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How to Install Cliq Chat on a Windows PC

Although Cliq chat works from your browser (in a pinch, you can access it via the 'chat' link from the bottom-left of your [webmail](#)), we do NOT support this and you will NOT receive the true benefits of the chat feature unless you install the application on your computer.

Installing it on your computer will ensure the program/app runs when you turn your computer on... so you will not have to go login to webmail and open up chat every morning... you simply turn on your computer and **BAM**... chat is ready.

1. Visit this link to download the current Cliq Chat software:
<https://www.zoho.com/cliq/desktop/windows.html> (click the blue, "Windows 64-bit" option near the top)
2. Once downloaded, open the download and install the program.
3. If the program does not open automatically, find it on your desktop and open it, then sign in with your full email address (first.last@sdplus.org) and your current email password.

Now you're in! The program will start everytime you turn your computer on and you'll receive a sound and a popup on your screen each time you receive a new chat message (you can disable sounds in settings if you'd prefer, or mute individual conversations... I usually end up muting GROUP conversations by typing /mute in the group chat).

To send your first chat message, click the + sign in the top center of your Cliq screen and select 'Send a Direct Message'. Then select (or search for) a person's name... and type your message at the bottom.

That's it – you've successfully setup and used Cliq Chat!

Please reach out to the IT Department via the Help Desk if you have any issues with this install, setup, or use.

Also, we have built a nice list of FAQs and tutorials here (PLEASE check them out to learn all the cool things you can do with Cliq... including voice chat, screen shares, whiteboards, and more): http://www.sdemployees.com/knowledgebase_category/cliq-chat-faq/