This is an beta website by <u>Inclusive Bytes CIC</u>, The aim is to create one location for digital resources in Oldham.



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How to accept Google Chat invites from outside your organisation

Within your Gmail account click on the cog in the top right corner



Then click "See all settings"



Then click "chat and meet"



Then click "Manage chat settings"

ettings

eneral	Labels	Inbox	Accounts and Import	Filters and Blocked Addresses	Forwarding and POP/IMAP	Add-ons	s Chat
hat:				Google Chat Off			
hat sett	ings:			Manage chat settings			
leet set	tings:			Manage Medsettings			
			 O 	Enable ringing for incoming ca Disable ringing for incoming ca	lls alls - You'll receive call notifica	ations in Ch	at inste
leet:			•	Show the Meet section in the n Hide the Meet section in the m	nain menu ain menu		
					Save (hanges	Cancel

Scroll down to "who can invite you to spaces"

Who can invite you to spaces?	About managing invites
Anyone	
Nown senders only	

Scroll to the bottom and click done

Use system settings	
-	Use system settings
O Always play animations	Always play animations
O Don't play animations	Don't play animations

Made with the help and support of <u>Inclusive Bytes CIC</u>

Training | Reporting