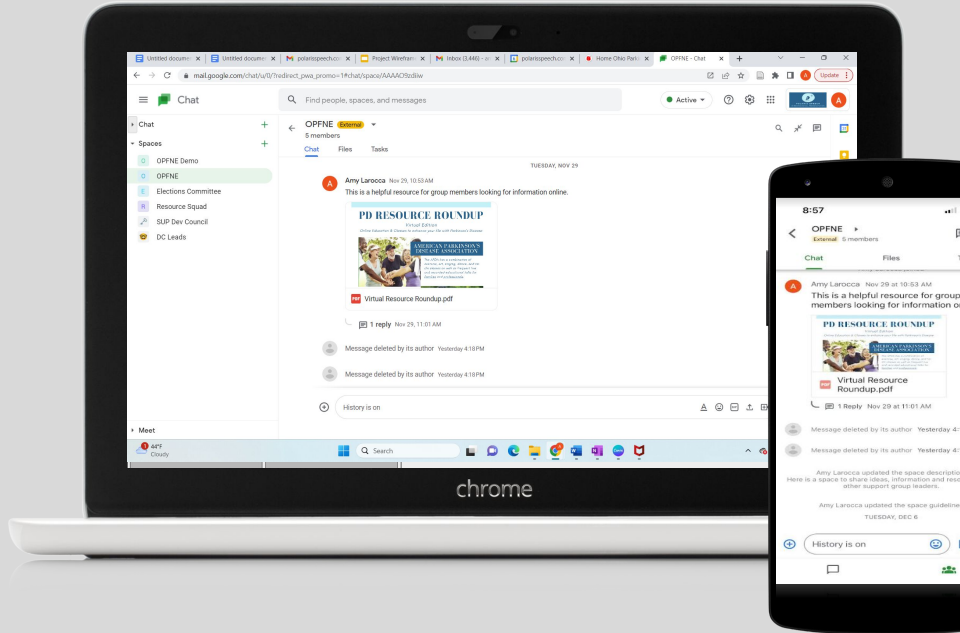




Accessing Google Chat

A communication platform for OPFNE
Support Group Leaders



Outline

Joining the OPFNE chat

How to find google chat

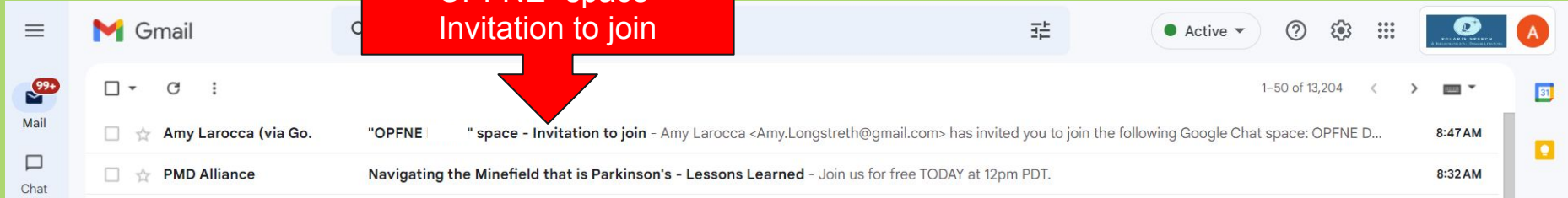
Creating a post

Replying to a post

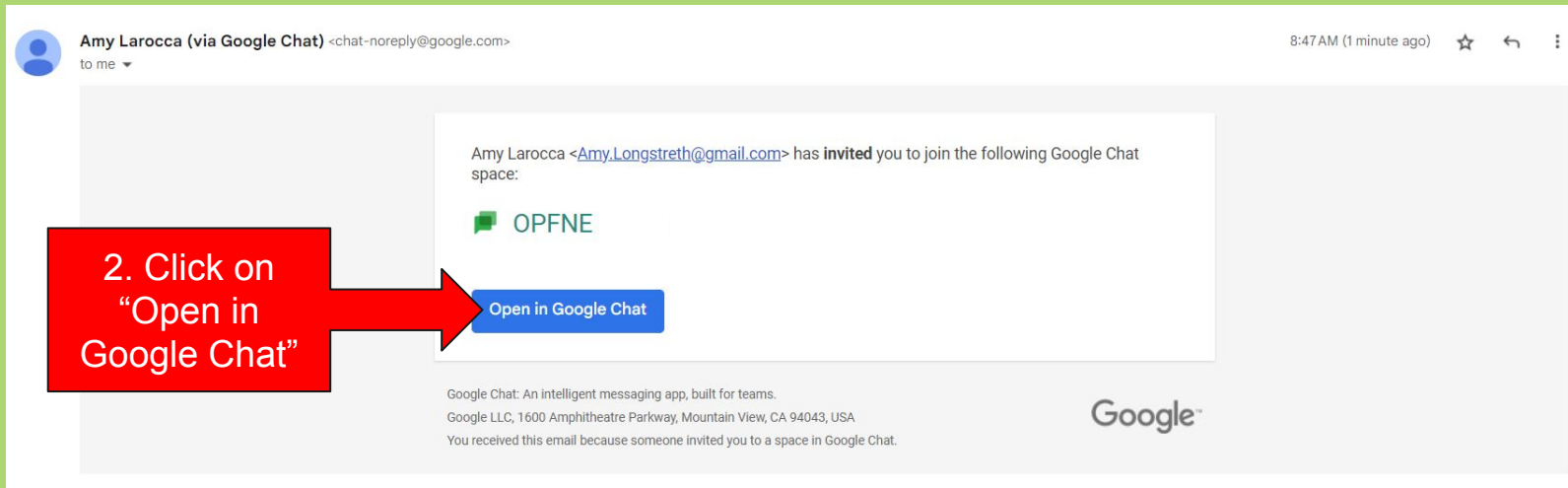
Posting or uploading a file

Joining the Chat

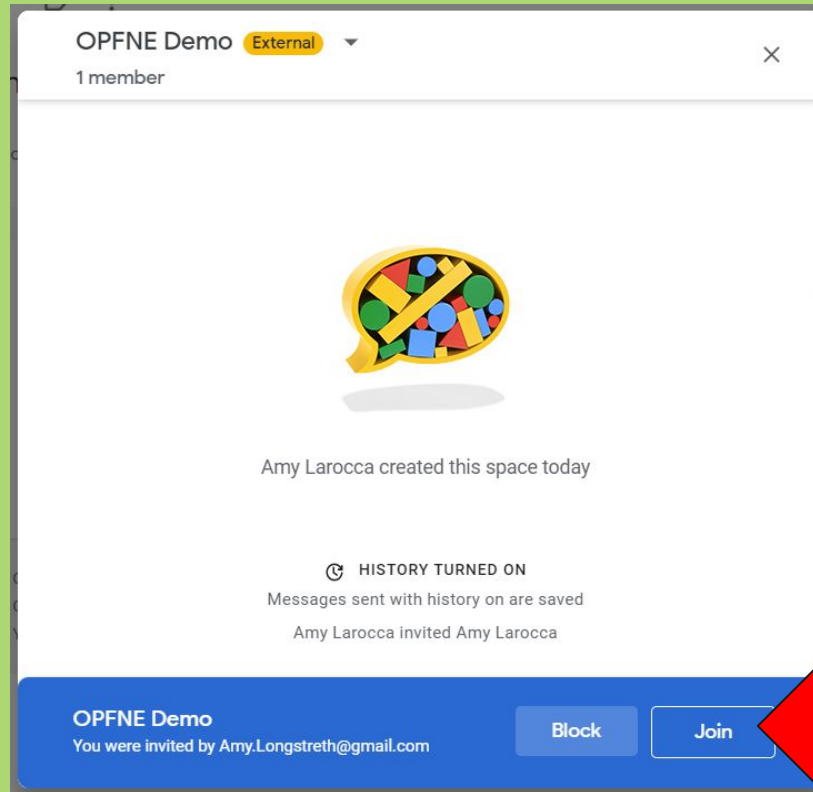
1. Open the email titled
"OPFNE" space -
Invitation to join



2. Click on
"Open in
Google Chat"



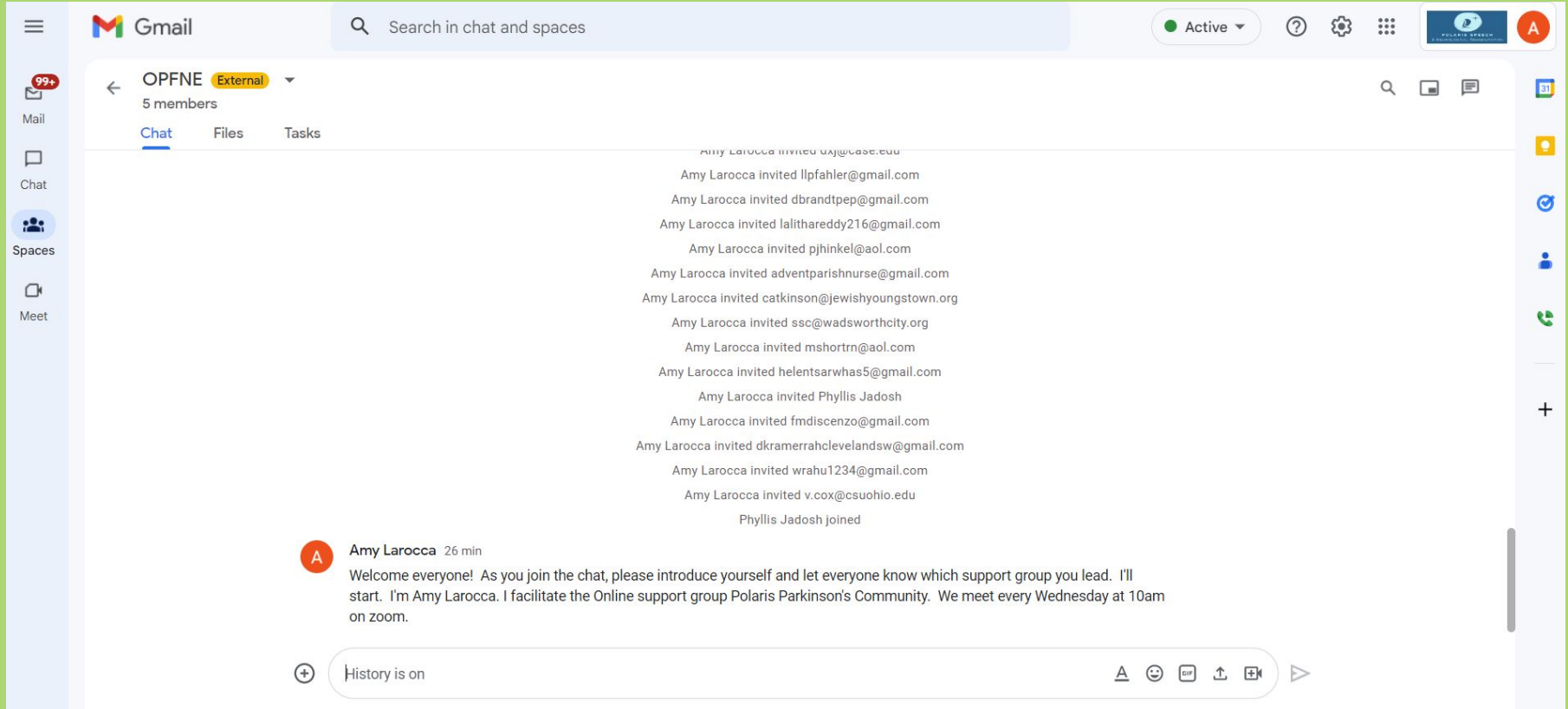
Joining the Chat



3. Click "Join"

You have joined the Google Chat!

It should take you to this screen.



Gmail Search in chat and spaces Active

OPFNE External 5 members

Chat Files Tasks

Amy Larocca invited dxj@case.edu

Amy Larocca invited llpfahler@gmail.com

Amy Larocca invited dbrandtpep@gmail.com

Amy Larocca invited lalithareddy216@gmail.com

Amy Larocca invited pjhinkel@aol.com

Amy Larocca invited adventparishnurse@gmail.com

Amy Larocca invited catkinson@jewishyoungstown.org

Amy Larocca invited ssc@wadsworthcity.org

Amy Larocca invited mshortrn@aol.com

Amy Larocca invited helentsarwhas5@gmail.com

Amy Larocca invited Phyllis Jadosh

Amy Larocca invited fmdiscenzo@gmail.com

Amy Larocca invited dkramerrahclevelandsw@gmail.com

Amy Larocca invited wrahu1234@gmail.com

Amy Larocca invited v.cox@csuohio.edu

Phyllis Jadosh joined

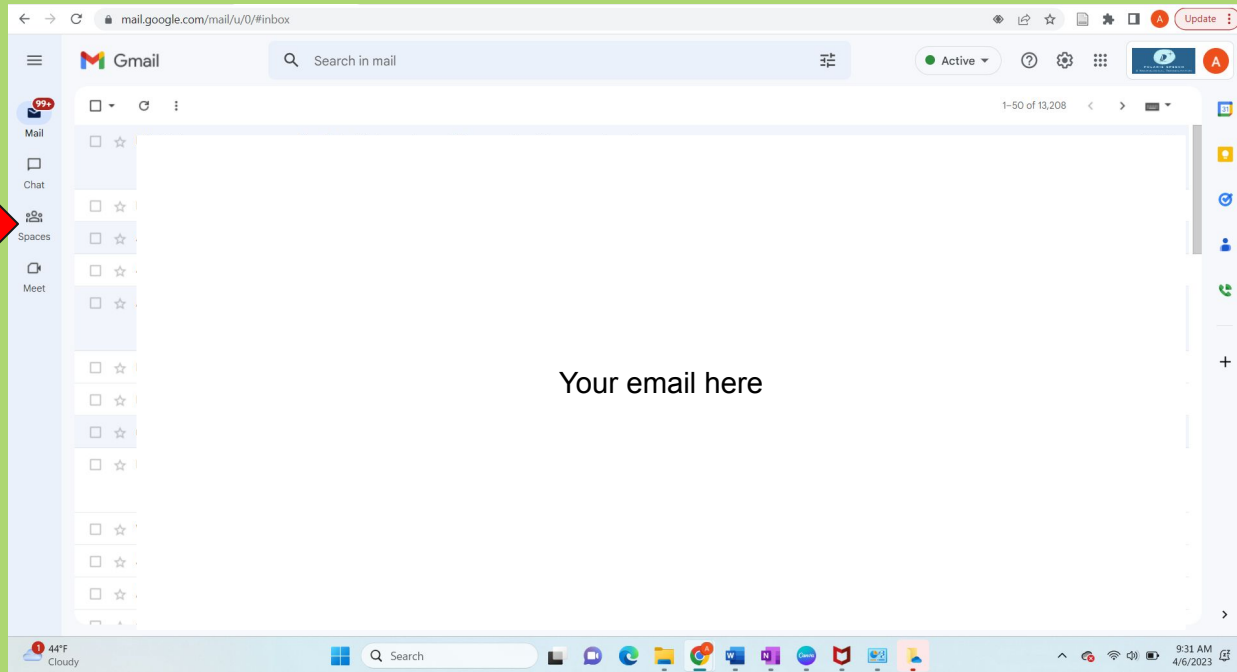
A Amy Larocca 26 min
Welcome everyone! As you join the chat, please introduce yourself and let everyone know which support group you lead. I'll start. I'm Amy Larocca. I facilitate the Online support group Polaris Parkinson's Community. We meet every Wednesday at 10am on zoom.

History is on

How to Find the Google Chat after you join


If you have gmail:

Click here to
open Google
Chat/Spaces



How to Find the Google Chat after you join

If you do not have gmail, you can download Google Chat to your computer. Read all of the options below before you start the process.

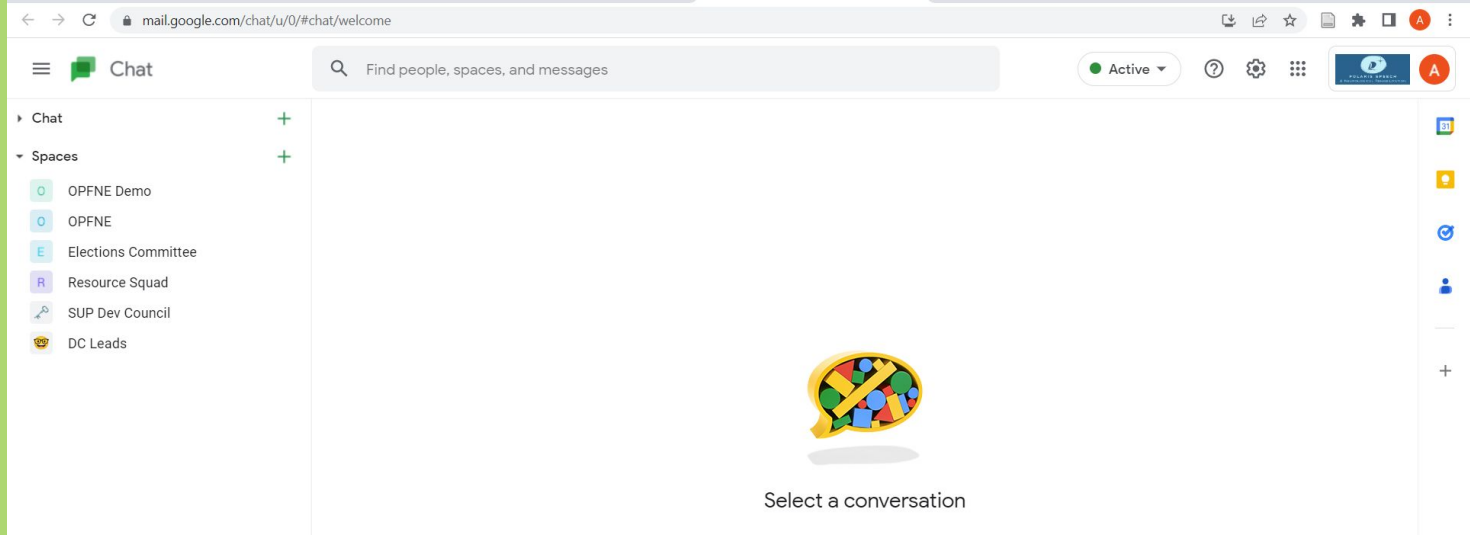
1. Sign in to chat.google.com.
2. To install the app on your computer, try one of these methods:
 - If the app isn't already installed, a pop-up window opens to download the app.
 - Tip: This pop-up window might appear shortly after you first use Google Chat.
 - At the top right of Google Chrome, in the URL bar, click Install  and then Install. (Shown on next slide, #8)
 - At the top right of Google Chrome, click the three vertical dots “Customize and control Google Chrome” and then Install Google Chat. (Shown on slide #9)

How to Find the Google Chat after you join

If you do not have gmail, you can download it to your computer.

Go to: www.chat.google.com and log in there:

Click on this
symbol  to
download the app
to your computer.

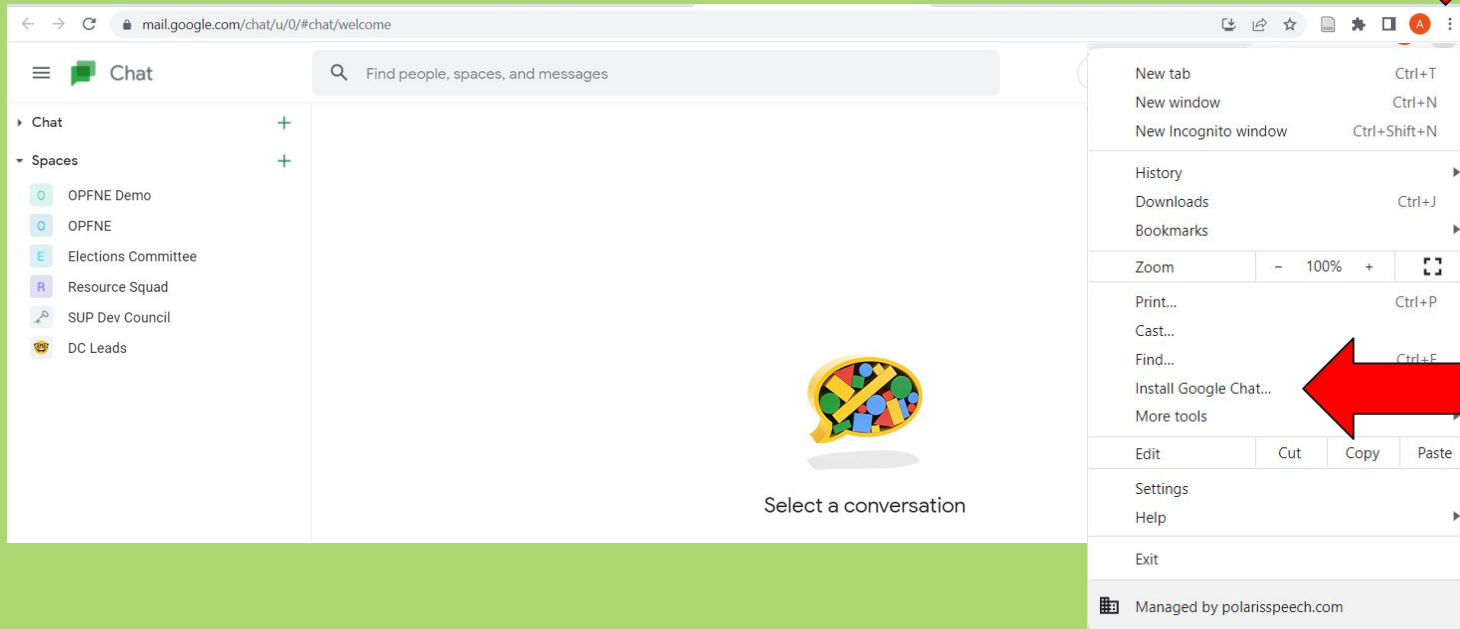


How to Find the Google Chat after you join

If you do not have gmail, you can download it to your computer.

Go to: www.chat.google.com and log in there:

1. Click on these 3 dots



The screenshot shows the Google Chat web interface in a browser. The address bar displays 'mail.google.com/chat/u/0/#chat/welcome'. On the left, there is a sidebar with a 'Chat' section and a 'Spaces' section containing several chat rooms like 'OPFNE Demo', 'OPFNE', 'Elections Committee', 'Resource Squad', 'SUP Dev Council', and 'DC Leads'. The main area shows a large speech bubble icon and the text 'Select a conversation'. A browser menu is open on the right, showing options like 'New tab', 'New window', 'History', 'Downloads', 'Bookmarks', 'Zoom', 'Print...', 'Cast...', 'Find...', 'Install Google Chat...', 'More tools', 'Edit', 'Settings', 'Help', and 'Exit'. A red arrow points from the 'Install Google Chat...' option to a red box on the right.

2. Click on "Install Google Chat"

Creating a post

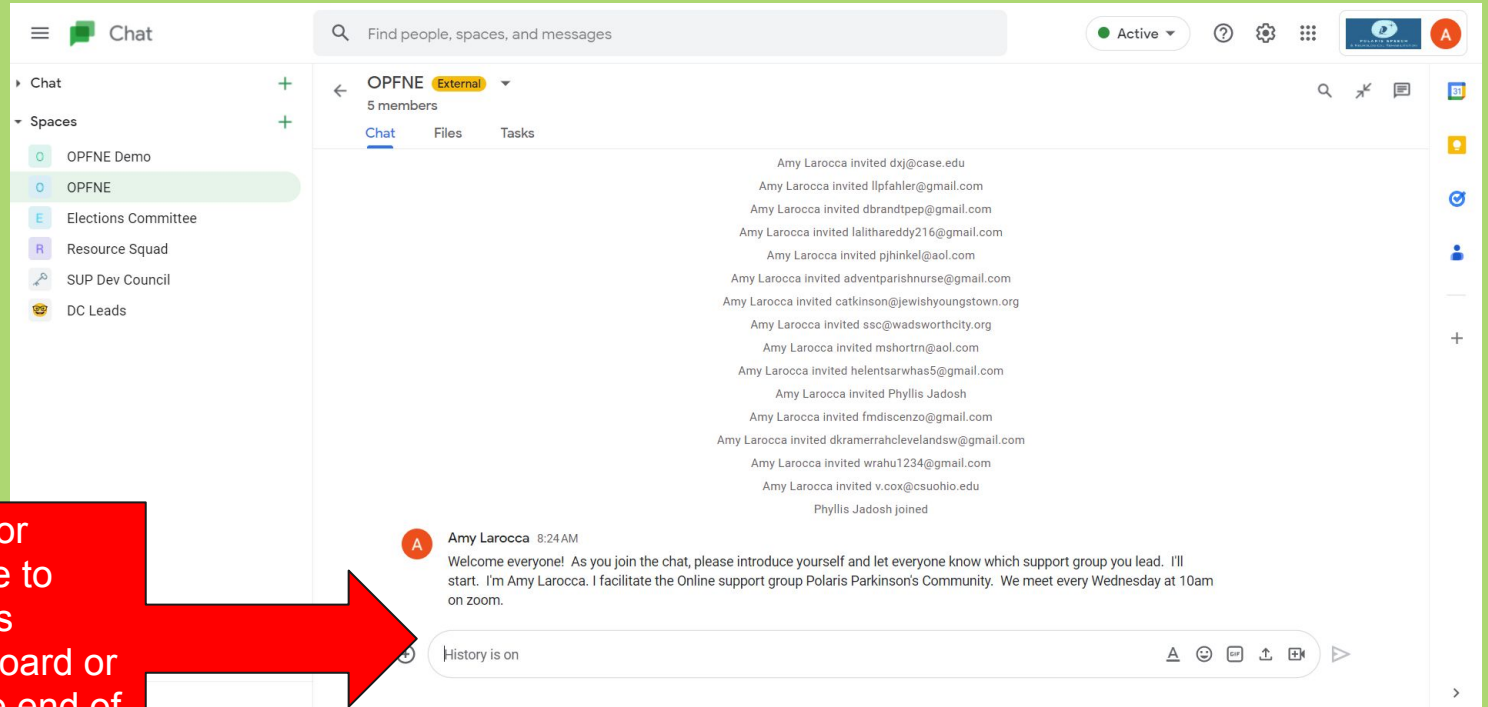
You can create a post to communicate anything with the other support group leaders.

This may include:


- Sharing a great online resources that your group felt was beneficial. You can write your message about why it was good and then put the www. Address into your post and it will link to that resource.
- Sharing information about a great speaker that you had and share their contact information
- Sharing a great .pdf resource and write about it in a post. (I'll show you how to upload that resource in a bit)
- Posting to ask questions of other support group leaders
- Sharing information regarding an upcoming event

Any communication that you feel would be beneficial and appropriate for other support group leaders can be shared as a post in this group

Creating a post



The screenshot shows a Slack chat window for a space named "OPFNE" (External) with 5 members. The chat history displays a list of invitations from Amy Larocca to various email addresses, followed by a notification that Phyllis Jadosh joined. The current message from Amy Larocca, timestamped 8:24 AM, reads: "Welcome everyone! As you join the chat, please introduce yourself and let everyone know which support group you lead. I'll start. I'm Amy Larocca. I facilitate the Online support group Polaris Parkinson's Community. We meet every Wednesday at 10am on zoom." The input field at the bottom contains the text "History is on".

Enter your question or information you'd like to share here and press "Enter" on your keyboard or the  symbol at the end of this line.

Creating a post

The screenshot shows a Slack chat window for a space named "OPFNE" (External) with 5 members. The chat history displays a series of "Amy Larocca invited" messages for various email addresses. A red callout box with a large red arrow points to the "Add" button (a plus sign in a circle) in the bottom right of the chat input area. The current message in the chat is a welcome message from Amy Larocca, dated 8:24 AM.

Chat

Find people, spaces, and messages

Active

OPFNE External

5 members

Chat Files Tasks

Amy Larocca invited dxj@case.edu

Amy Larocca invited llpfahler@gmail.com

Amy Larocca invited dbrandtpep@gmail.com

Amy Larocca invited lalithareddy216@gmail.com

Amy Larocca invited pjhinkel@aol.com

Amy Larocca invited adventparishnurse@gmail.com

Amy Larocca invited catkinson@jewishyoungstown.org

Amy Larocca invited ssc@wadsworthcity.org

Amy Larocca invited mshortrn@aol.com

Amy Larocca invited helentsarwhas5@gmail.com

Amy Larocca invited Phyllis Jadosh

Amy Larocca invited fmdiscenzo@gmail.com

Amy Larocca invited dkramerrahclevelandsw@gmail.com

Amy Larocca invited wrahu1234@gmail.com

Amy Larocca invited v.cox@csuohio.edu

Phyllis Jadosh joined

If you have a file to upload, you can write why you're sharing it and click this button to upload it here. It will show up here in the chat and in the "Files" tab.



Amy Larocca 8:24 AM

Welcome everyone! As you join the chat, please introduce yourself and let everyone know which support group you lead. I'll be on hand to help you get started. I'm Amy Larocca. I facilitate the Online support group Polaris Parkinson's Community. We meet every Wednesday at 10am on zoom.

History is on

Meet

Replying to a post

When you hover your cursor over the post, these three symbols  show up. You can then reply to this post by clicking the middle  button.

Amy Larocca invited dkramerrahclevelandsw@gmail.com

Amy Larocca invited wrahu1234@gmail.com

Amy Larocca invited v.cox@csuohio.edu

Phyllis Jadosh joined

 Amy Larocca 8:24 AM

Welcome everyone! As you join the chat, please introduce yourself and let everyone know which support group you lead. I'll start. I'm Amy Larocca. I facilitate the Online support group Polaris Parkinson's Community. We meet every Wednesday at 10am on zoom.



 History is on

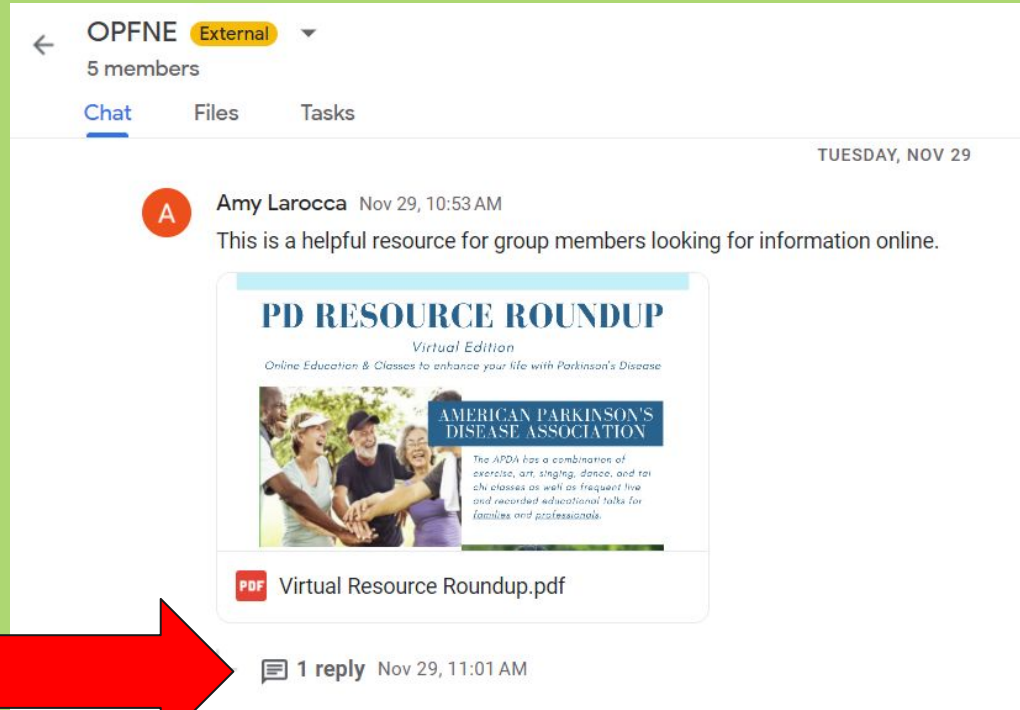


Replying to a post

The screenshot displays a Slack chat window. On the left is a sidebar with a 'Chat' section and a 'Spaces' section. The 'OPFNE' space is selected. The main chat area shows a list of members invited by Amy Larocca, followed by a message from Amy Larocca at 8:24 AM: 'Welcome everyone! As you join the chat, please introduce yourself and let everyone know which support group you lead. I'll start. I'm Amy Larocca. I facilitate the Online support group Polaris Parkinson's Community. We meet every Wednesday at 10am on zoom.' A 'Thread' view is open on the right, showing the same message and a 'Reply' input field. A red arrow points from the text box on the right towards the 'Reply' field in the thread view.

It opens up a thread on the right side and you can reply here.

Reading replies to a post



The screenshot shows a Microsoft Teams chat window for a group named "OPFNE" (External) with 5 members. The chat is active, and the date is Tuesday, Nov 29. A post by Amy Larocca at 10:53 AM contains a PDF attachment titled "Virtual Resource Roundup.pdf". The PDF content includes the title "PD RESOURCE ROUNDUP Virtual Edition" and text from the American Parkinson's Disease Association. A reply to the post is visible at 11:01 AM.

← OPFNE External 5 members

Chat Files Tasks

TUESDAY, NOV 29

A Amy Larocca Nov 29, 10:53 AM

This is a helpful resource for group members looking for information online.

PD RESOURCE ROUNDUP
Virtual Edition
Online Education & Classes to enhance your life with Parkinson's Disease

AMERICAN PARKINSON'S DISEASE ASSOCIATION

The APDA has a combination of exercise, art, singing, dance, and tai chi classes as well as frequent live and recorded educational talks for families and professionals.

PDF Virtual Resource Roundup.pdf

1 reply Nov 29, 11:01 AM

If a post has a reply, you can see it here. Click on the "# reply" and it will open up the window on the right so you can see all replies.

Reading replies to a post

The screenshot displays a Slack workspace interface. On the left is a sidebar with a 'Chat' section and a 'Spaces' section. The 'OPFNE' space is selected. The main chat area shows a post by Amy Larocca in the 'OPFNE' space, dated Nov 29, 10:53 AM. The post text is 'This is a helpful resource for group members looking for information online.' Below the text is a PDF attachment titled 'Virtual Resource Roundup.pdf'. The PDF thumbnail features the text 'PD RESOURCE ROUNDUP Virtual Edition' and 'AMERICAN PARKINSON'S DISEASE ASSOCIATION'. Below the post, there is a '1 reply' section dated Nov 29, 11:01 AM. The reply is from Amy Larocca and says 'I'm replying to this file by clicking the square box that pops up to the right of the post when I hover my pointer on the post. I clicked on that box to write a reply.' The reply area shows a text input field with the word 'Reply' and various icons for emojis, attachments, and actions.

All replies will be here.

Posting a File

The screenshot shows a Slack chat window for a space named "OPFNE" (External) with 5 members. The chat history displays a list of invitations from Amy Larocca to various email addresses. The current message from Amy Larocca at 8:24 AM reads: "Welcome everyone! As you join the chat, please introduce yourself and let everyone know which support group you lead. I'll start. I'm Amy Larocca. I facilitate the Online support group Polaris Parkinson's Community. We meet every Wednesday at 10am on zoom." The bottom of the chat shows a text input field with "History is on" and a toolbar with icons for attachments, emojis, GIFs, and file uploads. A red callout box with white text and a large red arrow points to the file upload icon in the toolbar.

If you have a file to upload, you can write why you're sharing it and click this button to upload it here. It will show up here in the chat and in the "Files" tab.

Finding and Posting a File

The screenshot shows a Slack interface. On the left is a sidebar with a 'Chat' section and a 'Spaces' section. The 'OPFNE' space is selected. The main area shows the 'OPFNE' chat room with 5 members. The 'Files' tab is highlighted in blue. A red arrow points from a red box at the bottom to the 'Files' tab. The red box contains the text: 'All files posted can be found here. You can also click here to upload a file without writing a post about it.'

Chat

Find people, spaces, and messages

Active

Chat

Spaces

OPFNE Demo

OPFNE

Elections Committee

Resource Squad

SUP Dev Council

DC Leads

OPFNE External

5 members

Chat Files Tasks

kathie stull joined

Amy Larocca invited dxj@case.edu

Amy Larocca invited llpfahler@gmail.com

Amy Larocca invited dbrandtpep@gmail.com

Amy Larocca invited lalithareddy216@gmail.com

Amy Larocca invited pjhinkel@aol.com

Amy Larocca invited adventparishnurse@gmail.com

Amy Larocca invited catkinson@jewishyoungstown.org

Amy Larocca invited ssc@wadsworthcity.org

Amy Larocca invited mshortrn@aol.com

Amy Larocca invited helentsarwhas5@gmail.com

Amy Larocca invited Phyllis_Jadosh

All files posted can be found here. You can also click here to upload a file without writing a post about it.

Finding a File

The screenshot shows a chat interface for a space named "OPFNE" (External, 5 members). The "Files" tab is selected. A file named "Virtual Resource Roundup.pdf" is shown, posted by Amy Larocca on Tuesday, Nov 29. Three red callout boxes with white text and arrows provide instructions:

- Top right:** "Click here to download the file to your computer." (Arrow points to the download icon).
- Bottom left:** "Click here to open the file." (Arrow points to the file name).
- Bottom right:** "Click here to see any posts related to this file." (Arrow points to the comment icon).

Additional interface elements include a search bar at the top with the text "Find people, spaces, and messages", an "Active" filter, and a sidebar on the left with a "Chat" section and a "Spaces" section containing several items like "OPFNE Demo", "OPFNE", "Elections Committee", "Resource Squad", "SUP Dev Council", and "DC Leads".

Finding a File

The screenshot shows a chat application interface. On the left is a sidebar with a 'Chat' section and a 'Spaces' section. The 'Spaces' section lists several groups: 'OPFNE Demo', 'OPFNE', 'Elections Committee', 'Resource Squad', 'SUP Dev Council', and 'DC Leads'. The 'OPFNE' space is selected. The main chat area shows the 'OPFNE' space with 5 members. Below the space name are tabs for 'Chat', 'Files', and 'Tasks'. The 'Files' tab is active. A table with columns 'File', 'Posted by', and 'Date posted' is visible. A red arrow points to a blue 'Add file' button in the chat area. A red callout box with white text says 'Click here to add a file'.

Chat

Find people, spaces, and messages

Active

Chat

OPFNE External

5 members

Chat Files Tasks

File Posted by Date posted

Add file

Resource Roundup.pdf Amy Larocca Tuesday, Nov 29

Click here to add a file

Finding a File

The image shows a Google Chat interface with a file selection dialog open. The dialog has a search bar and tabs for 'SHARED WITH ME', 'STARRED', and 'COMPUTERS'. A red callout box with white text and a large red arrow pointing down is overlaid on the dialog. The text in the callout box reads: 'Find the file you would like to upload on your computer and select it. It will then show up in the list of files'. The file list in the dialog shows several files, including 'Untitled', 'Module: Advance', 'Non-motor Symptoms of PD.png', 'motor symptoms of PD.png', and 'Passover.png'. The background shows the Chat interface with a sidebar on the left and a top bar with search and settings icons.

Find the file you would like to upload on your computer and select it. It will then show up in the list of files

Other Resources

This information can be found under the Support Group Leaders Tab at [ohParkinson.com](https://www.ohparkinson.com) or directly at <https://www.ohparkinson.com/message-board/>

Video Tutorial:
<https://youtu.be/ltgOS7HeqTs?t=165>
(It will intentionally start you at 2:45)

Please reach out to Amy Larocca at:
amy@polarisspeech.com or 330.227.4656 with any questions.

