

## How to Manage Your Chat Status

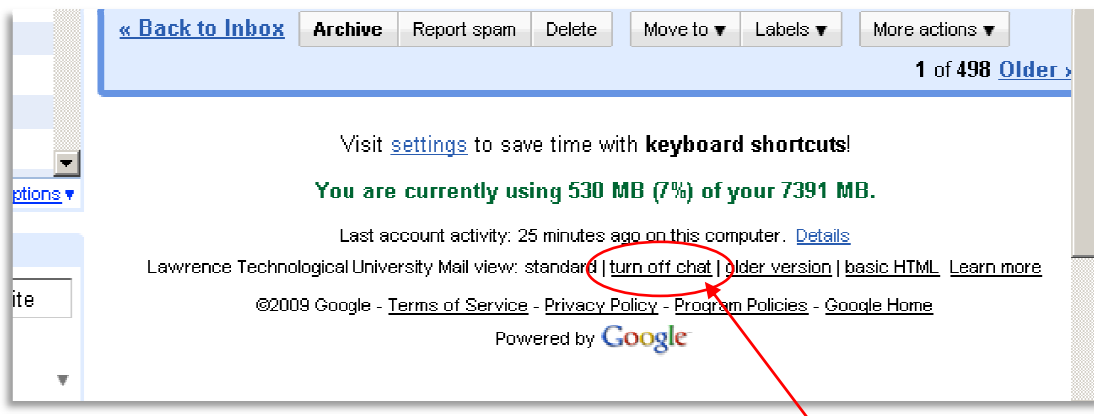
Google Apps for Education email service includes an IM/Chat function. This is a useful feature, but there may be times when you don't want to be interrupted or wish not to use it. Or you may not want others to know that you're online.

### Disabling Chat

The easiest way to disable Chat is to turn it off.

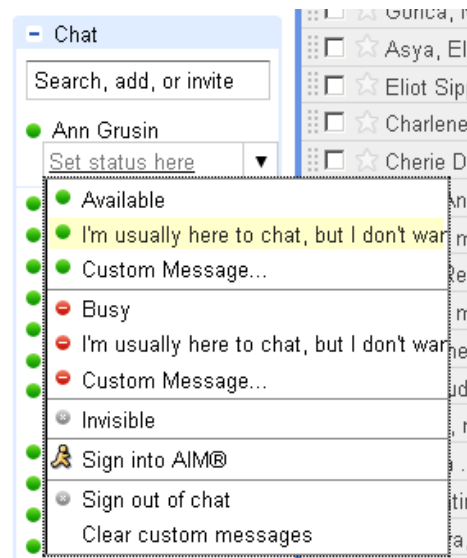
At the bottom of your Inbox, there's a link to 'turn off chat.' Click this link and you will not be available in Chat. You will not appear online to others and others will not appear online to you. Chat will remain turned off until you turn it back on.

To enable Chat again, click the link again which will now say 'turn on chat.'



### Setting your Status

The colored balls next to a user's name in the Chat window indicate a user's Chat status: available, busy, or inactive. You may select your availability setting by clicking the link which says **Set status here** which appears just below your name in the Chat window on the left side of your Inbox.



Your status message will appear in the Chat window when someone starts to chat with you. It also appears below a user's name in your Chat list. You may create your own custom message by clicking "Custom Message..."

The colored ball next to a username indicates whether a user is available or unavailable to chat.

- A green ball indicates the user is available to chat
- A red ball indicates the user does not want to chat
- A yellow ball indicates the user has not been active for 15 minutes or more. (A user cannot select a yellow ball).
- A grey ball indicates the user is unavailable to chat and does not want to reveal their online status (Invisible).

### Limiting who can see if you're online

By default, Chat is automatically enabled for users you email often. If you do not want your online status known and want Chat enabled only for users you've approved, click on Settings. Click the Chat Tab. Then click the radio button "Only allow people that I've explicitly approved to chat with me and see when I'm online" in the "Auto-add suggested contacts:" area.

Then click the Save Changes button.

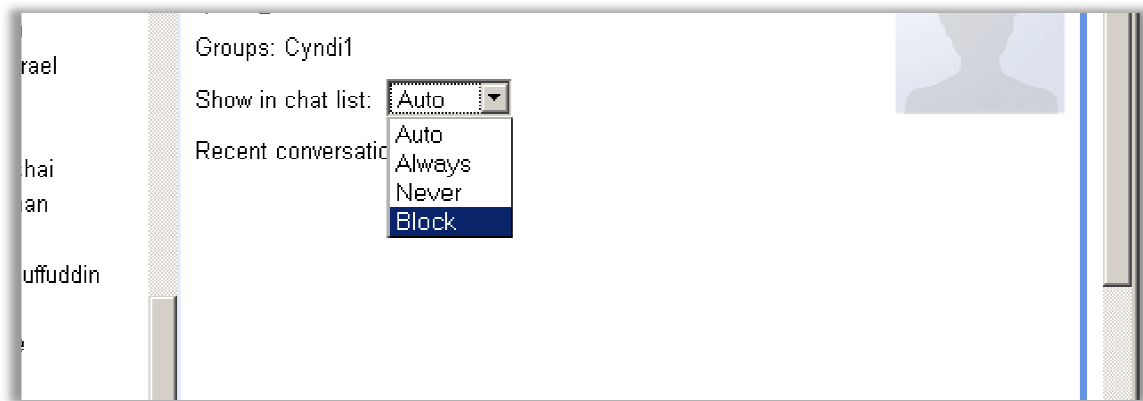
The screenshot shows the 'Settings' window with the 'Chat' tab selected. The 'Auto-add suggested contacts:' section has two radio buttons. The second one, 'Only allow people that I've explicitly approved to chat with me and see when I'm online.', is selected and highlighted by a red arrow. Other sections include 'My chat history', 'Voice and video chat', 'Sounds', 'Emoticons', and 'AIM'.

Settings	
<a href="#">General</a> <a href="#">Accounts</a> <a href="#">Labels</a> <a href="#">Filters</a> <a href="#">Forwarding and POP/IMAP</a> <b>Chat</b> <a href="#">Web Clips</a> <a href="#">Labs</a> <a href="#">Offline</a> <a href="#">Themes</a>	
<b>My chat history:</b>	<input checked="" type="radio"/> <b>Save chat history.</b> - Your chats will be saved under "Chats" in your Lawrence Technological University Mail account, and you can search for them later. You can always go "off the record." <a href="#">Learn more</a> <input type="radio"/> <b>Never save chat history.</b> - Your chats will never be saved or searchable in your Lawrence Technological University Mail account. <a href="#">Learn more</a>
<b>Voice and video chat:</b>	Make voice and video calls to friends and family right from Lawrence Technological University Mail. It's free and installs in seconds. <a href="#">Learn more</a>
<b>Auto-add suggested contacts:</b>	<input type="radio"/> <b>Automatically allow people I communicate with often to chat with me and see when I'm online.</b> <a href="#">Learn more</a> <input checked="" type="radio"/> <b>Only allow people that I've explicitly approved to chat with me and see when I'm online.</b>
<b>Sounds:</b>	<input type="radio"/> <b>Sounds on</b> - Play a sound notification when new chat messages arrive. Requires Flash. <a href="#">Learn more</a> <input checked="" type="radio"/> <b>Sounds off</b>
<b>Emoticons:</b>	<input checked="" type="radio"/> <b>Emoticons on</b> - When an emoticon is sent ;-) it will automatically animate. <input type="radio"/> <b>Emoticons off</b>
<b>AIM</b> ®: (Chat with your AOL®Instant Messenger™ buddies) <a href="#">Learn more</a>	You are not signed into AIM. <a href="#">Sign into AIM</a>
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	

## Blocking Users

To block a specific person from chatting with you, go to your Contacts and select the person you want to block.

With the user selected, click the "Show in chat list:" drop down window and select Block.



To allow Chat with a blocked user, select Auto or Always from the Show in Chat list: menu.

**For more information about Chat, please see the Gmail Help Chat page:**  
<http://mail.google.com/support/bin/topic.py?hl=en&topic=12870>