**Purpose: How to use Google Hangout**
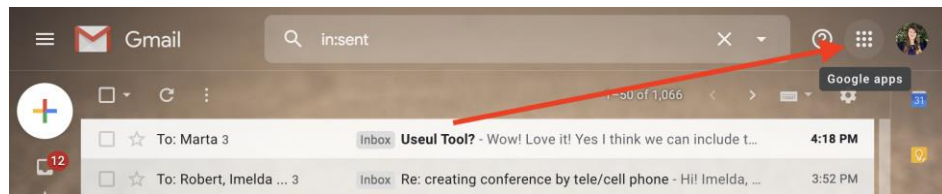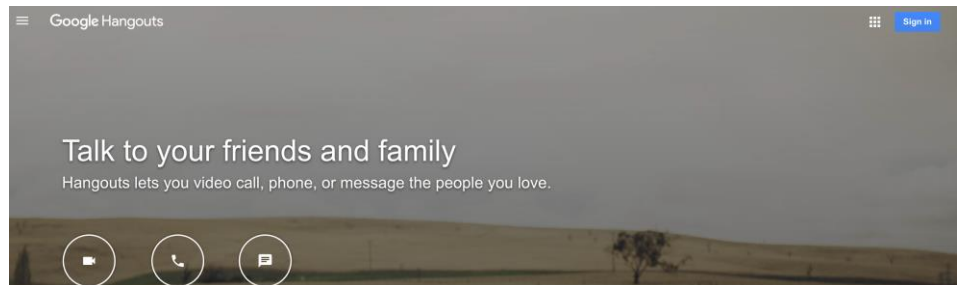
The purpose of this guide is to help One LA leaders stay connected and build relational power during our current public health crisis. Below you will find step-by-step instructions on how to use Google Hangout, a video conference platform.

Hosting a Meeting

1. Open https://hangouts.google.com/ (or look up Google Hangout)
    - If you have Gmail, you can open your email and look in the top right corner for the "Google Apps" button and scroll until you find "hangouts" icon ⇒

        

    - You can only create a meeting with Google Hangout if you have a google account. You can make a google account for free
        1. To create a google account, select "sign in" in the top right corner, then select "create new account" on the next page
        2. You *do not* have to have a google account to join a meeting, only to create one

        

2. To create a "hangout" video call, click on the video icon

    - Invite people to join by typing in their emails (or copy/paste their email). Or you can copy the link and send to people, so that anyone with the link can join in the call

**Invite people** ✕

Sending invite as britfin12@gmail.com

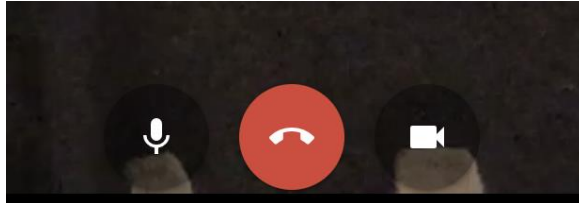James Conlon ✕

Enter a name or email

🔗 COPY LINK TO SHARE                    **INVITE**

<u>Participating in a Google Hangout</u>

1. Join a "hangout," wait for an email to give you a link. You can use a computer, tablet or phone.

- Once the meeting has begun, don't forget to mute yourself!



- During the meeting you can send messages or change the way the screen presents the speakers
- When there are 4 or less people, all speakers will be shown on the larger part of the screen
- When there are more than four people you can change the layout of the screen by clicking ⋮ at the bottom right corner then click "change layout"
  1. *Auto-* the meet will choose the best layout
  2. *Tiled-* will show four people in the center of the screen, and will switch out with the participants depending on who is speaking
  3. *Spotlight-* only the active speaker will fill the screen
  4. *Sidebar-* the active speaker will fill the screen, and participants will be on the side, and will keep switching depending on who is speaking (the switching will be less if people keep their volume on mute)