How to Use Google Hangouts
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What is Google Hangouts

Google Hangouts is a unified communications service that enables text, voice, or video chats, either one-on-one or in a group. Hangouts is built into Google+, Gmail, YouTube, and Google Voice, plus there’s Hangouts apps for iOS, Android, and the web.

NOTE: Before you start a video meeting, make sure that your meeting and device meet the requirements for Hangouts Meet.

How to Access Google Hangouts via Gmail

1. Using a web browser, sign into your MCCCD Gmail account using the following URL: http://accounts.maricopa.edu. The following screen should appear.

2. When prompted, enter your MEID and District password, then click the Sign In button.

3. Once you’re logged into your District Gmail account, you can begin using Google Hangouts.
**Locate Google Hangouts in Gmail**

Google Hangouts is located on the lower left-hand corner of your Gmail account. Here you will also see a list of your recent Hangouts.

![Google Hangouts in Gmail](image)

**Creating a Google Hangout**

1. Click the + icon at the top of the Google Hangouts list next to your name.

   ![Google Hangouts Create Icon](image)

2. As you enter a name in the search box, the list will change to a list of your contacts and Google+ circles. Select any people that you want to add to the Google Hangout.
• Regardless of what platform you are using, clicking or tapping on a contact or existing Hangout will open a chat box. If the other person is not online, they will receive messages the next time they open a Hangouts client.

• You can also search for people and circles by typing the name, email address, or phone number you are searching for into the field at the top of the list.
Chatting in Google Hangouts

Type your message in the **Send a message** field and press the **ENTER** key to send.

Choose your Google Hangout Format (Text, Video, Phone Call)

The hangout defaults to text chat. You can turn a text chat into a video chat or make a phone call at any time by clicking the appropriate icon.
Additional Features of the Chat Window

1. Create a Group Hangout

2. Insert an Emoji

3. Share Image (i.e. JPG, GIF, PNG, etc.)
4. Adjust Your Chat Settings

5. Switch to Video Chat

6. Make a Phone Call to the Person
Creating a Google Hangouts Video Conferencing Meeting Invite

1. Create a Google meeting invite the way you normally would.

2. The meeting invite details page should appear. In the Video conferencing field, select Hangouts Meet from the drop-down menu, then click the Save button.
Adding Google Hangouts Video Conferencing to an Existing Meeting Invite

1. From your Google Calendar, double-click the meeting invite you want to add Google Hangouts to.

2. The meeting invite details page should appear. In the Video conferencing field, select Hangouts Meet from the drop-down menu, then click the Save button.
How to Start a Google Hangouts Video Meeting

Method #1 - With an Individual or Group

1. Select someone from the Hangouts list on the sidebar in Gmail or search for their name or email address. When you find the person you want, click their name. You can also select multiple people to start a group video call.

2. Click the Video Call icon.

3. When you're finished, click the End Call icon of the video conference window.
Method #2 - From a Google Meeting Invite

1. From your Google Calendar, double-click the meeting invite which contains a Google Hangout.

2. Click the link under Join Hangout Meet. This will launch a Google Hangout Video Conference window.

3. Using a phone, dial into the Video Conference using the phone number and PIN provided under Phone Numbers as depicted above.
Adding more People to a Google Hangout in Progress

1. After you are in the video call, click the icon in the upper right corner of the Hangouts window.

2. From the menu which appears, click the Add People icon.
3. Enter email addresses or open your video call to a circle or organization.

4. When you are done adding people to the Hangout, click the Invite icon.

How to Change Video Call Options During a Google Hangout

You can change your video call options during the video call. To see your options, click the screen.

- **Turn off camera or mute microphone**: Click the icons to turn off your camera or mute your microphone.
• **Settings**: At the top, click Settings. You can change settings, such as your camera, microphone and speaker devices. Click the More icon, then Settings in the menu.

• **Share Screen**: To share your screen with other people in the video call, click the **Present Now** icon, then choose what portion of your screen you choose to share with others on the Hangout.
- **Full Screen**: To make the video call take up your entire screen, click the More icon, then Full Screen in the menu.