

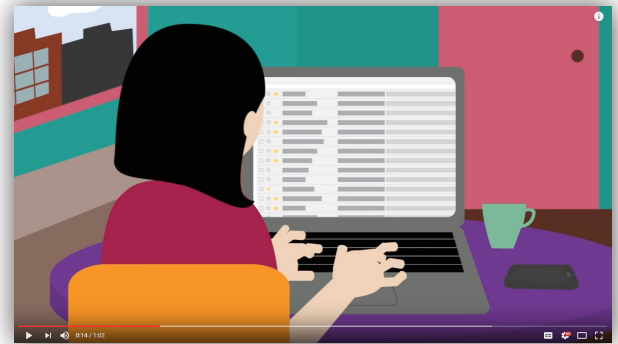


WHAT IS GOOGLE HANGOUTS

Google+ Hangouts is a free chat service from Google that enables both one-on-one chats and group chats with up to ten people at a time.

WHAT YOU CAN DO WITH HANGOUTS

- **Send Hangouts messages:** You can start a Hangout with only one person or have a group chat with several people.
- **Make video calls:** You can have face-to-face video calls with up to 9 other people.
- **Make phone calls on Wi-Fi or data:** Almost all calls you make to the U.S. and Canada are free from all countries where Hangouts calling is available. A few U.S. and Canadian destinations will cost 1 cent per minute (USD), or the listed rate for your local currency. Calling isn't available to all locations.
- **Send text messages:** You can send text messages using Hangouts with your Google Voice or Project Fi phone number. On Android devices, you can send texts using Hangouts with your carrier number.
- **Share photos, videos, locations, and stickers:** You can share photos, stickers, and emoji in conversations. On mobile devices, you can also share your location with other people.



Hangouts Basics in 1 Minute

<https://youtu.be/g2-tsGelk4U>

GET MORE INFORMATION ABOUT HANGOUTS

If you have any questions or would like to learn more about the different settings and functions of Google Hangouts, please visit:

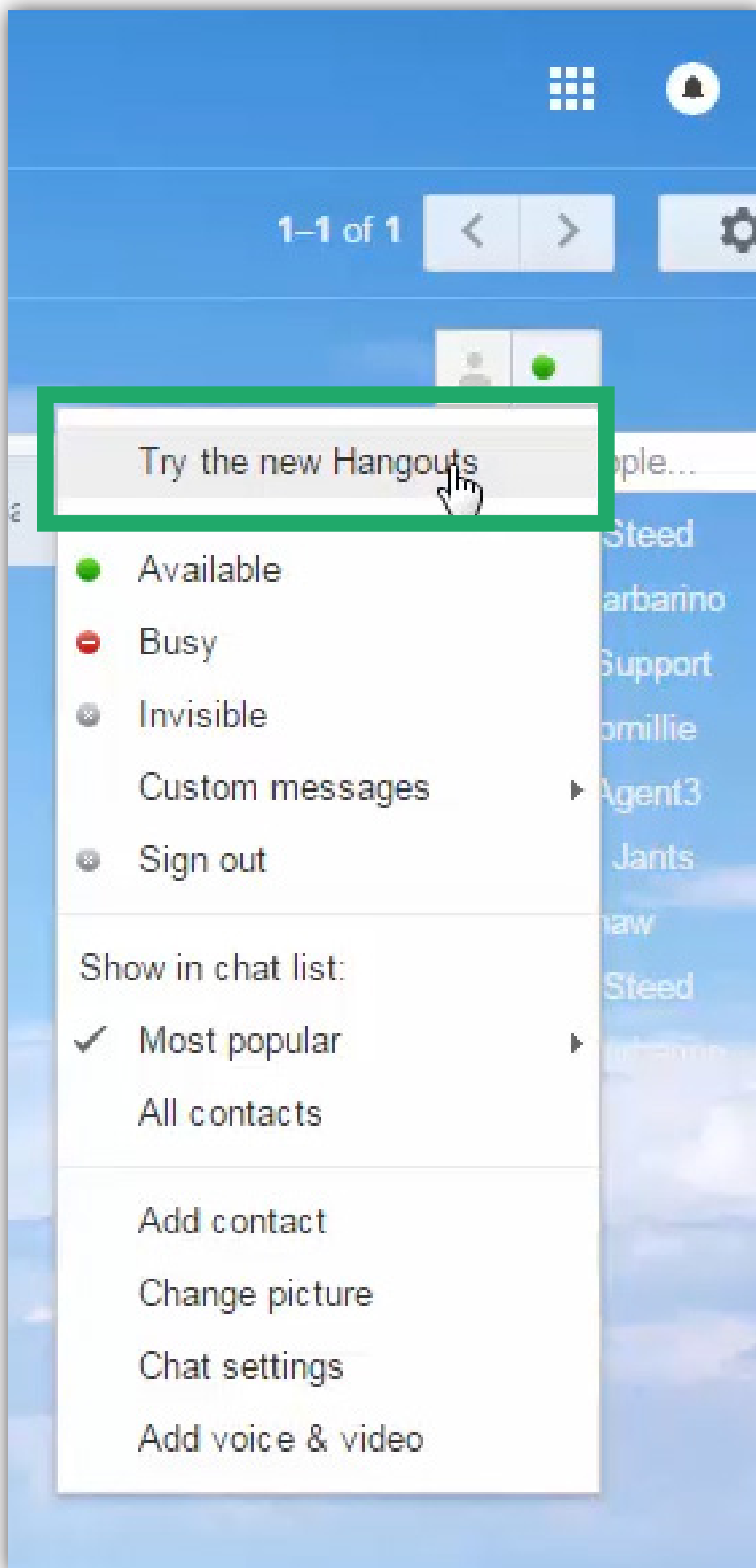
<https://support.google.com/hangouts>

There you will find helpful videos tutorials, links and additional information about Google Hangouts.

HOW CAN WE USE IT AT CI

COMMUNICATION TOOLS

TOOLS	HANGOUTS			GoToMeeting by citrix
PROTOCOLS	<ul style="list-style-type: none"> • Short Conversations • Your Status 	<ul style="list-style-type: none"> • Explanations • Multiple recipients • Outlining & Planning • Document and hyperlink sharing 	<ul style="list-style-type: none"> • Conversations • Conference calls 	<ul style="list-style-type: none"> • Collaboration • Presenting • Personal interaction



HOW TO SET UP HANGOUTS

DESKTOP COMPUTER

WHAT YOU NEED TO GET STARTED WITH HANGOUTS IN GMAIL

- A Google Account.
- **Hangouts is automatically turned on in Gmail**, so open Gmail to start having conversations.
- When you start a video call, allow Hangouts to access your computer's mic and camera.

TURN ON HANGOUTS IN GMAIL FROM GOOGLE CHAT

- Open Gmail.
- At the top of your Google Chat list, click your profile photo.
- Click Try the new Hangouts (see image to the left).
- Gmail will refresh, and you can start using Hangouts.

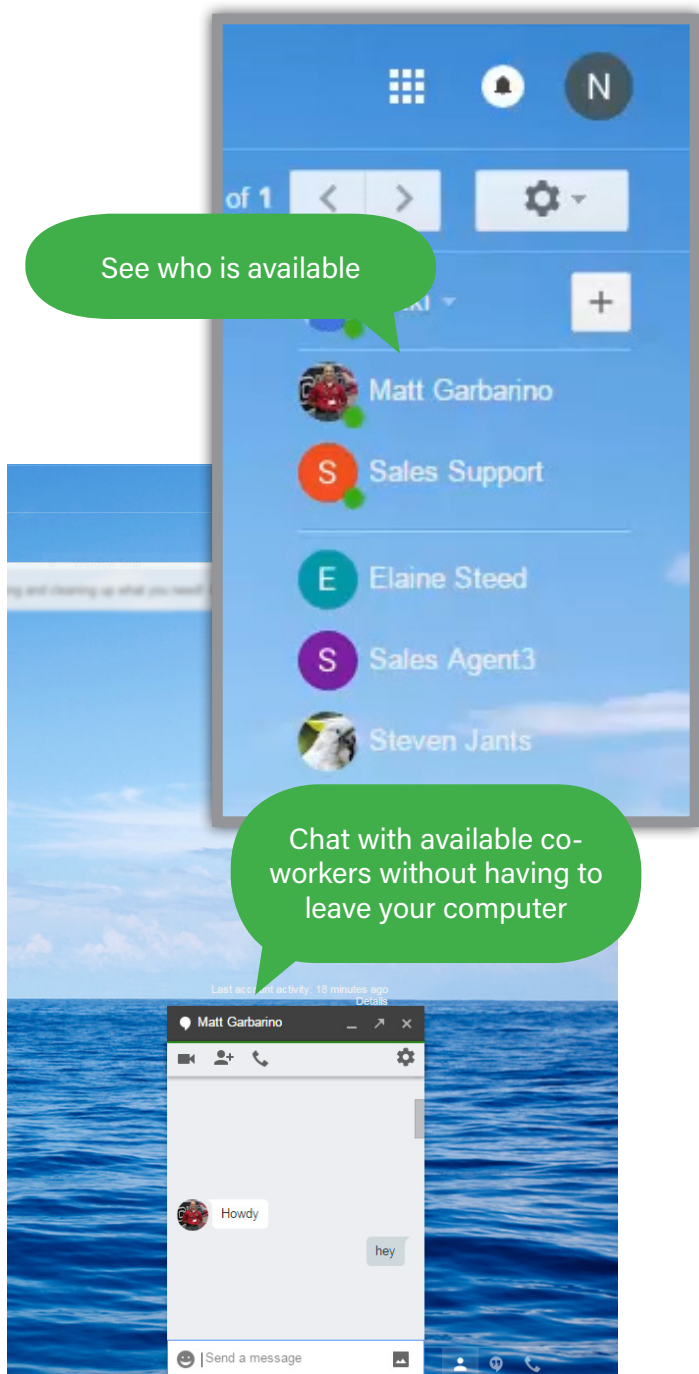
LEARN MORE ABOUT HANGOUT SETTINGS

If you have any questions or would like to learn more about the different settings and functions of Google Hangouts, please visit: support.google.com/hangouts

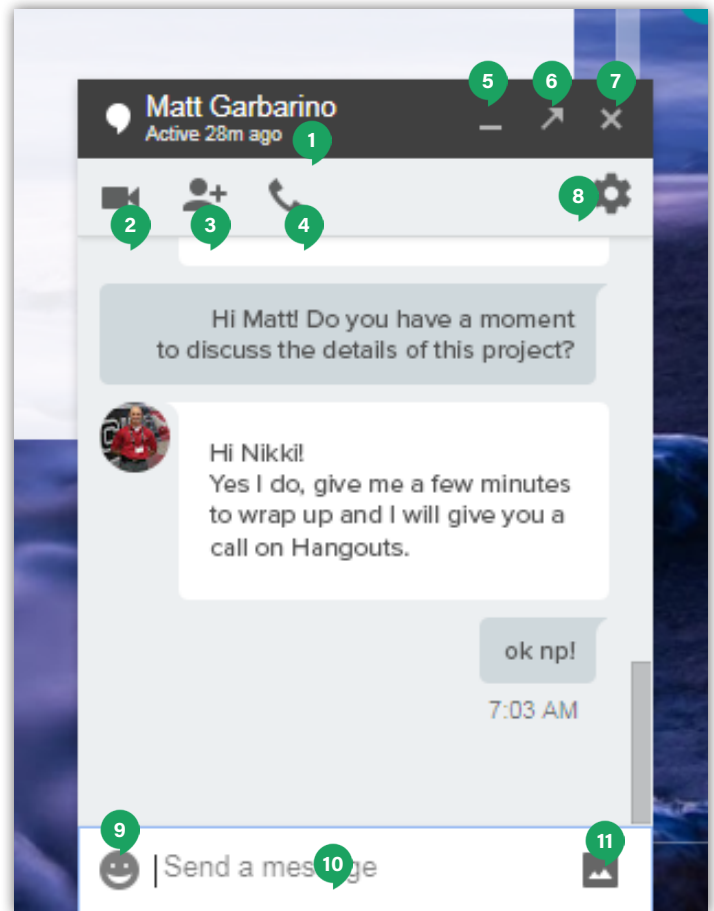
There you will find helpful videos tutorials, links and additional information about Google Hangouts.

HOW TO CHAT

- Once you have Google Hangouts turned on, your desktop should look similar to the one shown below.
- If you would like to chat with someone, simply double-click on their avatar or select the + next to your name to search for them.
- After you double-click a small chat box will appear at the bottom of your screen allowing you to chat.



CHAT WINDOW EXPLAINED





- Activity Section:** This section shows the last time they were active on Gmail so you can better judge a good time to reach them to ensure a quicker response.
- Video Icon:** You can start a Google Hangouts Video call with the person.
- + Icon:** By clicking on this icon, you will be able to add additional people to the conversation.
- Phone Icon:** This allows you to call the person directly from Gmail, on the cell/work phone you have setup in your Gmail Contact List
- Minimize Icon:** You can minimize your chat window by selecting this icon
- Pop-Out Icon:** You can "pop-out" the chat window to move it around your screen
- Close Icon:** You can close the chat window by clicking this icon
- Settings Icon:** By clicking the Settings icon you can Archive or Delete the conversation or Block the user. You can also choose if you would like Notifications for chats as well as show the Conversation History.
- Emoji Icon:** You can insert Emojis into your conversation by selecting this icon
- Image Icon:** You can insert an image into your conversation by selecting this icon
- Message Bar:** Here is where you will type your messages.

HOW TO MAKE VIDEO CALLS

BEFORE YOU START YOUR FIRST VIDEO CALL

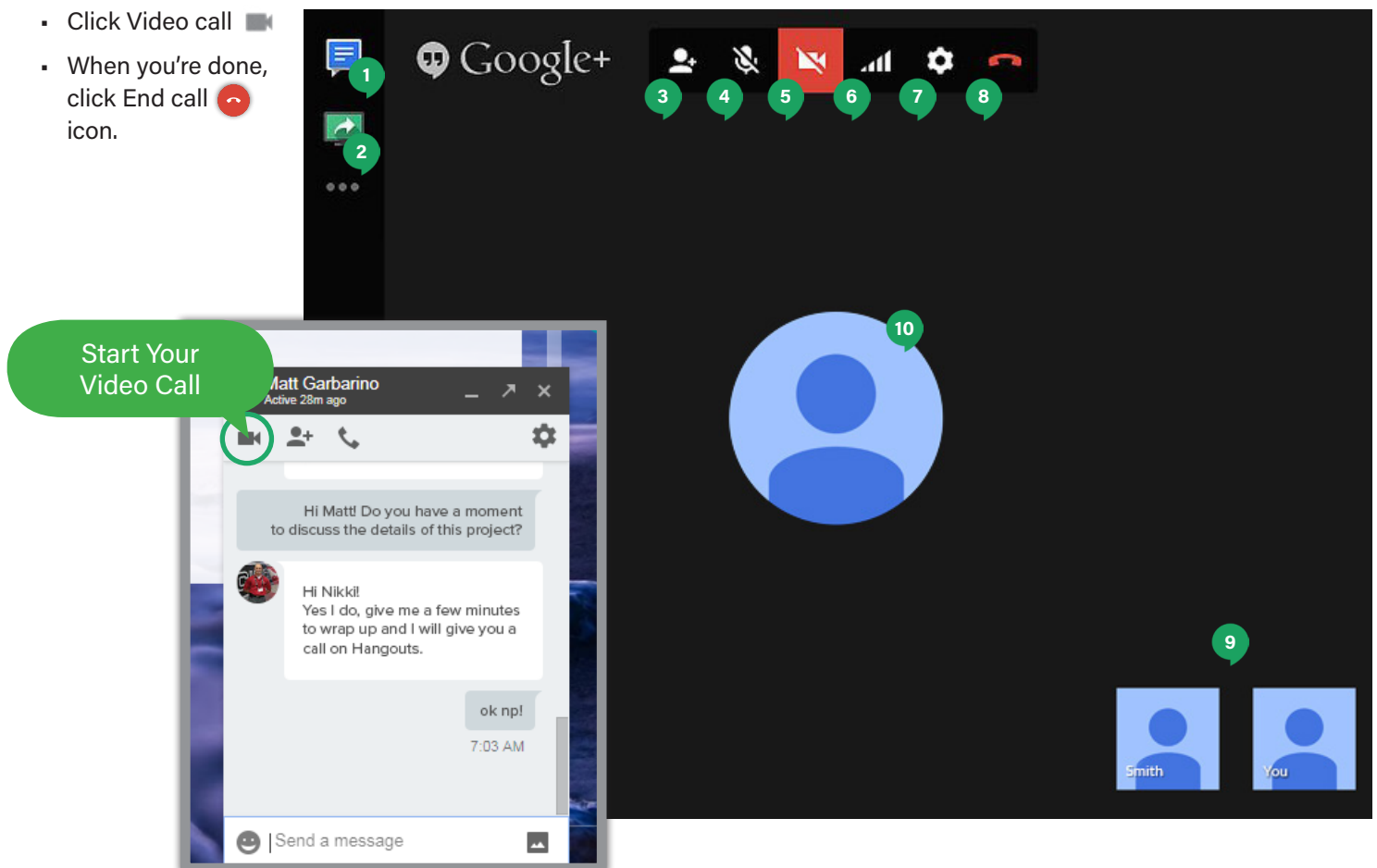
- Check the [system requirements](#) for Hangouts.
- Connect a camera, microphone, and speakers to your computer. Make sure they have the latest software.
- When asked to use your computer's camera and microphone, click Allow.
- [Download](#) and install the latest version of the Hangouts plugin for **Internet Explorer, Firefox, and Safari browsers.**

START A VIDEO CALL

- Open hangouts.google.com or on the sidebar in Gmail.
- Select a person from the Hangouts list or search for their name or email address. When you find the person you want, click their name. You can also check multiple people to start a group video call.
- Click Video call 
- When you're done, click End call  icon.

VIDEO CALL SCREEN EXPLAINED

- 1. Chat Messages:** Send a in-call message to anyone in attendance on the call.
- 2. Screen Share:** Click this icon to share your screen with the group
- 3. Add People:** Anyone in a video call can add more people after the video call starts. Anyone invited to join the video call must have a Google Account.
- 4. Microphone:** This icon allows you to mute and unmute your microphone
- 5. Web-cam:** If you have a web-cam connected, this icon allows you to show and hide your web-cam
- 6. Limit Bandwidth:** Allows you to manually control your video quality so you can adjust bandwidth usage
- 7. Settings:** The settings icon allows you to make changes in your camera, microphone and speaker devices
- 8. End Call:** This icon allows you to end the call
- 9. Attendees:** This area shows all the people in attendance. For Google Hangout calls you have a maximum of 10 users that can be in attendance.
- 10. Main Area:** This area shows either the person speaking or the screen being shared. (Note: To limit the view to just the person sharing a screen or speaking, click on their Attendee Icon [mentioned in section 9])




VIDEO CALLS FOR MEETINGS

- By default for Google Hangouts users, a video call is added to all new events in Google Calendar.
- If an existing event doesn't already have one, on the **Event details** page, click **Add a video call**.
- You can change the video call's name at any time by clicking **Change name**, or remove a video call from your event by clicking **Remove**.

INVITE PEOPLE BY LINK

- In the video call window, click the screen.
- At the top, click Add people and then Copy link to share Link.
- To invite people to the call, click the link to copy it. Then, paste the link into emails, chats, or somewhere else. To join a call, users will need to sign in. Anyone with the link will be able to join the call.

INVITE PEOPLE BY SEARCHING

- Anyone in a video call can add more people after the video call starts. Anyone invited to join the video call must have a Google Account.
- In the video call window, click the screen.
- At the top, click Add people .
- Type someone's name or email address.
- Click **Invite**.

HANGOUT RESOURCES

BASICS OF GOOGLE HANGOUTS

This is a walk-through to demonstrate the basics of setting up a Hangouts Chat and Video Call

[Watch Video](#)

<https://youtu.be/YeDHcktW2QY>

WALK-THROUGH HANGOUTS

This is an in-depth walk-through demonstrating Google Hangouts via Gmail and hangouts.google.com

[Watch Video](#)

<https://youtu.be/DPZb3D0500I>

VIDEO CALL - ADJUSTING SETTINGS

This is a walk-through to demonstrate how to adjust your settings once inside a Google Hangouts video call:

[Watch Video](#)

<https://www.bettercloud.com/monitor/the-academy/how-to-adjust-your-settings-in-google-hangouts/>

HANGOUTS HELP CENTER

Find troubleshooting procedures, in-depth walk-thoughts and video tutorials

[Go to Help Center](#)

<https://support.google.com/hangouts/?hl=en#topic=6386410>

G SUITE LEARNING CENTER

Find step-by-step walk-throughs on all aspects of Google Hangouts

[Go to Learning Center](#)

<https://gsuite.google.com/learning-center/products/hangouts/get-started/>