OVERVIEW

This tutorial provides users with information that helps them with procedures to create and manage Google Hangouts.

I. LOGGING IN AND STARTING CONVERSATIONS

1. Sign in to Google Hangouts using your Gmail account.

2. Start a conversation
   - Click “Start a new one”
II. MAKING A VIDEO/PHONE CALL

1. Make a video call
   - Click “Video Call” icon
   - Invite people
   - Click “Invite”

2. Make a phone call
   - Click “Phone Call” icon
   - Type a number in the box
   - Click “Call”
III. CHATTING WITH OTHERS

a. Chat with others
b. Search participants
c. Select a participant
d. Start conversations

IV. SHARING SCREEN

- Click “More” icon
- Select “Share Screen”
- Select the window to share
- Click “Share”