

## Using Chat & Video Talk in CQUni Mail for CQUniversity Students

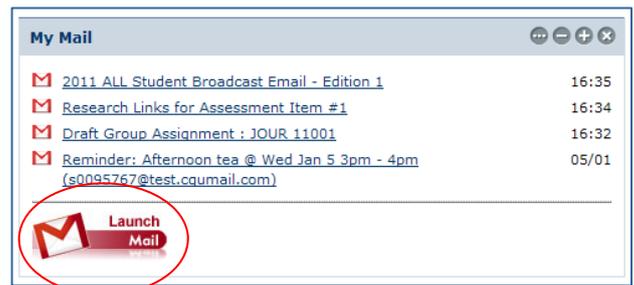
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CQUniversity Mail includes **Google Talk**, a built-in chat gadget that you can use to send and receive instant messages to other students or your personal contacts.

### Invite a Friend to Chat

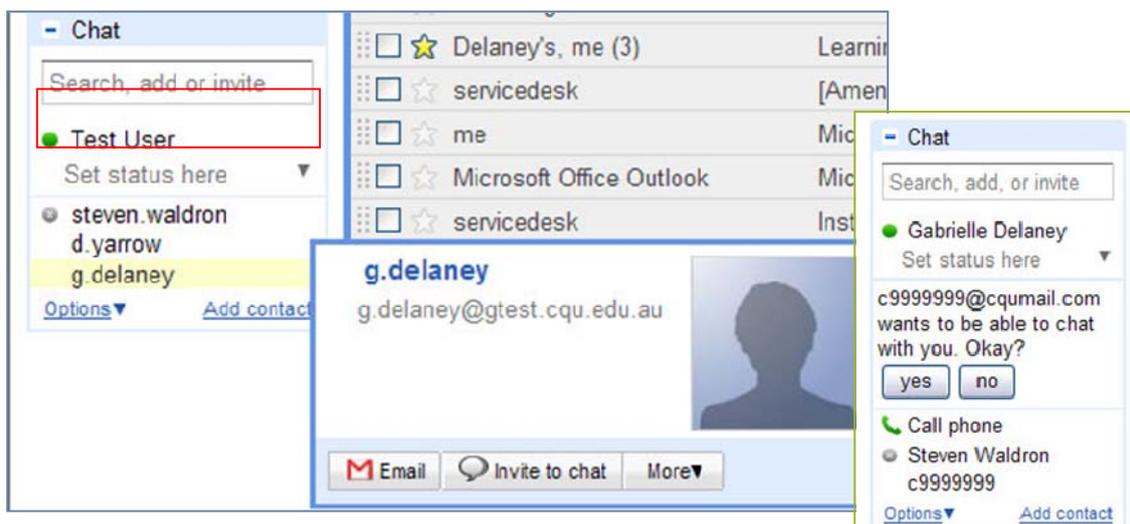
Students can find use Google Talk within their CQUniversity Mail account. To access the Chat gadget, use the **"My Mail"** application in the My.CQU Portal.

1. Log into the My.CQU Portal <http://my.cqu.edu.au>.
2. Students should see a box within My.CQU that lists any unread emails. This is called the **"My Mail"** application (pictured right).
3. To view your Inbox, click on the **"Launch CQUniversity Mail"** icon.
4. A new window will open displaying your CQUniversity Mail Inbox.
5. To open the Chat gadget, click **"Chat"** in the left column (example pictured below).



This shows a list of people that have recently been communicated with. Students can also add people to their chat list by typing their name or email address in the **Search, add or invite** field.

6. Point to the persons name in the list or search results, and click **"Invite to Chat"**.
7. The invitee will receive a message in their Chat window for them to accept or decline the invitation.

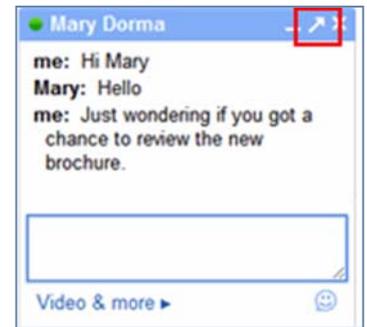
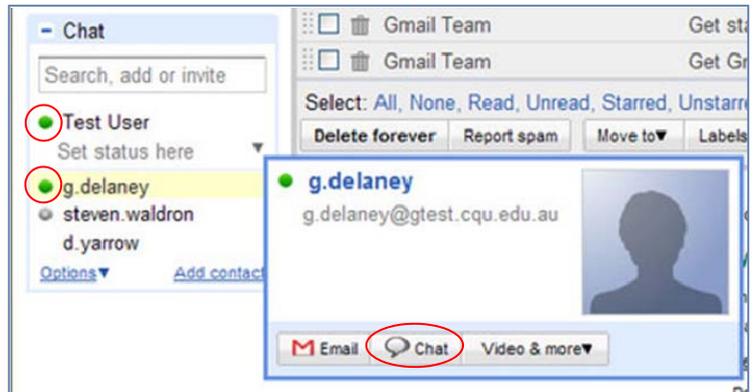


## Using Chat & Video Talk for Students (continued)

### Start or End a Chat

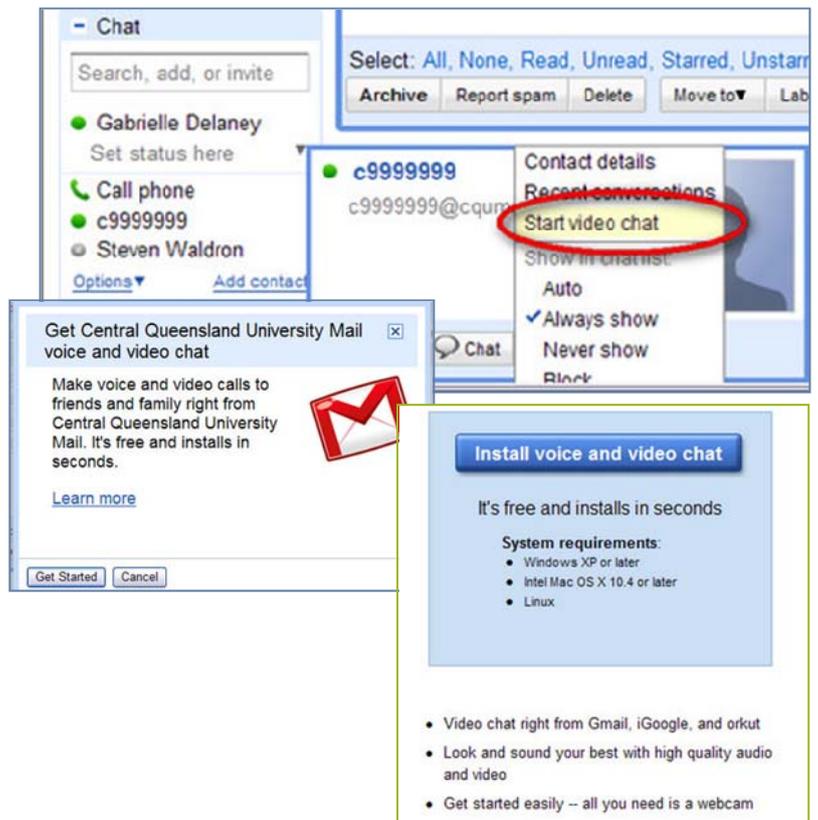
A green dot will appear to the left of a Contact's name that is online and available.

- To start an online chat conversation, point to a Contact in the list and then click "Chat".
- Students have the option of clicking the *arrow* icon in the top-right corner of the chat window. This enables students to use the Chat gadget outside their CQUni Mail window.
- To end the chat conversation, click the X icon in the message window.



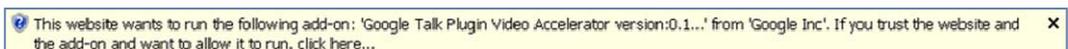
### Video and Voice Chat

- To start a video or voice chat conversation, point to a Contact in the list. Under the "Video and more" drop-down list, select "Start video chat".
- The first time students select this, they will be asked to install the Google Talk Video Plug-in.  
  
Click on "Install Voice and Video Chat".
- Wait for the Google Voice and Video Chat installer to finish. Students will need to restart their browser for the plug-in to install properly.



Once logged back into CQUni Mail, the browser may prompt students to run the *Google Talk Plug-in Video add-on* and an *Active X control*.

Click to install these and students will be able to select "Start Video Chat" with a Contact from their Chat list.



## Using Chat & Video Talk for Students (continued)

### Chat Settings

Students can change their **Chat** settings. CQUniversity Mail automatically detects the computer's Camera, Microphone and Speaker settings.



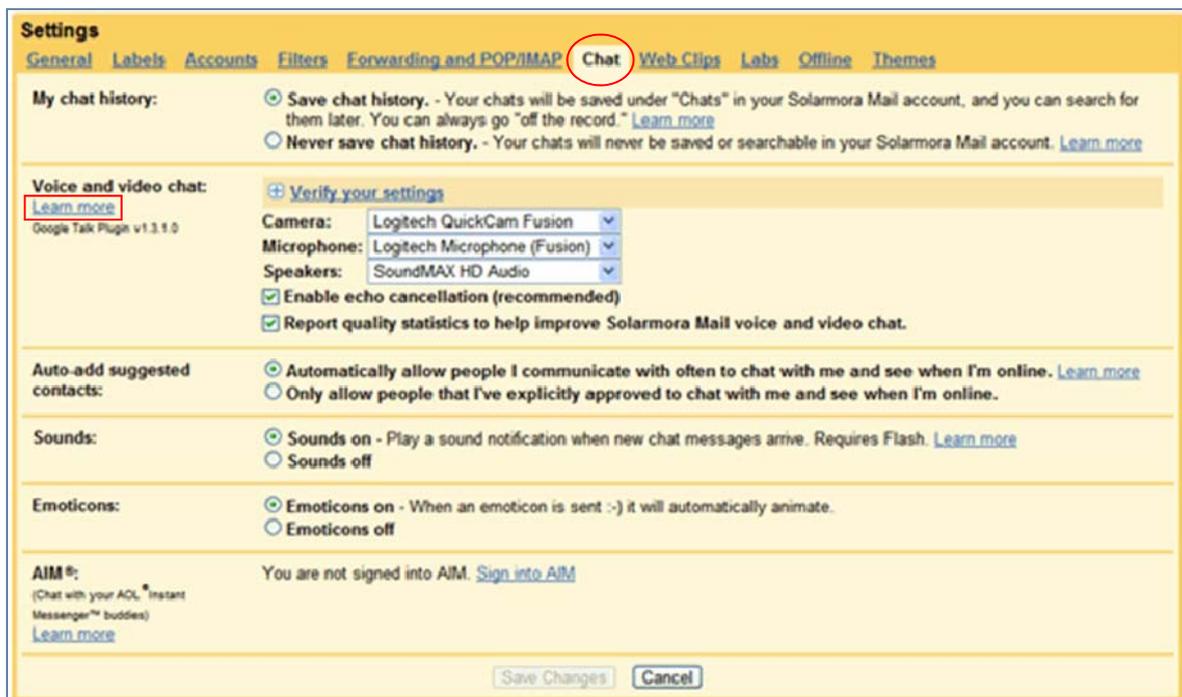
1. Open your CQUniversity Mail account and click on the **"Settings"** option located in the top-right corner of the window.

2. Select the **"Chat"** tab and scroll down to **Voice and video chat** section.

Students can update the settings for saving their chat history, voice and video chat, sounds, emoticons and more.

*To install the voice and video chat plug-in:*

1. Under the **Voice and video chat** section, click **"Learn more"** to go to the page on which students can download the voice and video chat plug-in.



**Settings**

General Labels Accounts Filters Forwarding and POP/IMAP **Chat** Web Clips Labs Offline Themes

**My chat history:**

- Save chat history. - Your chats will be saved under "Chats" in your Solarmora Mail account, and you can search for them later. You can always go "off the record." [Learn more](#)
- Never save chat history. - Your chats will never be saved or searchable in your Solarmora Mail account. [Learn more](#)

**Voice and video chat:**

[Learn more](#)

Google Talk Plug-in v1.3.1.0

[Verify your settings](#)

Camera: Logitech QuickCam Fusion

Microphone: Logitech Microphone (Fusion)

Speakers: SoundMAX HD Audio

- Enable echo cancellation (recommended)
- Report quality statistics to help improve Solarmora Mail voice and video chat.

**Auto-add suggested contacts:**

- Automatically allow people I communicate with often to chat with me and see when I'm online. [Learn more](#)
- Only allow people that I've explicitly approved to chat with me and see when I'm online.

**Sounds:**

- Sounds on - Play a sound notification when new chat messages arrive. Requires Flash. [Learn more](#)
- Sounds off

**Emoticons:**

- Emoticons on - When an emoticon is sent :-)) it will automatically animate.
- Emoticons off

**AIM®:** You are not signed into AIM. [Sign into AIM](#)

(Chat with your AOL® Instant Messenger™ buddies)

[Learn more](#)

Save Changes Cancel