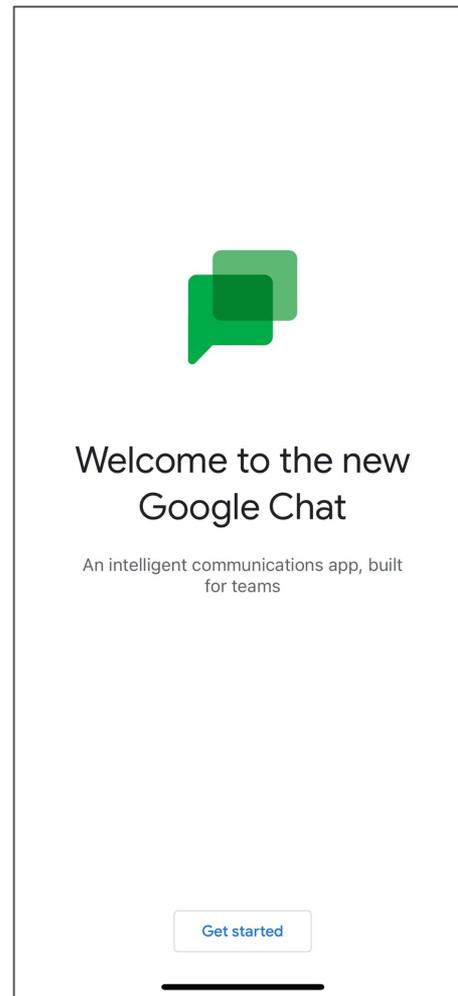
★★★★★ 4.6 • 145.8K Ratings

Free



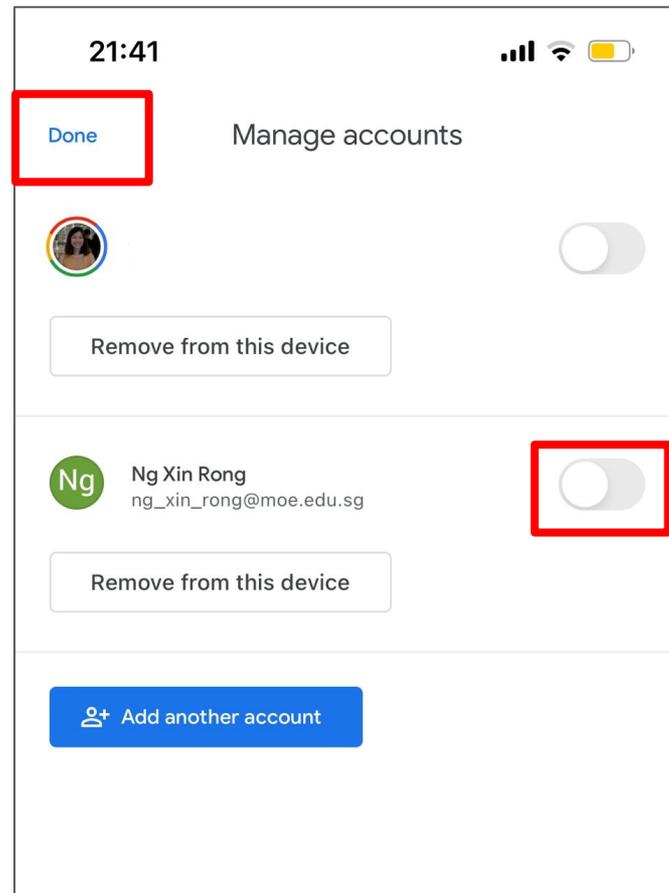
Getting Started (iOS)

- Click on 'Get started'.



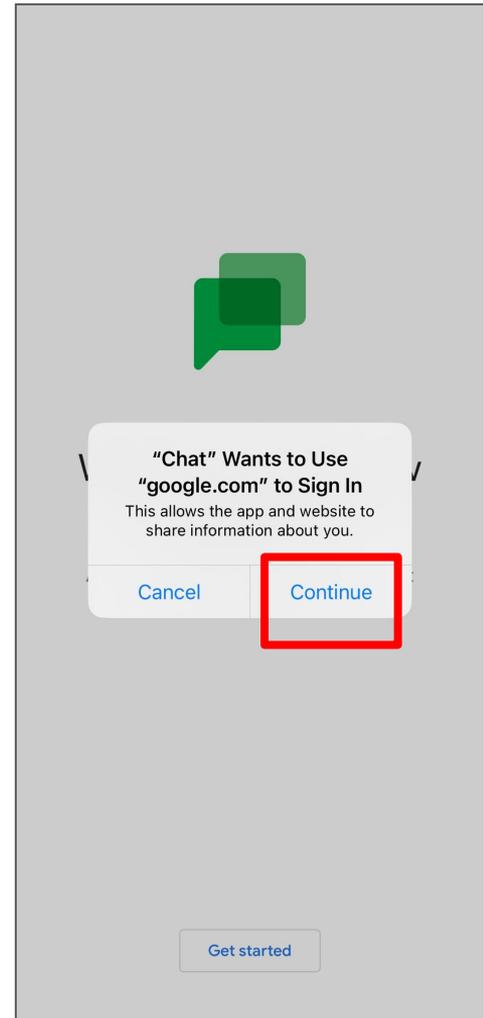
Getting Started (iOS)

- If you have logged in to any Google account on your phone, select the Google account you'd like to use chat with and click to turn chat on.
- Click on Done to proceed.



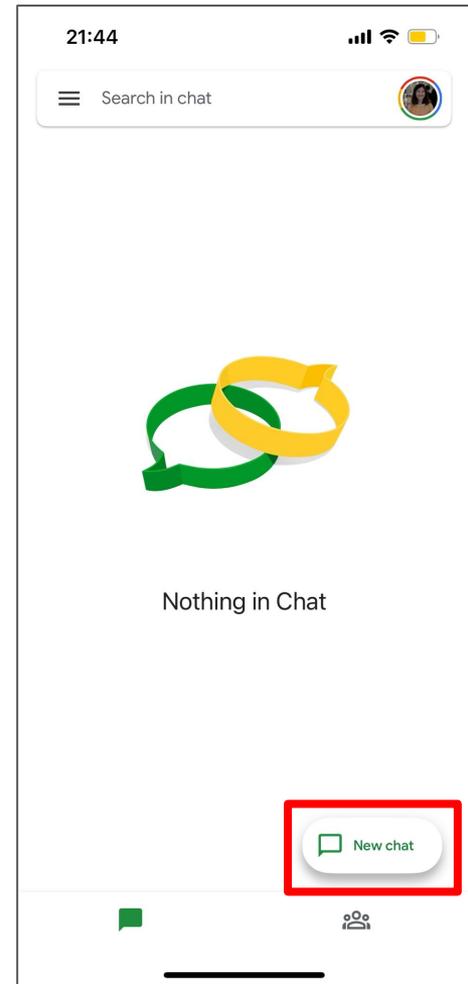
Getting Started (iOS)

- If you have not logged in to any Google account on your phone, Google will prompt you to sign in.
- Click on 'Continue' to sign in with your Google account.



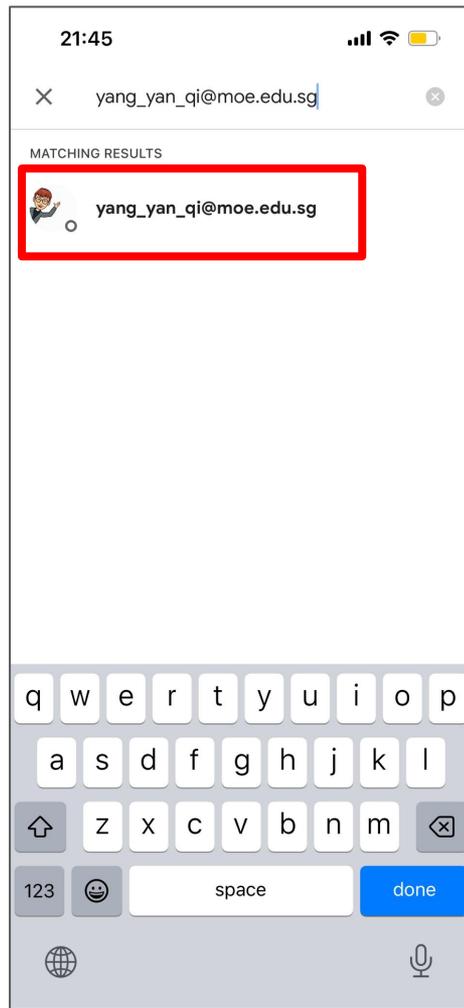
Getting Started (iOS)

- You will be redirected to the Google Chat interface, where you can see all existing conversations.
- Click on 'New chat' to start a conversation.



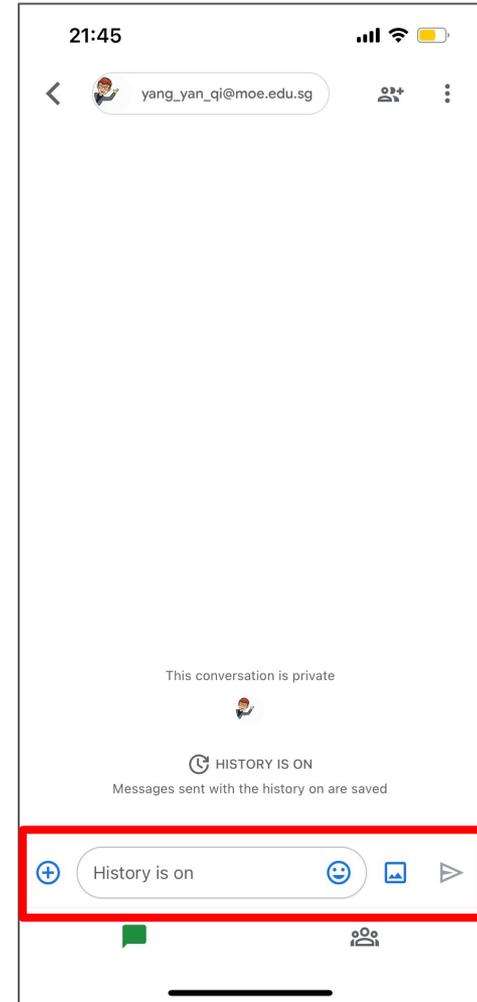
Getting Started (iOS)

- Type your daughter's teacher's email address into the search bar to look for her.
- Click on her name to start a conversation.



Getting Started (iOS)

- You can type a message, send emojis, or even documents to your daughter's teachers.



Getting Started (Android)



Google Chat
App (Android)

Getting Started (Android)

- Download the Google Chat app via Playstore

Google Chat

Google LLC

3.6★
105K reviews

10M+
Downloads

3+
Rated for 3+ 

Install

 Add to wishlist



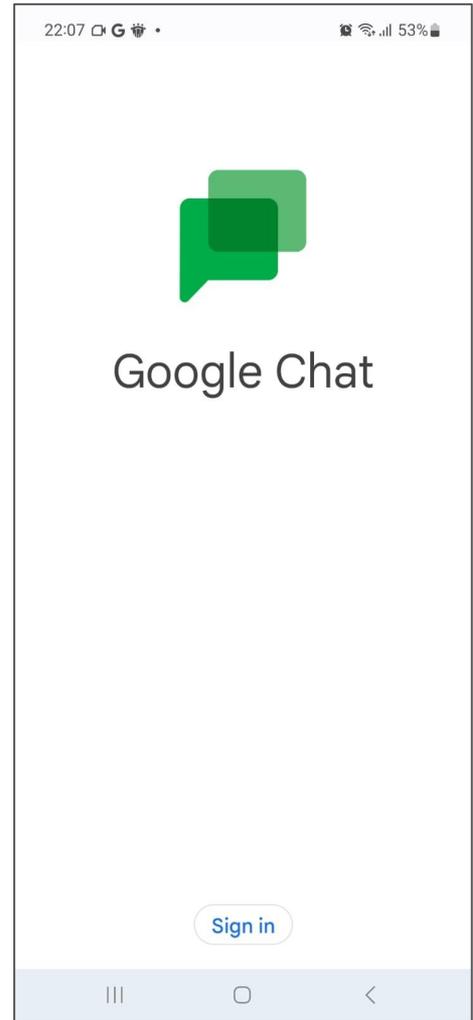
SCAN ME

Getting Started (Android)

- If you have logged in to any Google account on your phone, select the Google account you'd like to use chat with and click to turn chat on.

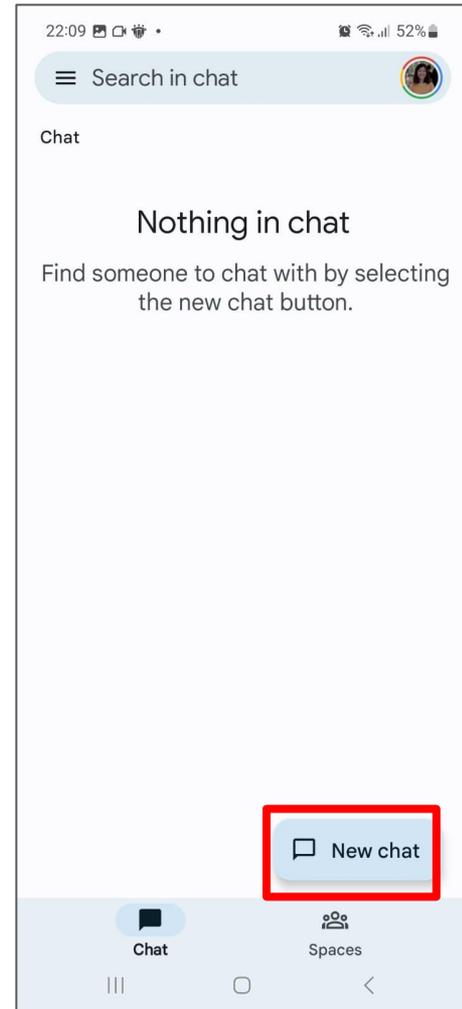
Getting Started (Android)

- If you have not logged in to any Google account on your phone, Google will prompt you to sign in.
- Click on 'Sign in' and log in with your Google email and password.



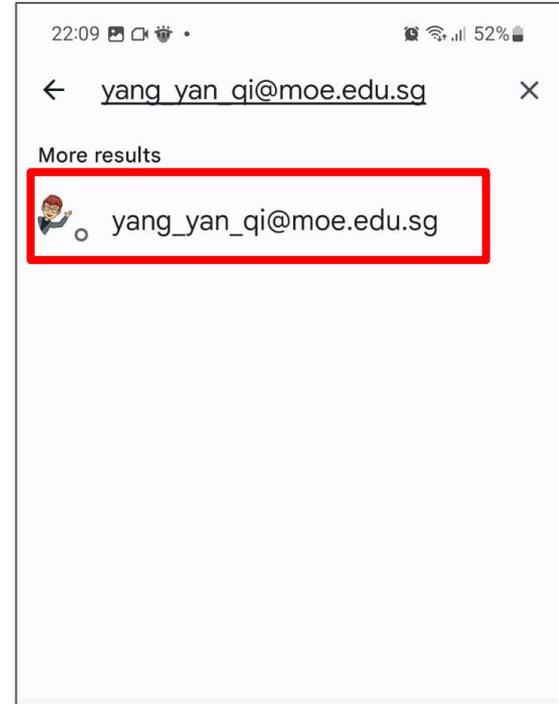
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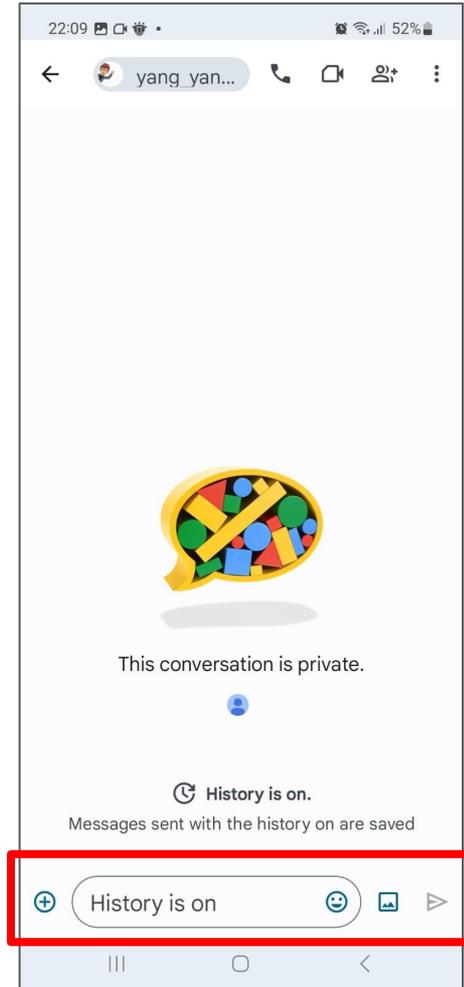
Getting Started (Android)

- Type your daughter's teacher's email address into the search bar to look for her.
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Getting Started (Android)

- You can type a message, send emojis, or even documents to your daughter's teachers.



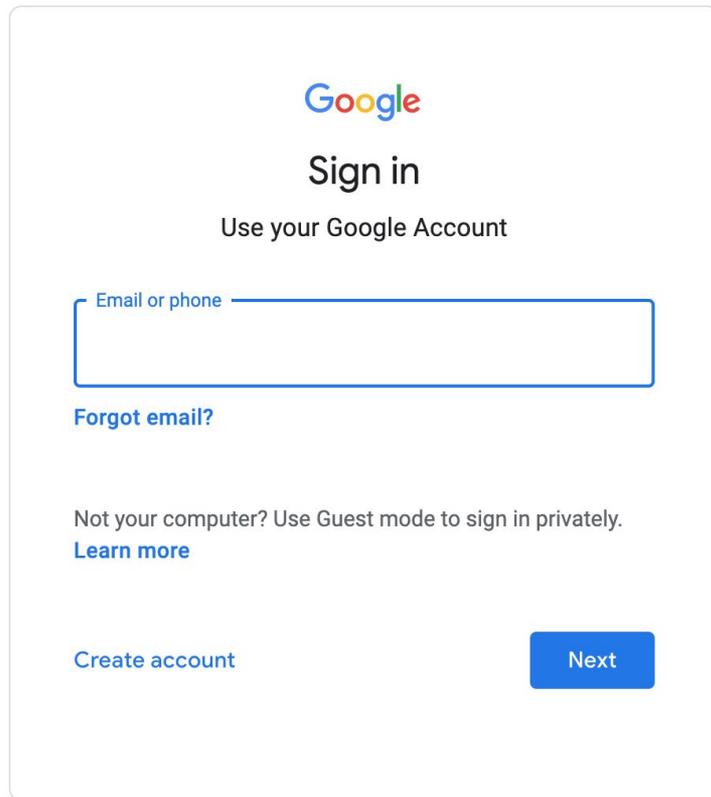
Getting Started (Web Browser)



Web Browser
(Desktop)

Getting Started (Web Browser)

- Go to chat.google.com
- Sign in to your Google account using your email address and password.



The image shows a screenshot of the Google sign-in page. At the top center is the Google logo. Below it, the text "Sign in" is displayed in a large, bold font, followed by "Use your Google Account" in a smaller font. A text input field is present with the placeholder text "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left, there is a link "Create account". At the bottom right, there is a blue button with the text "Next".

Getting Started (Web Browser)

The screenshot shows the Microsoft Teams web browser interface. At the top, there is a navigation bar with a hamburger menu, the word "Chat", a search bar containing "Find people, spaces and messages", and a status indicator showing "Active". Below the navigation bar, the main content area is divided into two sections. On the left, there is a sidebar with a "Chat" header and a green "+" button. Below this, it says "No conversations" and "Find a chat". At the bottom of the sidebar, it says "No spaces yet" and "Find a space to join". On the right, there is a large area with a yellow speech bubble icon containing colorful geometric shapes and the text "Select a conversation".

Chat

Find people, spaces and messages

Active

+

Click on the + symbol to start a chat.

No conversations
Find a chat

All your active and past chats will be displayed here.

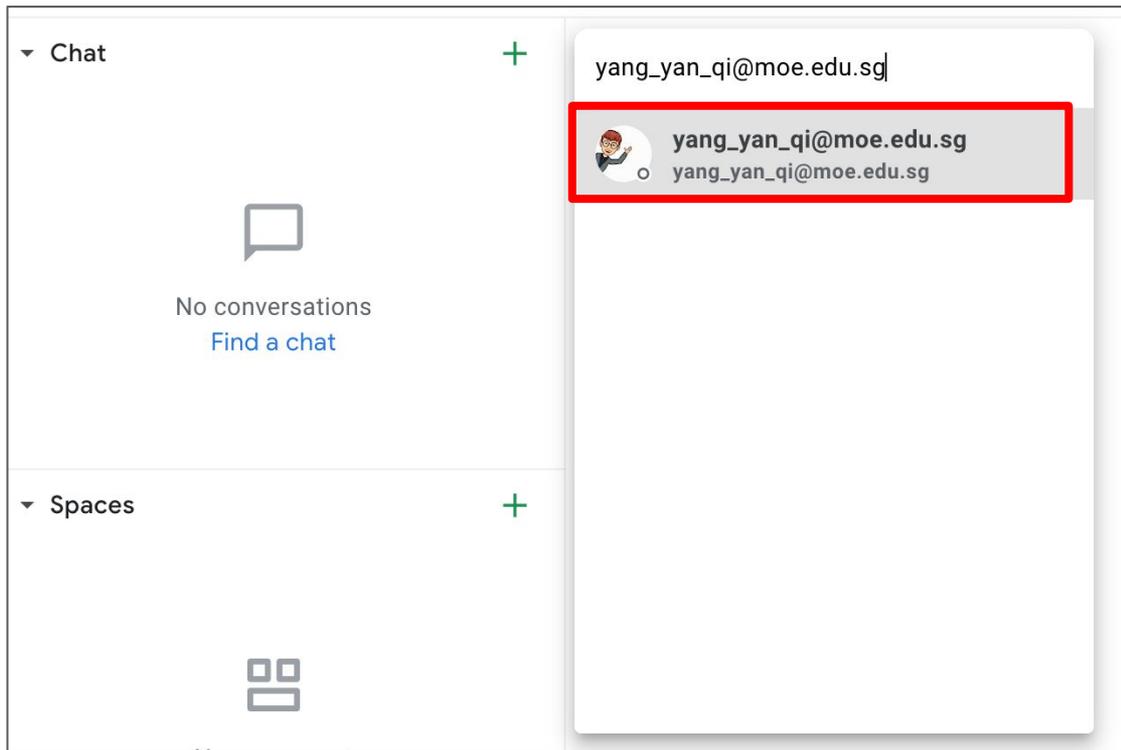
No spaces yet
Find a space to join

Select a conversation

Meet

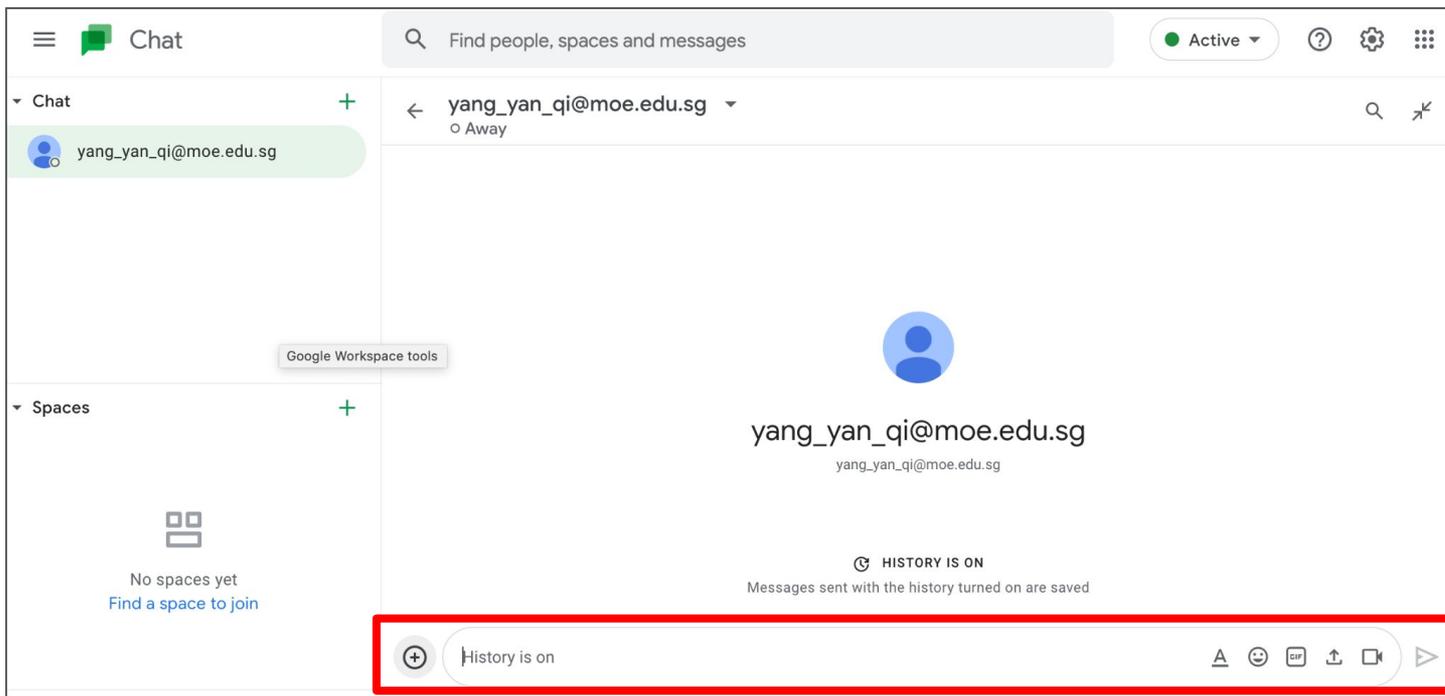
Getting Started (Web Browser)

- Type your daughter's teacher's email address into the search bar to look for her.
- Click on her name to start a conversation.

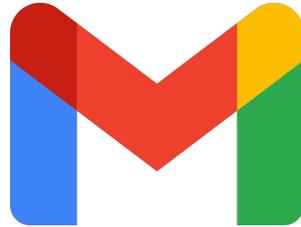


Getting Started (Web Browser)

- You can type a message, send emojis, or even documents to your daughter's teachers.



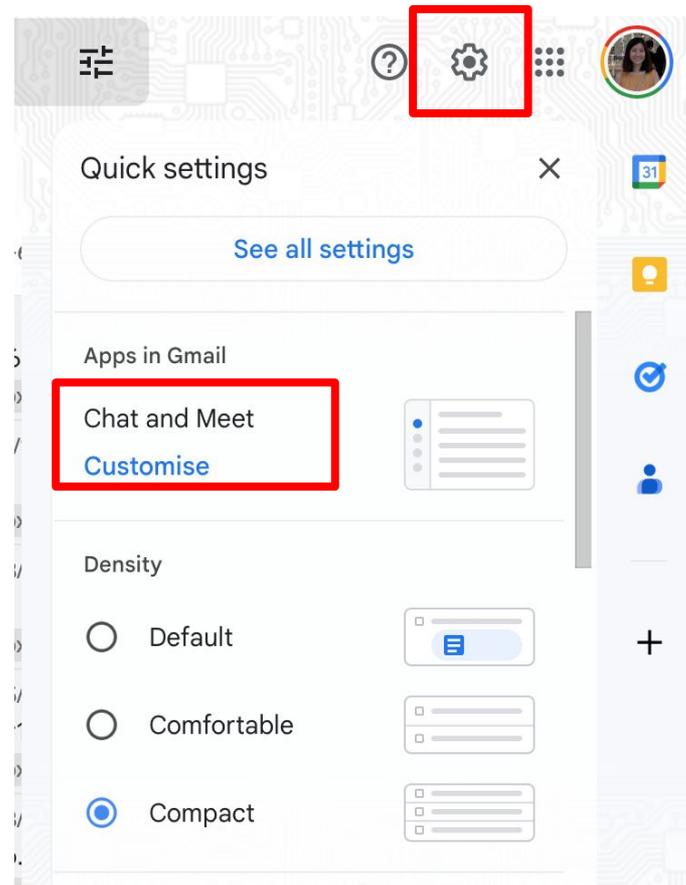
Getting Started (Gmail)



In Gmail
(Desktop)

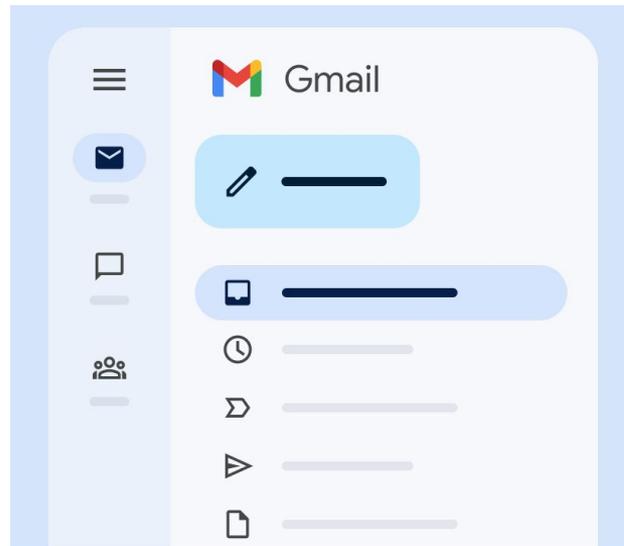
Getting Started (Gmail on Desktop)

- Go to the Gmail website (mail.google.com) and log in with your Google account.
- Click on the 'Settings' icon on the top right corner.
- Click on 'Customise' under Chat and Meet.

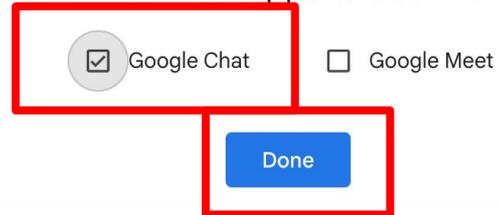


Getting Started (Gmail on Desktop)

- Enable Google Chat and then click on the 'Done' button.
- The Google Chat icon should now show up in your sidebar!

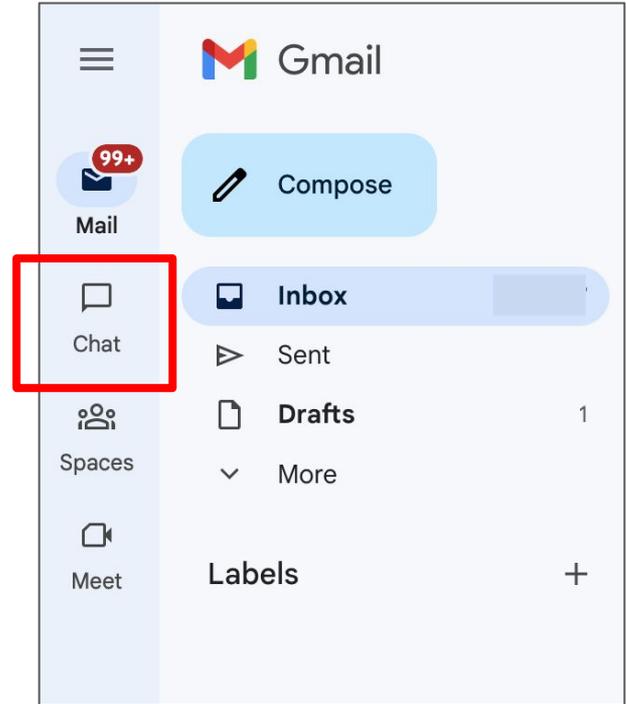


Choose which apps to use in Gmail



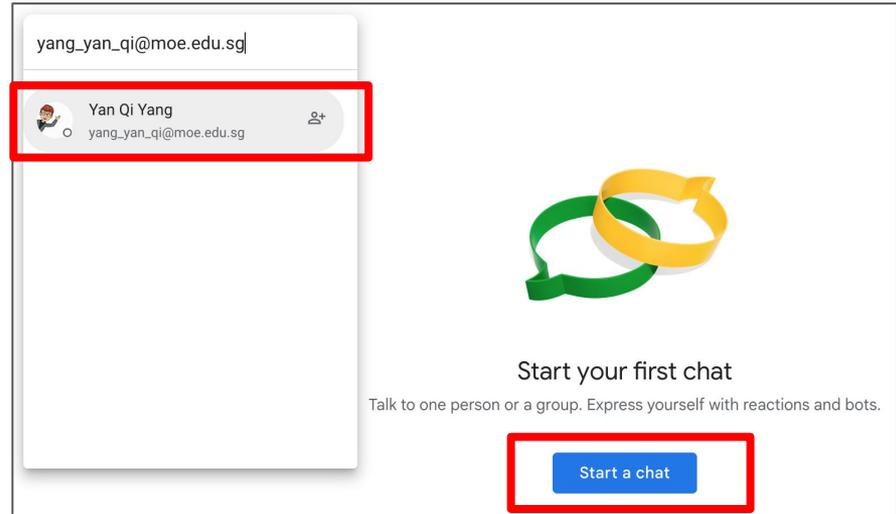
Getting Started (Gmail on Desktop)

- Click on 'Chat' on the left sidebar.



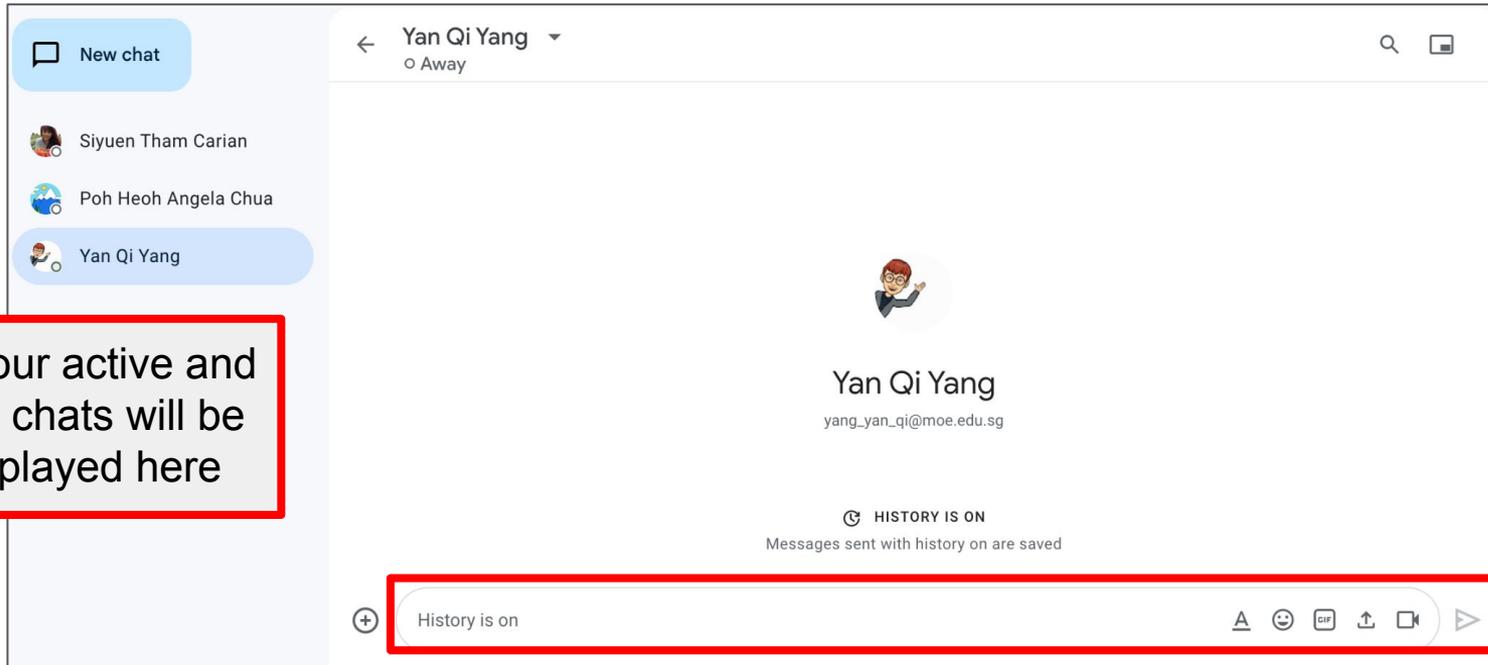
Getting Started (Gmail on Desktop)

- Click on 'Start a chat' to look for your daughter's teacher's email address.
- Type your daughter's teacher's email address into the search bar to look for her.
- Click on her name to start a conversation.



Getting Started (Gmail on Desktop)

- You can type a message, send emojis, or even documents to your daughter's teachers.



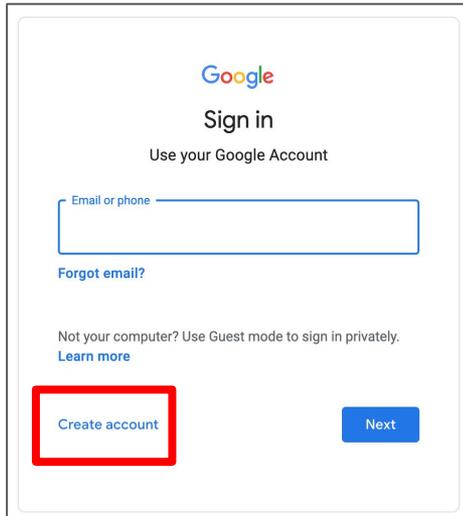
All your active and past chats will be displayed here

Useful Links

- Google Chat cheat sheet
(<https://support.google.com/a/users/answer/9299928>)
- Google Chat beginner's tips
(https://support.google.com/a/users/topic/9326707?hl=en&ref_topic=9348682)

FAQ

- I don't have a Google account. Am I still able to communicate with my child's teachers?
> You can create a Google account by linking your existing email address (e.g. yahoo email) on the Sign-in page.



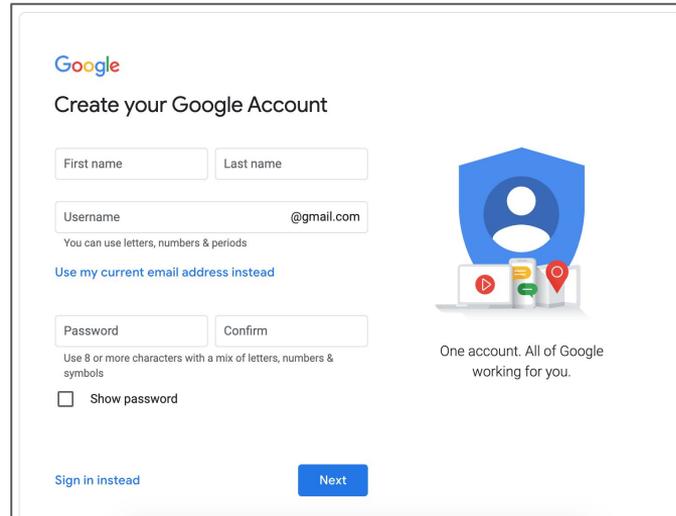
Google
Sign in
Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)



Google
Create your Google Account

First name Last name

Username @gmail.com
You can use letters, numbers & periods

[Use my current email address instead](#)

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#) [Next](#)

One account. All of Google working for you.

FAQ

- What's the difference between using Google Chat on web browser and Google Chat in Gmail?

> Using Google Chat in Gmail allows you to multi-task and displays all your communications, including emails and chats, in one space.

FAQ

- My child's teacher does not seem to be responding to me on Google Chat even though I messaged her.

> Do confirm with your child's teacher that she will be using Google Chat as a platform this year.