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Google Hangouts

Accessing Google Hangouts

System Requirements

Operating Systems:

- Windows 7 or 10
- Chrome
- Mac OS X

Web Browsers:

- Internet Explorer
- Chrome

Note: Firefox currently does not support Hangout Video Calls.

Video Calls:

- USB web camera Note: Virtual cameras may not work with Hangouts.

Logging in to Google Hangouts

1. Go to hangouts.google.com
2. Select Sign In in the upper right corner.
3. Enter the username and password provided to you by ITR.
4. Select Sign In.

Or

1. Go to prairiestate.edu
2. Select Student Email.
3. Enter the username and password provided to you by ITR.
4. Select Sign In.
5. Click on the box grid in the upper right corner.
6. Select **More** at the bottom.

7. Select **Hangouts**.

### Scheduling a Meeting

1. Click on the box grid in the upper right corner.

2. Select **Calendar**.

3. Select **Create**.

4. Enter an event name.
5. Select the date and time.

![Schedule Advising]

6. Enter a description.

![Description]

7. To include Hangouts, select **Add video call**.

![Add video call]

8. Enter the email address for the student in **Guests**.

![Guests]

9. Select **Save**.

![Save]

10. It will ask you if you want to send invites to the Guests. Select **Yes**.

11. The meeting will be added to your Google calendar and the student will receive an email with the meeting invitation.

![Meeting Invitation]
Starting a Meeting

1. If you scheduled a meeting, open the meeting in Calendar.
2. Select Join video call.

Or, if you did not pre-schedule a meeting:

1. Once you are logged in to Hangouts, click New conversation.
2. Enter the email address of the person you are trying to reach.
3. Select the person from the list and a new conversation window will open.
4. Type your message.
5. Press **Enter** on your keyboard and the message will be sent to the student.

![Message window](image)

**Using Screensharing**

You will need to use the Video Call feature to be able to share your screen.

1. Once you have started a conversation with a student, select the video camera icon in the upper left of the conversation window.

![Video camera icon](image)

2. To turn off your video camera, select the video camera icon in the lower middle of the screen.

![Video camera icon](image)

3. To share your desktop screen, select the three dots in the upper right corner.

![Three dots](image)

4. Select Share Screen.

![Share Screen menu](image)
5. Choose whether to share your entire screen or just one application window.

![Screen Sharing Options](image)

6. After making your selections, select **Share** in the lower right corner.

7. To stop sharing your screen, select **Stop** at the top of the video window.

8. To end the video call, click the red phone receiver icon in the lower middle of the screen.

**Getting Help from ITR**

If you experience issues with Google Hangouts, contact the ITR Help Desk at x7999 or helpdesk@prairiestate.edu.