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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.

From the Web

1. Go to hangouts.google.com
2. Select Sign In in the upper right corner.
3. Enter your PSC username and password.

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.

```
<table>
<thead>
<tr>
<th>Google+</th>
<th>Translate</th>
<th>Photos</th>
</tr>
</thead>
<tbody>
<tr>
<td>More</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

7. Select **Hangouts**.

```
| Contacts | Hangouts | Keep   |
```

**From a Smart Phone**

You can download the Google Hangouts App to your Smart Phone using the appropriate link below:

- [Google Play Store](#)
- [Apple App Store](#)

Once you have installed the app on your Smart Phone, you will need to log in to Google Hangouts.

1. Open the app on your Smart Phone.
2. Enter your PSC username and password.
3. Select **Sign In**.

**Using Google Hangouts**

**Logging in to Google Hangouts**

1. Go to [hangouts.google.com](#)
2. Select **Sign In** in the upper right corner.
3. Enter your PSC username and password.
4. Select **Sign In**.

Or
1. Go to prairestate.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.

Accepting a Meeting Invitation

If you pre-schedule a meeting, you will receive a meeting invitation in your student email.
1. Open the email to review the date and time.
2. Select **Yes** to accept the meeting invitation.

![Meeting to discuss your next semester class schedule. Going? Yes - No more options »](image)

3. You will be taken to Google Calendars.
4. Select **Save** to have it added to your calendar.

![Google Calendar](image)

**Starting a Meeting**

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

![Hangouts meeting](image)

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.

**Video Call**

1. Once you have started a conversation, select the video camera icon in the upper left of the conversation window to switch to a video call.
2. Or, if the other person starts a video call, you will need to answer it.