How to Use Google+ Hangouts

1. When you want to launch a Hangout, look at the top right-hand corner of Google+. A link to launching a “New Hangout” is under your profile name.

2. Google+ first encourages you to open your Hangout to circles you have already created.
3. You can also search for specific people based on his or her name, Google+ user email or phone number.

4. Once you have picked a person or circle to talk to, a chat box opens up. This gives you the chance to have a private or contained instant message conversation.

5. You will also notice a little camera in the top left-hand corner of the chat box. Click on the camera if you want to chat with the person through your webcam.
6. A box opens that shows you and the other people inside the Hangout. Hangouts can include two people or up to 10. You can also turn on “Hangouts On Air” to broadcast the hangout live on YouTube so more people can watch the conversation.

(image courtesy Google)
7. On the left hand side of the Hangout, you have a lot of options to customize your Hangout experience:

**Chat**: This is a live instant message conversation on the right-hand side of the hangout box.

**Screenshare**: You have the ability to share all or a
portion of your computer screen.

**Capture:** You can take pictures of the Hangout, but all participants in the Hangout to agree to share the images.

**Hangout Toolbox:** This is a recommended add-on to Hangouts. The toolbox allows you to put your name on the screen and add other graphics to your Hangout.

**Google Effects:** This is a fun extra that allows you to wear digital hats, add mustaches and use props (like a fake birthday cake) during the Hangout.

**YouTube:** You can search and share YouTube video with other participants in the Hangout.

**Remote Desktop:** This lets you remotely control someone else’s computer to help with troubleshooting.

8. Any time you want to add another person into the Hangout, click on “Invite.”

A box will pop up to allow you to search for names or add a phone number. You can add phone calls into the Hangout for people who do not have a webcam.
9. Hangouts are great for collaboration, touching base with others who are far away, and all kinds of other reasons. Give it a try and let the TEK social media team hear the interesting ways you use it.