

# Tip Sheet

## Starting and Participating in a Google Hangout

Google Hangouts is a helpful tool that allows you to meet with up to ten people in a real-time chat or video and audio environment. You'll need a Google account, and if you decide to start a *video* hangout, you'll also need a webcam and microphone. These hangouts can be spur-of-the-moment or pre-planned.

If you need to create a Google account, begin by visiting <https://accounts.google.com/SignUp> and filling in the appropriate information and click on "Create."

### Create your Google Account

One account is all you need  
A single username and password gets you into everything Google.



Take it all with you  
Switch between devices, and pick up where you left off.



|                              |   |  |
|------------------------------|---|--|
| <b>Name</b>                  | <input type="text" value="Stout"/>  | <input type="text" value="Student"/>                             |
| <b>Choose your username</b>  | <input type="text" value="StoutStudent101"/> <input type="text" value="@gmail.com"/>                |  |
| <b>Create a password</b>     | <input type="password" value="*****"/><br><small>Common words are easy to guess. Try again?</small> |  |
| <b>Confirm your password</b> | <input type="password" value="*****"/>  |  |
| <b>Birthday</b>              | <input type="text" value="January"/>  | <input type="text" value="1"/> <input type="text" value="1989"/> |

You can also create a Google+ account after creating your Google account by clicking "Continue to Google+"

## Welcome, Stout

Your new email address is stoutstudent101@gmail.com

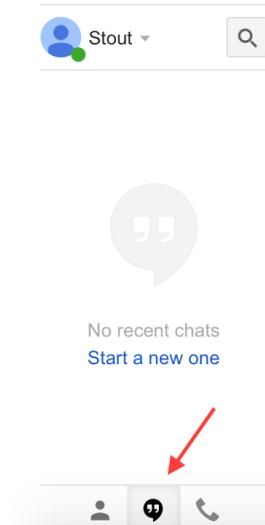
Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

[Continue to Google+](#)

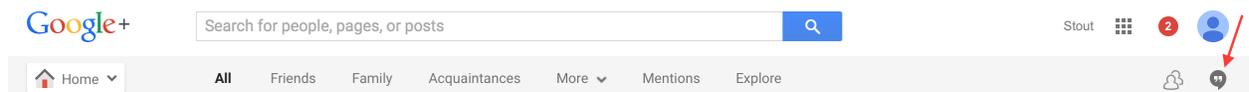
## Participating in a Hangout Through Gmail or Google+

To participate in a Hangout, just follow these steps:

**Gmail:** Log in to your Gmail account, and then click on the  symbol on the bottom left-side of the screen.



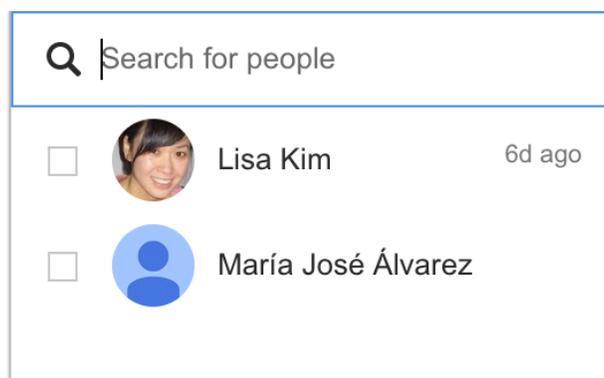
**Google+:** Click on the Hangouts icon  in the top-right corner of the Google+ window.



Hangouts allows you to communicate in various ways: you can **message** others, have **voice-only** (phone) conversations, or have **video** chats.

## Select the Type of Hangout You Want to Start

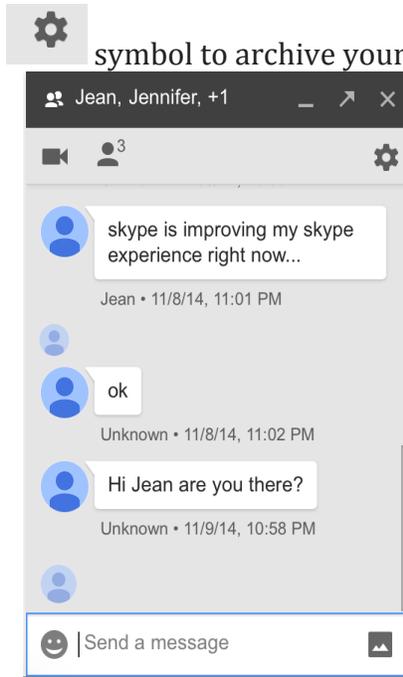
To start any kind of Hangout, Select a person(s) from the Hangouts list. The list is ordered with your most recent Hangout at the top. Or, click the search button  and type a name or email address. Check the boxes in front of one or multiple people's names and then click on the icon that coincides with the type of Hangout you would like to start. Remember that you can communicate with up to 9 people at the same time.



## Text-only Hangout

Click the Chat icon  to start a text-only message. Type the message you want to send in the text box that says “**Send a message**” and press the return key on your keyboard to send the message.

It will look like this. Click on the  symbol to archive your Hangouts.

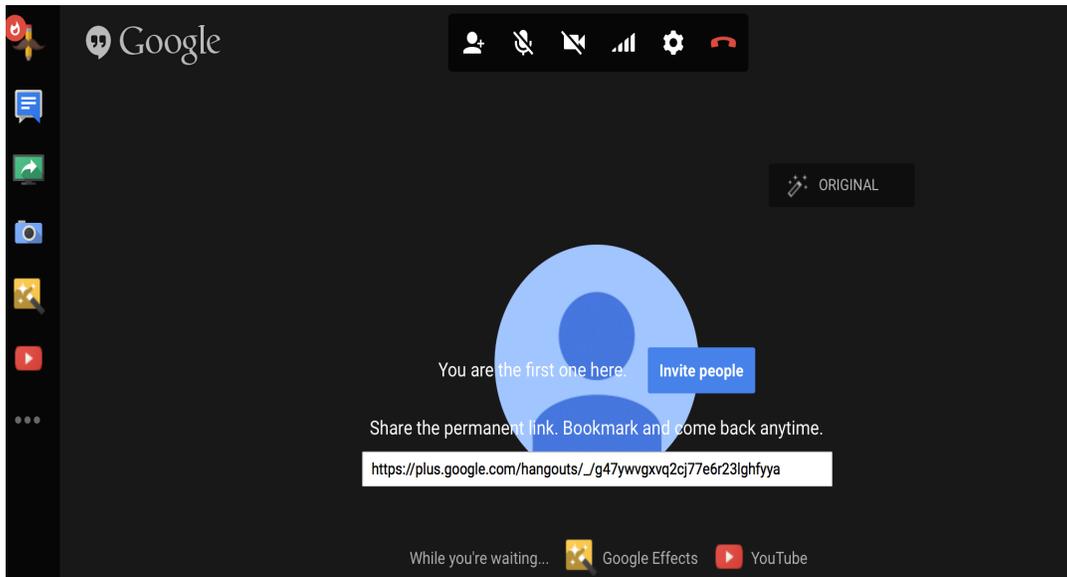


## Voice-only Hangout

Click the Phone icon  to start a voice-only conversation; remember that you'll need a microphone. (Although most calls to the U.S. and Canada are free, check [here](#) for Google calling rates.)

## Video Hangout

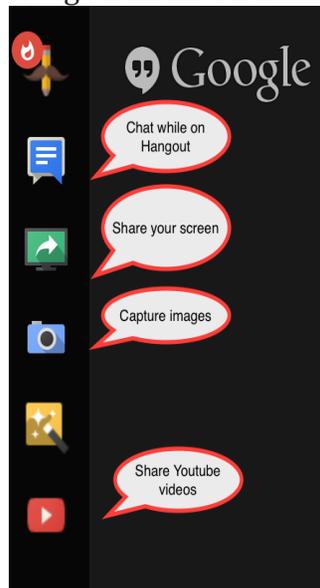
Click on the Video icon  to start a video call.



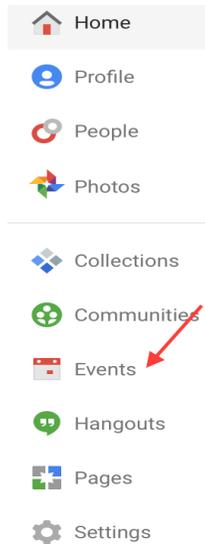
You can share the permanent link provided with others and then you can meet and hangout at this web space whenever you would like.

The toolbar on the left provides many helpful ancillary resources:

- Chat with people while the video hangout is going on.
- Share your screen with Hangout participants.
- Capture screenshots to remember important information shared.
- Reference YouTube videos to Hangout members.



In order to ensure that everybody is ready to *Hangout* at the same time, you can also *schedule* your Google Hangout. Just open your Google+ page and from the “**Home**” dropdown menu, click on “**Events.**”



Click on the **“Plan a Hangout”** button and fill in the name of your event, day, time and people you would like to invite to the Hangout and then click **“Invite.”**

A screenshot of the Facebook 'Plan a Hangout' form. At the top left is a blue profile picture placeholder. To its right is a banner image with a bokeh light effect and a 'Change theme' button. Below the banner is a text input field containing 'EDUC 761 Group Project Hangout' and an 'Event options' dropdown. The next row contains a date selector set to 'Sun, Aug 2, 2015', a time selector set to '7:00 PM', and an 'Add end time' link. Below this is a 'Pacific Time - Los Angeles' label. A green 'Hangouts' icon is followed by the text 'This event will be online'. There is a 'Details (optional)' text input field. At the bottom is a 'To:' label followed by a large text input field containing '+ Invite names, circles, or email addresses' and a person icon with a plus sign. At the very bottom are two buttons: a green 'Invite' button and a white 'Cancel' button.

Those you invite will receive an email with the invitation details.