

# G Suite Learning Center

English

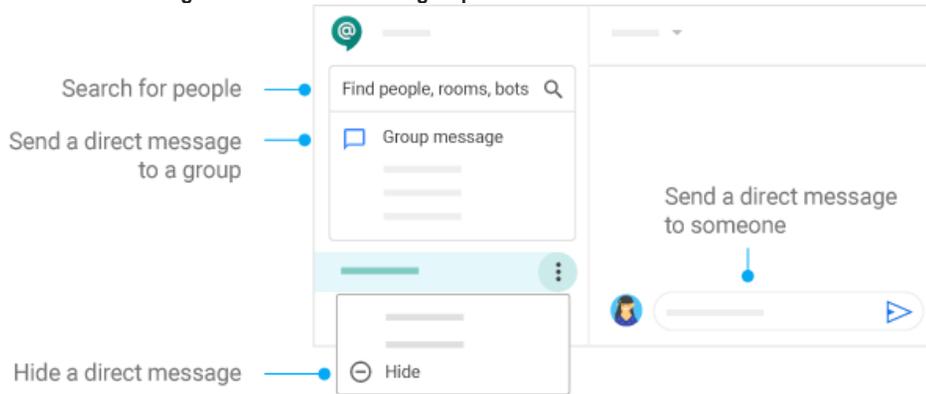
## Hangouts Chat Cheat Sheet

### A messaging platform built for teams.

Whether in a 1:1 chat or a dedicated group workspace, Hangouts Chat makes it easy to collaborate with your team in an organized way. Share and discuss Docs, Sheets, and Slides all in one place.

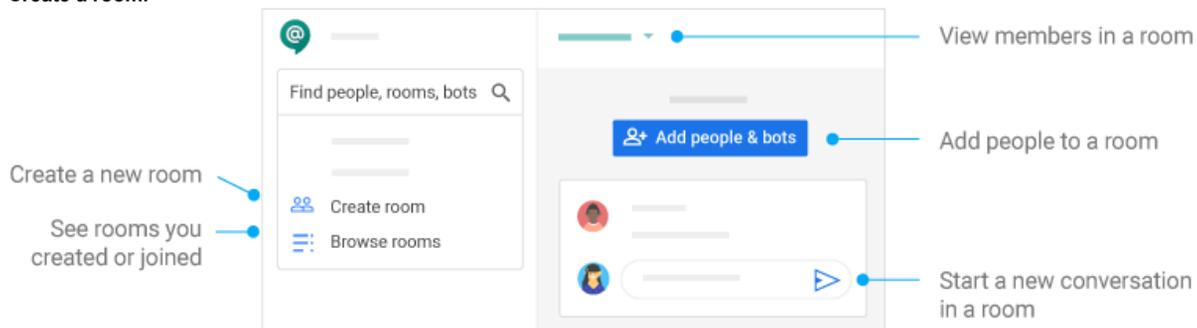
1

#### Send direct messages to an individual or a group.



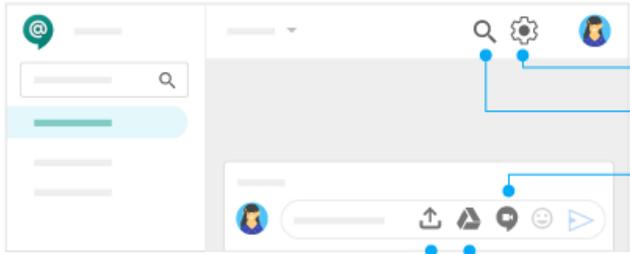
2

#### Create a room.



3

#### Work with Chat.



- Set up general notifications
- Search for people, words, or phrases
- Start a video meeting
- Upload a Google Drive file
- Upload a file from your device