How do I create a room in Chat?

Tell Me

Create a room in Chat for conversations where members can be added or removed easily. Rooms Chat are typically used for ongoing, long-term chats with teams.

1. Open Chat in one of the following ways...
   a. Click the Start a conversation button in Chat in Gmail
   b. Go to chat.google.com (login if needed)
   c. Click Chat from the Google Apps grid

2. At the top left, click Find people, rooms, bots
3. Enter a name and then click Create
4. Click Add people & bots
5. Enter names or email addresses of people or select suggestions. Suggestions include everyone in the organization
6. Click Send
7. Click New thread in <Room Name> to start a new conversation in the room

People added to the room will receive an email notification that includes a link that opens the room in Chat.

Related FAQs

- What do I need to consider for the tech tools I use when working remotely?
- How do I use Google Chat?
- How do I turn on/off history in a Google Chat?
- How do I create a room in Chat?
- Can I change the position of the Chat panel in Gmail?