

In order to use Google Video, you must have a gmail (Google Email) account. You can create one easily by following the steps at <http://www.gmail.com>. You must also have a video camera attached to your computer.

A few days prior to your online video counseling session, prepare your Google Email account for your video session, by following the below steps.

- I. Download and install the video plugin:
 - 1) Go to <http://www.google.com/chat/video> and follow the complete setup instructions (**System requirements:** Windows XP or later Intel Mac OS X 10.4 or later).
- II. Verify video and audio settings:
 - 1) Sign-in to your gmail.com email account by going to <http://www.gmail.com>.
 - 2) Click on “Settings” found in the top right hand corner of your screen.
 - 3) Click “Chat” in the Settings menu.
 - 4) Click “Verify your settings” in the Video and voice chat section. This will test your audio and video settings.
- III. Create a connection with your counselor:
 - 1) Find the “Chat” box on either the left or right hand side of your screen.
 - 2) Add the counselor’s email address to your list of “friends” by typing in their email address. This will invite your counselor to connect with you on gmail.com.
 - 3) Wait for your counselor to accept the invitation. Once you’re connected, you can begin your Google Video session.

Use the following steps to have your online Google Video counseling session at your designated appointment time:

1. Sign-in to your gmail.com email account by going to <http://www.gmail.com>.
2. Find the “Chat” box on either the left or right hand side of your screen.
3. Click on your counselor’s name and/or email address (which you should have already setup using the above steps):
 - NOTE: A green dot beside your counselor’s name means your counselor is available for chatting only. A green camera icon means your counselor is available for video conferencing AND chatting.
4. Once your chat window is open, click the link Video & More.
5. Click “Start Video Chat” to begin your session.

Please note:

I Choose Change takes all precautions to make sure our internet communication is secure and confidential; however, transmissions utilized over the internet are not a secure form of communication and could be intercepted by a 3rd party. Please be aware of this when utilizing this form of communication with I Choose Change.