

Get onto Google Hangouts!

Hello - this is written by pastor Ben to help people host a Google Hangouts meeting. There are quite a few steps. There are already a number of links online that can explain this. You can find them below. I have found using Google Hangouts to be the best choice of online conference platforms. It is free and you can meet with up to 25 people. I have put together the six steps you need to do to start a Google Hangout.

Let me give you one piece of advice for an online conference call: get to know your “mute” button. When you are not the one who is talking it is important to silence your own mic. If there are 10 people on a call and they all have some background noise no-one will be able to hear anything or say anything. Just one person not muting can ruin a call! It’s happened to me. I consider muting yourself during a call to be good etiquette.

A few links that explain Google Hangouts in a step by step way.

https://www.youtube.com/watch?time_continue=345&v=DPZb3D0500I&feature=emb_logo

<https://support.google.com/hangouts/answer/3115553?co=GENIE.Platform%3DDesktop&hl=en>

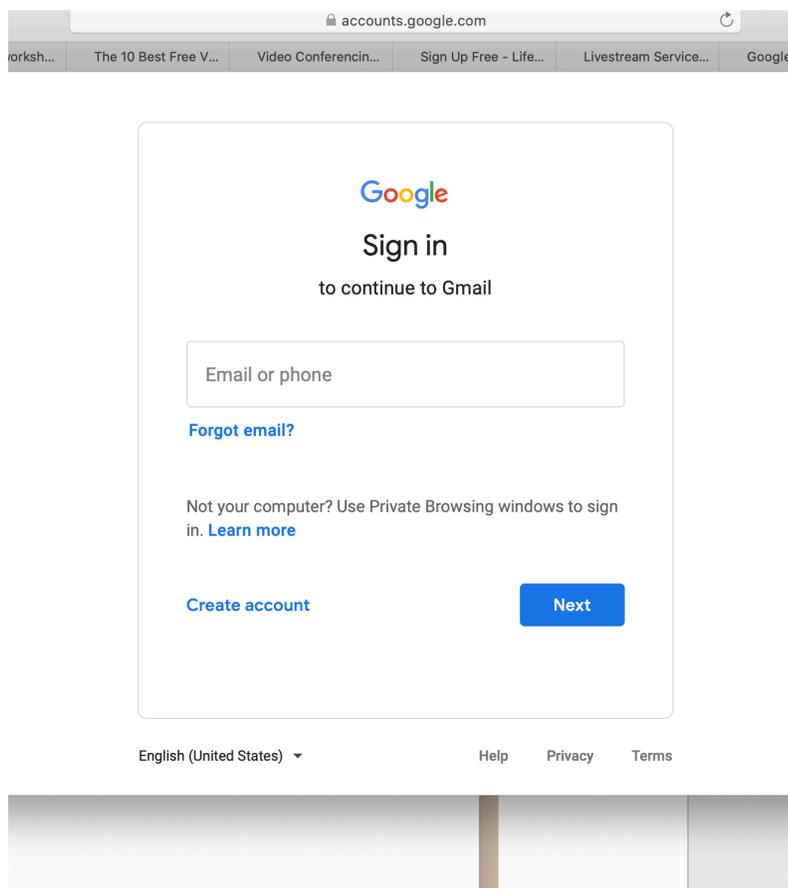
<https://www.wikihow.com/Use-Google-Hangouts>

If you are having problems I’d love to help you out. You can send me an email at ben@fraserlands.ca and we can set up a phone call to guide you through this.

How to use Google Hangouts

1. Get a gmail account

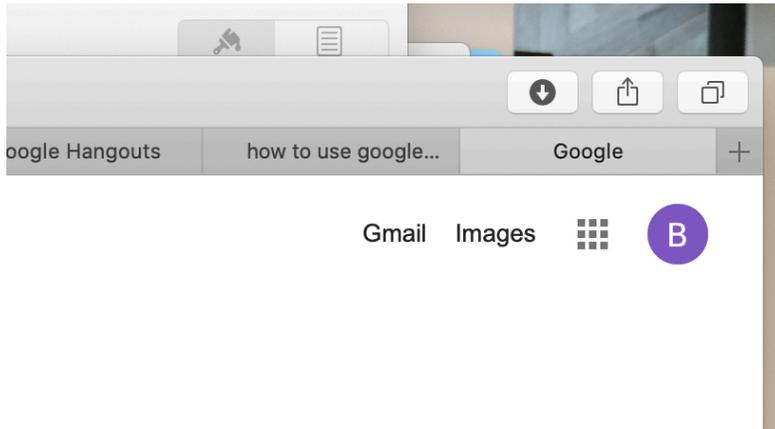
To use Hangouts you need a gmail account. If you have an account you can go to step #2. If you need one, start by going to google and searching for “Gmail.” When you sign in you may see a “sign in” screen, or you may need to say, “sign in with a different account.” You want to get to the screen that looks like this:



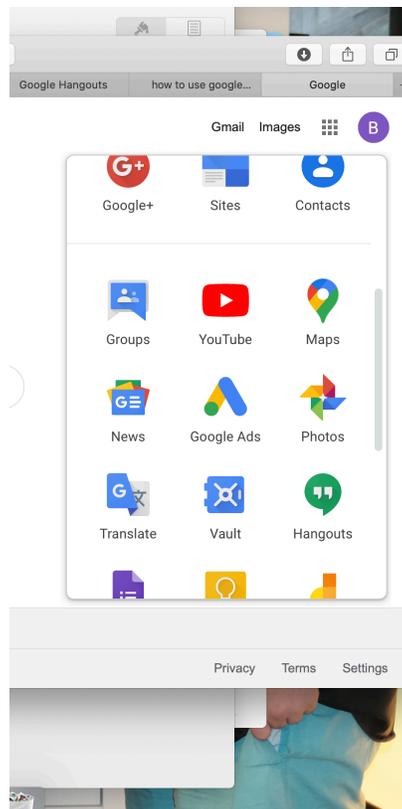
If someone else has logged into gmail, you will need to log out first to make an account. Click on the “create account” and follow the prompts to create your account.

2. Get onto Google Hangouts

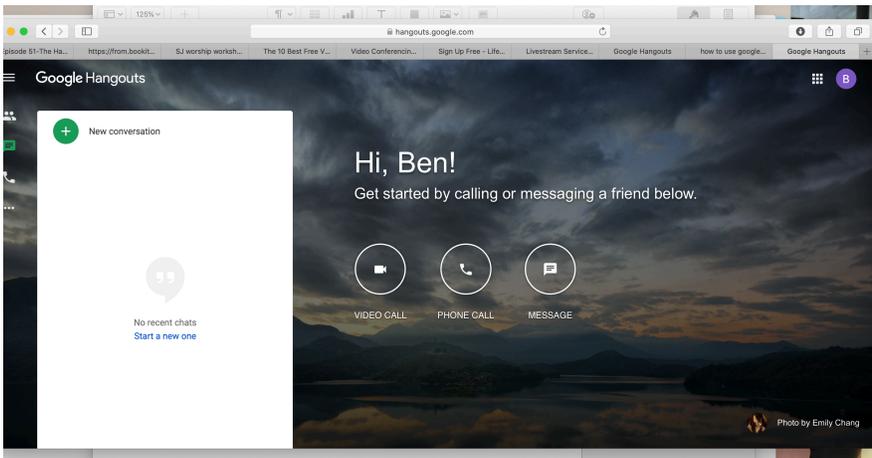
There are several ways to get onto Google Hangouts. You can download an app onto the computer, or access it from gmail. The way I do it starts by just going the google homepage. In the top right is a symbol with nine little squares. Click this to open the Google menu! Google has lots of apps which you can find here.



This symbol should open a menu. Scroll down till you see Hangouts - under the green symbol. When you click on it this should open google hangouts!

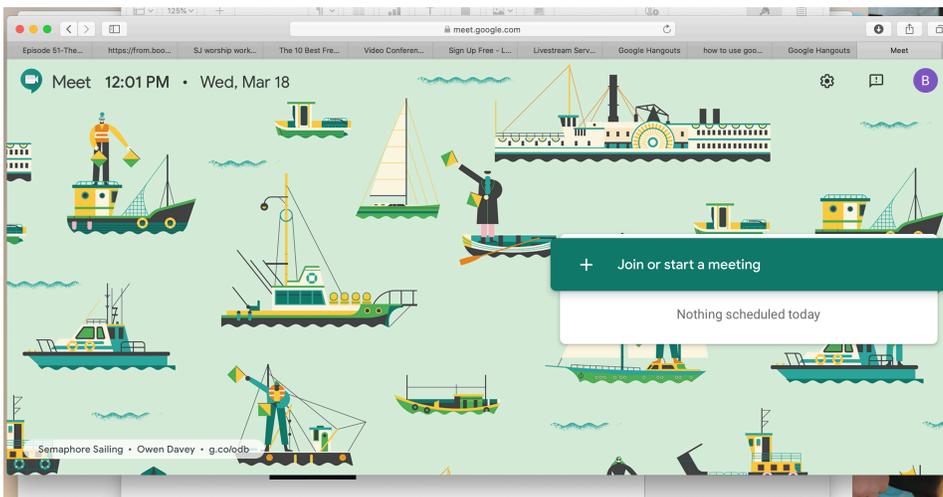
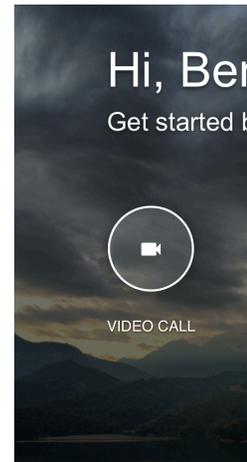


3. Start a meeting



Hopefully you've made it into Google Hangouts. You should see something like the picture above. To start a meeting (or Hangout!) press "Video Call"

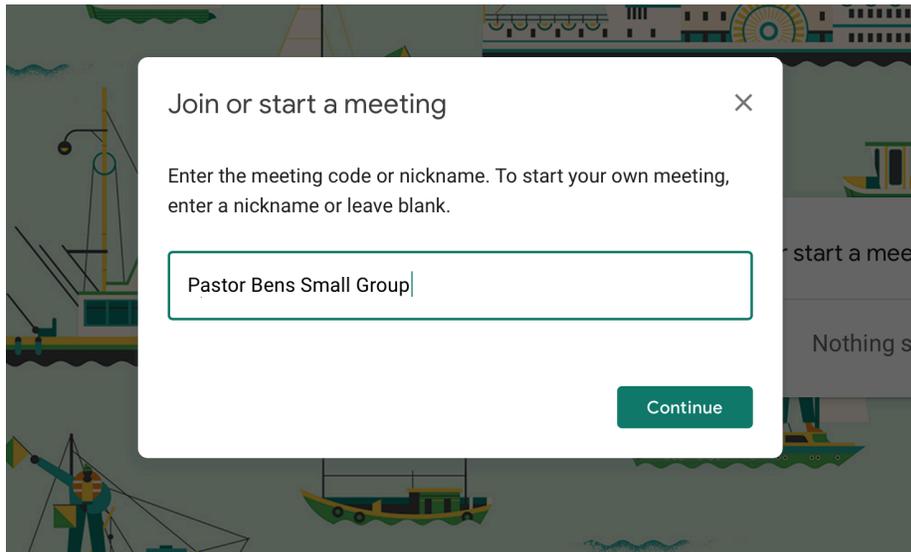
This should open up a new window with an interesting background (the background is always changing). You should see an option that says "Join or start a meeting"



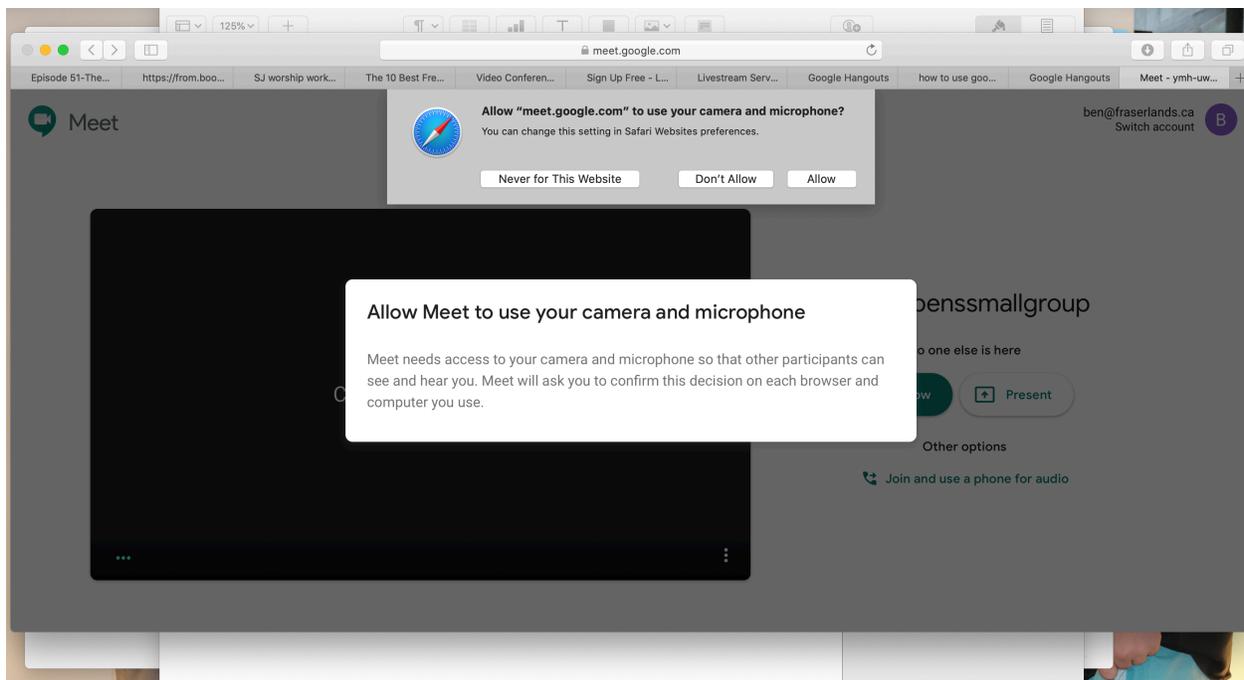
Click on "Join or start a meeting"

3. Start a meeting (continued)

When you click the button a new window should come up that lets you name your meeting. Give your meeting a helpful name that people can recognize, then press continue.

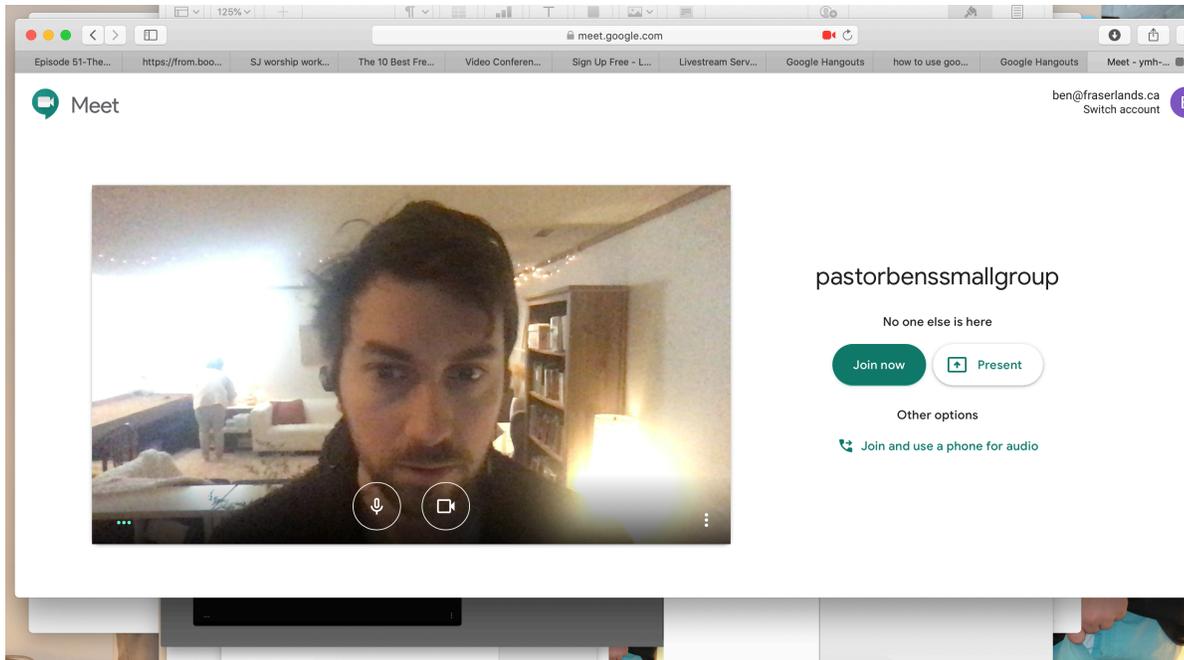


Another new window should show up and your computer (or phone) will ask you if you want meet.google.com to use your camera and mic. Click "Allow"!

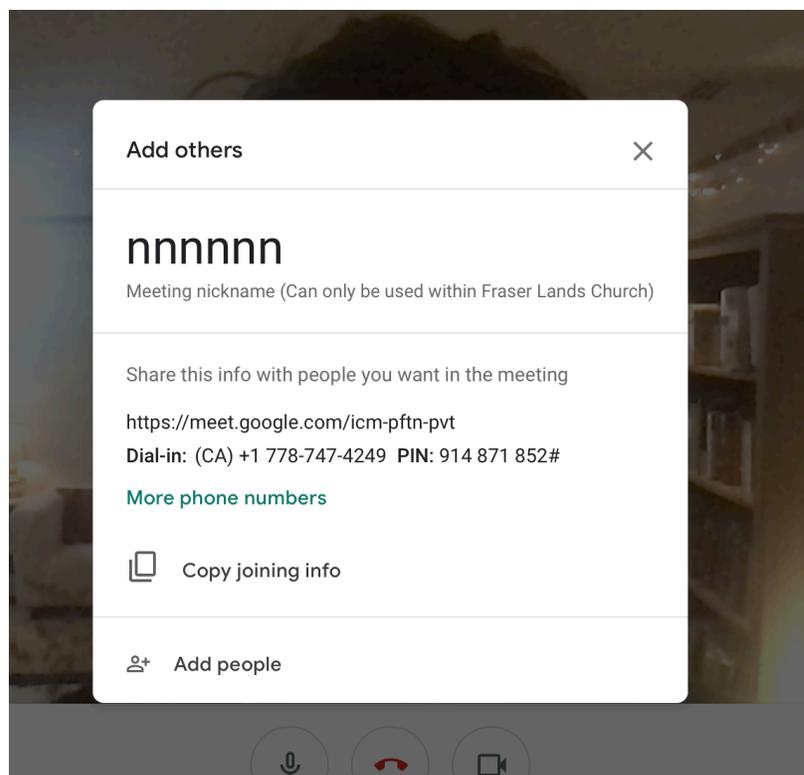


4. Invite people to join your meeting

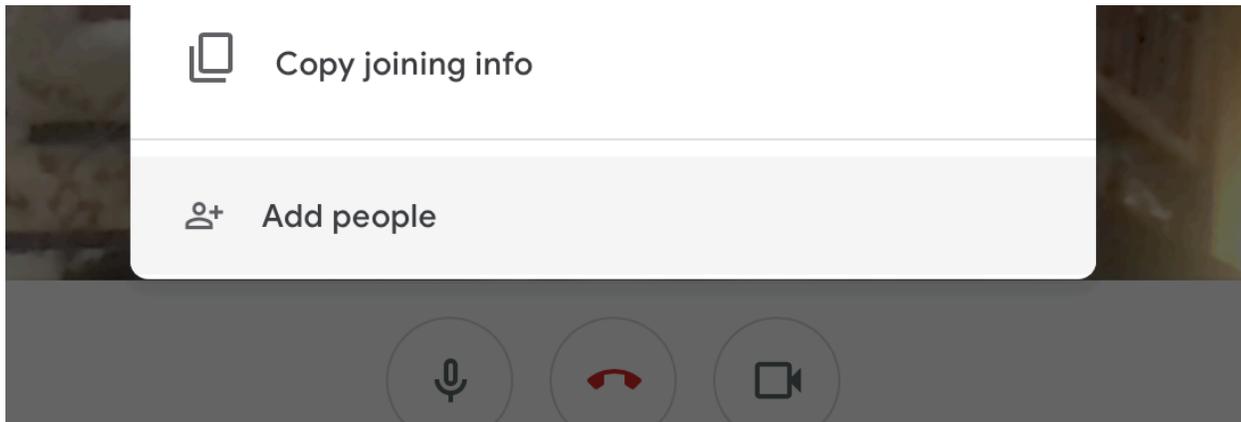
Now that you have a meeting started you should see a screen like this.



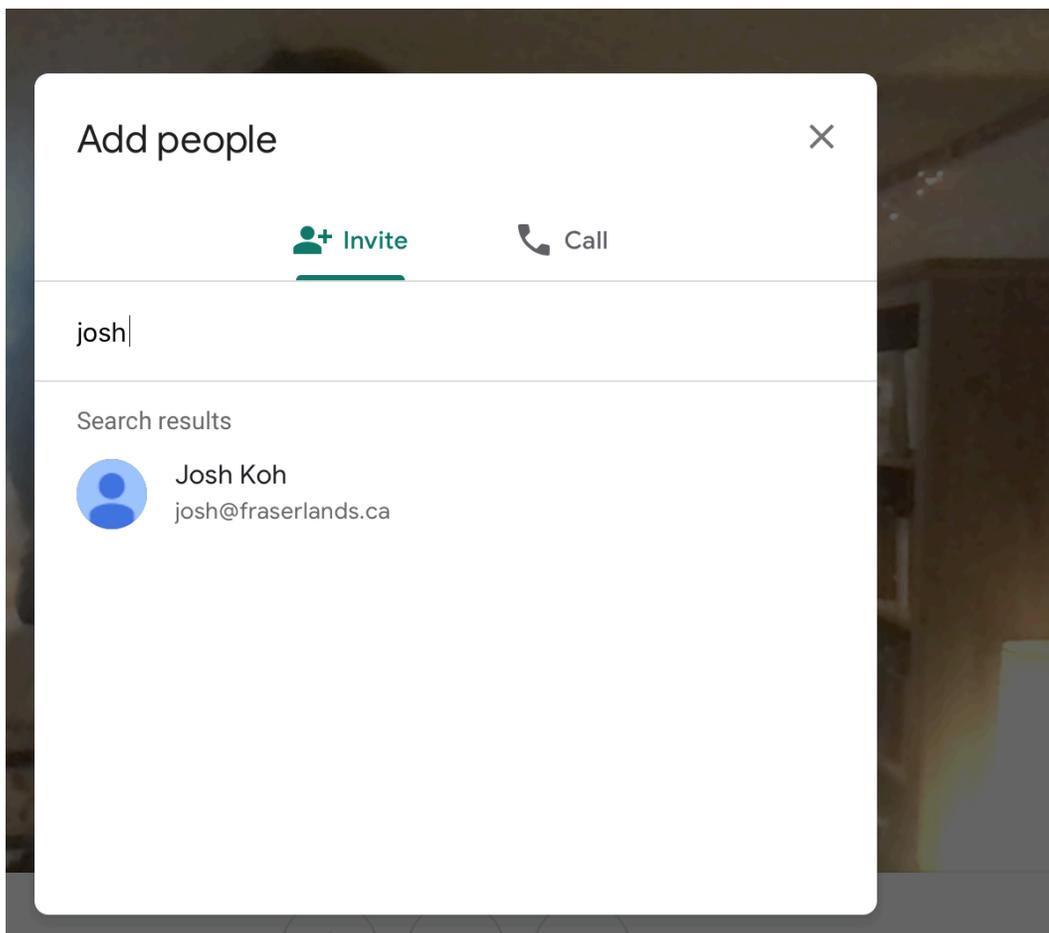
So - you are not yet 'in' the meeting. You need to click "Join Now." When you do so another menu will come up that lets you add people. There are a number of options. People can actually call a number that is given by phone to join. There will be a url that you can copy and send to people. You can also directly invite them



4. Invite people to join your meeting



If you click “add people” a window will come up that lets you add people. You can type in email address. An email invite will be sent to those people.



5. Have a nice meeting.

Hopefully everything is working out and you are able to see other people! Have a nice meeting.