

Google Hangouts

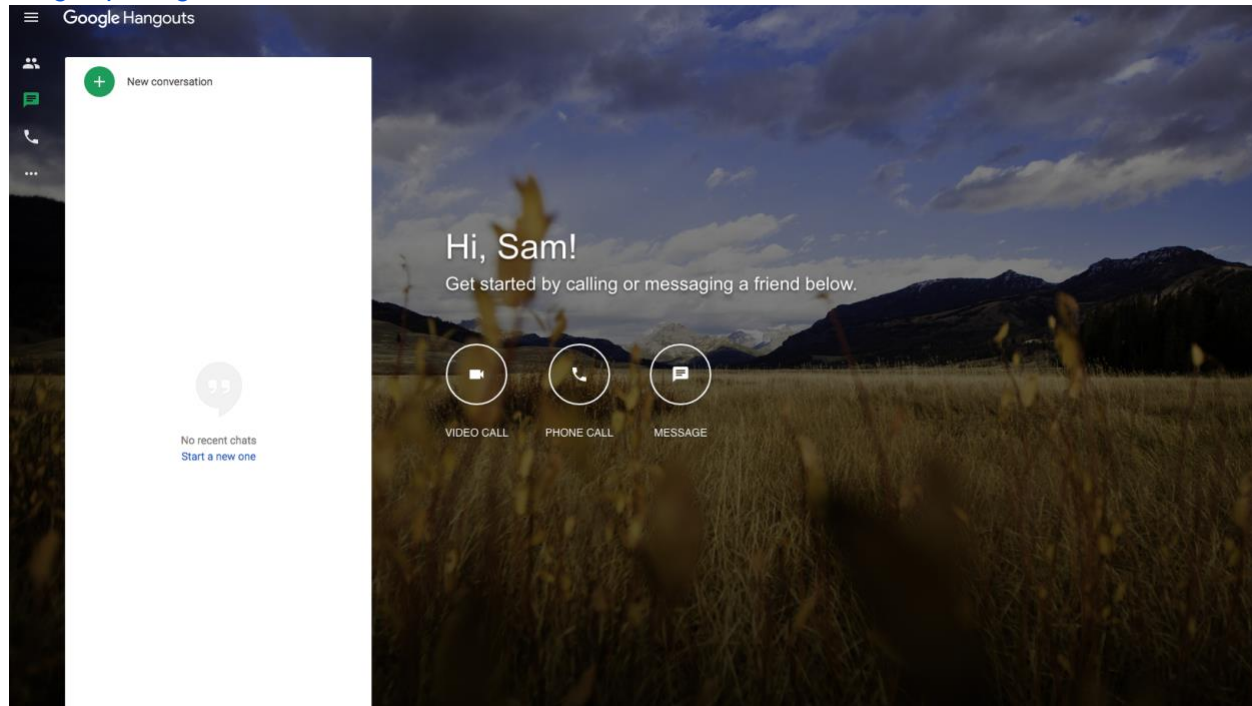
Visit: <https://hangouts.google.com/>

You'll need a Google account for this. If you don't have one you can either set one up with a gmail account via

<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>

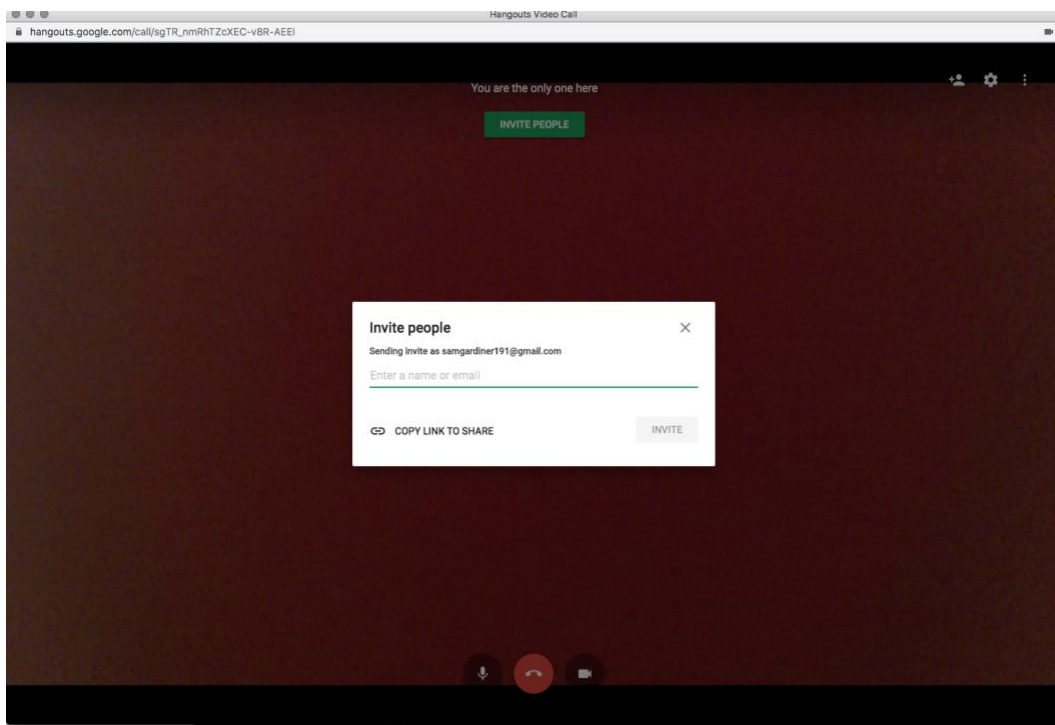
Or you can set one up with your own email via

<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp&nogm=true>



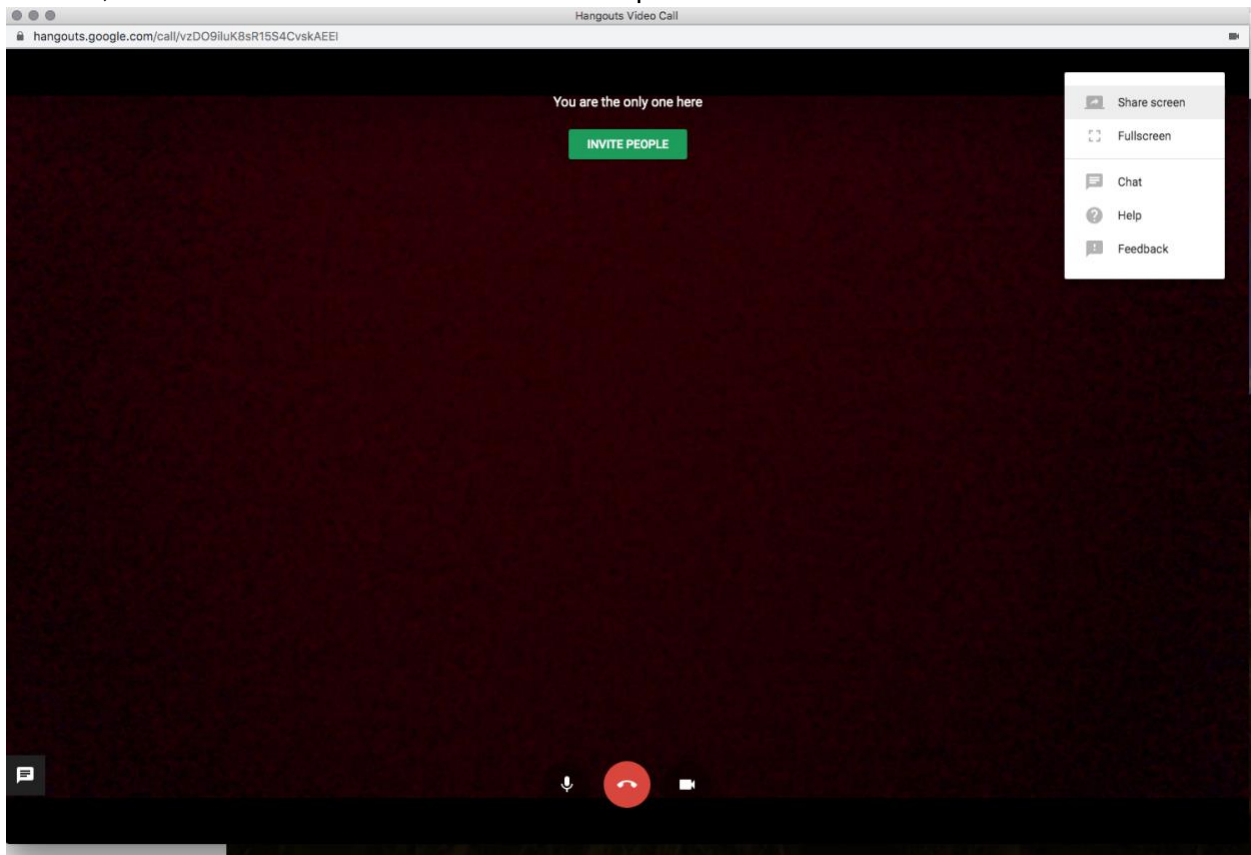
Video Calls

For video click the **Video call** icon. In the top left corner Google will ask for permission to view your webcam and microphone. Click **Allow**.



From here you can add people by Name if they are stored on your account, by email or by clicking **Copy link to share** and sending it directly via email.

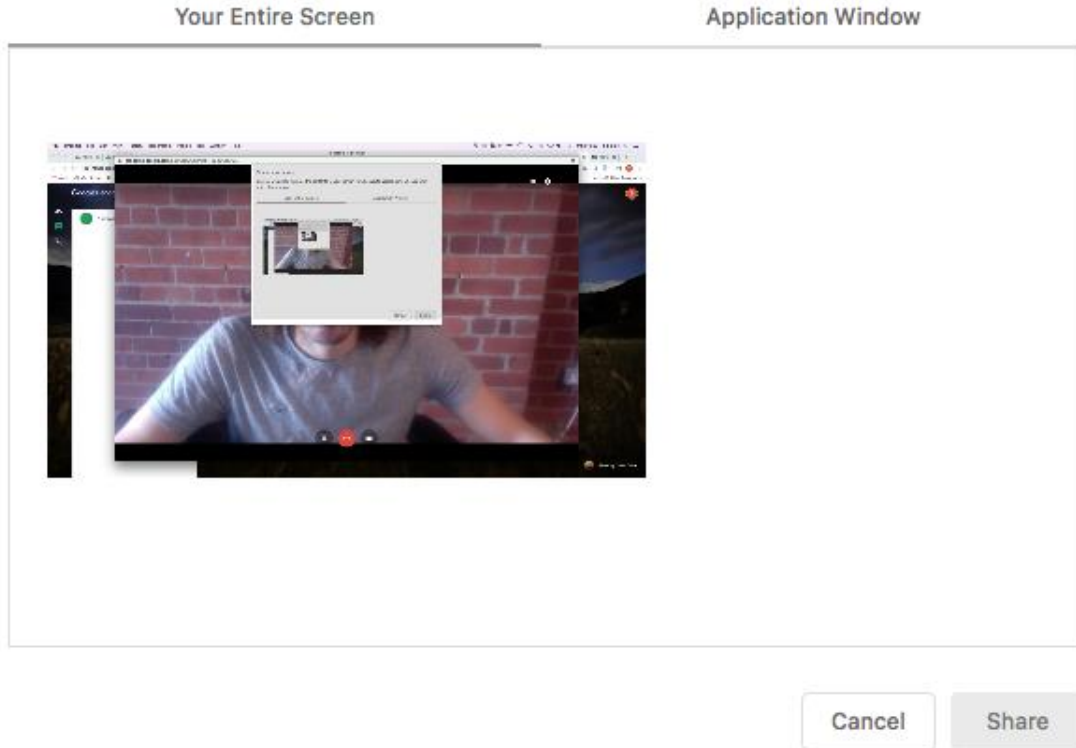
If you click the **3 vertical dots** in the top right corner you'll see this menu. Here you can **Share screen**, Make the video window **Fullscreen** or open the **Chat**.



Clicking **Share screen** will open this window

Share your screen

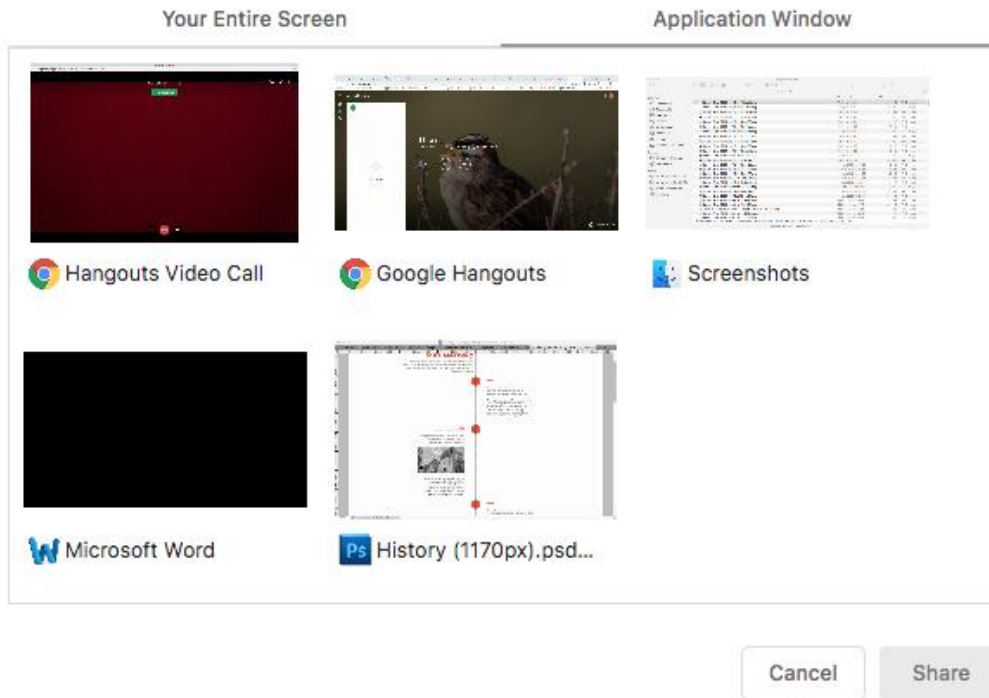
Chrome would like to share the contents of your screen with hangouts.google.com. Choose what you'd like to share.



You can choose between sharing your entire screen or a specific window or app, for example just share Microsoft Word.

Share your screen

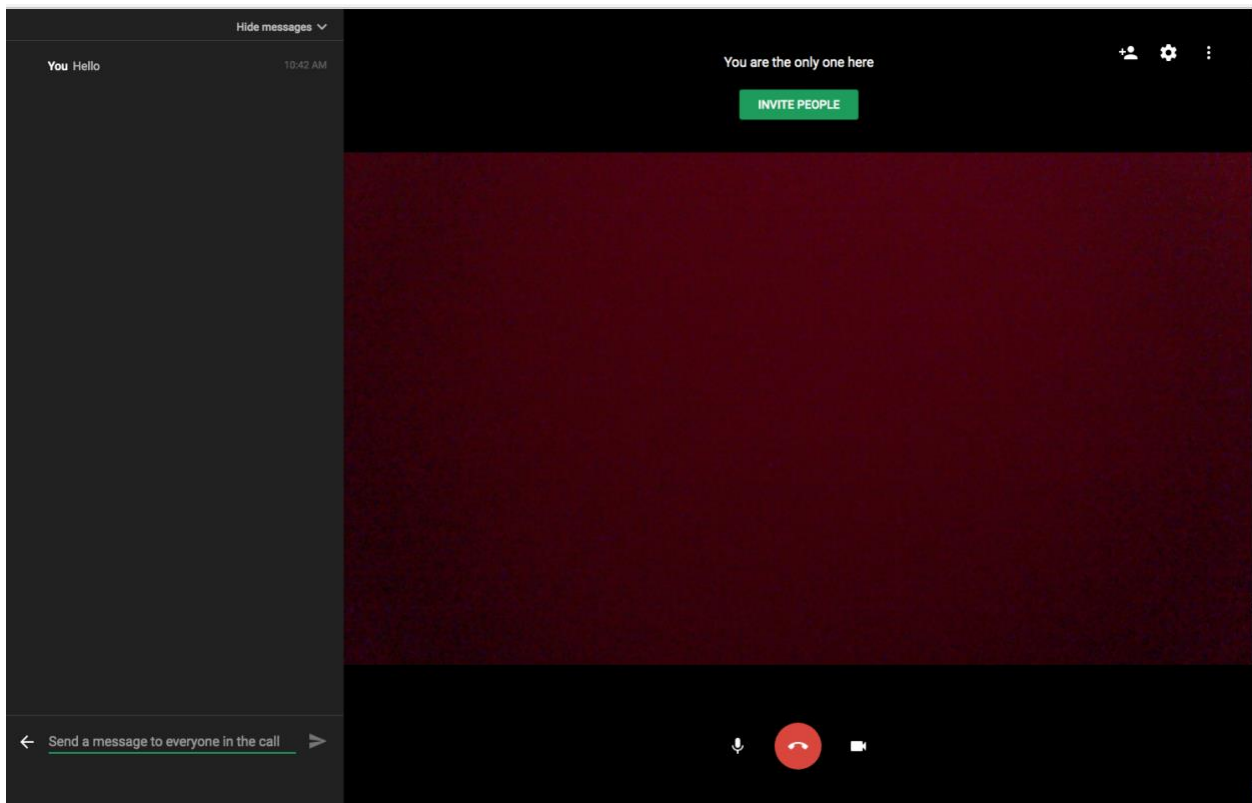
Chrome would like to share the contents of your screen with hangouts.google.com. Choose what you'd like to share.



If you click on the **Chat** option, you can send a message to everyone in the call



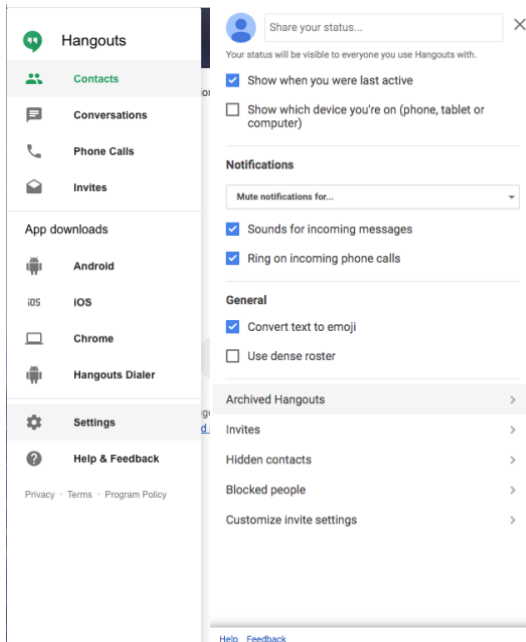
If you click on **Show messages** it'll open up the window to easily see other people's messages.



At the bottom you also have three buttons in the middle. The left icon will mute audio. The middle icon will end the chat for you and the right icon will mute the video.

Once people start joining the call, you'll see them in the bottom right corner. You can fullscreen a specific person by clicking on their video.

Update your Status



If you click the **3 horizontal lines** in the top left corner and click **Settings** you can update your status for your contacts

Troubleshooting

If you are experiencing issues with the video calls, you can try reducing the quality. If you click the **Cog** in the top right corner you'll see this. Click on **Bandwidth** and change the **Outgoing** and **Incoming** video settings to **320p**. This should solve most issues involving video freeze.

