

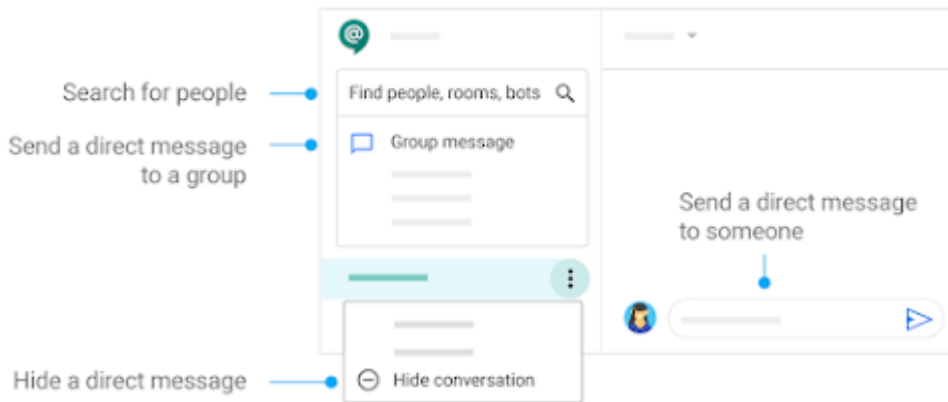
# Hangouts Chat cheat sheet



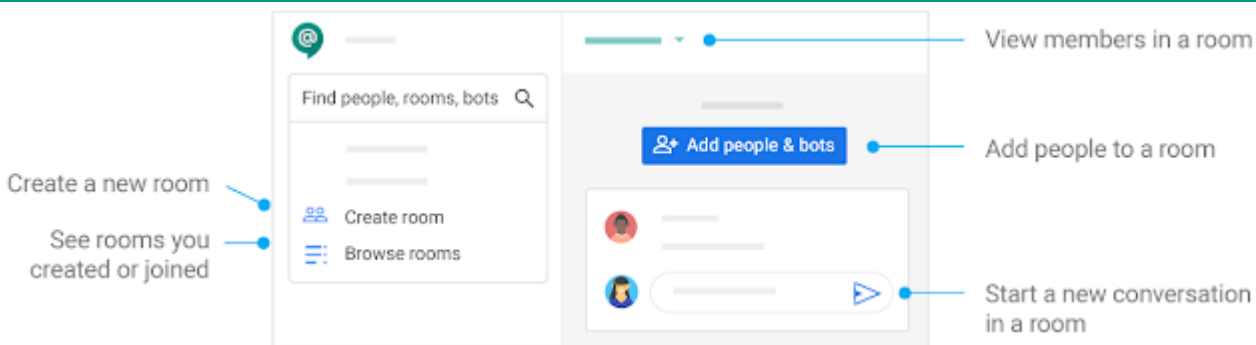
A messaging platform built for teams. Whether in a 1:1 chat or a dedicated group workspace, Hangouts Chat makes it easy to collaborate with your team in an organized way. Share and discuss Docs, Sheets, and Slides all in one place.

Get Hangouts Chat: [Web \(chat.google.com\)](https://chat.google.com), [Android](#), or [iOS](#)

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



## 2. Create a room.



## 3. Work with Chat.

