

HOW TO USE GOOGLE HANGOUTS



4-7: Open Google Calendar

8-14: Create the meeting

15-24: Join the meeting

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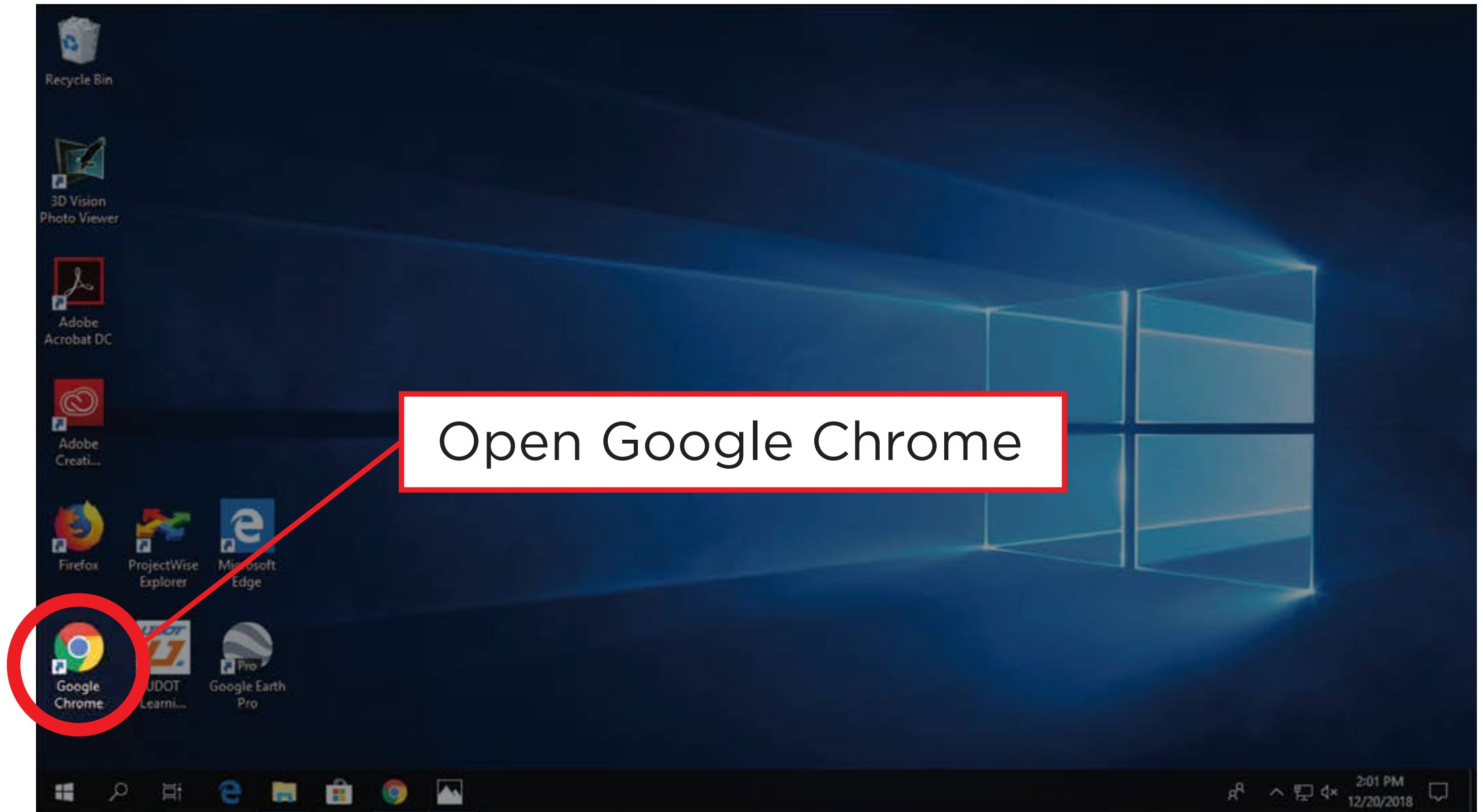
This tutorial will teach you how to use Google Hangouts to host your meetings.

Using Hangouts enables you to save time, reduce travel expenses and improve air quality!

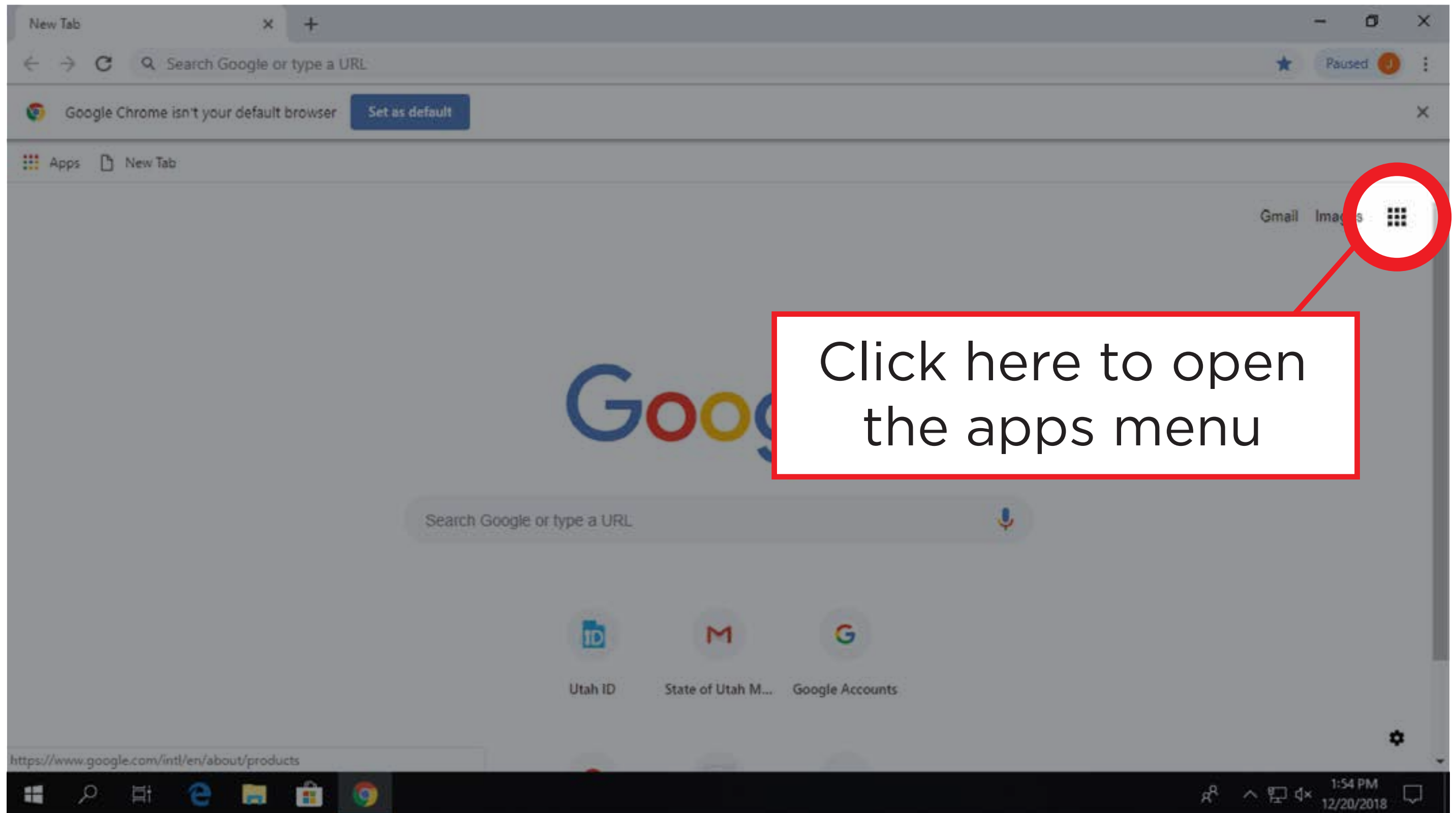
PART 1:

OPEN GOOGLE CALENDAR

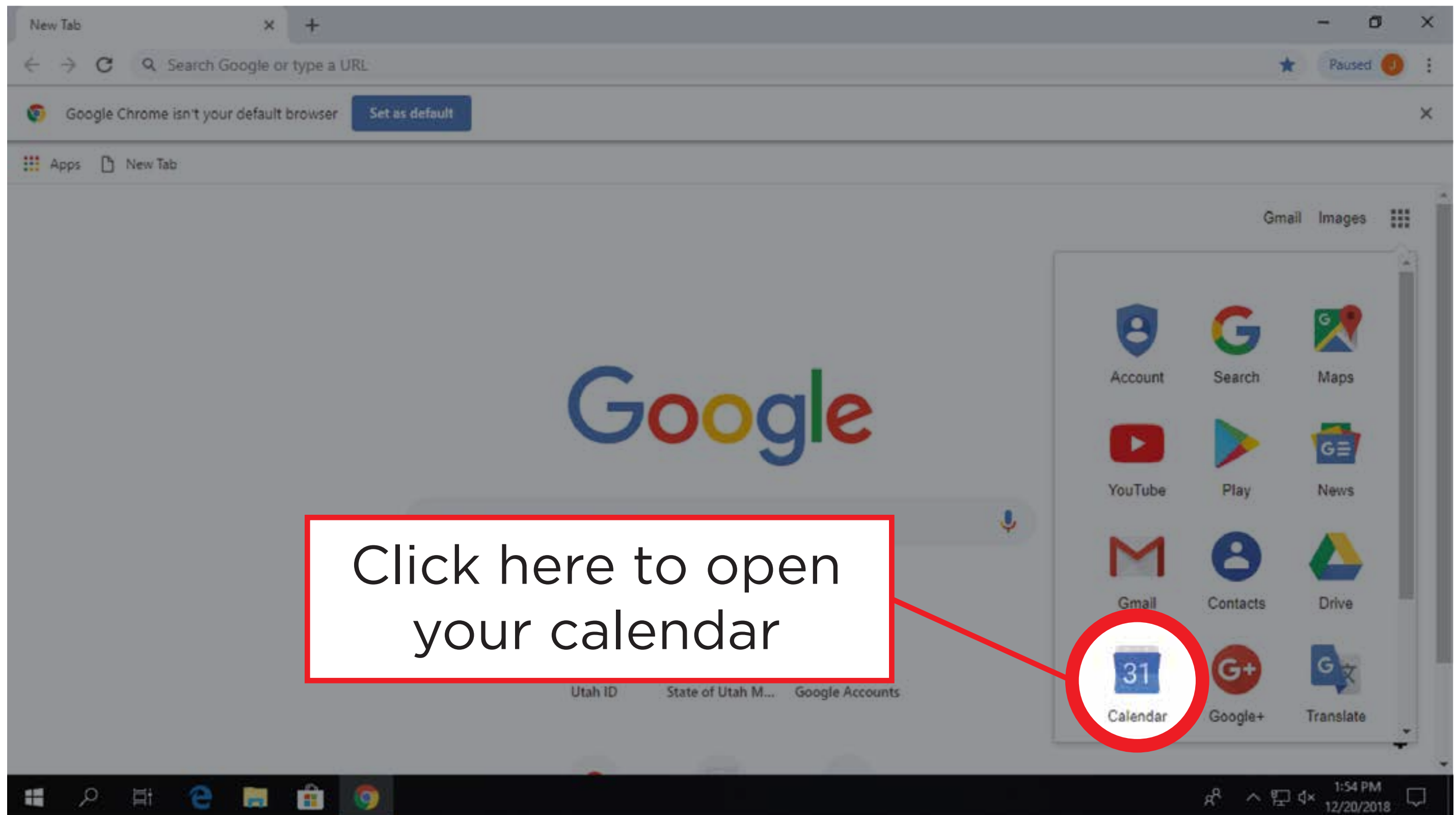
PART 1: OPEN GOOGLE CALENDAR



PART 1: OPEN GOOGLE CALENDAR



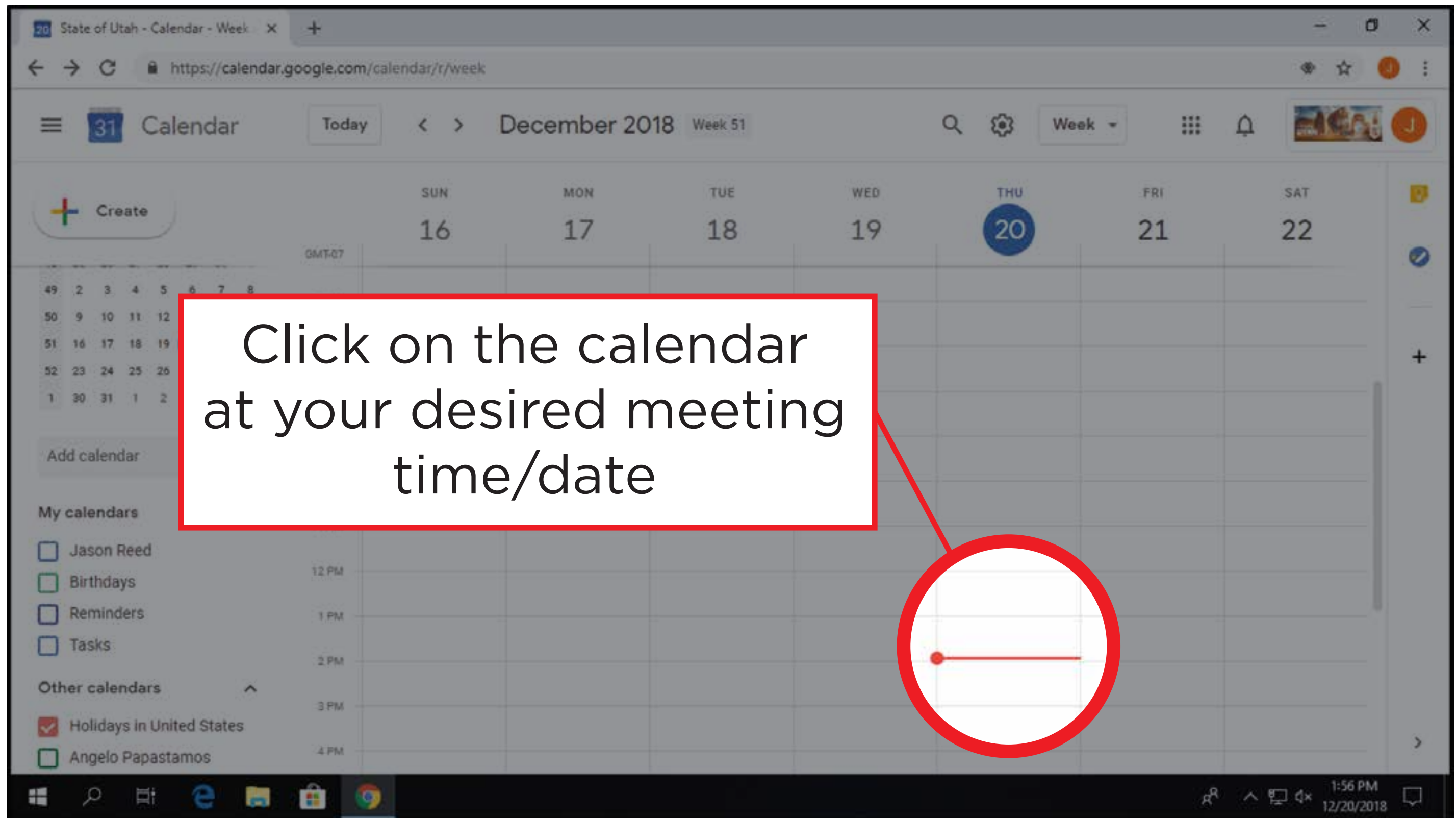
PART 1: OPEN GOOGLE CALENDAR



PART 2:

CREATE A MEETING

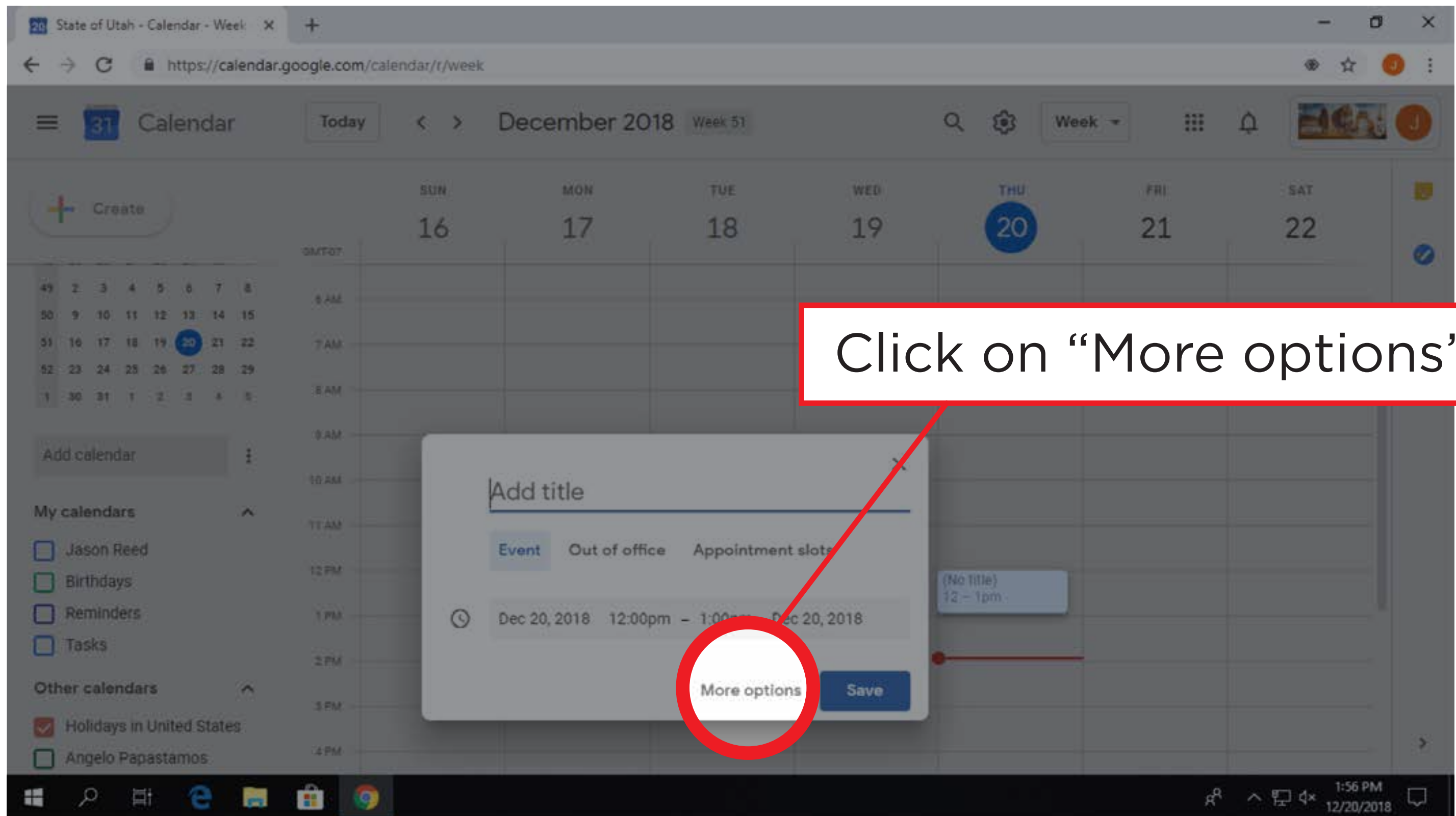
PART 2: CREATE A MEETING



The screenshot displays the Google Calendar web interface. At the top, the browser tab is labeled "State of Utah - Calendar - Week" and the address bar shows "https://calendar.google.com/calendar/r/week". The main header includes a hamburger menu, a "Calendar" title, a "Today" button, navigation arrows, the current month "December 2018", and "Week 51". A search icon, settings gear, a "Week" view selector, and a notification bell are also present. The calendar grid shows the week of December 16th to 22nd, with the 20th highlighted. On the left sidebar, there is a "Create" button with a plus icon, an "Add calendar" section, and a list of "My calendars" (Jason Reed, Birthdays, Reminders, Tasks) and "Other calendars" (Holidays in United States, Angelo Papastamos). A red-bordered text box with the text "Click on the calendar at your desired meeting time/date" is overlaid on the calendar grid. A red circle highlights a specific time slot (2 PM) on the 20th, with a red line connecting it to the text box.

Click on the calendar
at your desired meeting
time/date

PART 2: CREATE A MEETING



PART 2: CREATE A MEETING

The screenshot shows the Google Calendar 'Event Details' page. A red box with the text 'Add meeting information as you normally would' has four red lines pointing to four specific fields: 'Add title', '12:00pm to 1:00pm', 'Add location', and 'Add guests'. The 'Add title' field is at the top left. The time field shows '12:00pm to 1:00pm'. The 'Add location' field is below the time. The 'Add guests' field is on the right side. Other visible fields include 'All day', 'Notification', 'Add notification', 'Add description', and a list of checkboxes on the right: 'Modify event', 'Invite others', and 'See guest list'.

State of Utah - Calendar - Event

https://calendar.google.com/calendar/r/eventedit

Add title

Dec 20, 2018 12:00pm to 1:00pm

All day Does not repeat

Event Details Find a Time

Add location

Add guests

Notification 10 minutes

Add notification

jasonreed@utah.gov

Busy Default visibility

Add description

Modify event

Invite others

See guest list

1:56 PM 12/20/2018

PART 2: CREATE A MEETING

The screenshot shows the Google Calendar 'Event Details' page for an event titled 'Important Meeting' on December 20, 2018, from 12:00pm to 1:00pm. A red callout box with the text 'Click on “Add conferencing”' points to the 'Add conferencing' button, which is circled in red. The interface includes a 'Save' button, a 'Find a Time' tab, and a 'Guests can:' section with options to 'Modify event', 'Invite others', and 'See guest list'. The bottom of the screen shows the Windows taskbar with the time 1:56 PM on 12/20/2018.

State of Utah - Calendar - Event

https://calendar.google.com/calendar/r/eventedit

× Important Meeting

Save

Dec 20, 2018 12:00pm to 1:00pm Dec 20, 2018 Time zone

☐ All day Does not repeat

Event Details Find a Time

Add conferencing

Add guests

Guests can:

- ☐ Modify event
- ☒ Invite others
- ☒ See guest list

Add notification

Notification 10 minutes

Add notification

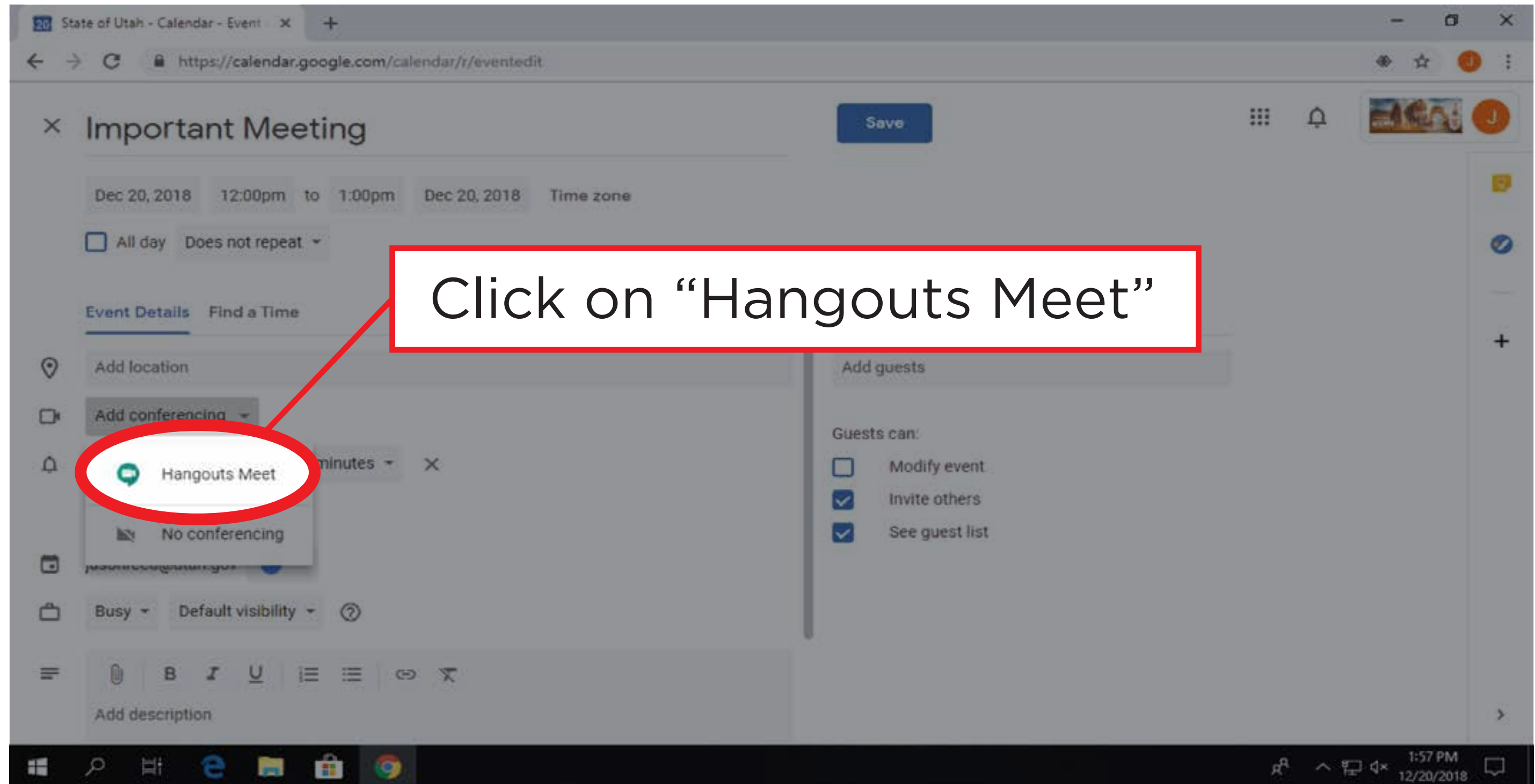
Jasonreed@utah.gov

Busy Default visibility

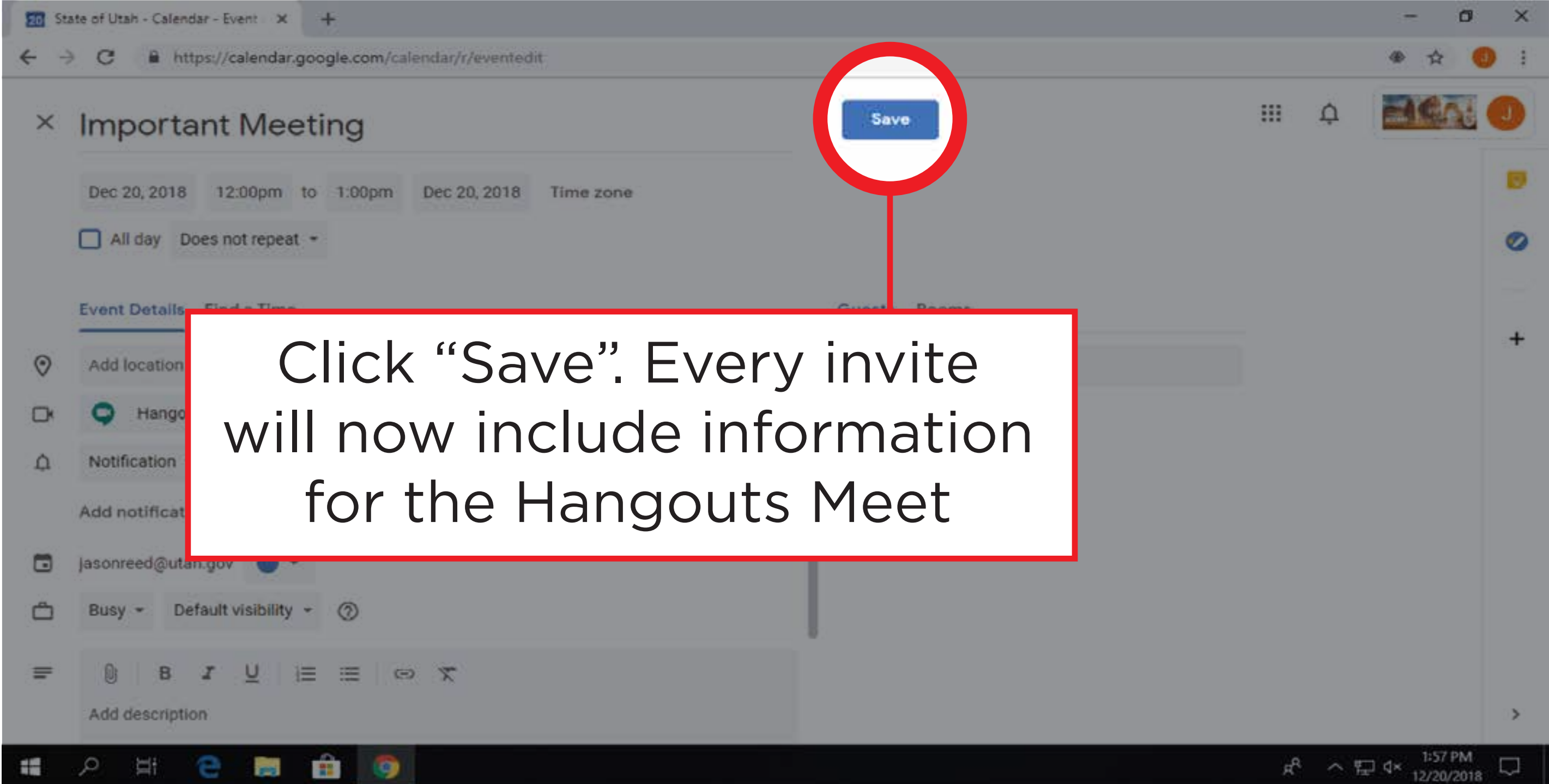
Add description

1:56 PM 12/20/2018

PART 2: CREATE A MEETING



PART 2: CREATE A MEETING



The screenshot shows the Google Calendar 'Event Edit' interface. The event is titled 'Important Meeting' and is scheduled for December 20, 2018, from 12:00pm to 1:00pm. The 'Save' button is highlighted with a red circle. A red line connects this button to a text box that provides instructions on saving the event with Hangouts Meet information.

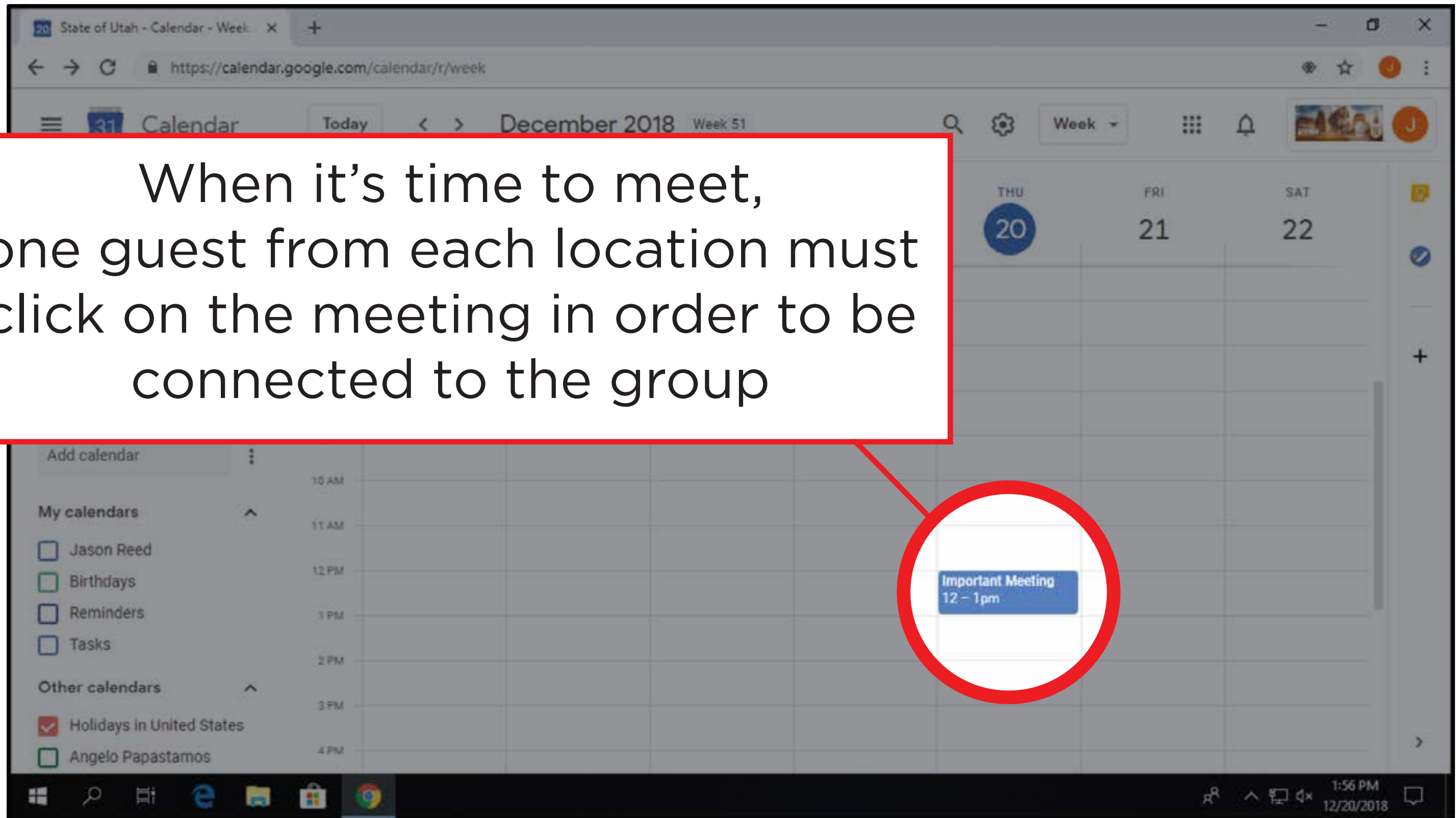
Click "Save". Every invite will now include information for the Hangouts Meet

PART 3:

JOINING THE MEETING

PART 3: JOINING THE MEETING

When it's time to meet,
one guest from each location must
click on the meeting in order to be
connected to the group



PART 3: JOINING THE MEETING

The screenshot shows the Google Calendar interface in a web browser. The calendar is set to December 2018, Week 51. A meeting event titled "Important Meeting" is scheduled for Thursday, December 20, from 12:00 to 1:00 PM. The event details are displayed in a pop-up window. In this window, the "Join Hangouts Meet" link, which includes the URL meet.google.com/scr-grbd-ywv, is circled in red. A red arrow points from a text box above to this link. The text box contains the instruction: "Then click on 'Join Hangouts Meet'...". The calendar interface also shows a sidebar with "My calendars" (Jason Reed, Birthdays, Reminders, Tasks) and "Other calendars" (Holidays in United States, Angelo Papastamos). The Windows taskbar is visible at the bottom, showing the time as 1:56 PM on 12/20/2018.

Then click on
"Join Hangouts Meet"...

Important Meeting
Thursday, December 20 • 12:00 – 1:00pm

Join Hangouts Meet
meet.google.com/scr-grbd-ywv

Join by phone
+1 225-532-1869 PIN: 180 472#
More phone numbers

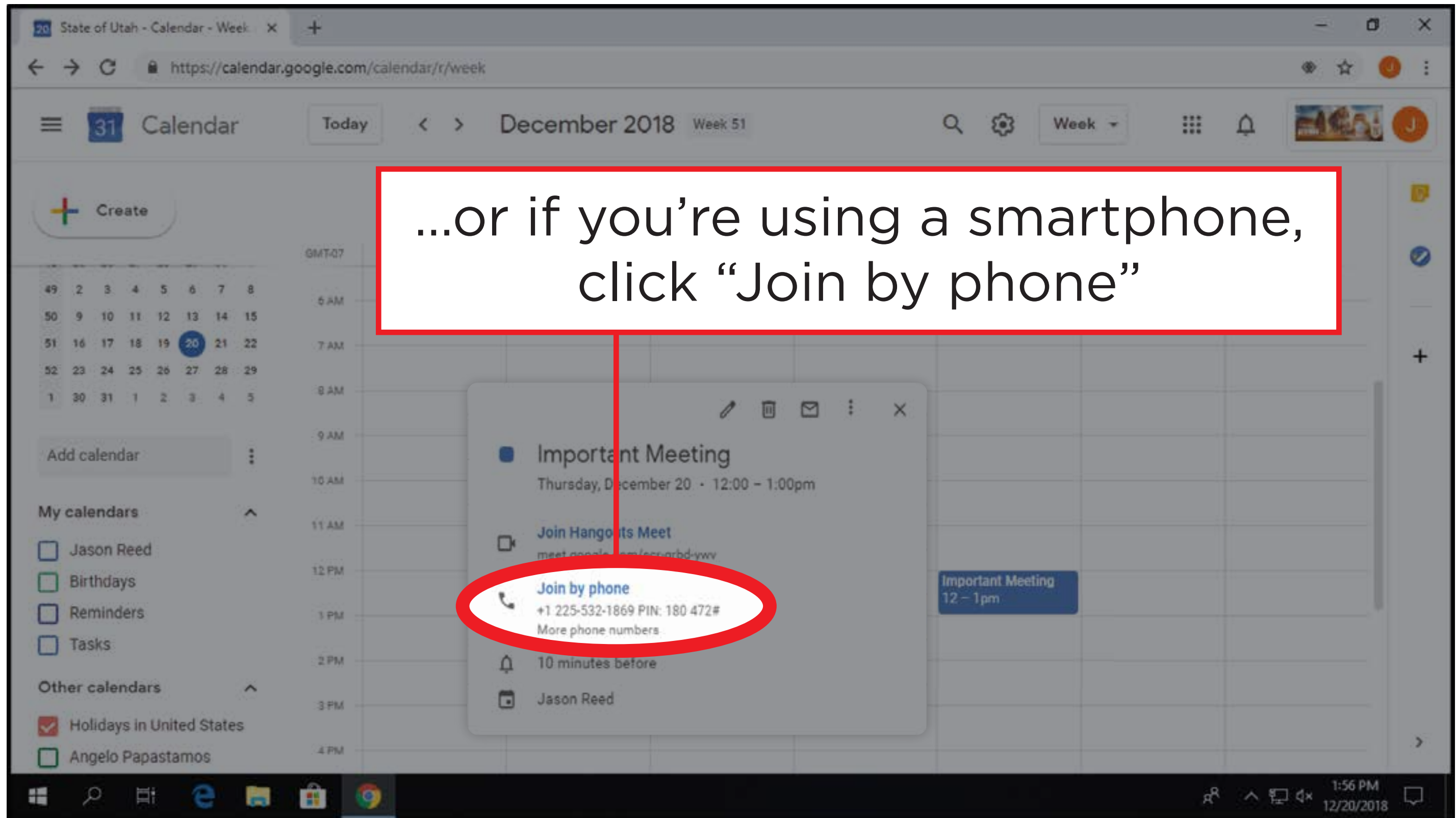
10 minutes before

Jason Reed

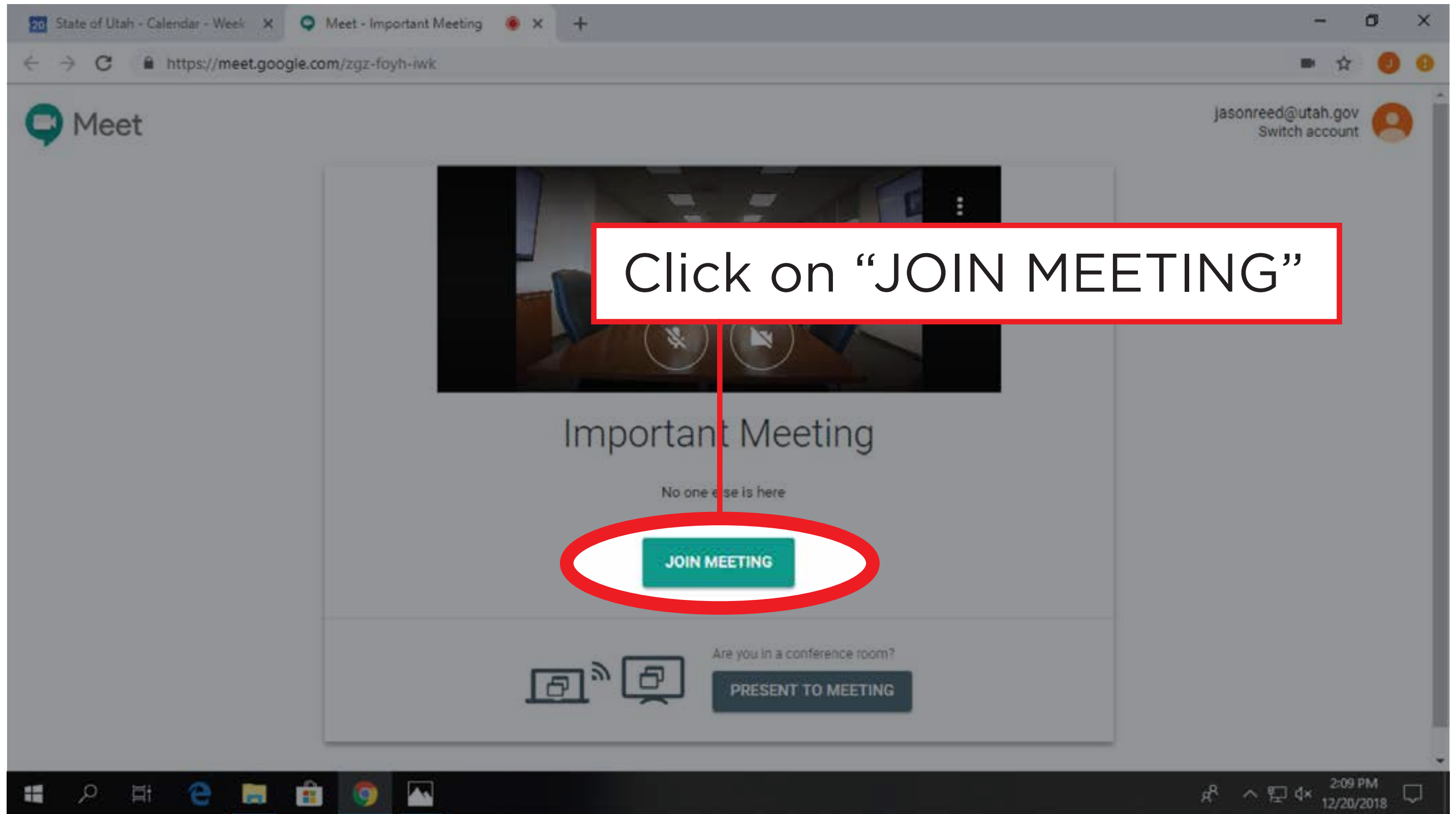
Important Meeting
12 – 1pm

PART 3: JOINING THE MEETING

...or if you're using a smartphone,
click "Join by phone"



PART 3: JOINING THE MEETING



PART 3: JOINING THE MEETING

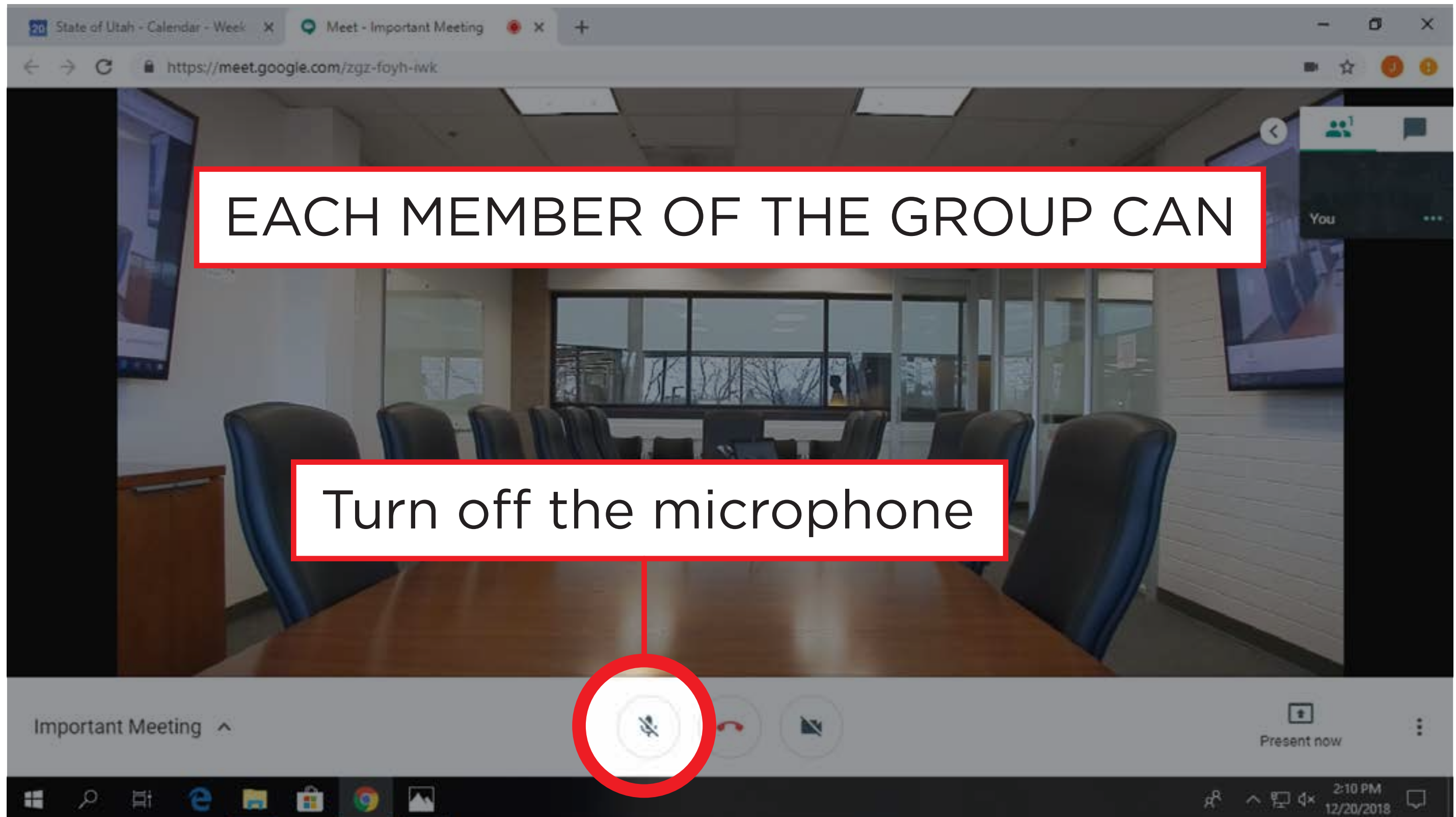
The group is now connected and the meeting may begin



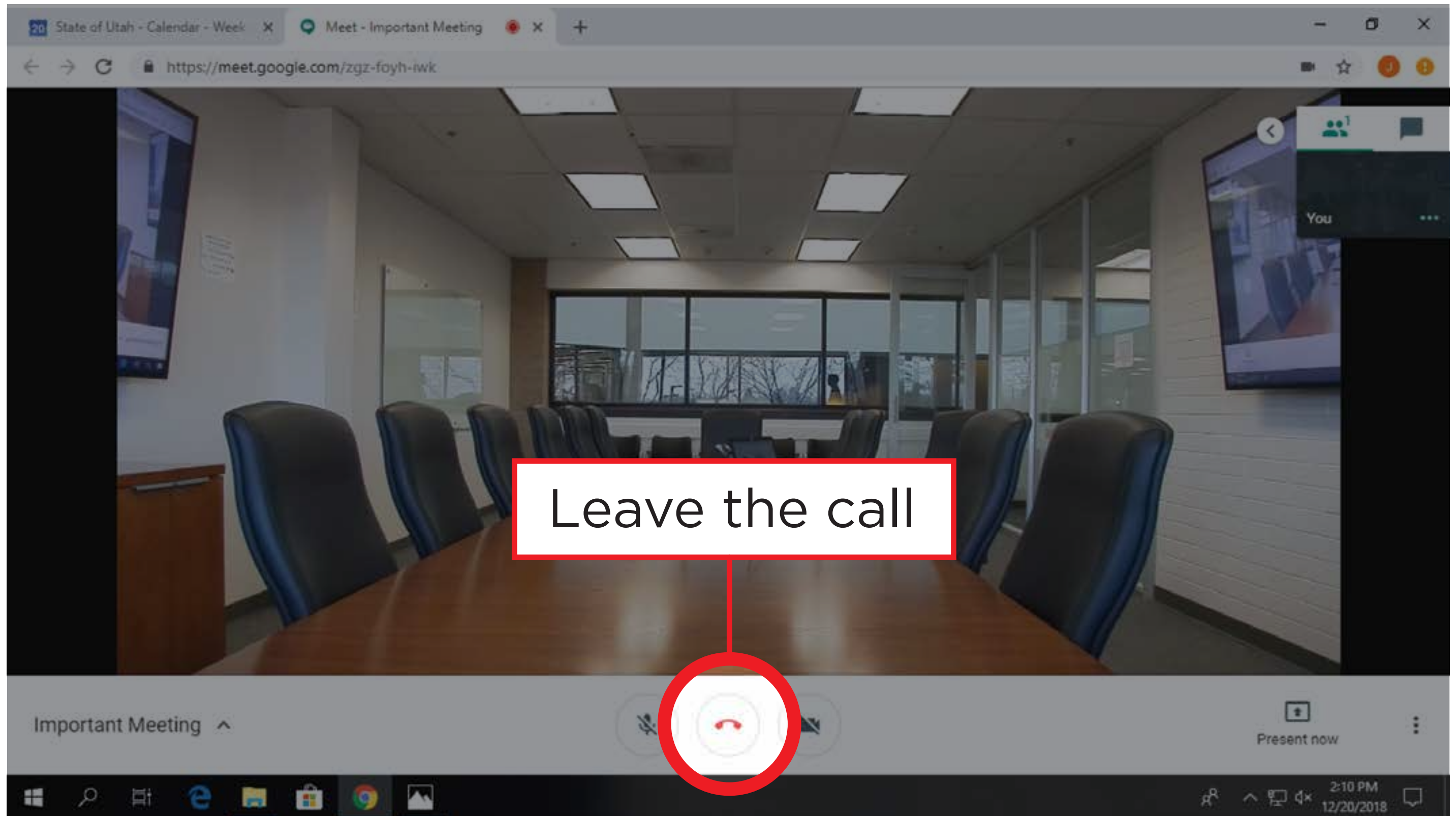
PART 3: JOINING THE MEETING

EACH MEMBER OF THE GROUP CAN

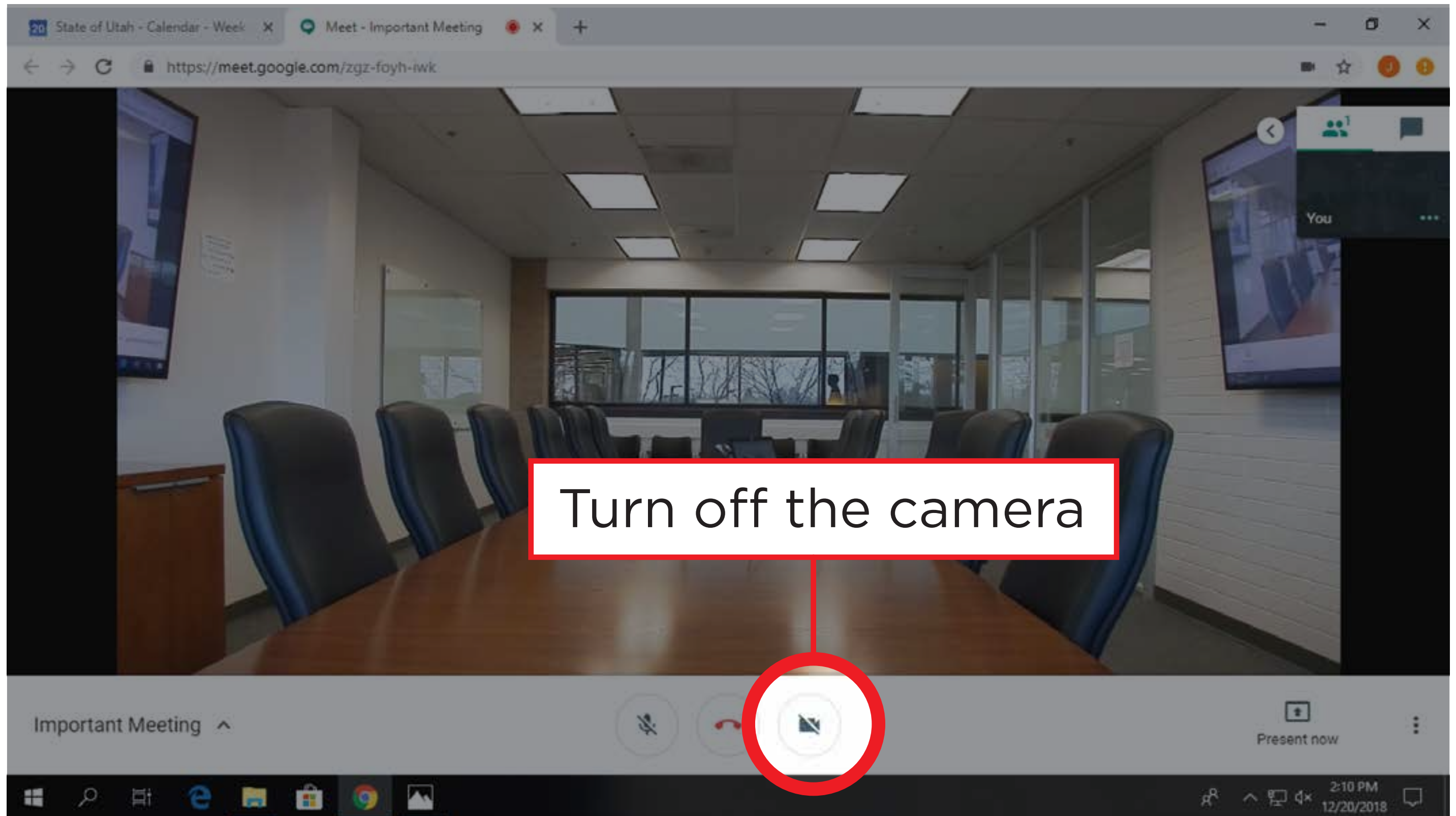
Turn off the microphone



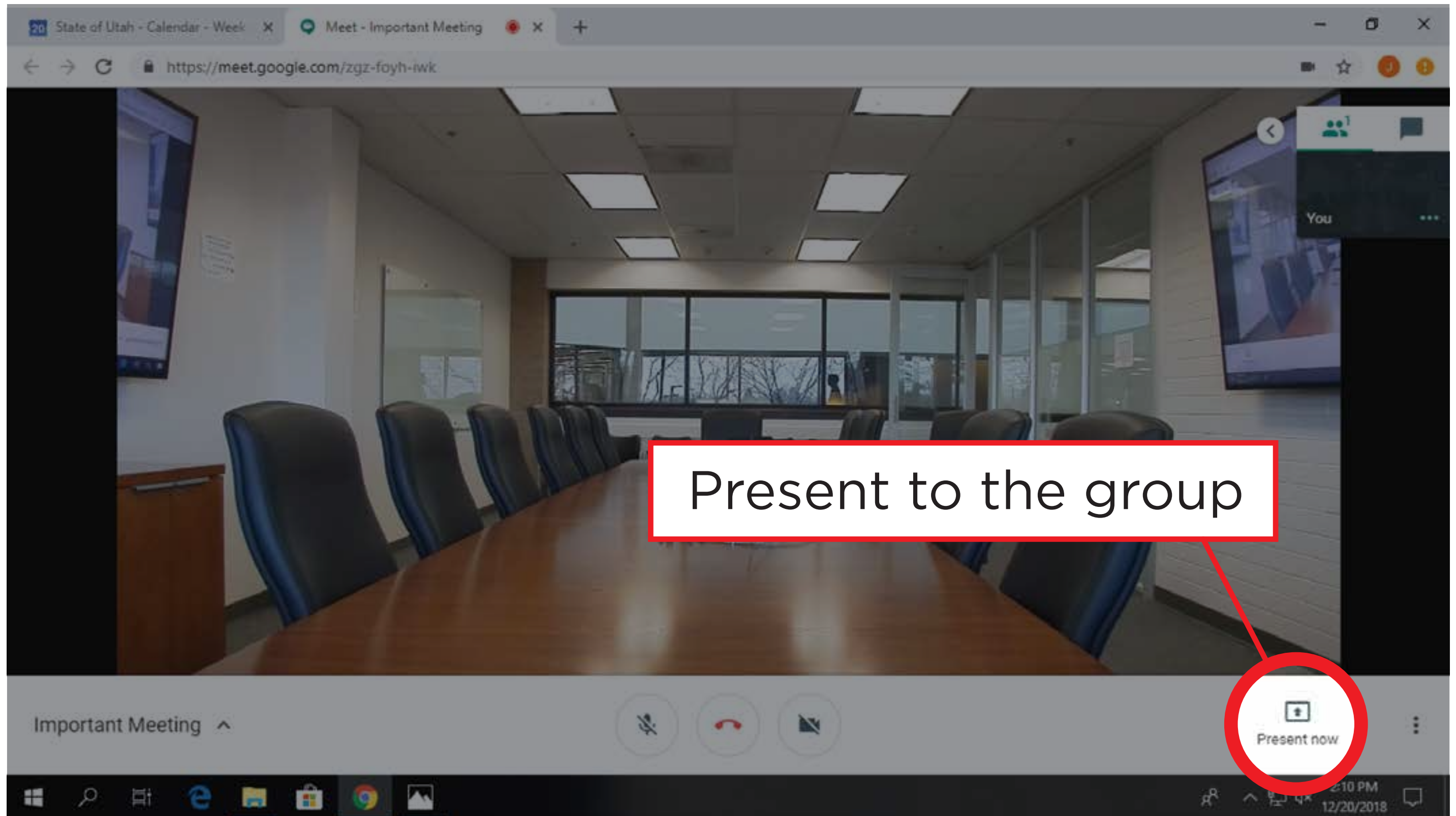
PART 3: JOINING THE MEETING



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PART 3: JOINING THE MEETING



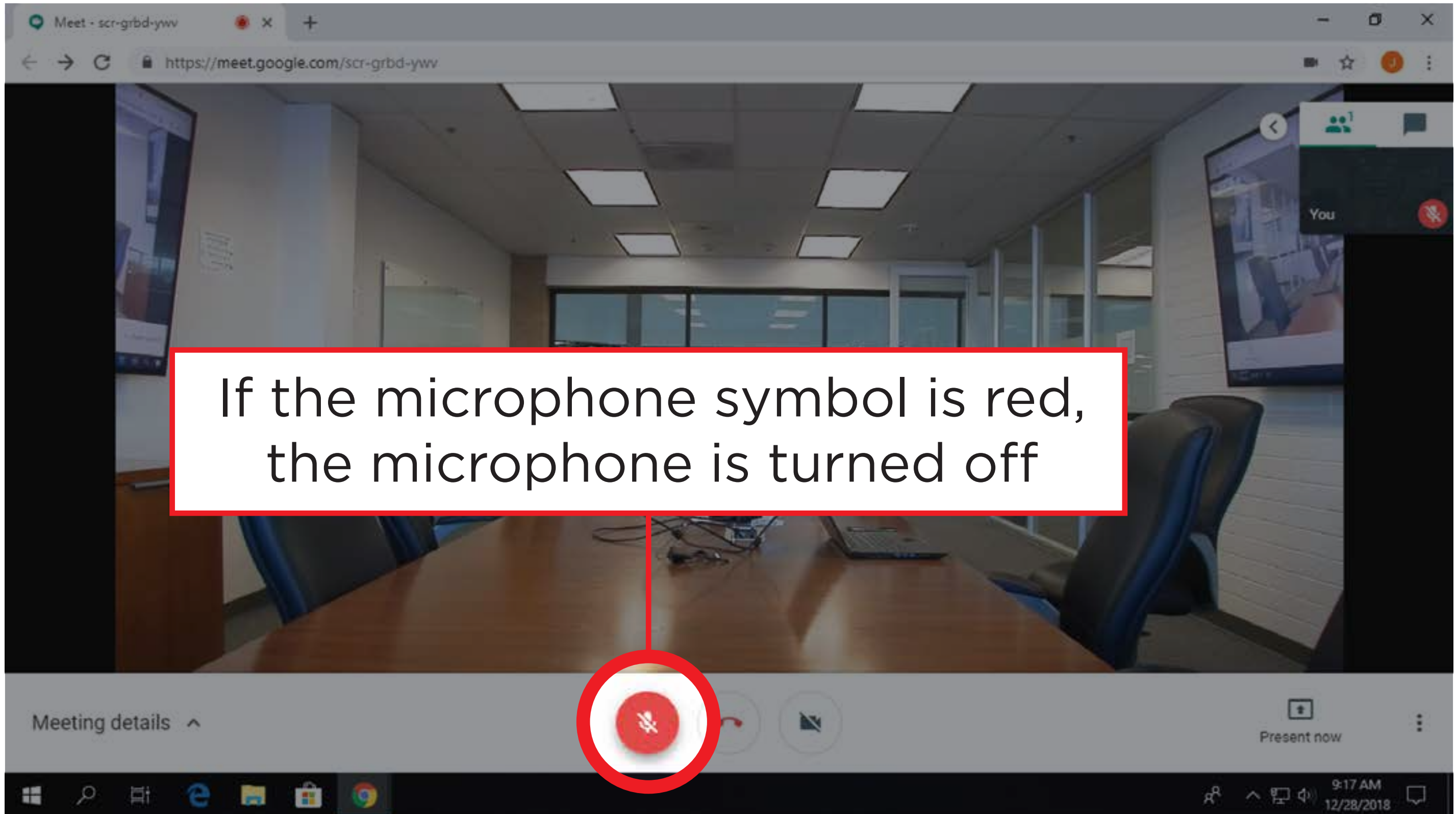
PART 4:

TROUBLESHOOTING

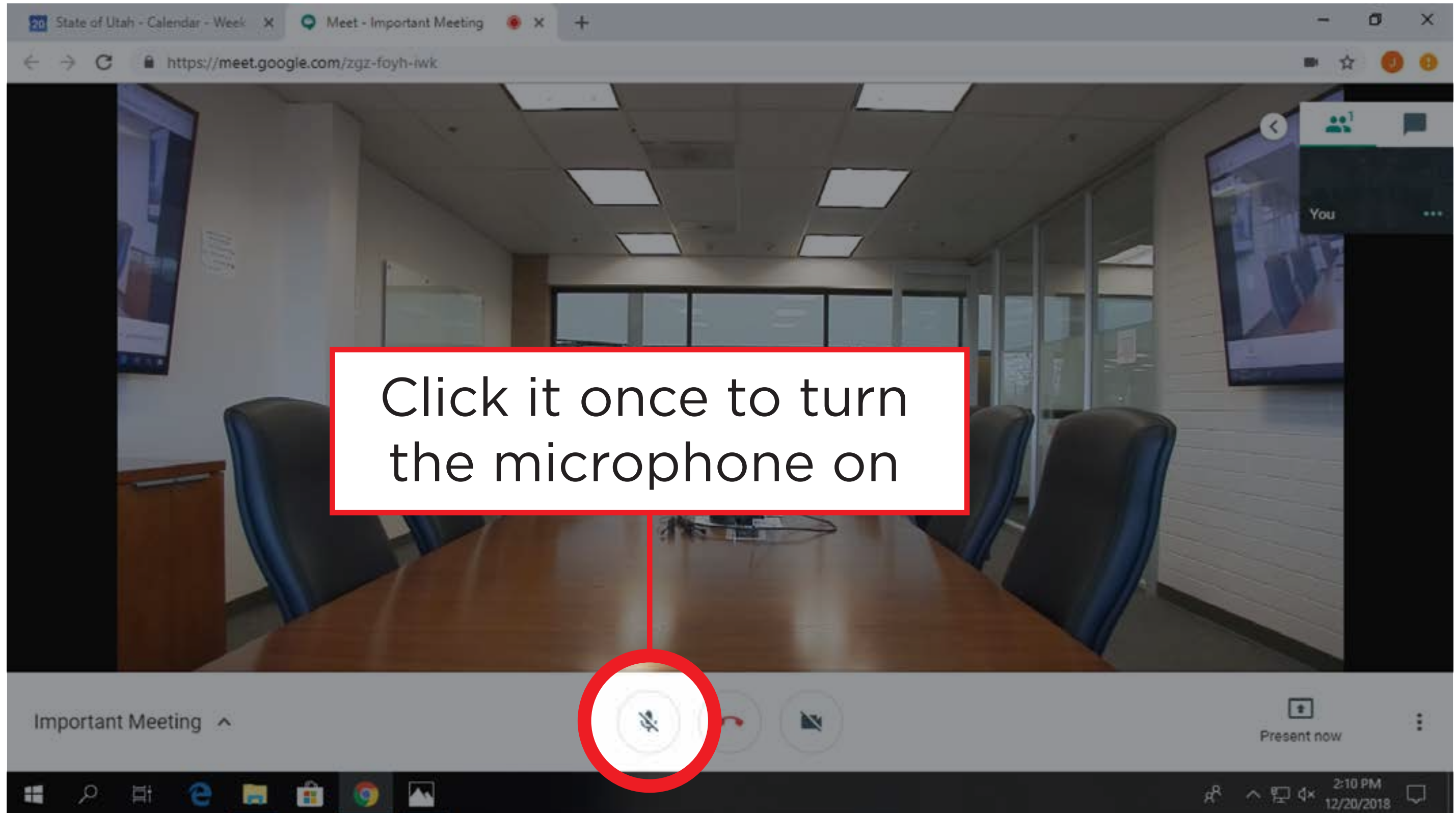
(VOLUME, CAMERA, INTERNET)

PART 4: TROUBLESHOOTING-VOLUME

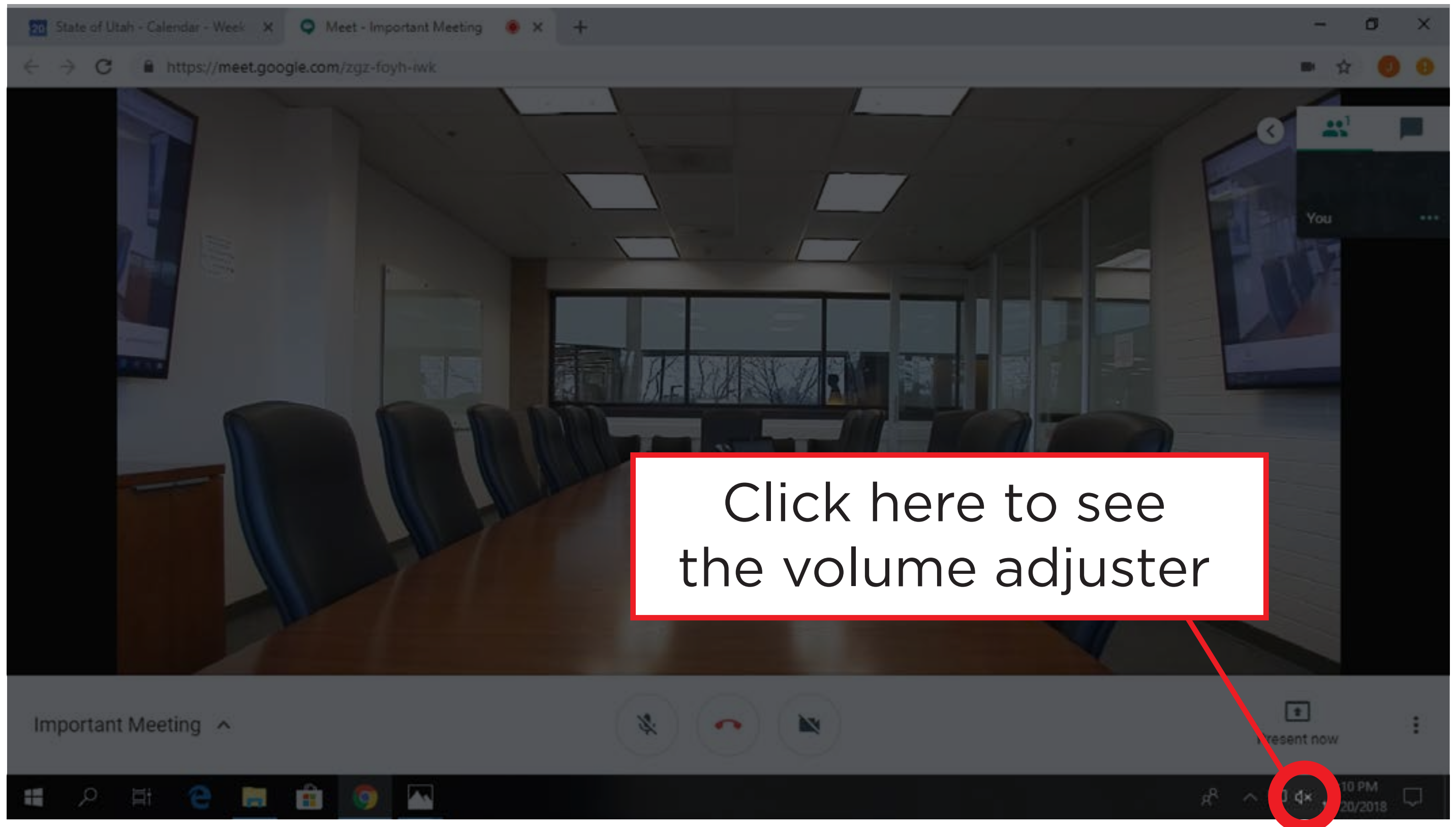
If the microphone symbol is red, the microphone is turned off



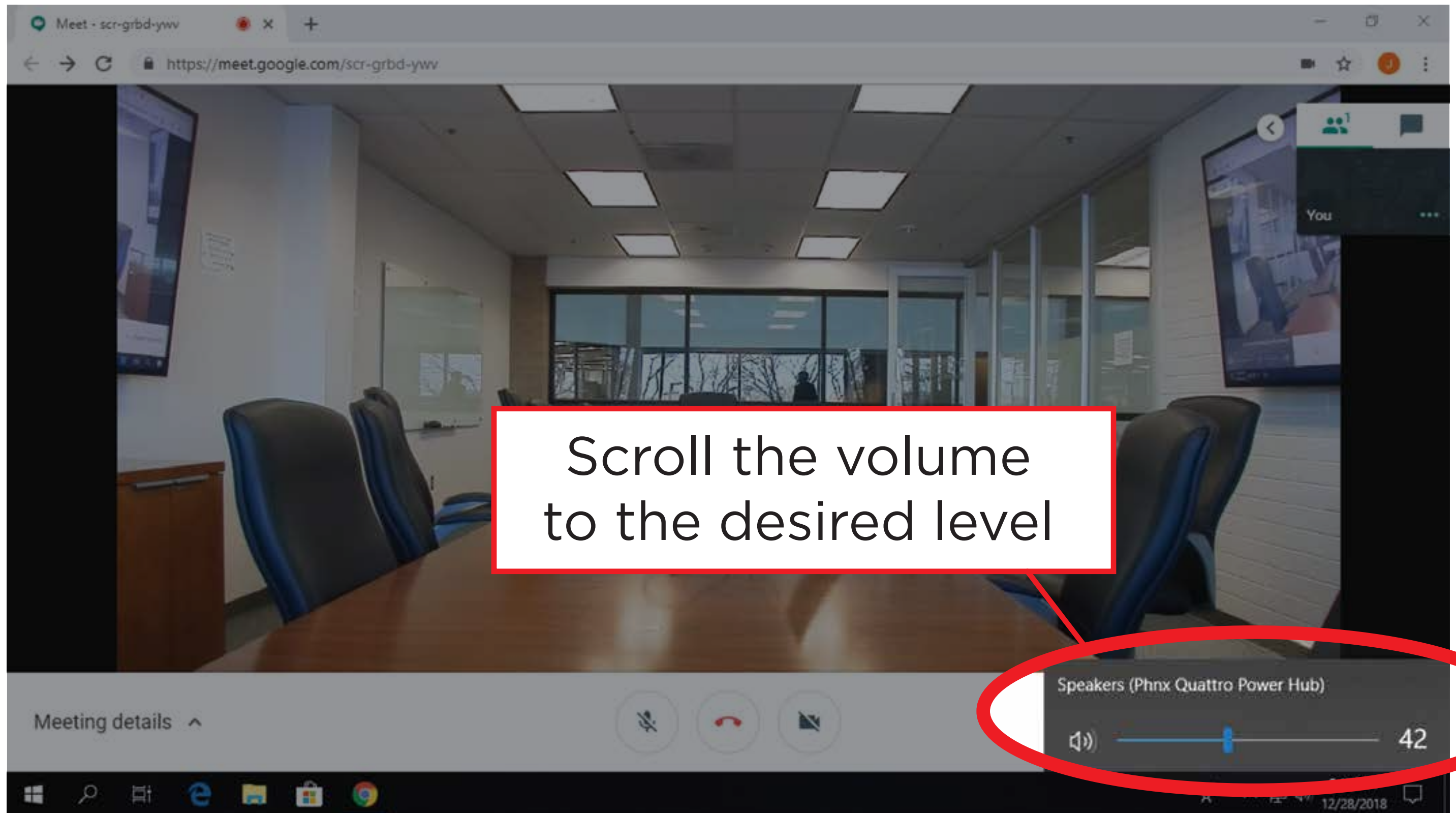
PART 4: TROUBLESHOOTING-VOLUME



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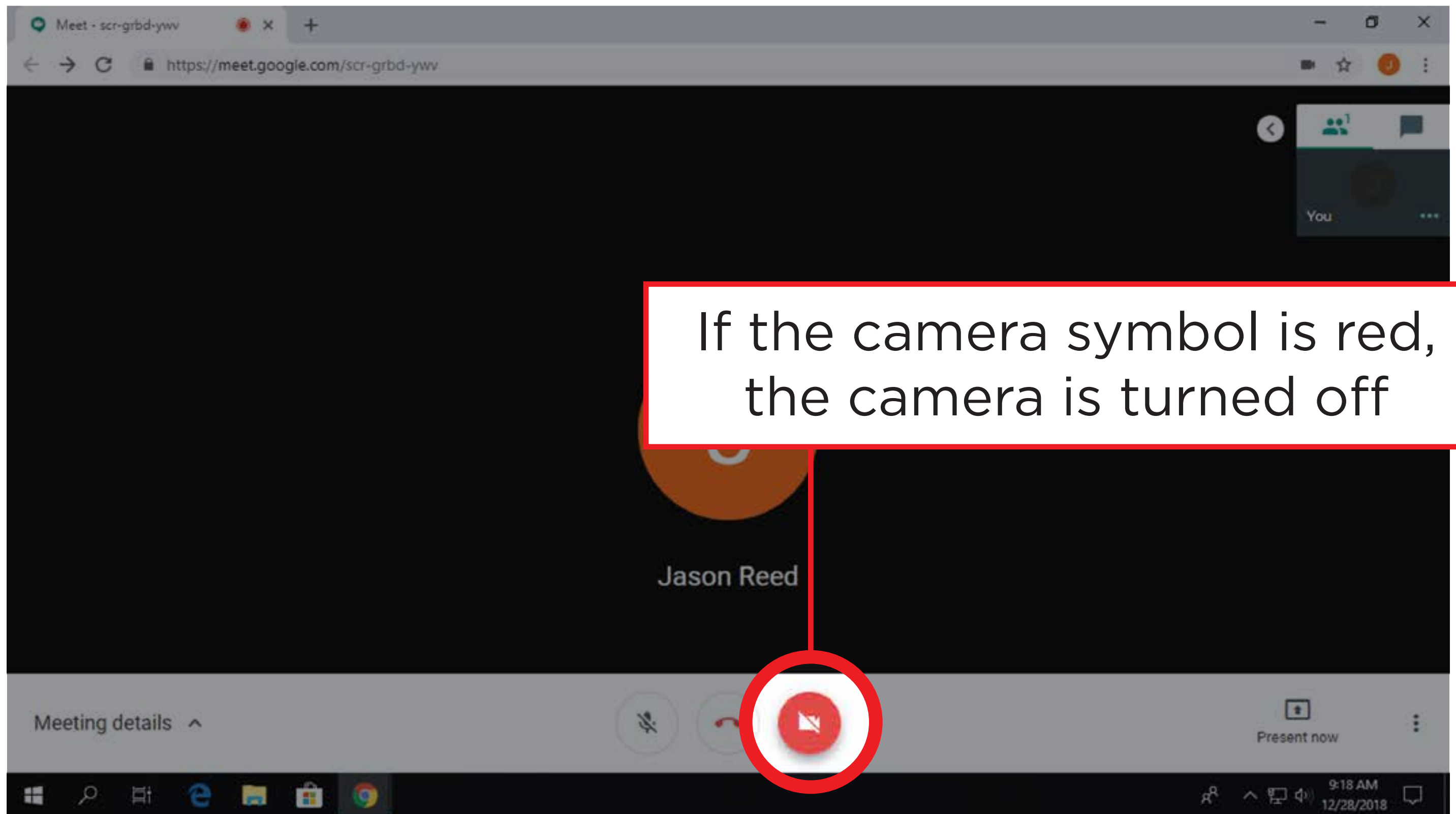


PART 4: TROUBLESHOOTING-VOLUME

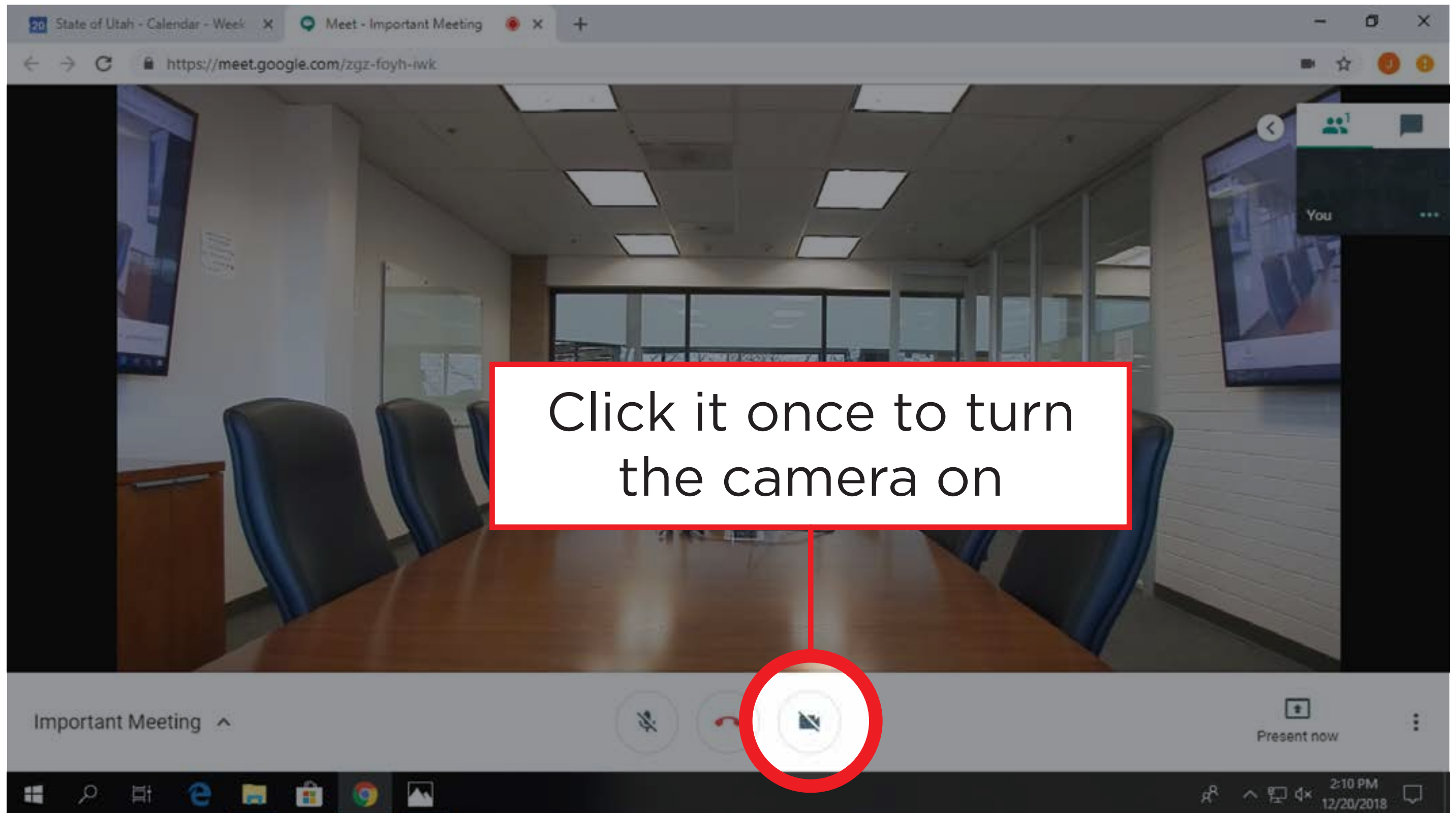
Verify that your speaker is connected and turned on



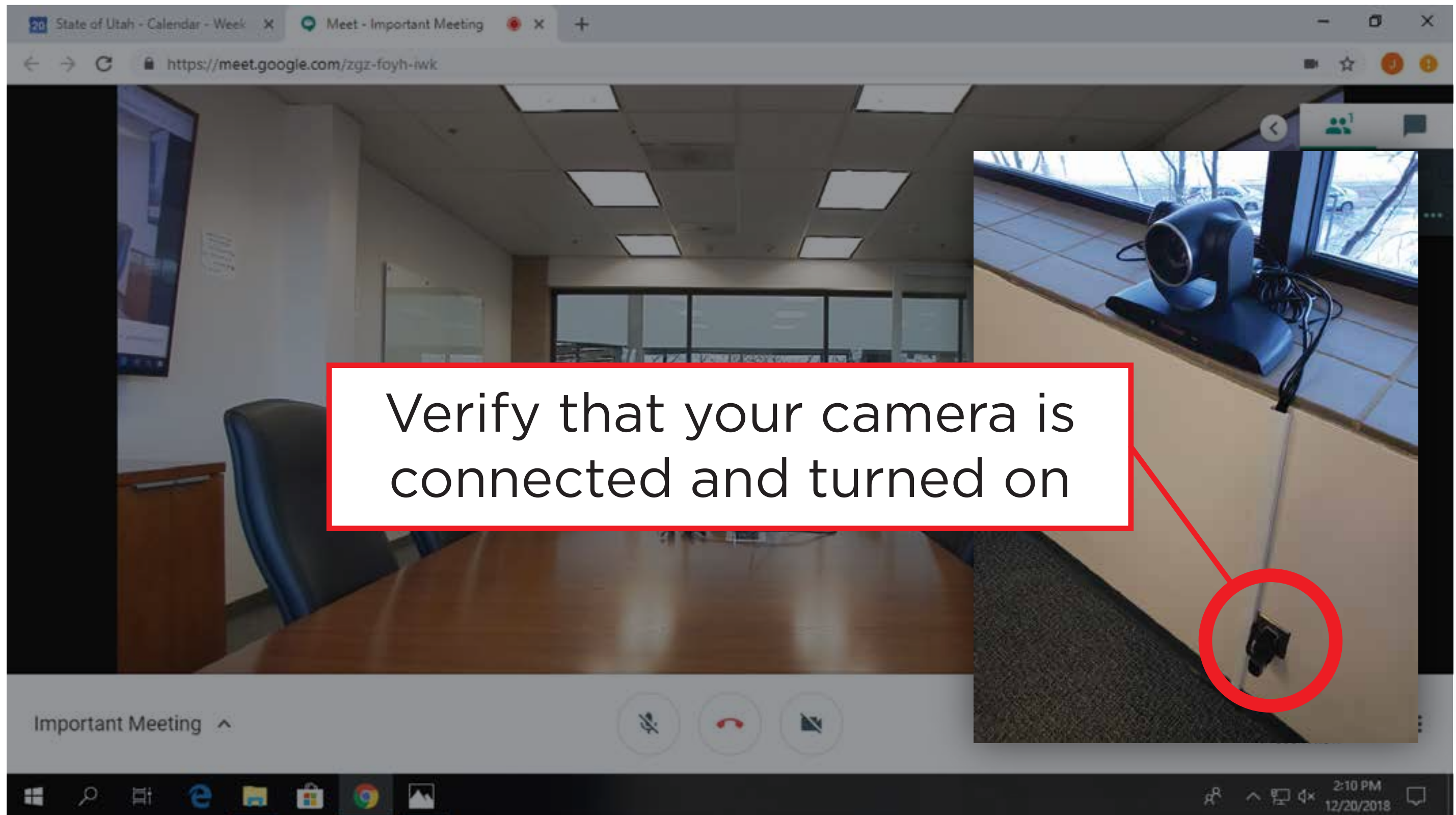
PART 4: TROUBLESHOOTING-CAMERA



PART 4: TROUBLESHOOTING-CAMERA



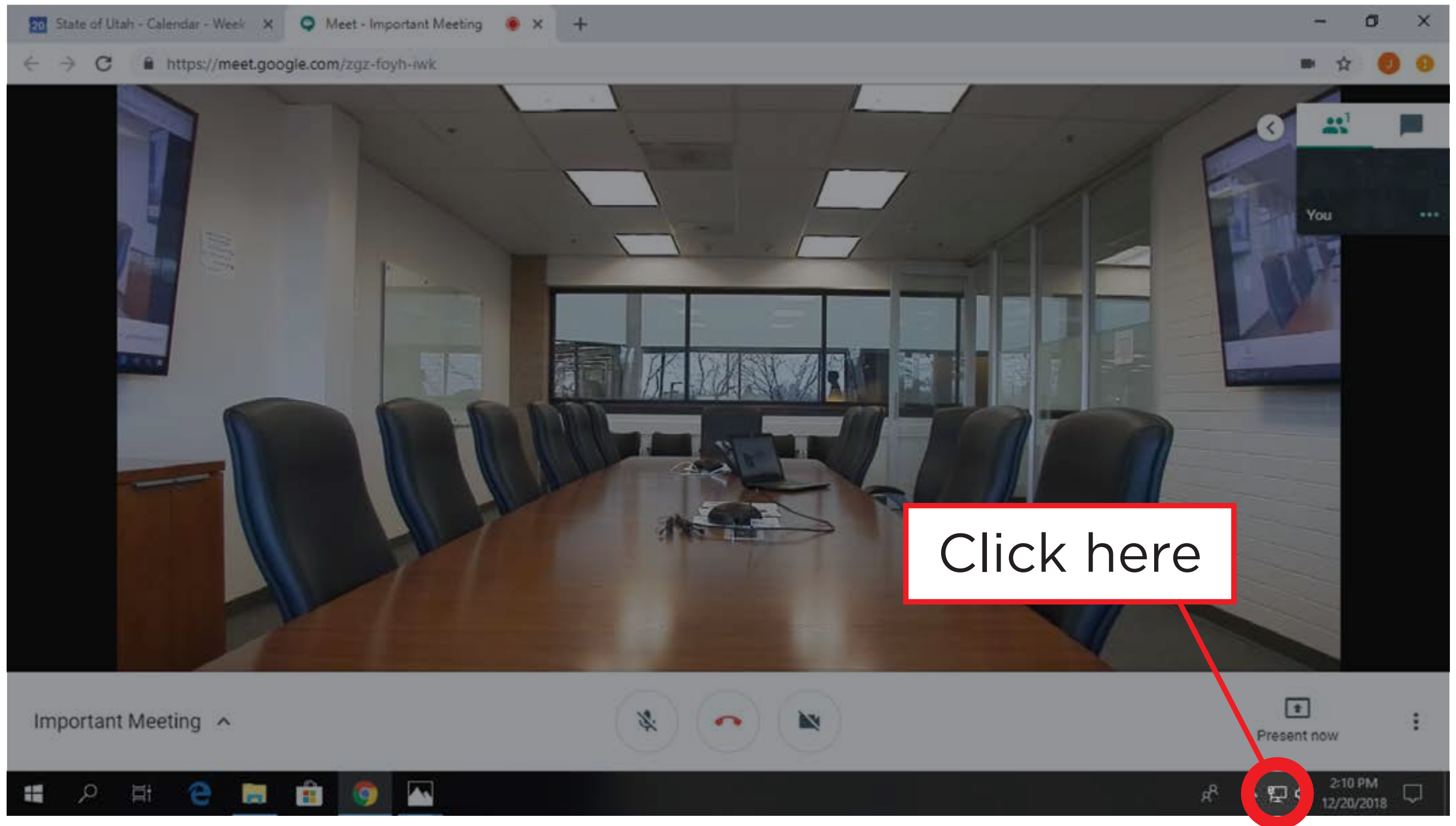
PART 4: TROUBLESHOOTING-INTERNET



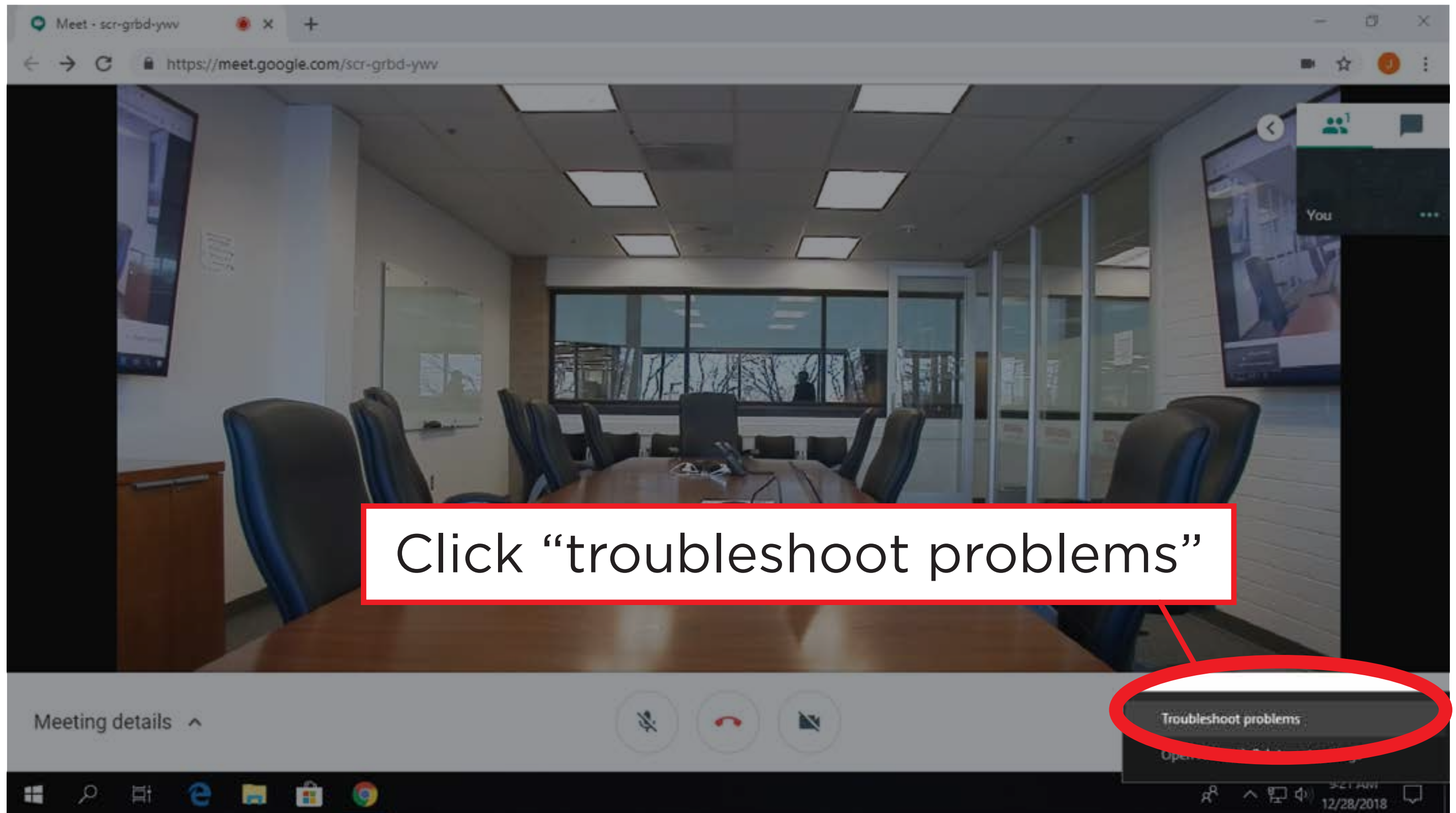
The image is a screenshot of a Google Meet window. The browser's address bar shows the URL <https://meet.google.com/zgz-foyh-iwk>. The main video area displays a blurred office scene. A red-bordered text box is overlaid on the video, containing the text: "Verify that your camera is connected and turned on". To the right of the main video, a smaller inset image shows a blue Logitech webcam on a desk. A red circle highlights a black USB-A connector plugged into the side of the desk, with a red line pointing from the text box to it. The bottom of the screen shows the Windows taskbar with various application icons and a system clock indicating 2:10 PM on 12/20/2018.

Verify that your camera is connected and turned on

PART 4: TROUBLESHOOTING-INTERNET

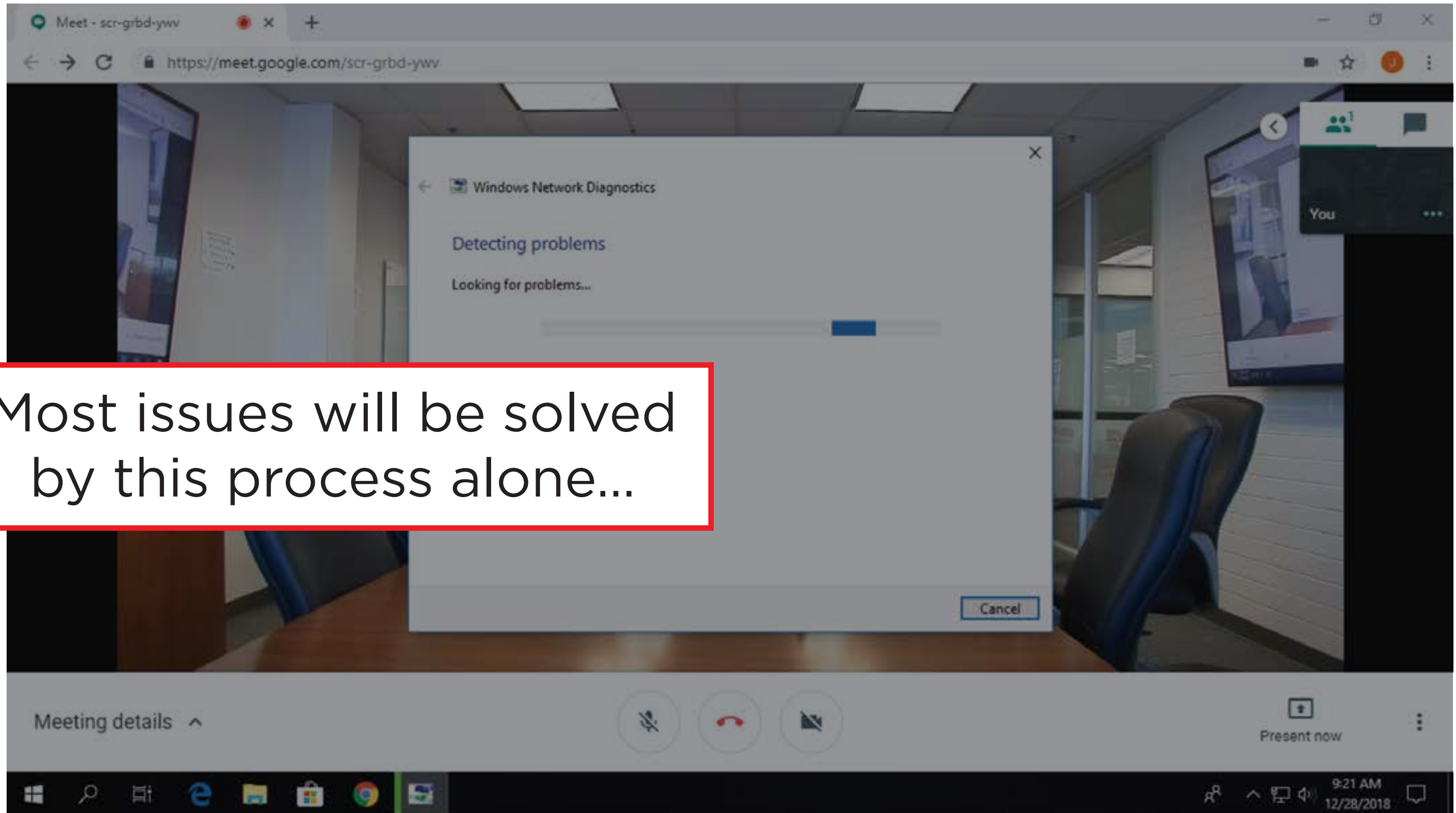


PART 4: TROUBLESHOOTING-INTERNET

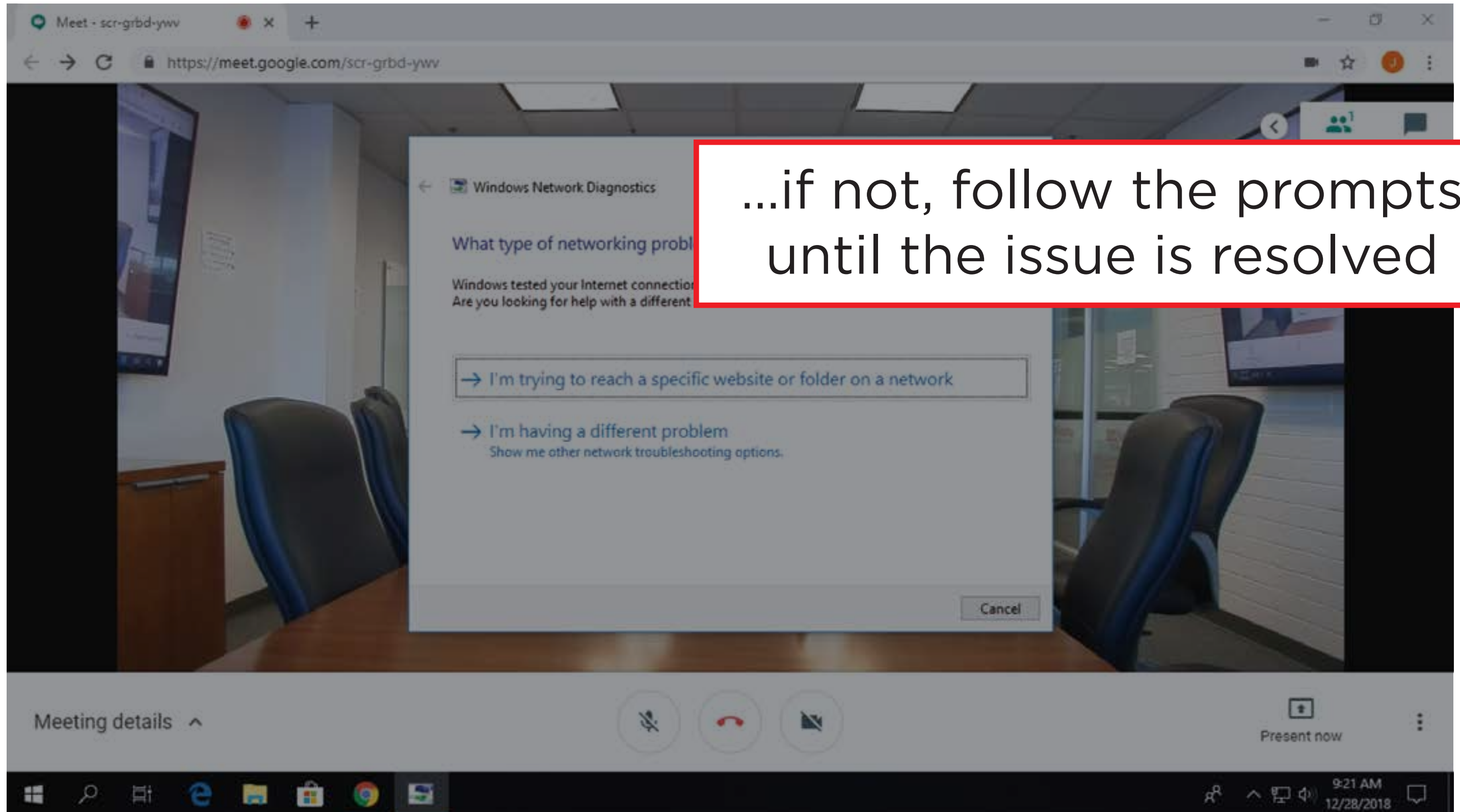


PART 4: TROUBLESHOOTING-INTERNET

Most issues will be solved by this process alone...



PART 4: TROUBLESHOOTING-INTERNET



That's it! You are now ready to use Google Hangouts to host your meetings.