

## 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 <b>Search people</b> field.

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kirsten nag			
"Kirsten Nagel" <kcn6@< th=""><th>@case.edu&gt;</th><th>•</th><th>Mail</th></kcn6@<>	@case.edu>	•	Mail
"Kirsten Nagel" <kirster< td=""><td rowspan="2">kirsten.nagel@case.edu&gt;</td><td rowspan="2"></td><td>Invite to chat</td></kirster<>	kirsten.nagel@case.edu>		Invite to chat
			Show in chat list
			View recent conversations
			kon6's Profile





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. Invite to chat
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> <b>End of Procedure.</b>