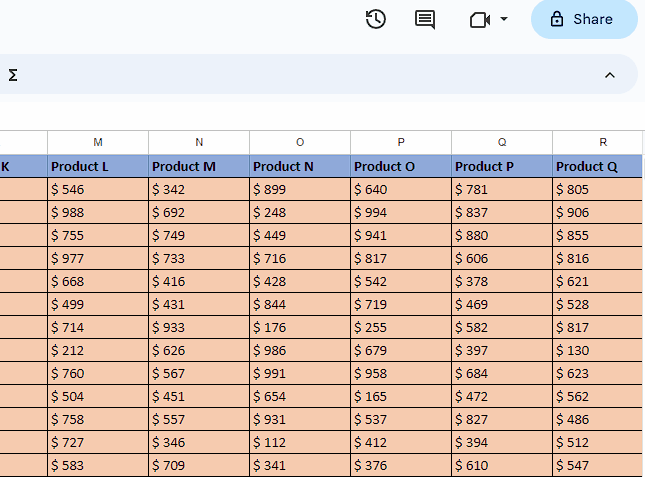
How to chat in Google Sheets

Google Chats allows individuals and teams to communicate in real-time, facilitating collaboration on projects and tasks. It enables team members to exchange ideas, share files, and work together more efficiently. Google Chats serves as a centralized hub for communication within an organization.

In this tutorial, we will explore the process of incorporating a collaborative chat feature into Google Sheets to enhance communication and collaboration among users. By implementing this feature, users will have a more seamless and efficient means of interacting and exchanging information within the spreadsheet environment.

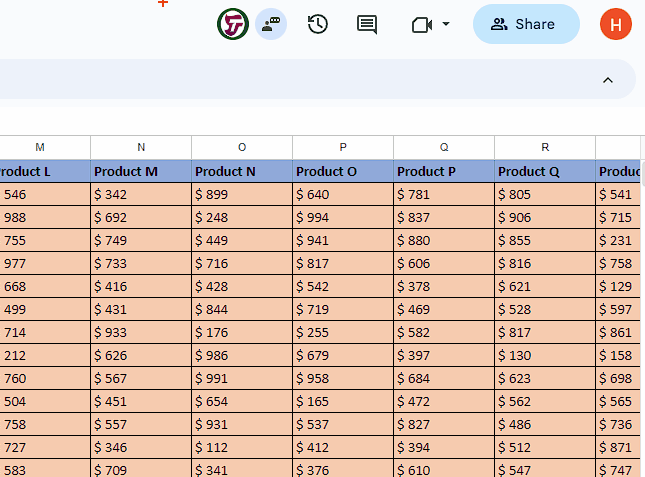
## Step 1 – Share the sheet

* To engage in a conversation with individuals within the sheet, you need to grant access to the specific person you wish to chat with.
* For doing this, click on the “Share” option on top-right corner of sheet.
* Then, enter the email address of the person to give them access to the sheet.
* You can additionally send them a message when you give them access.



## Step 2 – Look for active user

* Now, look on the top right corner of the spreadsheet and you will see the profile picture of the person that is active.
* You can only chat with the person that is online.



## Step 3 – Chat with the user

* Click on the “Show chat” button to open the chats.
* Then type any message that you wish to send and you can talk to the user in this way.

