Google Hangouts

Google Hangouts is an easy way to video chat and hold meetings with up to 50 people. The service may be accessed online through the Gmail, Google+ websites, or mobile applications. Google Hangouts is a reliable alternative to Zoom Video Conferencing.

Start a Meeting:

- Navigate to https://meet.google.com
- 2. Click Join or Start a Meeting
- 3. Enter a Nickname for the meeting or leave it blank and click **Continue.**
- 4. Join the meeting:
 - 1. Join Now: to join the meeting with computer audio and video
 - 2. **Present**: to join the meeting with computer audio and share your screen
 - 3. **Join and use a phone for audio**: to join with computer video, enter your phone number, and Google Hangouts Meet will call your phone to join it's audio.
- 5. Add others to the meeting:
 - 1. Copy the meeting info and share with participants
 - 2. Click **Add people** and enter participant's email or click Call and enter their phone number
- 6. Once you are in the meeting you can.
 - 1. Mute/unmute your mic by clicking
 - 2. Turn your camera on/off by clicking



4. Leave the meeting by clicking



Schedule a Meeting

- 1. Login to Google Calendar
- 2. Create a new event
- 3. Under Add conferencing select Hangouts
- 4. Fill out the rest of the meeting info and add guests.

For more information and help visit G Suite Hangouts and Google Hangouts Meet.