


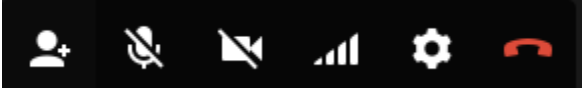



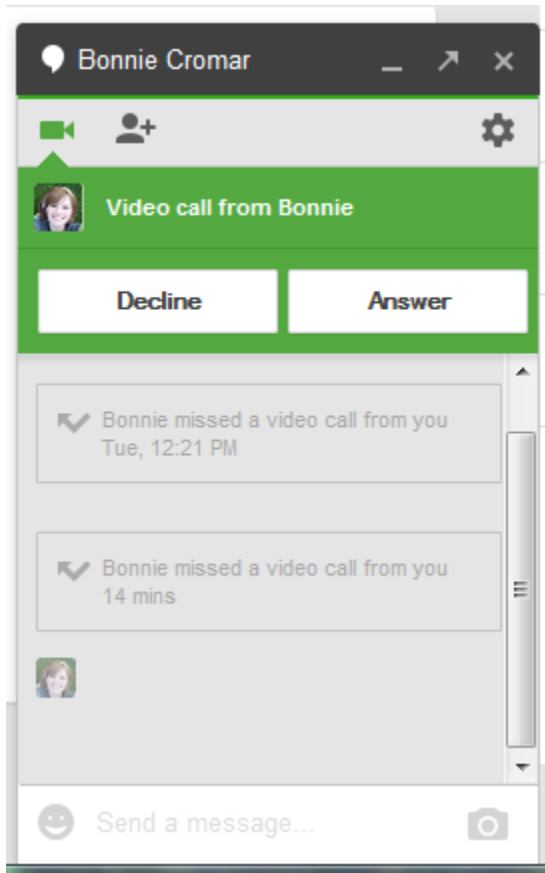
Directions on How to Start a Google Hangout Meeting:

- 1) If you haven't already, sign up for a google account at <https://accounts.google.com/SignUp?service=mail>
- 2) Once you have created an account, you can login to your Google Plus account with the following web address: <https://accounts.google.com/>
- 3) Then, go to this web address to get to google hangouts: <https://plus.google.com/hangouts> .
- 4) On the next page, look for and click on the following Button: 
- 5) You will then get a smaller window which is called **Hangout on Air**. Give your meeting a name and in the Audience line, invite your group members to the meeting. If they have a google account, you should see their names pop up as you type in their names. Then, click the Share button. You may have to go through a short verification process so that you have the ability to record your meetings on youtube.
- 6) After you click the Share button, the page before you start your google hangout will appear. On the left side, click the  button to begin a google hangouts meeting.
- 7) From here, there are three ways to bring people into your google hangout meeting. You can either:
 - a. Invite guests when the Invite guest window appears. Type in your group members names and their names should appear. Then, click Invite.
 - b. Or, you click skip when the Invite guest window will appear. Once you are in the google hangouts window, move your cursor near the top and you will see an Invite People  icon near the top. Type in your group members names and then click Invite.
 - c. Or, you click skip when the Invite guest window will appear, and then take the URL at the very top of the google hangouts window and send it to your group members. They can then take the URL and get onto your google hangouts meeting.
- 8) If you would like to broadcast the meeting on youtube, you can click the Start Broadcast button at the very bottom of your google hangouts window. If you record the meeting, you then need to click the Stop Broadcast button.
- 9) If you scroll near the top of the meeting page you should see the following icons:

The first icon on the left is to invite people. The second and third icons on the left are if you want to mute your microphone or turn off your camera. The last one on the right is for ending the meeting.
- 10) You can post a text message on the right side of the meeting page.
- 11) Once you are done with the Google hangouts meeting, you can click the top icon called End Call .
- 12) If you would like a visual display on how to start a google hangout, you can browse youtube and find a video demonstration. A good one you can use has the following URL: <https://www.youtube.com/watch?v=6bLIPnAEiA>

Directions on How to Get to a Group Member’s Google Hangout Meeting:

- 1) If you haven’t already, sign up for a google account at <https://accounts.google.com/SignUp?service=mail>
- 2) Once you have created an account, you can login to your Google Plus account with the following web address: <https://accounts.google.com/>
- 3) Once you have access to your google plus account, when your group member sends and invite, you should see something like the following on the bottom right of your screen



- 4) Click on Answer. You will then be directed to a webpage where to need to agree to the terms using google hangouts, then click the “Okay, got it!” button.
- 5) Then click the Join button and you should be able to get into your google hangout meeting.
- 6) If you scroll near the top of the meeting page you should see the following icons:



The first two on the left are if you want to mute your microphone or turn off your camera. The last one on the right is for getting out of the meeting.

- 7) You can post a text message on the right side of the meeting page.