

Google Hangouts Instructions for Groups:

Computer:

- 1) Open your web browser (think, Google, Safari, FireFox, etc.) and go to hangouts.google.com.
- 2) In the top right corner of the page, sign in to your google account. If you don't have one, click on the option for "Use Another Account" and then "Create Account" (or just "Create Account" if that is available at the beginning). Once your account is created, start again from step 1.
- 3) Click on either the video call or phone call button.
- 4) Agree to let google use your notifications, microphone, and camera on your computer.
- 5) Invite people using their emails. They will get an email that they can click on a link to join.
- 6) People can have the page open and see a notification when you are calling them. All they need to do is accept to start the call! To end, just tap the screen and hit the red "End" button.

Mobile:

- 1) Go to your app store and search for "Google Hangouts." It will look like a quotation mark inside a green shape. When you find it, download it.
- 2) After downloading, open the app.
- 3) When open, it will prompt you to "Get Started."
- 4) Next it will ask you to sign in or add an account. Sign in with your Gmail username and password. If you don't have a Gmail, you can go on a browser (Google Chrome, Safari, FireFox, etc.) or download the Gmail app and set one up. This is easier on a computer if possible. After that's completed, sign into the Google Hangouts app and continue.
- 5) When signed in, allow the app access to your notifications, camera, and sound (and contacts if you want).
- 6) Press the button at the bottom right with a "+" sign and hit "New Video Call."
- 7) Lastly, add people to the group by typing in their email addresses into the search bar at the top. After doing this once, they should show up as their registered names to make this easier in the future. After everyone has been added, hit the green camera button in the top right of the screen.
- 8) People can have the app open and see a notification when you are calling them. All they need to do is accept to start the call! To end, just tap the screen and hit the red "End" button.