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## Google Hangouts

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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

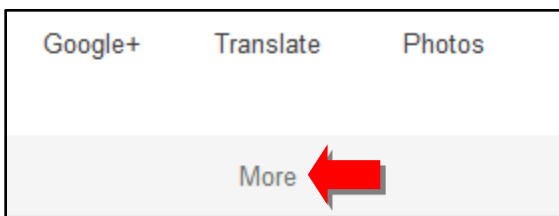
1. Go to [hangouts.google.com](https://hangouts.google.com)
2. Select **Sign In** in the upper right corner.
3. Enter the username and password provided to you by ITR.
4. Select **Sign In**.

Or

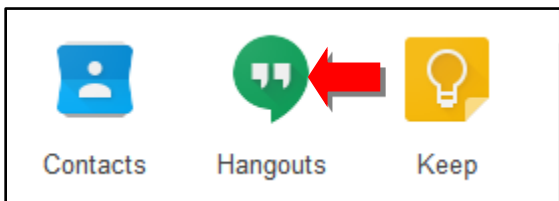
1. Go to [prairiestate.edu](https://prairiestate.edu)
2. Select **Student Email**.
3. Enter the username and password provided to you by ITR.
4. Select **Sign In**.
5. Click on the box grid in the upper right corner.



6. Select **More** at the bottom.



7. Select **Hangouts**.



## Scheduling a Meeting

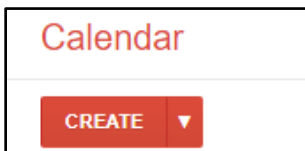
1. Click on the box grid in the upper right corner.



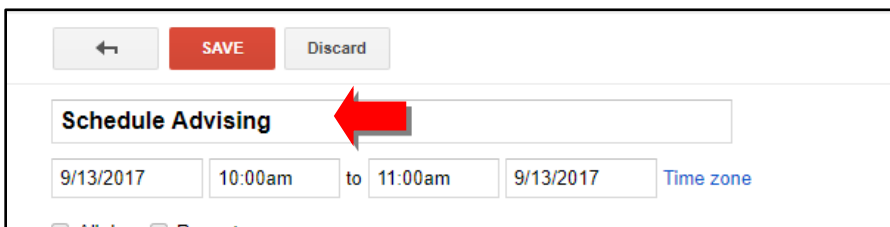
2. Select **Calendar**.



3. Select **Create**.



4. Enter an event name.



5. Select the date and time.

← **SAVE** Discard

**Schedule Advising**

9/13/2017 10:00am to 11:00am 9/13/2017 **zone**

6. Enter a description.

Description Meeting to discuss your next semester class schedule.

Attachment [Add attachment](#)

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

Where Google Hangouts

Video call [Add video call](#)

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

Guests

prairiestatecommunitystudent@gmail.

Guests can

9. Select **Save**.

← **SAVE** Discard

**Schedule Advising**

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.

Invitation: Schedule Advising @ Wed Sep 13, 2017 10am - 11am (CDT) (prairiestatecommunitystudent@gmail.com) [Inbox](#) [x](#)

[prairiestatecommunitycollege@gmail.com](#) 2:49 PM (2 minutes ago)  
to me [v](#)

**Schedule Advising**

When Wed Sep 13, 2017 10am – 11am Central Time

Where Google Hangouts ([map](#))

Video call [Join video call](#)

Calendar [prairiestatecommunitystudent@gmail.com](#)

Who

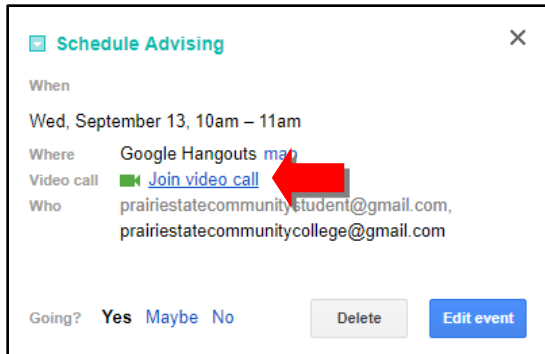
- [prairiestatecommunitycollege@gmail.com](#) - organizer
- [prairiestatecommunitystudent@gmail.com](#)

Meeting to discuss your next semester class schedule.

Going? [Yes](#) - [Maybe](#) - [No](#) [more options](#) »

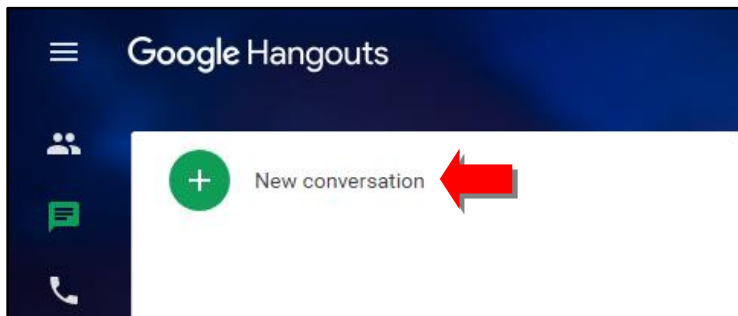
## Starting a Meeting

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

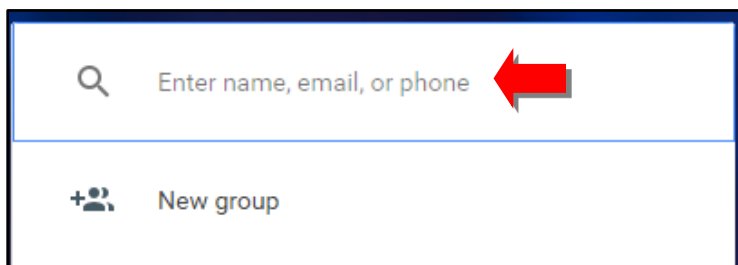


Or, if you did not pre-schedule a meeting:

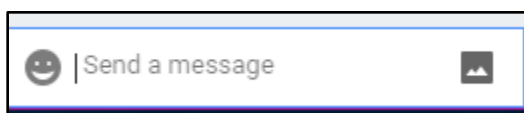
1. Once you are logged in to Hangouts, click **New conversation**.



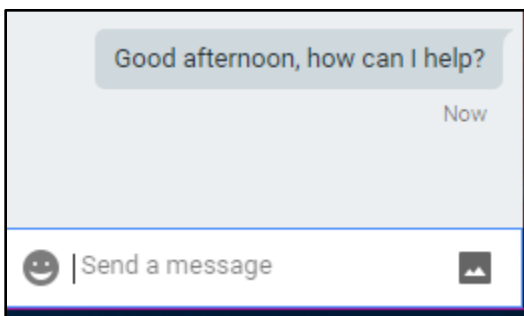
2. Enter the email address of the person you are trying to reach.



3. Select the person from the list and a new conversation window will open.
4. Type your message.



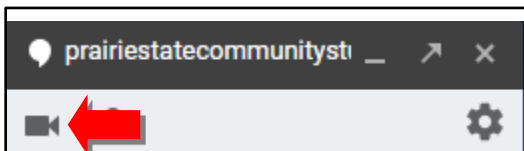
5. Press **Enter** on your keyboard and the message will be sent to the student.



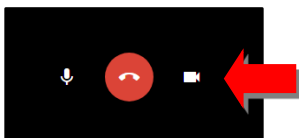
## Using Screensharing

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.



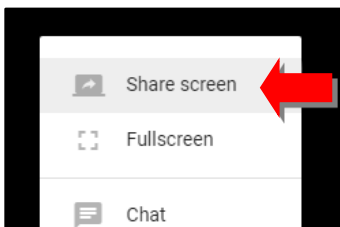
2. To turn off your video camera, select the video camera icon in the lower middle of the screen.



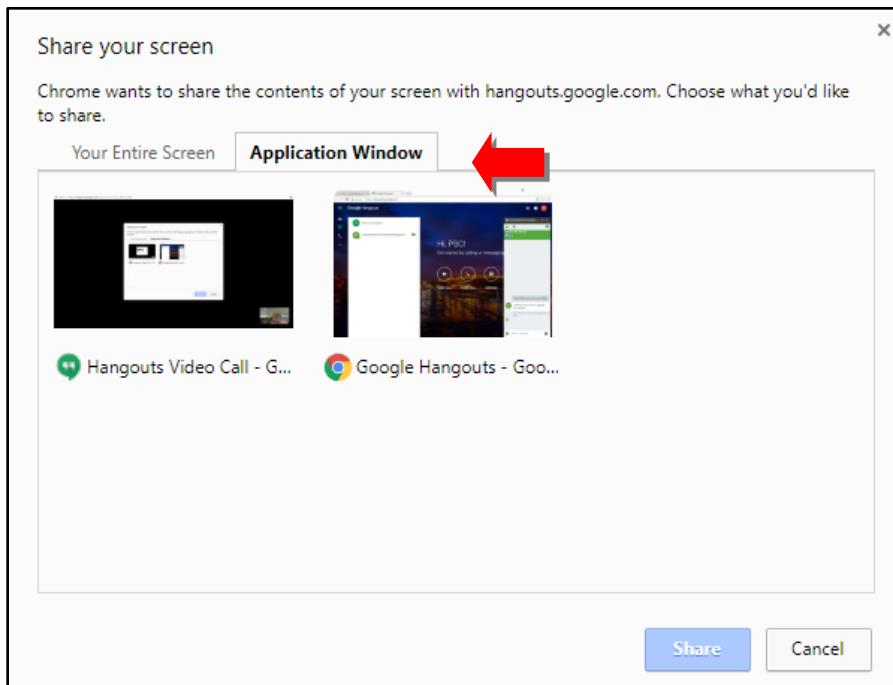
3. To share your desktop screen, select the three dots in the upper right corner.



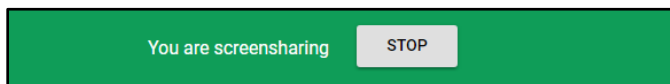
4. Select Share Screen.



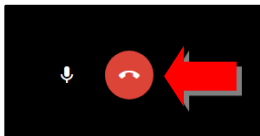
5. Choose whether to share your entire screen or just one application window.



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](mailto:helpdesk@prairiestate.edu).