Disclaimer: All screenshots in this document are taken from the following website: www.google.com/+learnmore/hangouts
Introduction: Google Hangouts is a remote conference tool used for video chatting and remote collaboration.

Opening Google Hangouts:
- Sign in to your Gmail account
- Click on Apps| Google+
- Click on Home menu | Hangouts

Adding a New Hangout:
Enter the name/email address of the desired person and press enter
Chatting with a Hangout:
Click on the desired hangout name to open up the chat box
Creating a Broadcast/On Air Hangout Session:

- Click on Hangouts On Air

- Click on Start a Hangout on Air button
- Choose the people you would like to invite and enter a name for your session

- Click on Start
- Click on start broadcast to start your session
Joining a Broadcast/On Air Hangout Session:

- Click on “Hangouts on Air” to see all available broadcast hangouts
- An on Air hangout can be seen by anyone and anyone can join the session
- You can see the previously broadcasted hangouts
- You can join an ongoing hangout (no invitation needed) just click on yes

Sharing a Hangout Session:

- Click on Links at the bottom right corner of the hangout window to view the sharing options

- **Event Page URL** will allow the visitors to actually take part/talk/chat… on the session
- **YouTube URL** will share the YouTube video so that the visitor can ONLY watch the session and not participate actively on it
- **Video Embed** will allow you to embed the session on your website
- After your on Air Hangout session is terminated, a YouTube recording of the session will be automatically downloaded to your YouTube channel (please note that this feature is only for the On Air sessions not the private sessions)
Creating a Private/Video Session:
- Click on video hangouts
- Create a video hangout
- Invite the people you want to participate in the hangout
- This session will not be uploaded to YouTube nor will be viewable on YouTube since it is private

Joining a Private/Video Session:
Method 1:
- Click on Video Hangouts to see the private hangout between you and your invited people
  - Only the people that you have invited can see this session unless someone has the direct link to the session
  - A green camera icon will appear notifying that you are invited on a hangout session
    - Click on the green notification bar, then click on Join button

Method 2:
- Click on Video hangouts
- Click on Join hangout

Hangout Interface:

Panel 1:
- Click on invite people to invite your friends
- To mute/unmute your microphone
- To hide/unhide your camera
To adjust the bandwidth (i.e. if the video is not displaying well…)

To configure mic, speakers, camera

To leave the google hangout session

Panel 2:

**Chat:** click here to start a group chat

**ScreenShare:** Click here to share your screen

**Take a Photo:** Click here, then click the camera button to take screenshots of your screen

**Note:** these photos are shared and viewable by public

Click on view photos icon to view the images

**Control Room:** Use this option to add or remove participants

**Effects:** Use this option to add effects to your screen elements

**YouTube:** Use this option to play a YouTube video to the participants

**Google Docs:** Use this option to share Google documents to your participants. You and the participants may edit the document live using this option

**More:** Use this option to add more Google apps to your session

Sharing a YouTube Video:

- Click on to add videos to your playlist
- Search for your desired video(s) and click on the green plus sign to add the videos on your playlist
- Click on red x to remove videos from the playlist
• Click on next/previous buttons to navigate through the video playlist

**Viewing Your Hangout Sessions History:**
Google Hangouts saves all your hangout sessions under your events menu.

• Click on **Home|Events** to view your previously broadcasted hangout sessions

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**More Tutorials:**

- [http://www.youtube.com/watch?v=pmOT-zZfsDs](http://www.youtube.com/watch?v=pmOT-zZfsDs)