

Using Google Chat

How to Start a Chat with Student Financial Services

The screenshot shows a Gmail inbox interface. The left sidebar contains various folders: Compose, Inbox, Snoozed, Important, Chats, Sent, Drafts, Spam, Trash, Categories, Social, Updates (2), Forums, Promotions, Calendly - FAFSA, and Student Financi. A blue arrow points to the 'Student Financi' folder, which has a green plus sign next to it. Below this folder is a chat icon and the text 'No recent chats Start a new one'. A search bar at the top of the chat window contains 'sfs@northshore.edu'. A text box with a blue arrow pointing to the search bar contains the following instructions:

1. Click the plus sign to create a chat
2. Type sfs@northshore.edu
3. Click Enter
4. Begin Chat

The search results show '+ New group' and 'No results matching "sfs@northshore.edu"'. The bottom right corner of the page contains the text 'Program Policies Powered by Google'.