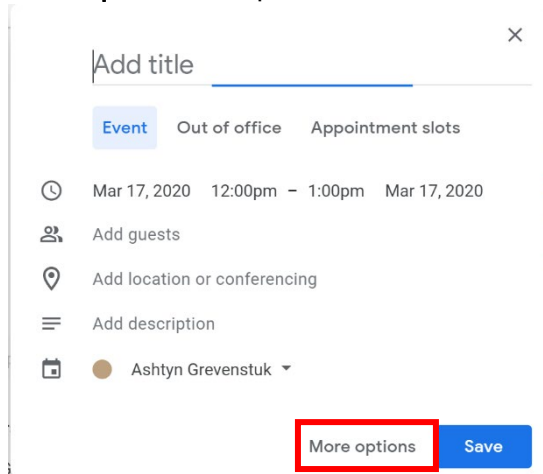
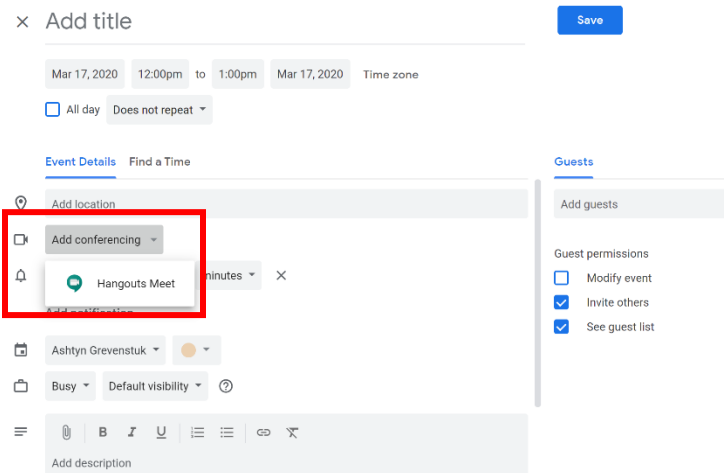


## How to Create/Use a Google Hangout:

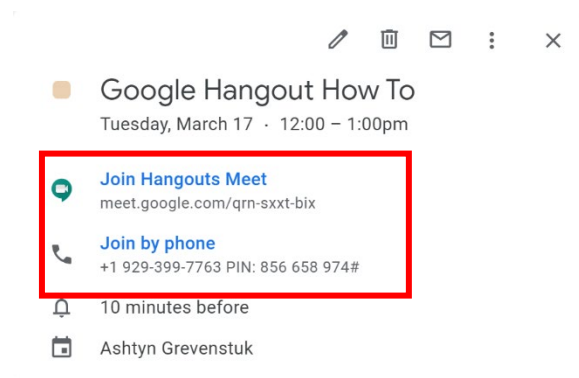
1. Create a Calendar Event.
2. Select **More Options** to open a different view.



3. Once the new screen opens, add the appropriate information needed for your meeting (title, date, time, invite guests, description, etc.).
4. To add a Google Hangout conference call, select **Add Conferencing**, then select **Hangouts Meet**, this will create a link for everyone to join.

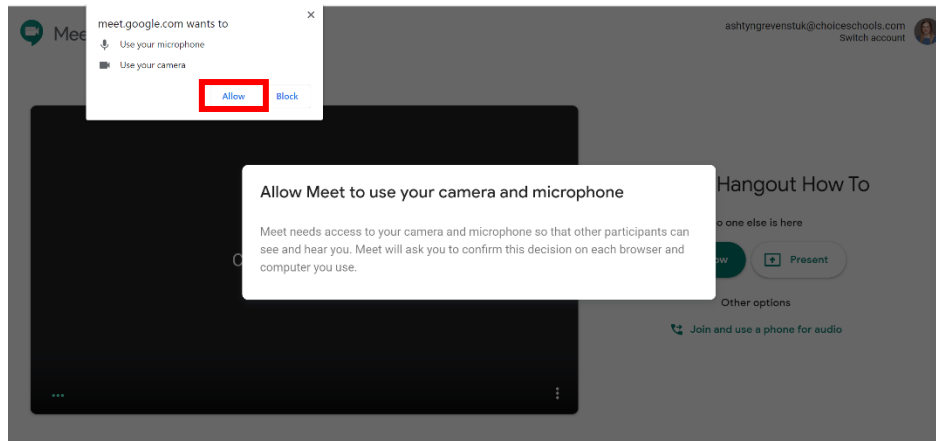


5. When you need to access the Google Hangout for your meeting time, you may use the **Join Hangouts Meet Link** or the **Join by Phone** link to call in.

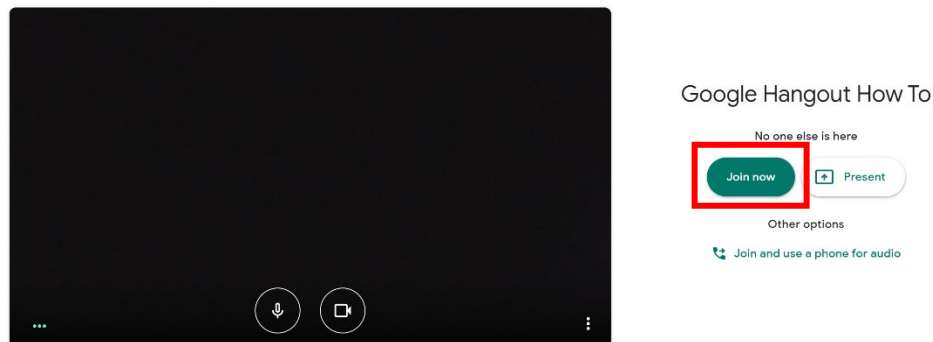


## 6. Joining by Computer:

- a. You may be asked to allow your microphone and camera. Select **Allow**.



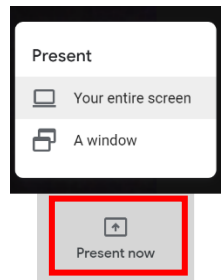
- b. On the right side of the screen select **Join Now** to join the virtual meeting.



- c. Mute your microphone by selecting the **microphone icon (1)**, Turn off the camera by selecting the **camera icon (2)**, Chat with the members of the meeting by selecting the **chat/textbox icon (3)**



- d. If you would like to share your screen in the meeting, select **Present Now** in the bottom left hand corner and you can choose to either share your entire screen, or just a window.

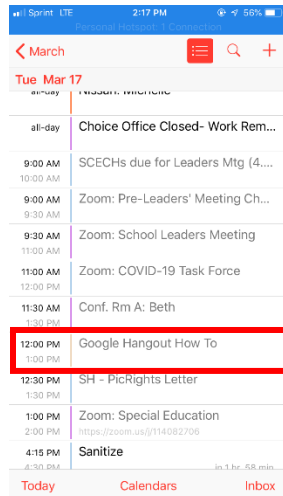


- e. To end the meeting, select the red **phone icon** at the bottom

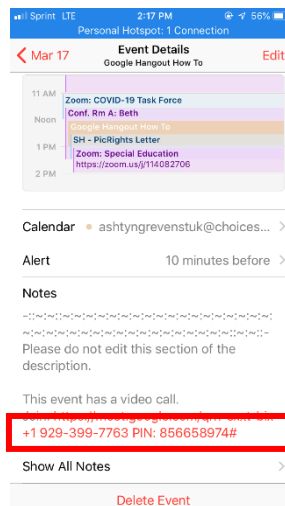


## 7. Joining by Phone:

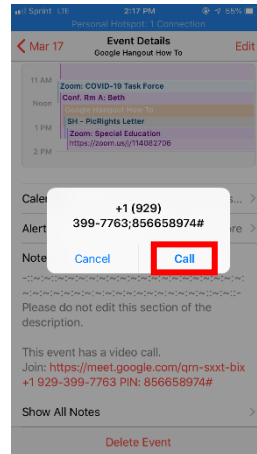
- a. OPTION 1: Use the phone link in the calendar invite.
- i. Go to you calendar invite and select the specific event.



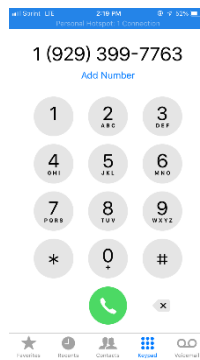
- ii. Once the event is open, scroll down and select the phone details within the event.



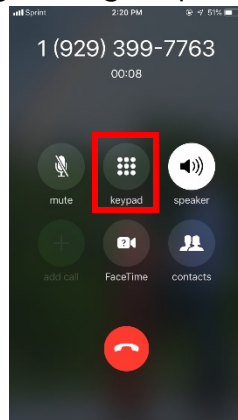
- iii. Select **call** and then type in the meeting pin when requested (some occasions the bottom left hand side of the screen after you have called in, will say "Dial -----" and it will automatically put in the meeting pin).



- b. OPTION 2: Dial the phone number manually.
  - i. Go to your phone number pad to dial a call out.



- ii. Dial the Google Hangout phone number to join.



- iii. Select the phone number pad on your phone and dial the meeting pin when prompted to.

