

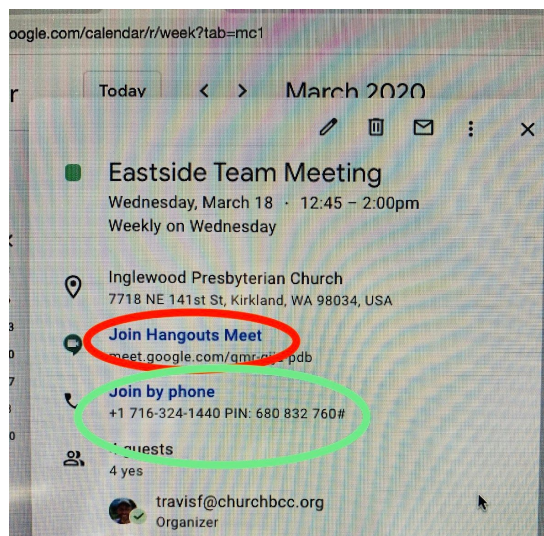
Google Hangouts Basics

For additional support, contact Travis (travisf@churchbcc.org), Megan (megank@churchbcc.org), or Kristen (kristens@churchbcc.org)

Video Tutorial from Google can be found [HERE](#).

How to Use Google Hangouts

1. Sign Up for Gmail - mail.google.com
2. Go into Google Calendar
3. If you're leading the gathering - create a new event and add guests to the event (you'll need their email addresses to add them to the event).
4. If you're participating in the gathering - click on the event in your Google Calendar.
5. You should see a box similar to the image below. You can join the Hangout either using your computer/smart phone by clicking the link encircled in RED. [Note: you may be asked to download the free Google Hangouts Meet app, depending on the device you're using]
6. If you're not at your computer, you can call into the meeting using your phone by dialing the phone number and then entering the PIN when prompted. This information is encircled in GREEN



Basics of Using Google Hangouts

- After you've clicked on the RED encircled link, you'll see another window that test your audio & video. It will ask you "Ready to Join?"
 - When you are ready, select the "Join Meeting" Button.

- After you've clicked the GREEN encircled link, you should be prompted to type in the PIN. After that, you will have joined the meeting.
- Once you enter the meeting, *please* select the microphone icon at the bottom of your screen to mute your microphone. This is to prevent any unnecessary background noise for participants.
- If you don't want others to see you, simply hit the camera icon at the bottom center- "turn off camera".
- If you're having trouble hearing, try adjusting the volume on your device or on the Google Hangout screen. If adjusting the volume didn't work then try using the "turn on captions" button at the bottom.
- Also, it's a good rule of thumb to keep your microphone on mute unless you're speaking. This cuts down on background noise and allows others to listen well.