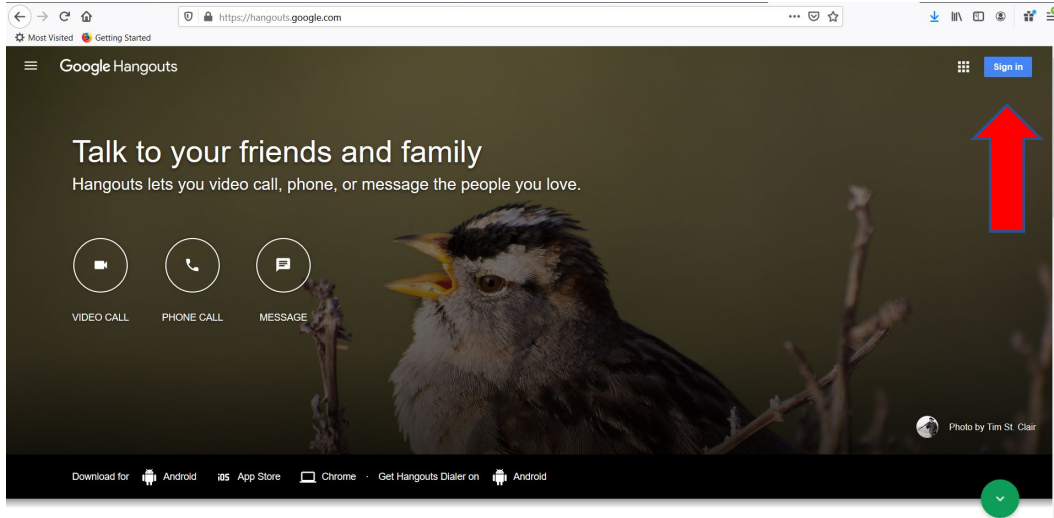
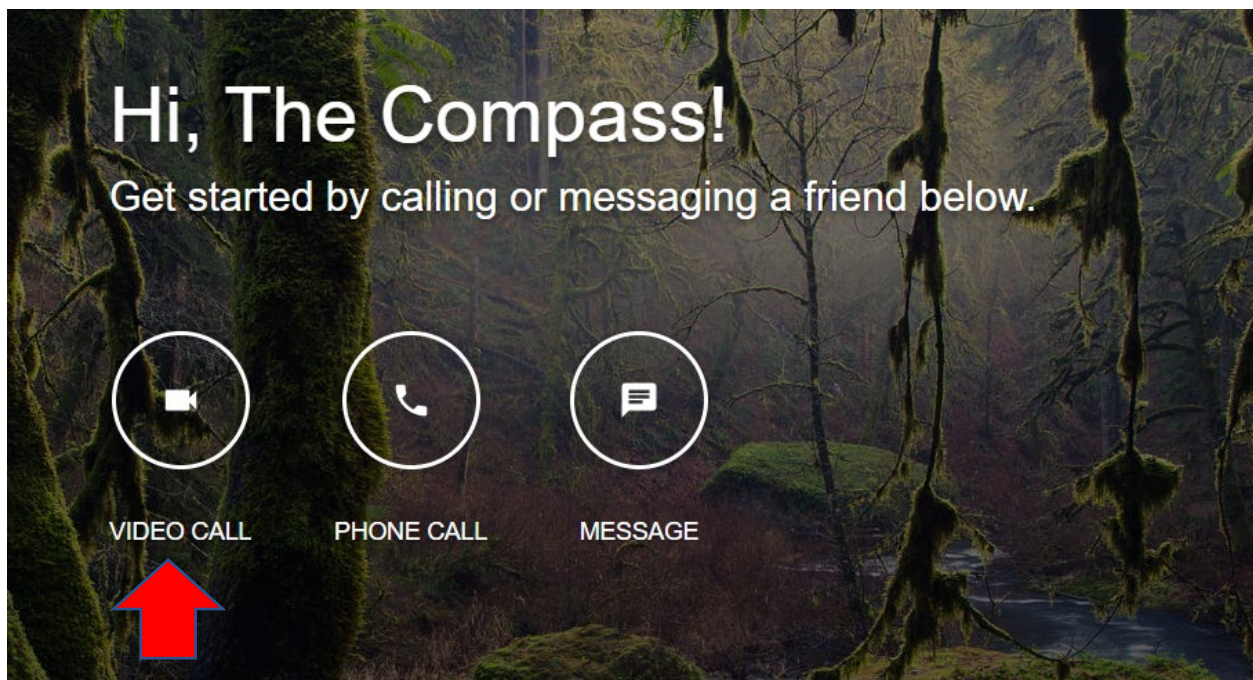


Google Hangouts

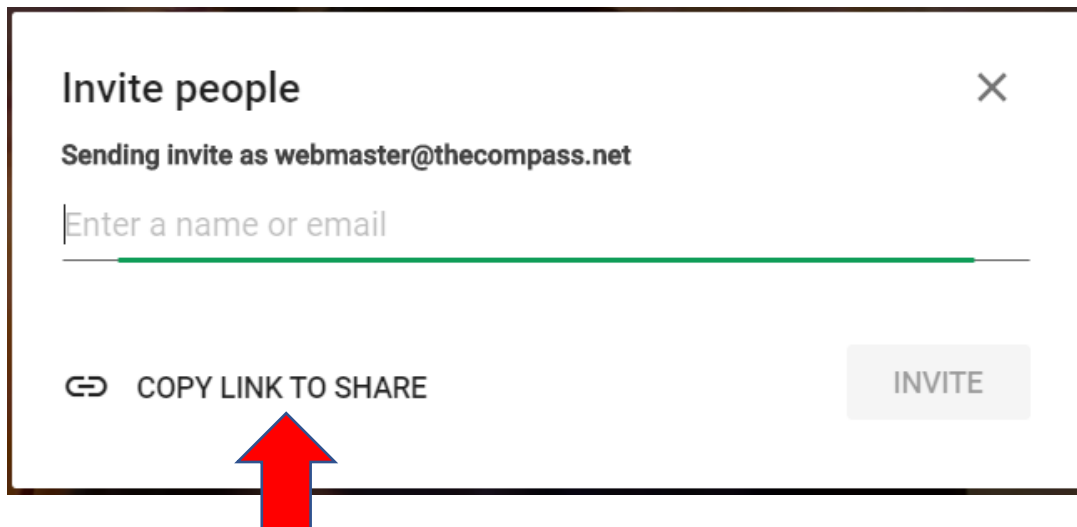
1. Go to hangouts.google.com in your web browser or download the app onto your mobile device. These instructions are for the web version.



2. Click Sign In. Login if you already have a Google account. If not, create a Google Account.
3. The first time in Google Hangouts you may need to scroll thru some slide by clicking the right arrow.
4. Click on Video Call



5. Allow Google Hangouts access to your microphone and camera if asked.
6. You will be prompted to Invite People. You have two options:
 - a. Copy the Link and then paste it in an email. Users will get a link which will prompt them to sign into their Google Account. If they do not have an account, they will be asked to create one. For mobile devices they will be asked to download the app.
 - b. Type in participants email addresses and click invite. Enter all needed email addresses before pressing Invite. Users need to be logged into Google Hangouts to receive this invitation.



7. Now you just need to wait for people to join your call. You will receive a notification when they join, and their image will be displayed along the right-hand side.
8. If you need to add someone after the call has started, you can click the person with a plus sign in the upper right-hand corner

