

GOOGLE HANGOUTS

1. Go to> hangouts.google.com
2. **Sign in.**
 - 2b. **Allow the web browser access** to webcam and microphone.
3. Select **Video Call** icon.
4. **Name** the meeting/hangout. Ex: Gym Teacher Interview 1 > press enter.
Then it will say “**Joining video call**”.
5. The **URL at the top** of the page is the link to Email to others to join.
Looks similar to... https://hangouts.google.com/hangouts/_/509j.net/name?hl=en&authuser=0
6. Select the **Gear** icon on the top.
7. This is where you **select the webcam and the mic** to use.
 - 7b. Test your speaker or headset by playing the test sound. **Recommended.**
8. Then, select **save** once you have your equipment selected.
All set and ready for others to connect to your Hangout.
9. You may **mute the mic and/or webcam**, but still stay in the hangout for privacy.
 - 9b. **Remember un-mute the mic & webcam** when ready to start.

Video Instructions...<https://www.youtube.com/watch?v=DPZb3D0500I>

*I've had issues in the past when “Inviting” others to the hangout. Sometimes they get the invitation and sometimes they don't. This is why I recommend emailing the link.

**Additionally, Google Calendar makes links to join via Hangouts when they are created. Take a look at events on <https://calendar.google.com/>.

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