

How to Use Google+ Hangouts

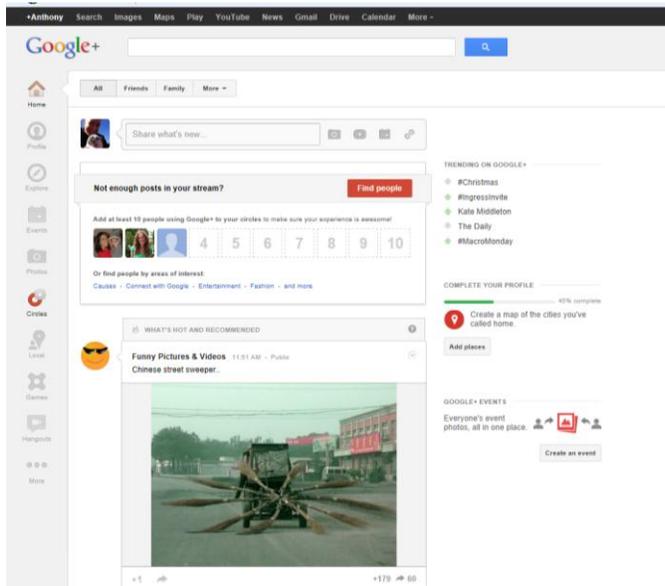
Google+ is Google's new social networking tool. Once you have created your Google account, you can begin to hang out with anyone that already has a Google account.

Steps

1. Creating a Circle

Google+ Circles help you organize everyone according to your real-life social connections. Create circles for every group of people in your life from family to music buddies or alumni. Then you can share relevant content with the right people and find the content you're interested in. Circles allow you to share an engagement announcement with just your friends and family circles or find a post from a friend from your book club circle about a great new author.

Click  **Circles** on the left to edit your circles, create new circles, and see who has you in their circles.

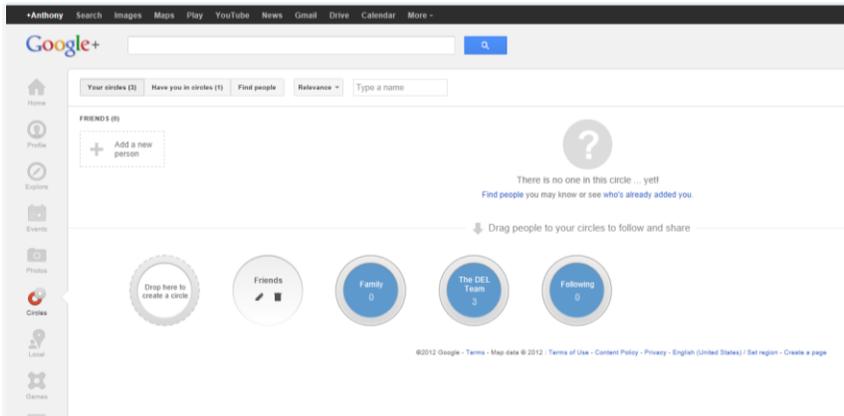


Adding people to your circles:

- Scroll over the circle that says Drop here to create a circle.
- Click **Create circle**.
- Enter a name for your new circle and follow the on-screen instructions to add people to your circle.

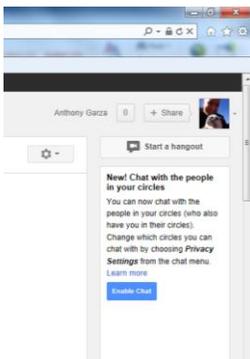
Once you're done, your new circle will appear among the rest of your circles. You can continue to add people by dragging and dropping them in the new circle. If you add someone to a circle they're already in, they won't be added again.

You can put the same person into as many circles as you like. For example, a cousin might belong in both your Friends and Family circles. When you add people to multiple circles, you don't remove them from circles you've previously put them in, and we'll only notify them once.

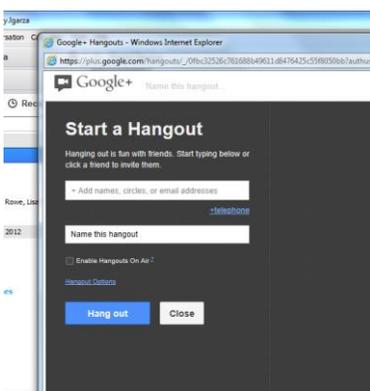


You can also create a circle by dragging people into the blank circle that reads **Drop here to create a new circle**, then click **Create circle** that appears in the center of that circle.

2. Go to the home screen of Google+, where you should see your stream of friends' activity. In the right sidebar, you should see the **Hangouts** section. The second button from the bottom of the left sidebar also allows you to start a hangout. Click on the white "Start a hangout" button.



3. Once you press the "Start a Hangout" button, you will be directed to the screen below.

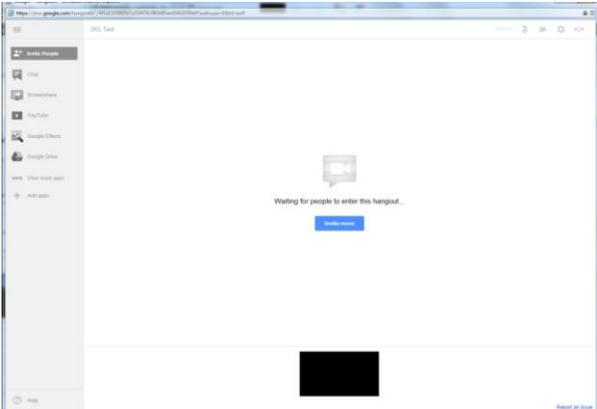


A window will pop up, asking you add more Gmail account emails for your participants. Select the circle of friends you wish to hangout with and/or you can click "Add more people" in addition to the specific circles you're hanging out with.

Google+ automatically inserts everyone you have placed into a circle in the field, but you can click on the "x" next to "Your circles" to avoid inviting everyone to hang out".

Once you've determined who you want to hang out with and you've named the hang out, press the "Hang Out" button.

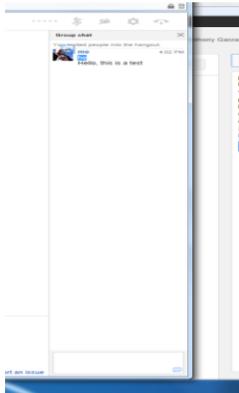
4. Click the green "Hang out" button to confirm your invitations. A window will pop up with everyone else in the room, and you all can begin to use the available features in the bottom toolbar.



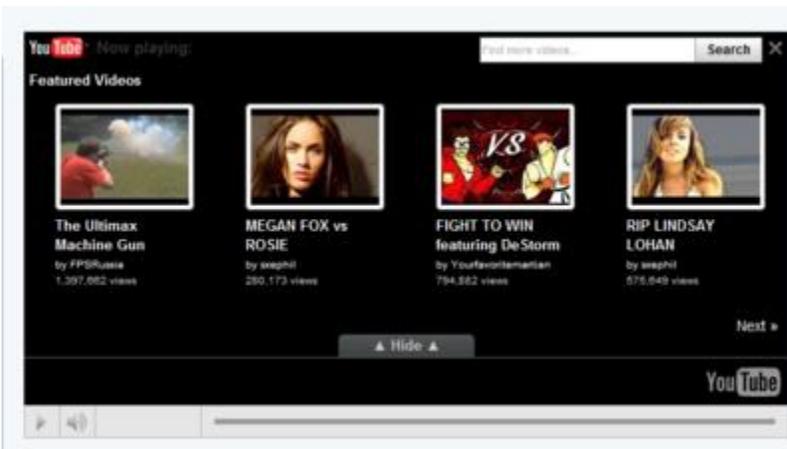
5. To invite more people into the hangout, press the "Invite" button. It's the blue button in center of the screen. Press the "add" link to select specific people or circles to add to the room.

To instant message everyone in the hang out, press the "Chat" button. It's the second button in the left toolbar. A chat box opens in the lower right hand screen.

Type your message in the box and press the enter key on your keyboard to send. Your message will be available to everyone, and it will be formatted like a conversation on Google Chat and [Google Talk](#).



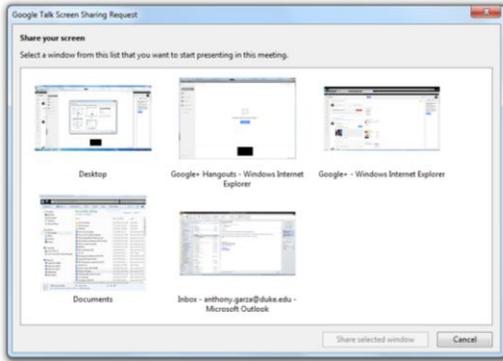
6. To watch a YouTube video with everyone in the room, press the "YouTube" button. It's the third button in the left toolbar. YouTube will pop-up in the main window for everyone, and then you can begin picking videos to watch. If you are using the YouTube function for the first time, it may ask you for permission to access videos.



7. **Collaborate on documents, view PowerPoint slides, Panopto, etc.** Hangouts allows you to choose a file from your computer that you would like to share in your hangout.

Share your screen. Click the "Share Screen" button which is the third button on the left side of the screen.

Choose a window to share. If you have multiple windows open, you will be asked to choose one to share. Select that window, then click share. Or select the file, i.e. PowerPoint presentation you would like to share.



To stop sharing, click the "Stop Sharing" button at the top of the page.

8. **When you are finished with the hangout, say goodbye to everyone and press "Exit."** It's the rightmost "phone" icon in the toolbar.

Changing Settings on Hang Outs

To change your camera, microphone or sound settings, choose the icon that's second from the right in the upper right hand of your screen. A pop-up window will appear over the other things in the room and you can adjust your options as necessary.

