






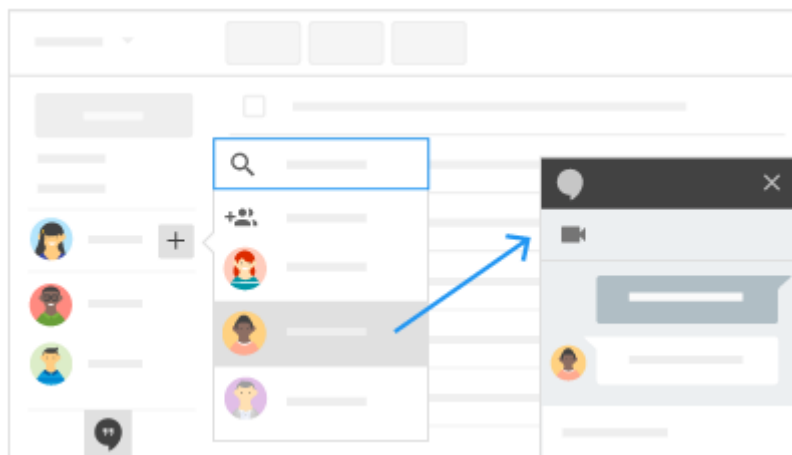
STARTUP GUIDE FOR GOOGLE HANGOUTS

STUDENT GUIDE




GET STARTED WITH HANGOUTS

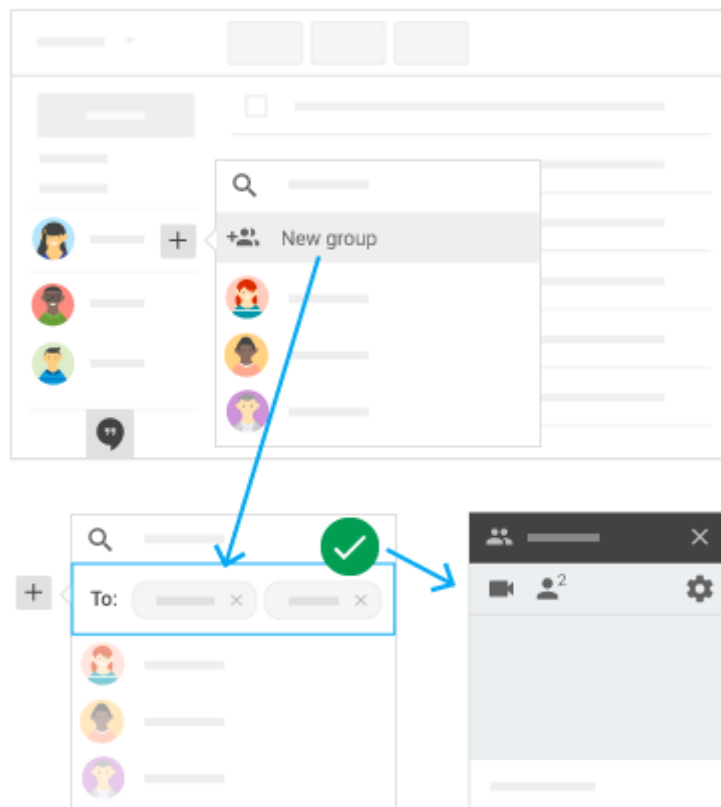
START A HANGOUT

1. Open your Gmail account and in the bottom-left corner of your inbox, select Hangouts .
2. On the left of the Gmail window, click the name of the person you want to contact to open a Hangout.
3. If the person you're trying to contact is not on the list, click New conversation  and enter the person's name in the search box.
4. Scroll down the list of suggestions and click the person you want to start a Hangout with.
5. Send a chat message or click Video call videocam .




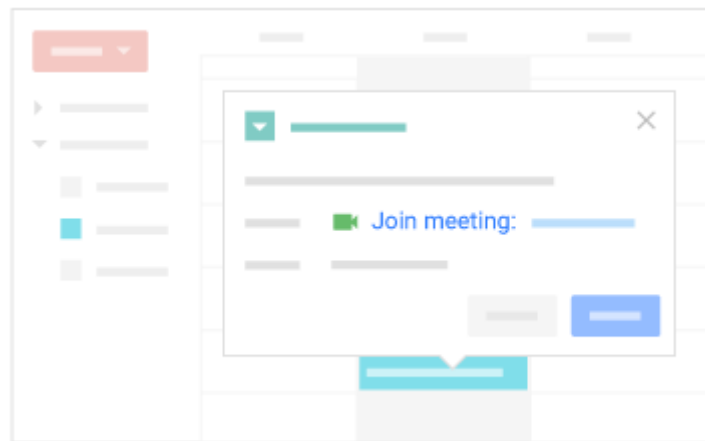
START A GROUP CONVERSATION

1. In Hangouts or Gmail, click New conversation  > New group .
2. Select or enter the people you want to add.
3. (Optional) To name your group conversation, at the top, enter a name.
4. Click Done. .

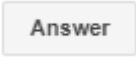


JOIN A HANGOUT FROM CALENDAR

1. Go to Calendar and select the event you want to join.
2. Go to the link next to Video call.
3. In the Hangouts window that opens, select .



ANSWER A VIDEO CALL IN GMAIL

1. If someone starts a one-on-one Hangout with you, a chat window appears in the bottom corner of your screen. Select  a new window opens with your Hangout.

