Digital**NAVIGATOR**

Google™

Hangouts

About Hangouts

Hangouts let users connect and communicate with colleagues in multi-user video rooms. Users might use Hangouts to hold a business meeting, discuss a particular "hot topic" or pressing issue, or just have a multi-user video chat.

Hangouts let you share your computer screen so other people in the hangout can see what's on your screen. You can choose to share any open window on your computer. You can also share Google Docs and collaborate to write meeting notes or draw on a shared whiteboard.

In addition, Google+ Hangouts are integrated with Google Calendar. Users can add hangouts to their calendar events and join hangouts directly from the calendar event or event reminder.

When you start a hangout in Google+, you'll also see an option to use **Hangouts On Air**. Hangouts On Air let you broadcast your hangout, making them a great option for large presentations, demonstrations, or lectures. After the hangout and live broadcast, you can edit the recording of the meeting and share it on YouTube.

Start a hangout

There are a few ways you can start a hangout:
- Go to plus.google.com/hangouts and click the **Start a Hangout** button on the top right side of your screen.
- Click the Hangouts icon underneath an interesting post on your Home page to start a hangout about the post.
- Click the Hangouts icon on the left side of the page and click Start a hangout under the 'HANGOUT INVITE' section.
- You can also start a hangout and send and receive hangout invites from other Google properties including:
    - Google Chat properties (ie. Gmail, Google+, iGoogle, orkut). Learn more
    - Google Calendar. Learn more

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Students do not have the Google+ Hangout feature enabled in their accounts but teachers can run a Hangout so that students can collaborate in groups using this tool supervised by a teacher.

You'll be taken to an invite screen where you'll be able to:
1. Make sure you're mic and camera are working correctly by looking at your video feed at the bottom of the page. You should be able to see yourself in the video feed, and when you talk, you should see a green bar appear at the bottom of your video. If you're having issues with your mic or camera, try these [troubleshooting steps](#).
2. Invite entire circles or specific individuals to join you in your hangout. Learn more about inviting people to your hangout below under Invite People to a Hangout.
3. Restrict people under the age of 18 from joining your hangout by clicking **Hangout Options** and selecting the checkbox next to **Restrict minors from joining this hangout**. Other hangout participants won't be able to invite minors and, the 18+ restriction cannot be changed once the hangout has started.

Join a hangout

There are plenty of ways to find out who's hanging out. And, joining a hangout that's already going on is easy.
- You can check the right side of your Home page to see hangouts that you've been invited to. Simply click the **Hang out** button next to an invite to join.

- Click the Hangouts icon on the left side of your page to find public hangouts you can join or broadcasted hangouts (Hangouts on Air) that you can watch.
- Your friends may also send you the URL to a hangout in which case you can copy and paste the URL into your browser or simply click the URL link.
- Since no one likes hanging out alone, it's likely that when someone starts a hangout, they may select a group to notify. If you are in this group, you'll get notified in the Google Bar at the top of the page. If you've been individually added to the hangout and you can chat with the person, you'll get a chat notification. (To avoid unwanted notifications, we don't send chat notifications to circles with more than 25 members).
- You can also start a hangout and send and receive hangout invites from other Google properties including:
  - Google Chat properties (ie. Gmail, Google+, iGoogle, orkut).
  - Google Calendar.
- When you enter a hangout, you'll see the current participants, broken down according to who is in your circles and who isn't.
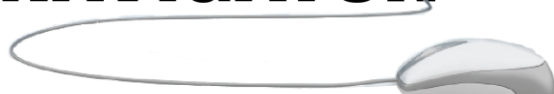
Invite people to a hangout

No one owns a hangout so anyone in the hangout can invite anyone else. While your hangout could start with a group of people that you know, it could evolve into a completely different crowd.
Invite people at the start
1. Click **Start a Hangout** on the top right side of your screen.
2. Add entire circles or just individuals that you want to hang out with. You can choose to make the hangout only available to people who are 18 or older by clicking **Hangout Options** and selecting the checkbox next to **Restrict minors from joining this hangout**. Other hangout participants

won't be able to invite minors and, the 18+ restriction cannot be changed once the hangout has started.

3. Invite phone participants to join the hangout by clicking the **Telephone** tab at the top of the page and dialing the phone number you wish to invite.
4. Click **Hang out** to start the hangout and send the notifications to the people you chose.

Invite people later

You or anyone else in the hangout can invite additional people after the hangout has already begun. Here's how to invite people from within a hangout:

1. Click **Invite People** at the top left of the hangout window.
2. Type someone's name, the name of a circle, or click one of the profile pictures of the people in your circles who are currently online.
3. Click **Hang out** to start the hangout and send the notifications to the people you chose.

Please note that you won't be notified of a hangout invitation from someone who's not in one of your Google+ Circles.

While you can invite as many people as you want to join a hangout, you can't have more than 10 people in a hangout at once. If additional people try to enter, they'll be told the hangout is currently full.

Ringback in Hangouts

Have you ever been invited to a hangout but, by the time you join it's already ended? Well, with the Ringback feature, Hangouts can let the person who invited you know that you're around now and ready to chat.

How it works:

After 15 seconds, Hangouts will send an invite to the person who invited you. You can select **Call now** if you want to call the person back immediately or **Cancel** if you don't want to send the invite at all. If you'd rather start your own hangout and invite people to join you can do so by going to plus.google.com/hangouts.

Visibility of your hangout

There are a few different ways people can discover that you're hanging out:

- If you invite people to join a hangout, a post will appear in their stream telling them that there's a hangout going on, along with all the people in that hangout currently.
- If 25 or fewer people are invited, they'll receive a notification that they've been invited to join a hangout.
- If you invite individuals that are signed in to chat, they'll receive an IM with a link to join.
- If someone invited to a hangout tries to start their own, they'll be told that there's a hangout already going on and they may want to join that one instead.
- Other hangout participants have the option to share the hangout with their Circles. So, it's possible that people you don't know may learn that you're hanging out.