Google Chat and Spaces



Google Chat

Google Chat, previously known as Hangouts, is a Google-developed communication platform designed to facilitate team collaboration. It offers direct messaging, group chats, and dedicated workspaces. Access it by opening a new tab in your browser and navigating to Google Chat, or download the app

- Have real-time conversations with individuals or groups.
- Upload items from Drive or collaborate on Docs, Sheets, or Slides.
- Click on the video icon to start a video call with Meet.

Google Spaces

Google Spaces functions similarly to a discussion board or forum. Each space is managed by an admin or the creator, enabling users to track conversation threads, collaborate on documents, and schedule meetings within the space.

- Collaborate in large groups that can include everyone in your office or another group of people who you frequently work with.
- Search to look up room members, past conversations, and shared files.

Access Options

While logged into your App State Google account, open a new tab, and go to chat.google.com.
(Note: If you are logged into a personal **Gmail** account in the same browser, you may be redirected to the chat for that account instead of your App State account. See this Help Document to add a second account to your browser session.)

Download the **Google Chat** client by going to chat.google.com/download/. Once installed, open the App and log in to use Chat as a stand-alone application.

On a mobile device, access **Google Chat** via Google's official **Google Chat** app, which is available for free in the **AppStore** (iOS devices) or **Play Store** (Android devices).

Differences Between Chat and Spaces

- **Chat** can be used to have individual or group conversations while **Spaces** are used for long-term collaboration and are organized by threads.
- **Spaces** utilize in-line topic threading (conversations that are separate from the main conversation) and conversation summaries to provide updates on key topics discussed while users are not actively participating in threads.
- Personal **Chat** history can be turned on or off but **Spaces** provide a historical record for specific topics or events even after users who have participated have left or been removed from the Space.

- **Chat** participants cannot create and assign tasks to other participants or groups.
- **Spaces** can be used to assign tasks to other members.

- **Chat** participants can share files with individuals or groups but there is no dedicated list of files that can be searched for.
- **Spaces** can be used to share files and by clicking on the files tab, users can search the list of files previously shared through Spaces.

Resources

- For general assistance, view Google's Chat Chat Support Page or Learn more about Spaces.
- To learn how to integrate Google Chat and Spaces with Calendar, view Google Calendar Help.
- You can also visit LinkedIn Learning for access to an Introduction to Google Chat & Spaces video course and a collection of videos outlining Google Calendar Basics & Time Management.
- Contact the Help Desk at 828-262-6266 for tailored assistance regarding Google or submit a Google Assistance Request.

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