# Google Hangouts Training

## The How to Dos of Google Hangouts

**Overview**

Google Hangouts offers unique tools for communicating and collaborating with contacts inside of your organization and across the world.  This job aid provides the step-by-step instructions that are presented at the end of every lesson in Google Hangouts Training.

Use this document to quickly review the steps needed to get the most out of working with Google Hangouts.

**Lesson 1: Start a Hangout**

*How to start a Hangout through the Hangouts page*

1. Go to hangouts.google.com
2. Click the **contacts** icon on the left
3. Click the search box, select people to invite
4. Click **Message** or **Video call**

*How to start a Hangout through Gmail*

1. Hover the mouse over a contact
2. Click the **video icon**

*How to start a Hangout through Google Calendar*

1. Double-click the event in your calendar
2. Click on the **video call link**
• Or, click the **link** from the event invitation in Gmail

*How to start a Hangout with contacts*

1. Click the **Hangouts icon**
2. Click **New Hangout**
3. Select the people to run the Hangout with
4. Select chat or video Hangout

*How to start a Hangout through invitation*

1. Click the Hangouts icon
2. Place your mouse over the **Start a video Hangout** button
3. Click **Start a video Hangout**
4. Add people to the invitation list
5. Click **Invite**

©2014 Boost eLearning

# Google Hangouts Training

**Lesson 2: Use Hangouts**

*How to navigate the Hangout window*

- Click the **microphone button** to mute your microphone
- Click the **video camera** button to turn off your camera
- Red icons indicate OFF.  Grey indicates ON.
- Click the **Leave call** button to exit the Hangout

*How to open Chat*

1. Click the **Chat icon**
2. Enter text or web links into the text box
3. Press **Enter** or **Return** on your keyboard

*How to enable Screenshare*

1. Click the **Screenshare icon**
2. Select to share part or all of your screen
3. Click the **Stop** button to turn off Screenshare and turn on your camera

*How to Present to everyone*

1. Click the drop-down menu on you or another participant's video
2. Select **Present to everyone**
3. Or, click **Present to everyone** on the green bar