Why would you want to use Google HangOuts?

- To have an interactive synchronous class session with up to 10 students on video
- To hold office hours
- To record a workshop, break out, one-on-one or lecture session

Directions for Google HangOuts

NOTE: To use Google HangOuts, you must first enable your Google+ and install the HangOuts PlugIn.

Enable your Google+

1. Open your Gmail account. Click on +You on the black menu bar in the upper left hand corner.
2. Your name is displayed. Enter your gender and birth date. *(NOTE: Birth date is required to manage minors' use of Google+.)* Uncheck the "Google may use…"option. Click on the Upgrade button in the bottom right hand corner.
3. *Optional:* People displayed are suggestions of who you may want to add to your Google circles. *(NOTE: Think about people with whom you might want to use HangOuts with.)* Click on the Add button next to the person's name and choose a circle to add them to. You may create other circles for your class, for work, etc.
4. Click on Continue button in the bottom right hand corner.
5. *Optional:* Choose whether you want to follow any external people or pages.
6. Click on Continue button in the bottom right hand corner.
7. If asked whether you want to add more people to your circles, Click on 'Continue Anyway'. You will always have the opportunity to add more people later.
8. *Optional:* Upload a picture of yourself and/or fill in the text fields, otherwise leave everything blank.
9. Click on Finish in the bottom right hand corner.
10. When presented with "Welcome to Google +"screen, choose 'Continue to Google+'. You will then see the Google+ page.

Install HangOut PlugIn and Enter a HangOut

1. From your Gmail account, Click on +YourName on the black menu bar in the upper left hand corner.
2. To start with HangOuts, Click on Start a HangOut in the upper right hand corner.
3. First time use only: You will be prompted to install a PlugIn, which should take only a few seconds. Click on Install PlugIn.
4. Make sure your mic and camera are working correctly. You should be able to see yourself in the video feed, and when you talk, you should see a green bar appear in the top right corner.
5. Click on Join.
6. You will see the Google HangOuts interface. Click on Invite People to invite others.

FOR MORE INFORMATION:
http://support.google.com/plus/bin/topic.py?hl=en&topic=1257349&parent=1698315&ctx=topic
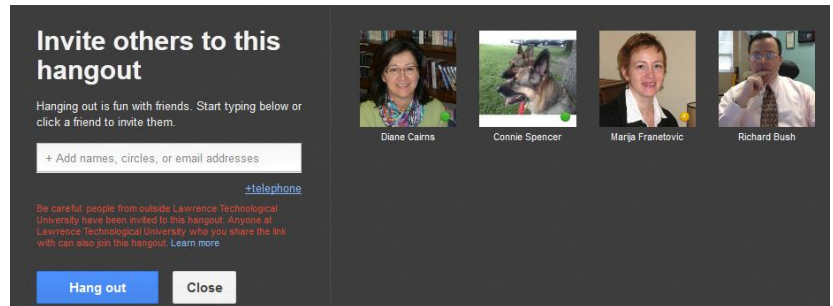
Test and familiarize yourself with the Google HangOuts Interface

NOTE: It is good practice to test HangOuts with those you will use it with. First, agree on a time that you will both be on Google+.

1. From your Gmail account, Click on +YourName on the black menu bar in the upper left hand corner.
2. Click on 'Start a HangOut' in the upper right hand corner.
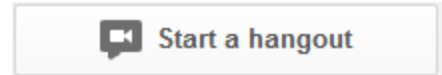
3. Invite a person to join you in your Hangout session by selecting their profile: picture/name. You may also type in the name of any of your Gmail contacts.
   (NOTE: To join you in a HangOut, he or she would have to already have enabled their Google+ account and downloaded the HangOut PlugIn.)

4. Make sure your mic and camera are working correctly. You should be able to see yourself in the video feed at the bottom of the page, and when you talk, you should see a green bar appear in the top right corner.
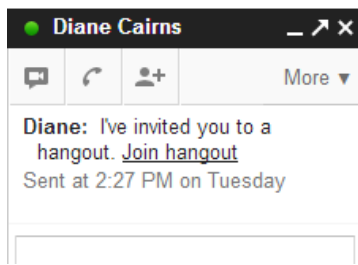
5. Click on Hang out. The person you've invited will hear a ring tone and receive an IM with a link to join your Hang out, which will show up in both their Google+ and Gmail account. To join the session, the invitee will then click on the 'Join hangout' link.
   (NOTE: Another way to invite a number of invitees, if you have already started the HangOut, is by copying the URL from the browser window, and then pasting and sending it via email.)

6. Once you join the HangOut, you will see the Google HangOuts interface. Take some time to familiarize yourself with the options in the upper right hand corner and the interaction options in the left hand side menu.

   SETTINGS OPTIONS:
   In the upper right hand corner, you may check your audio, mute your mic, hide your camera, change your settings and exit the session.
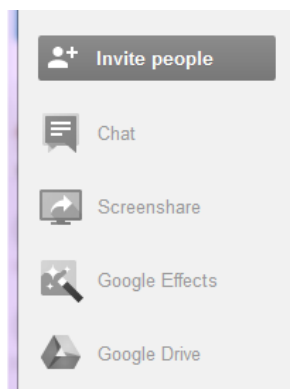
   INTERACTION OPTIONS:
   On the left hand side menu, you may:
   - Invite people
   - Chat *(It will show up on the right hand side of the screen.)*
   - Screenshare *(Share your documents and/or applications. To stop screensharing, click on Screenshare again.)*
   - Collaboratively work on documents using Google Drive *(No one else in the Hangout will be able to see the doc until they also select Google Drive from the App Bar. The docs uploaded to GoogleDrive need to be shared via email with the people you are editing them with.)*