



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.*

From the Web

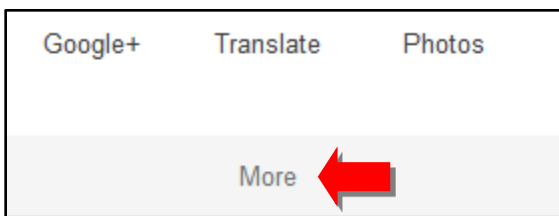
1. Go to hangouts.google.com
2. Select **Sign In** in the upper right corner.
3. Enter your PSC username and password.

Or

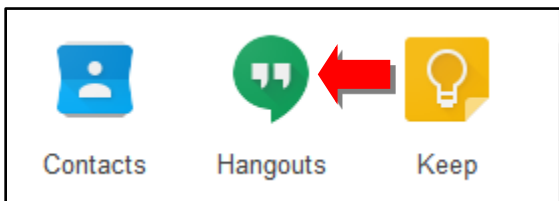
1. Go to prairiestate.edu
2. Select **Student Email**.
3. Enter the username and password provided to you by ITR.
4. Select **Sign In**.
5. Click on the box grid in the upper right corner.



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



7. Select **Hangouts**.



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

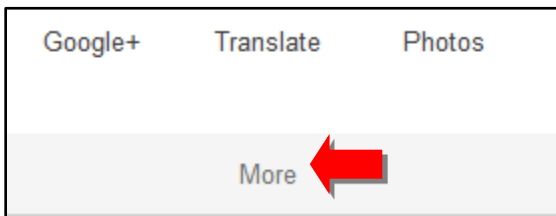
1. Go to hangouts.google.com
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3. Enter your PSC username and password.
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Or

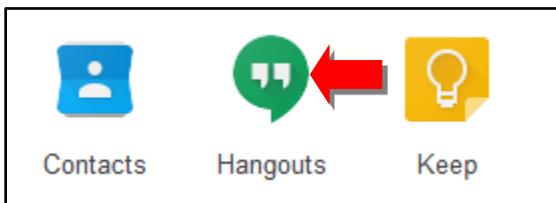
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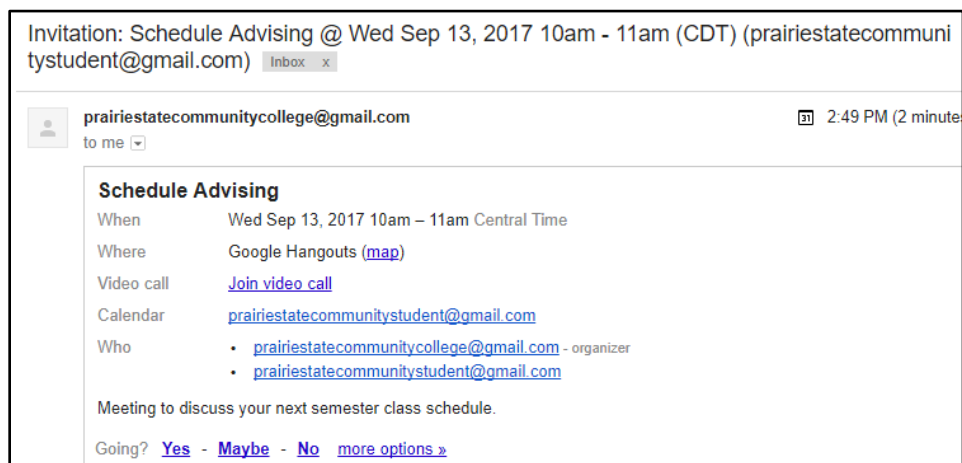
7. Select **Hangouts**.



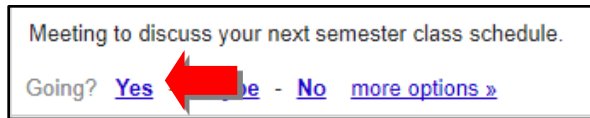
Accepting a Meeting Invitation

If you pre-schedule a meeting, you will receive a meeting invitation in your student email.

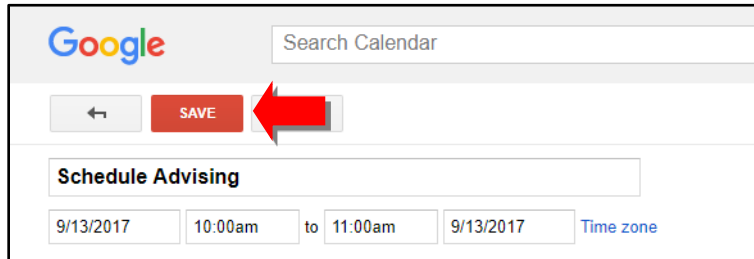
- I. Open the email to review the date and time.



2. Select **Yes** to accept the meeting invitation.

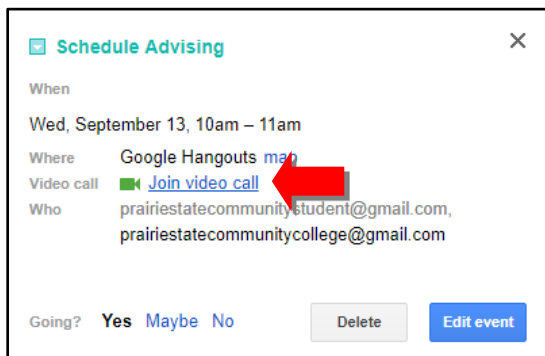


3. You will be taken to Google Calendars.
4. Select **Save** to have it added to your calendar.



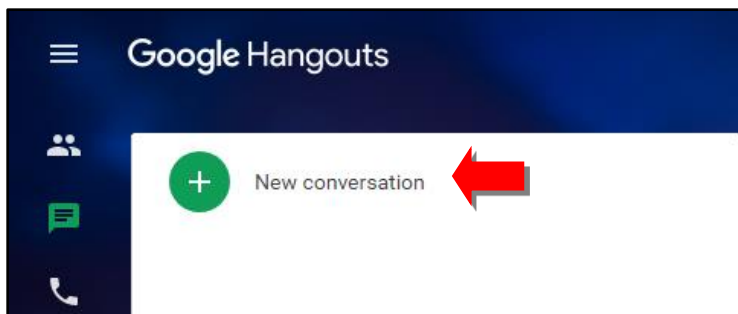
Starting a Meeting

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

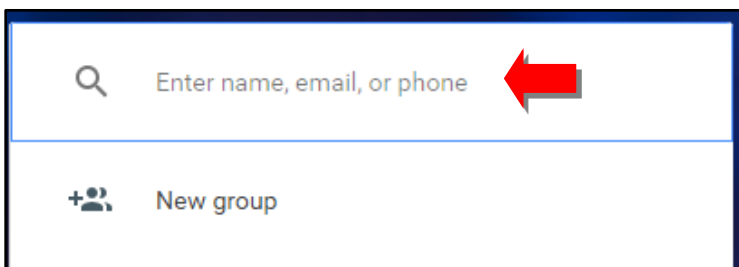


Or, if you did not pre-schedule a meeting:

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



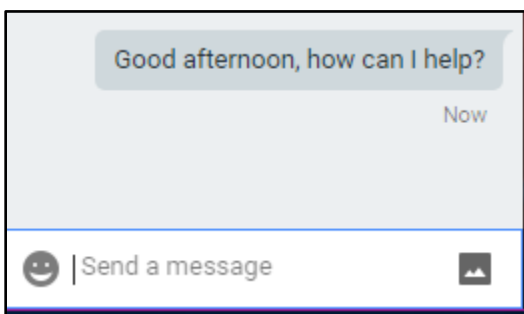
2. Enter the email address of the person you are trying to reach.



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

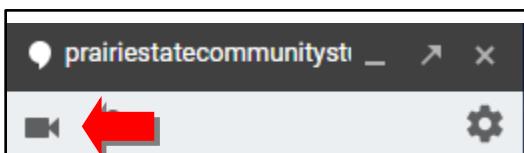


5. Press **Enter** on your keyboard and the message will be sent to the student.



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.

