

GOOGLE HANGOUTS

Quick Reference Guide to Using Google Hangouts at ICC

Access Google Hangouts from ICC student email or a Gmail Account:

1. Click the "Find People to Chat With" icon

2. Type an ICC student email address (or Gmail address) in the search field

3. Check the box next to their name

Click "Message" to send a text chat message

Click "Video call" to send a Google Hangout video invite

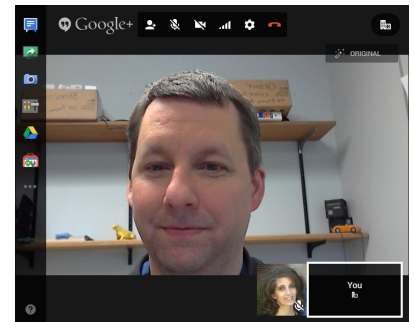
Visit the **Hangouts Help Center** site for more information about Google Hangouts:
<https://support.google.com/hangouts>

Hangouts

Icons along the top of the Hangouts interface allow you to do things like **invite additional people** to the hangout and adjust your audio and video settings.

Icons along the left side of the interface give you access to additional features, like **desktop sharing**.

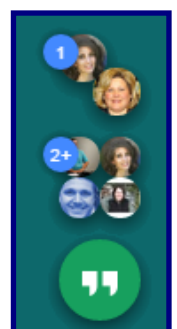
Hangouts allows you to video chat with up to **15 people** at the same time with your ICC student email account (the limit is 10 people for a standard Gmail account).



Hangouts video chat does not require any extra software or plugins if you use the **Chrome browser**. If you are using a different browser, you may be prompted to install a plugin the first time you try to video chat.

Google Hangouts App for Your Computer

There is a [Google Hangout app](#) that you can run on your computer that lets you monitor Google Hangouts text chat and video requests. It basically works like instant messaging software, with the capability of launching video hangouts.

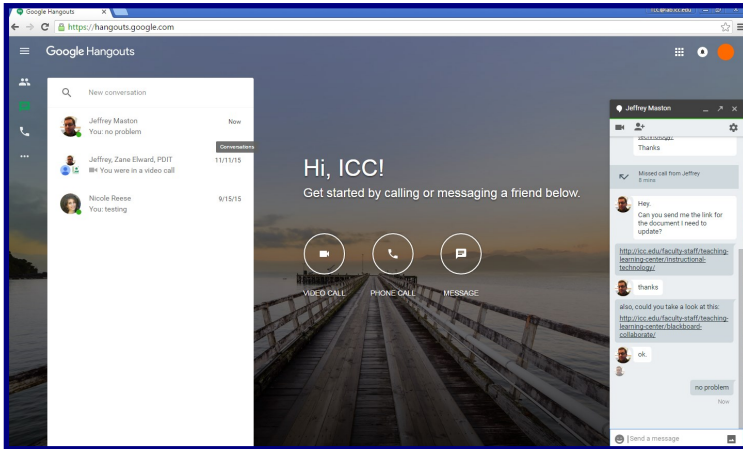


Hangouts App for Mobile Devices

There are also **Google Hangouts apps for mobile devices** (smart phones and tablets). Search for Google Hangouts in your device's app store.

hangouts.google.com

Another method of accessing and monitoring Google Hangouts within your web browser is available at hangouts.google.com.



A panel along the left side of the screen lists your contacts that you've interacted with recently. Your chat window appears along the right side of the screen.

To **connect with someone initially** using this interface:

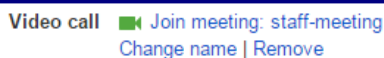
1. Click the **Message** button in the center of the screen.
2. Type the entire ICC Student Email address of the person you wish to connect with in the **“Search for People”** field at the top of the left-hand column. (For example: jm321a@lab.icc.edu).
3. The person you are attempting to contact should be listed below the search box. Click the **invite** link next to their name.
4. The chat panel will open on the right. You can type a brief initial message, and click **Send Invite** button.

After you have connected with someone for the first time, they will appear in your contacts list along the left side of the screen. A green circle will appear next to their profile picture if they are signed into the hangout service and potentially available to chat.



Hangouts and Google Calendar

You can add a Google Hangout “video call” link to a **Google Calendar** item. For Google Apps for Education accounts, the video call link is added to every event by default. For regular Gmail accounts, it is an option you can choose to add to a calendar item.



Hangouts and Google+

Google Hangouts were originally a part of **Google+** (Google's social media service). You no longer need to use Google+ to use Hangouts, but you still can initiate hangout sessions from there.

Hangouts and Google Sites

In **Google Sites**, there is a Hangout Gadget that allows you to add a Start Hangout button to your page. Visitors to your page can initiate a video hangout by clicking on the button.



The nice thing about this button is that you can set it up to automatically prompt the user to invite certain people to the hangout. For example, when the student clicks the button, they could be prompted to invite the instructor to the Hangout.

Google Hangouts On Air

Google Hangouts On Air allows you to send out a live YouTube stream of your Hangout. A standard Hangout can only be viewed by the limited number (max 10 or 15) of people who are participating in the Hangout session. Hangouts On Air still has the limits on the number of people that can be IN the Hangout, but there is no limit to the number of people who can watch what is happening in the Hangout live, on **YouTube**.

Google Hangouts On Air is still tied to Google+ and it also makes use of YouTube. If you want to use Google Hangouts On Air, **you need to activate (agree to the terms and conditions) Google+ and YouTube for your account.**

Switching Between Multiple Accounts

Hangouts allows you to switch between multiple user accounts. You may find that you want to do this if you already use Hangouts with a personal Gmail account, but want to access Hangouts with your @lab.icc.edu account for connecting with your instructor or classmates.

At hangouts.google.com or in your student email inbox, you can **click on your profile picture** in the upper right-hand corner of the screen to **add additional accounts** or **switch between accounts**.

Note: If you have trouble switching to one of the accounts in your list, click Add Account and reenter the information for signing into that account.

It is helpful to use different profile pictures for your separate accounts; this allows you to more easily keep track of which account you are currently signed into.