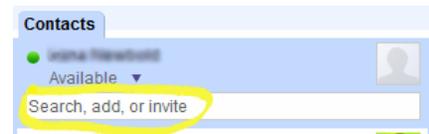


1. Go to: <http://www.google.com/talk>
2. Click on the **Launch Google Talk Gadget (No Download Required!)** link. This will open another window.
3. You may be asked to sign in. You should be able to use the same email address and password you used to create your blog in Blogger as part of Thing #3.
4. Next you will need to enter a username. Your username needs to be unique. After entering your username click on the **Check availability** button to see if it's available. The username needs to be between 6 and 30 characters long. It can only contain letters (a-z), numbers (0-9), and periods (.). You will need to repeat this process until you find a username that's available.
5. You may choose to provide your real name or leave it blank. Click **Continue**.
6. Next you will need to add a name of the person you would like to chat with. It does not matter which one of us you chat with. If you enjoy chatting you can even chat with all of us! Here are our user names for Google.
 - Allana: librarianallana
 - Christa: christajoy42
 - Susan: nlcsusank
 - Michael: msauers

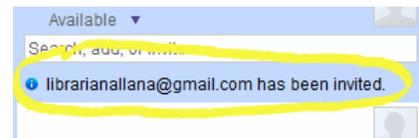
In the box that says **Search, add, or invite** enter one of our **user names**.



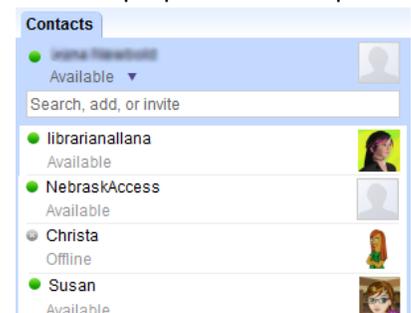
Click on **Invite to chat**.



A message will briefly appear stating that the person has been invited.



Now you will need to wait. Here's what's happening while you wait. For the purpose of this explanation let's pretend you are trying to chat with Allana. After you send the chat invite to Allana the system is sending a message to her letting her know you'd like to be friends. Allana will receive a message saying you would like to be her friend. Allana then has the option to say yes and or no. Allana will of course say yes to your friend request. Here's where the waiting comes in. At this time you do not know if Allana is logged on to IM, away from her desk or on vacation. As soon as Allana says yes she will be added to your contact list.



As you add more contacts and they become your friend they will be added to the list. After you have become friends with the person you will now be able to see when they are on or offline. As you can see in the example to the right