

HOW TO USE GOOGLE HANGOUTS



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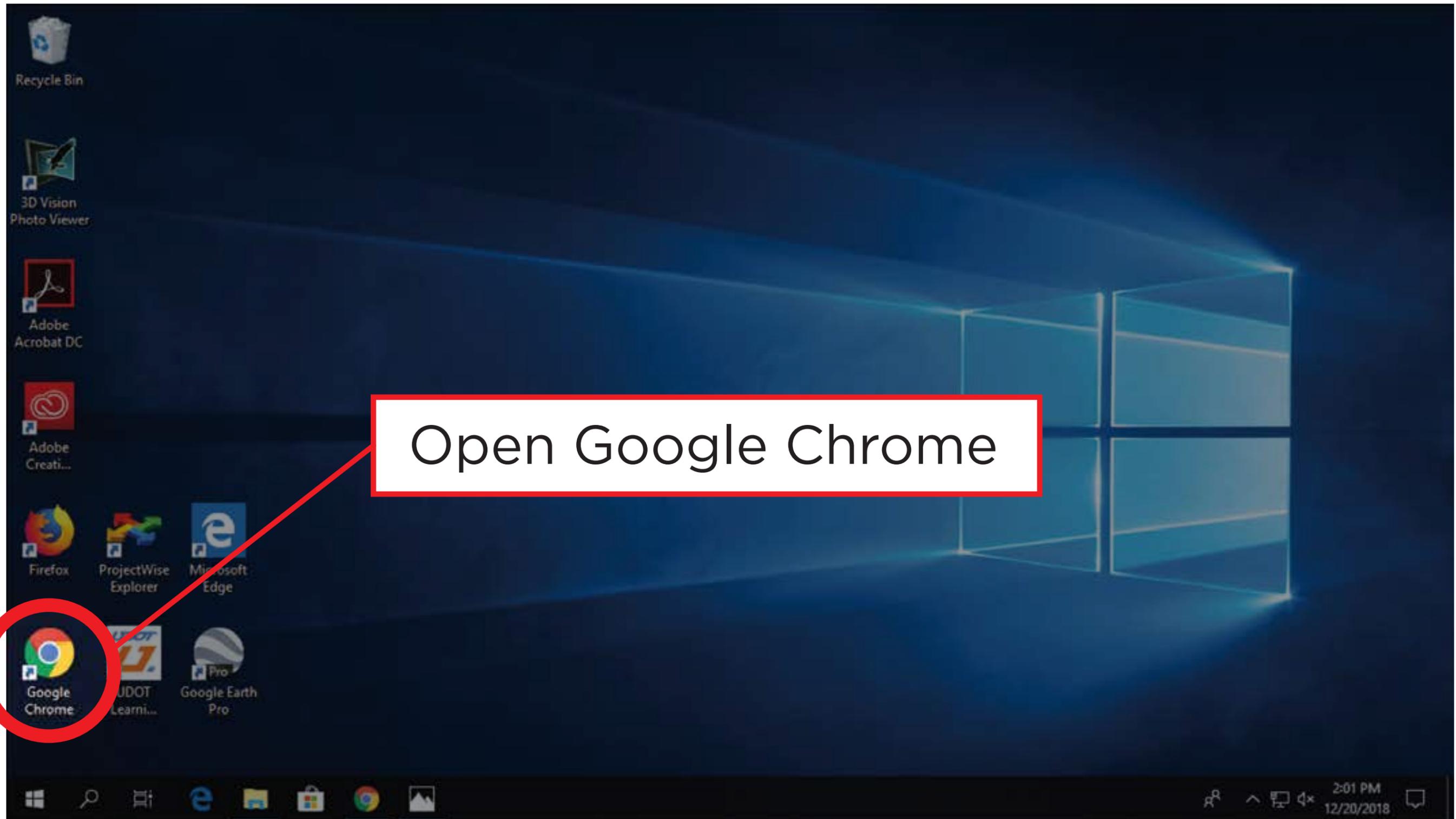
This tutorial will teach you how to use Google Hangouts to host your meetings.

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

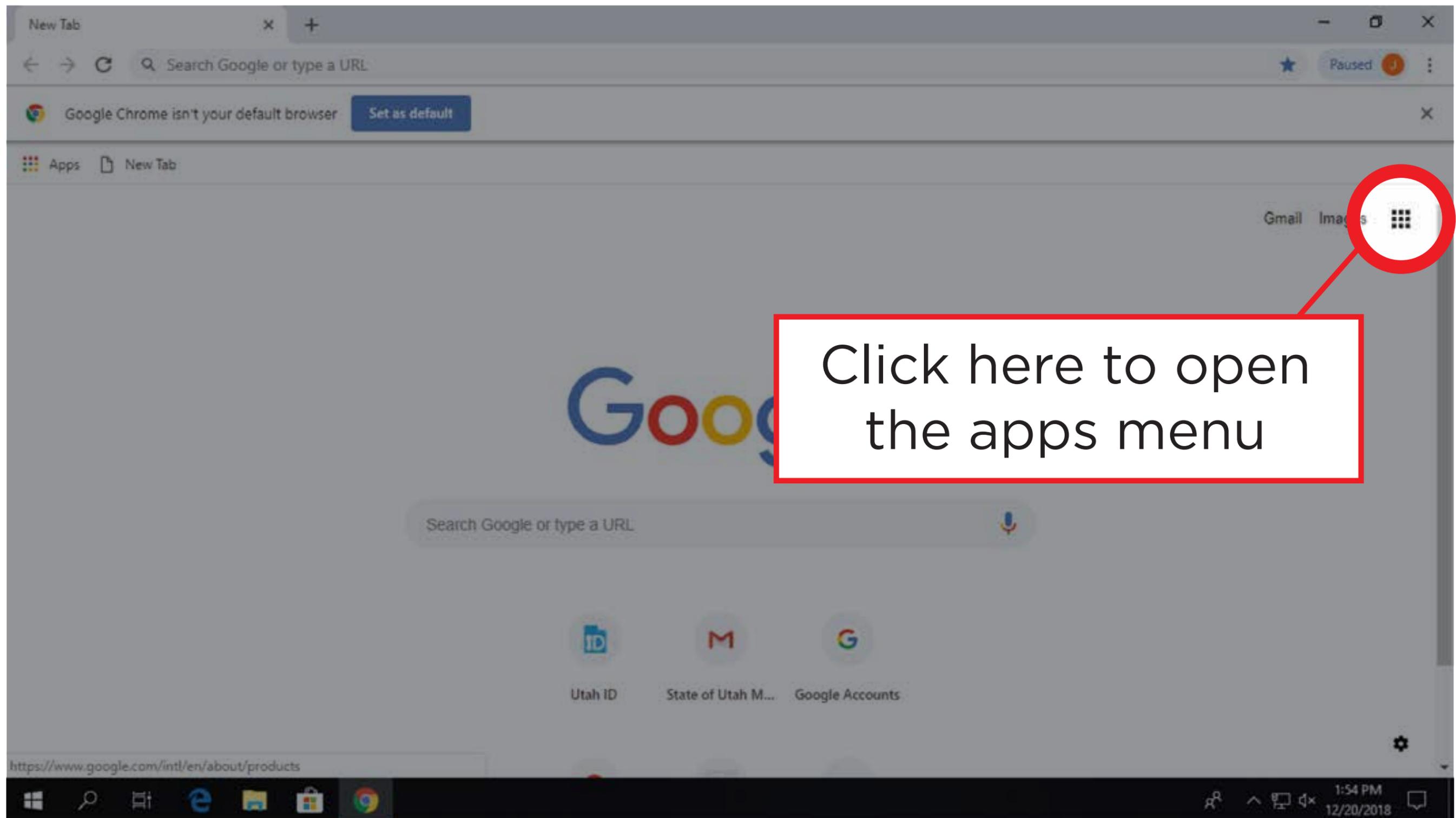
PART 1:

OPEN GOOGLE CALENDAR

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The image shows a screenshot of a Google Chrome browser window. The address bar contains the text "Search Google or type a URL". Below the address bar, there is a notification that says "Google Chrome isn't your default browser" with a "Set as default" button. The main content area displays the Google logo and a search bar. On the right side, there is a grid of application icons. The "Calendar" icon, which shows a blue calendar page with the number "31", is circled in red. A red callout box with a white background and a red border points to this icon. The callout box contains the text "Click here to open your calendar". The Windows taskbar is visible at the bottom of the screen, showing the Start button, search icon, and several application icons. The system tray in the bottom right corner shows the time "1:54 PM" and the date "12/20/2018".

Click here to open your calendar

PART 2:

CREATE A MEETING

PART 2: CREATE A MEETING

The image shows a screenshot of the Google Calendar web interface. The browser address bar displays "https://calendar.google.com/calendar/r/week". The calendar header shows "December 2018 Week 51" with navigation arrows and a "Today" button. The main calendar grid shows the days of the week from Sunday (16) to Saturday (22). Thursday, December 20th, is highlighted with a blue circle. A red circle highlights a specific time slot on Thursday, December 20th, between 2 PM and 3 PM. A red line with a dot at the start indicates the meeting duration. A white text box with a red border is overlaid on the calendar, containing the text: "Click on the calendar at your desired meeting time/date". The left sidebar shows a "Create" button and a list of calendars under "My calendars" and "Other calendars". The Windows taskbar is visible at the bottom, showing the time as 1:56 PM on 12/20/2018.

Click on the calendar at your desired meeting time/date

PART 2: CREATE A MEETING

The image shows a screenshot of the Google Calendar web interface. The main calendar view displays the week of December 16-22, 2018, with the 20th highlighted. A 'Create' button is visible on the left. A dialog box is open in the center, titled 'Add title', with options for 'Event', 'Out of office', and 'Appointment slots'. The event is scheduled for Dec 20, 2018, from 12:00pm to 1:00pm. The 'More options' button at the bottom of the dialog is circled in red. A red arrow points from a text box to this button. The text box contains the instruction 'Click on "More options"'. The background is dimmed, and the Windows taskbar is visible at the bottom.

State of Utah - Calendar - Week

https://calendar.google.com/calendar/t/week

Calendar Today < > December 2018 Week 51

31 Create

SUN 16 MON 17 TUE 18 WED 19 THU 20 FRI 21 SAT 22

GMT-07

49 2 3 4 5 6 7 8
50 9 10 11 12 13 14 15
51 16 17 18 19 20 21 22
52 23 24 25 26 27 28 29
1 30 31 1 2 3 4 5

Add calendar

My calendars

- Jason Reed
- Birthdays
- Reminders
- Tasks

Other calendars

- Holidays in United States
- Angelo Papastamos

12 PM 1 PM 2 PM 3 PM 4 PM

(No title)
12 - 1pm

Add title

Event Out of office Appointment slots

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

More options Save

Click on "More options"

1:56 PM
12/20/2018

PART 2: CREATE A MEETING

The image shows a screenshot of the Google Calendar 'Event Edit' page. Several key fields are circled in red: the 'Add title' text input, the time range '12:00pm to 1:00pm', the 'Add location' text input, and the 'Add guests' text input. A large white text box with a red border is positioned in the upper right, containing the text 'Add meeting information as you normally would'. Red lines connect the corners of this text box to the four red circles. The background interface includes a date field set to 'Dec 20, 2018', an 'All day' checkbox, a 'Find a Time' button, a 'Notification' dropdown set to '10 minutes', a user selection dropdown for 'jasonreed@utah.gov', and a 'Busy' status dropdown. On the right side, there are checkboxes for 'Modify event', 'Invite others', and 'See guest list'. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the time '1:56 PM' and date '12/20/2018'.

State of Utah - Calendar - Event

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

Add title

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

All day

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

Add meeting information as you normally would

PART 2: CREATE A MEETING

The screenshot shows the Google Calendar 'Event Edit' page for an event titled 'Important Meeting' on Dec 20, 2018, from 12:00pm to 1:00pm. A red callout box with the text 'Click on "Add conferencing"' points to a button labeled 'Add conferencing' which is circled in red. Other visible elements include a 'Save' button, 'Event Details' and 'Find a Time' tabs, a location field, a notification dropdown set to '10 minutes', a guest list section with 'Add guests' and 'Guests can:' options (Modify event, Invite others, See guest list), and a rich text editor for the event description.

PART 2: CREATE A MEETING

The screenshot shows the Google Calendar 'Event Details' page for an event titled 'Important Meeting' on Dec 20, 2018, from 12:00pm to 1:00pm. The 'Add conferencing' dropdown menu is open, and the 'Hangouts Meet' option is highlighted with a red circle. A red callout box with a white background and black text points to this option, containing the instruction 'Click on "Hangouts Meet"'. Other visible options in the dropdown include 'No conferencing'. The 'Add guests' section on the right shows options for 'Modify event', 'Invite others', and 'See guest list', with the latter two checked. The 'Save' button is visible at the top right of the event form.

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 location

Add conferencing

Hangouts Meet

No conferencing

Add guests

Guests can:

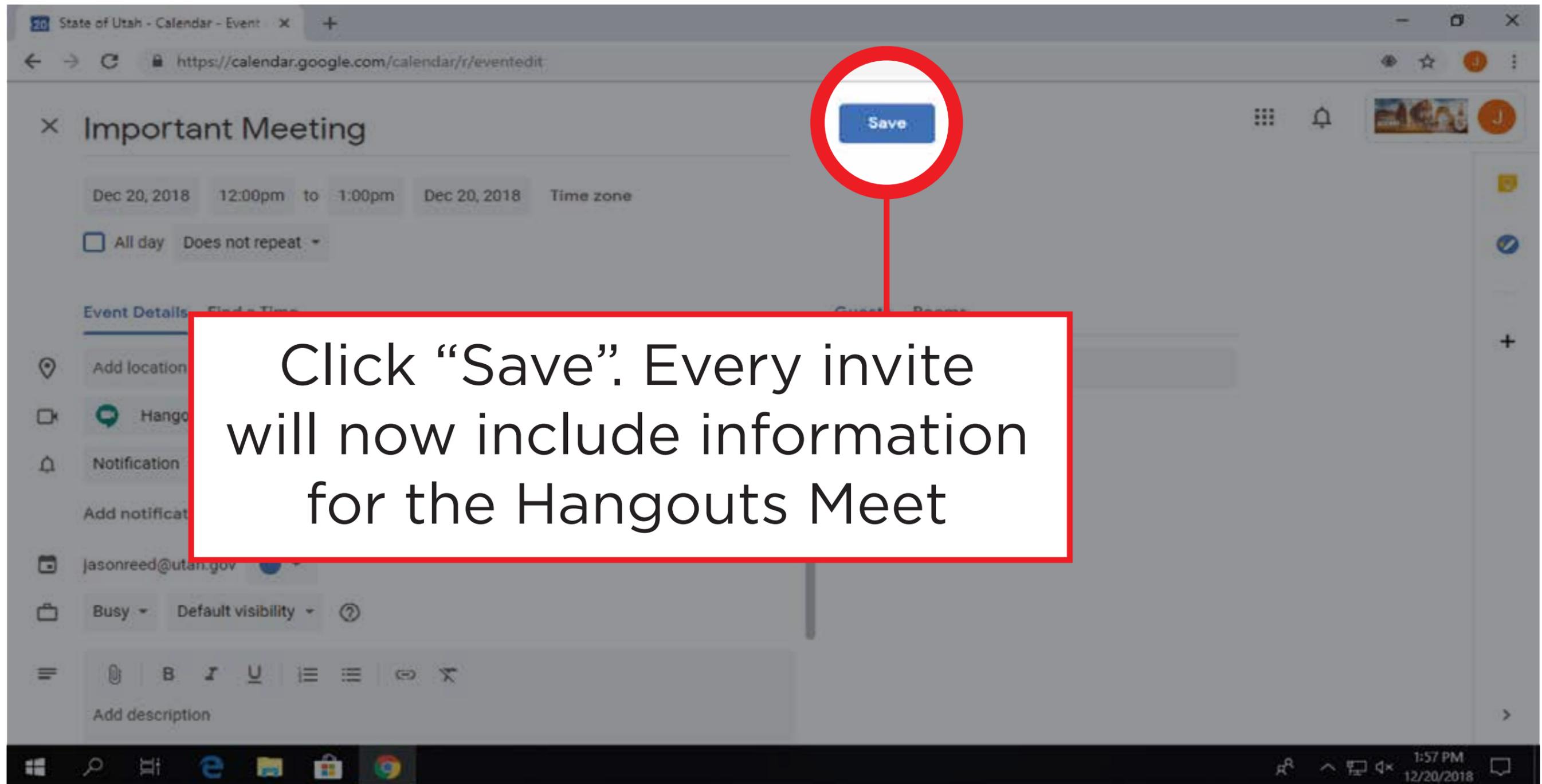
- Modify event
- Invite others
- See guest list

Busy Default visibility

Add description

1:57 PM 12/20/2018

PART 2: CREATE A MEETING



The screenshot shows the Google Calendar 'Event Edit' interface. The event is titled 'Important Meeting' and is scheduled for Dec 20, 2018, from 12:00pm to 1:00pm. A blue 'Save' button is circled in red. A red line connects this button to a white text box with a red border that contains the following text:

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

The interface also shows options for 'All day', 'Does not repeat', 'Add location', 'Hangouts Meet', 'Notification', 'Add notification', 'Busy', and 'Default visibility'. The Windows taskbar at the bottom shows the time as 1:57 PM on 12/20/2018.

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

The screenshot displays a Google Calendar interface in a web browser. The browser's address bar shows the URL <https://calendar.google.com/calendar/r/week>. The calendar header indicates the current view is for December 2018, Week 51, with the date Thursday, December 20, 2018, highlighted. The main calendar grid shows a meeting event titled "Important Meeting" scheduled for 12 - 1 pm on Thursday, December 20. This event is circled in red. On the left side, there is a sidebar with "My calendars" including "Jason Reed", "Birthdays", "Reminders", and "Tasks", and "Other calendars" including "Holidays in United States" (checked) and "Angelo Papastamos". The Windows taskbar at the bottom shows the time as 1:56 PM on 12/20/2018.

PART 3: JOINING THE MEETING

The screenshot shows the Google Calendar interface for the week of December 16-22, 2018. 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, and the "Join Hangouts Meet" link is circled in red. A red callout box with a white background and black text points to this link, containing the text: "Then click on 'Join Hangouts Meet'...".

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"

The screenshot shows the Google Calendar interface for a meeting on Thursday, December 20, from 12:00 to 1:00 PM. The meeting title is "Important Meeting". Below the title, there are three options: "Join Hangouts Meet" (with a meeting link), "Join by phone" (with a phone icon and the number +1 225-532-1869 PIN: 180 472#), and "10 minutes before" (with a bell icon). The "Join by phone" option is circled in red. A red box with a white background and a red border contains the text "...or if you're using a smartphone, click 'Join by phone'", with a red line pointing from the box to the "Join by phone" option. The calendar interface also shows a weekly view for December 2018, with the 20th highlighted. The left sidebar shows "My calendars" with "Jason Reed", "Birthdays", "Reminders", and "Tasks" listed. The bottom of the screen shows the Windows taskbar with the time 1:56 PM and date 12/20/2018.

PART 3: JOINING THE MEETING

The image shows a browser window with two tabs: 'State of Utah - Calendar - Week' and 'Meet - Important Meeting'. The address bar shows the URL 'https://meet.google.com/zgz-foyh-iwk'. The Meet logo is in the top left, and the user 'jasonreed@utah.gov' is logged in. The main content area features a video placeholder with a 'JOIN MEETING' button below it. A red box highlights the text 'Click on "JOIN MEETING"', and a red oval highlights the 'JOIN MEETING' button. Below the button is a 'PRESENT TO MEETING' button. The Windows taskbar is visible at the bottom with the time '2:09 PM 12/20/2018'.

State of Utah - Calendar - Week x Meet - Important Meeting x +

https://meet.google.com/zgz-foyh-iwk

Meet

jasonreed@utah.gov
Switch account

Click on "JOIN MEETING"

Important Meeting

No one else is here

JOIN MEETING

Are you in a conference room?

PRESENT TO MEETING

2:09 PM
12/20/2018

PART 3: JOINING THE MEETING

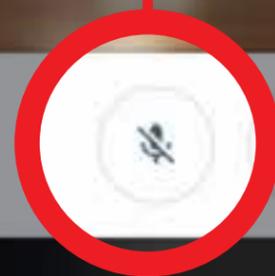
The group is now connected and the meeting may begin

The image is a screenshot of a web browser displaying a Google Meet page. The browser's address bar shows the URL <https://meet.google.com/zgz-foyh-iwk>. The main content area shows a virtual meeting room with a long wooden conference table and several blue chairs. A text box with a red border is overlaid on the center of the room, containing the text: "The group is now connected and the meeting may begin". On the right side of the room, there is a small inset window showing a person's profile with the name "You". At the bottom of the screen, there is a control bar with the text "Important Meeting" on the left, and icons for mute, end call, and video off in the center. On the right side of the control bar, there is a "Present now" button and a menu icon. The Windows taskbar is visible at the very bottom of the screen, showing the time as 2:10 PM on 12/20/2018.

PART 3: JOINING THE MEETING

EACH MEMBER OF THE GROUP CAN

Turn off the microphone



PART 3: JOINING THE MEETING

The image is a screenshot of a web browser displaying a Google Meet interface. The browser's address bar shows the URL <https://meet.google.com/zgz-foyh-iwk>. The main content area shows a virtual meeting room with a wooden conference table and blue chairs. A red-bordered text box with the text "Leave the call" is positioned over the center of the meeting room. A red circle highlights the "Leave call" button (a red telephone handset icon) in the bottom control bar. The control bar also includes a "Present now" button and a menu icon. The Windows taskbar is visible at the bottom of the screen, showing the time as 2:10 PM on 12/20/2018.

State of Utah - Calendar - Week x Meet - Important Meeting x +

https://meet.google.com/zgz-foyh-iwk

Leave the call

Important Meeting ^

Present now

2:10 PM 12/20/2018

PART 3: JOINING THE MEETING

The image shows a screenshot of a Google Meet browser window. The address bar displays the URL <https://meet.google.com/zgz-foyh-iwk>. The main content area shows a virtual meeting room with a wooden conference table, blue chairs, and large windows. A red-bordered white box with the text "Turn off the camera" is overlaid on the center of the room. A red circle highlights the camera icon in the bottom toolbar, with a red line connecting it to the text box. The bottom toolbar also includes icons for microphone, phone, and a "Present now" button. The Windows taskbar is visible at the bottom of the screen, showing the time as 2:10 PM on 12/20/2018.

Turn off the camera

PART 3: JOINING THE MEETING

The image is a screenshot of a web browser displaying a Google Meet page. The browser's address bar shows the URL <https://meet.google.com/zgz-foyh-iwk>. The main content area shows a virtual meeting room with a long wooden table and several blue chairs. A red-bordered box is overlaid on the center of the room with the text "Present to the group". In the bottom right corner of the meeting interface, the "Present now" button is circled in red. The bottom of the screen shows the Windows taskbar with various application icons and the system clock displaying 2:10 PM on 12/20/2018.

State of Utah - Calendar - Week x Meet - Important Meeting x +

https://meet.google.com/zgz-foyh-iwk

Present to the group

Important Meeting ^

Present now

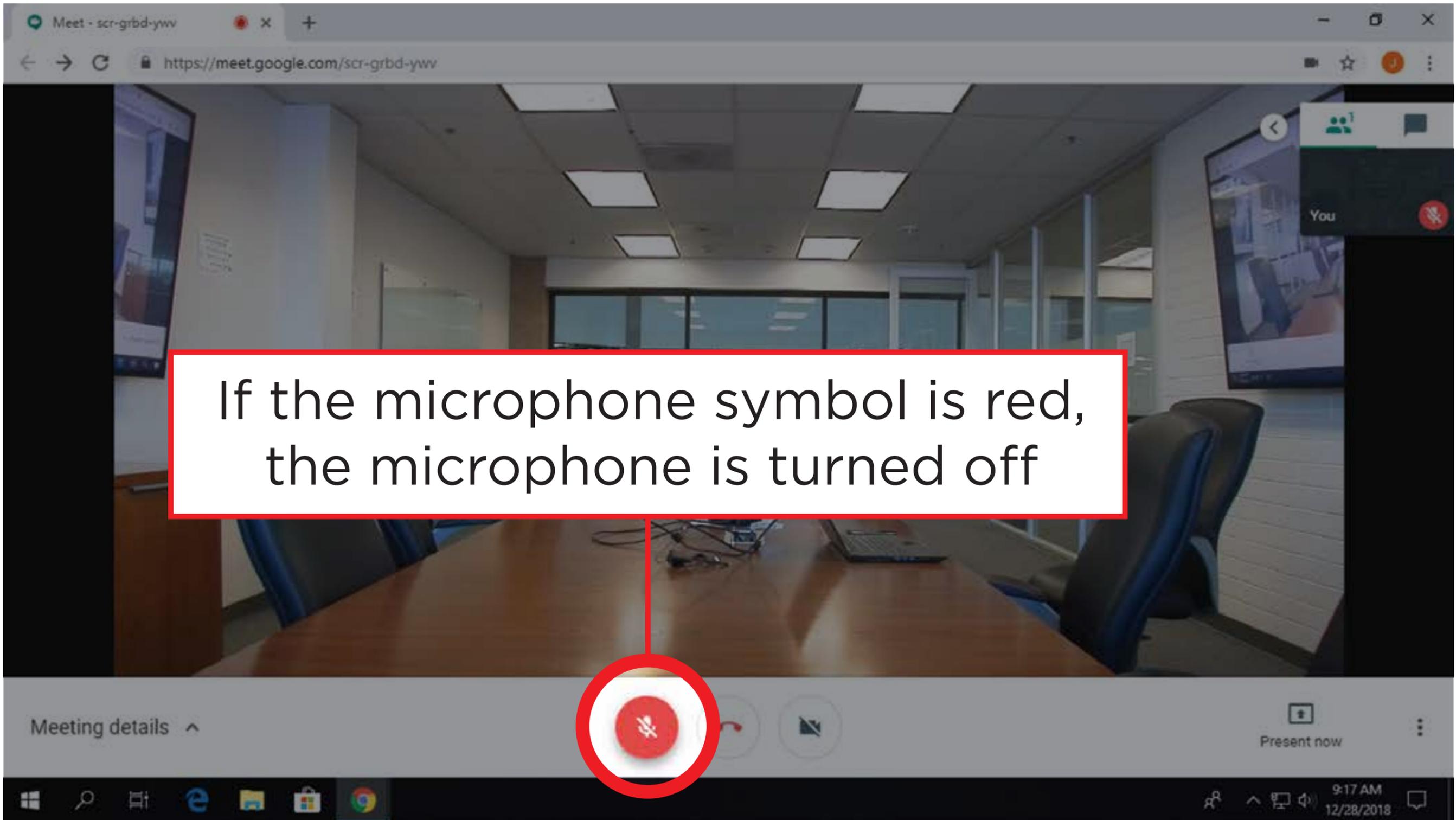
2:10 PM 12/20/2018

PART 4:

TROUBLESHOOTING

(VOLUME, CAMERA, INTERNET)

PART 4: TROUBLESHOOTING-VOLUME



The image shows a screenshot of a Google Meet browser window. The address bar displays "https://meet.google.com/scr-grbd-yvw". The main video area shows a conference room with a wooden table and blue chairs. In the bottom right corner, a video thumbnail for "You" has a red microphone icon. At the bottom of the screen, the meeting control bar is visible, featuring a red microphone icon with a slash through it, indicating that the microphone is muted. A red circle highlights this icon, and a red line connects it to a text box.

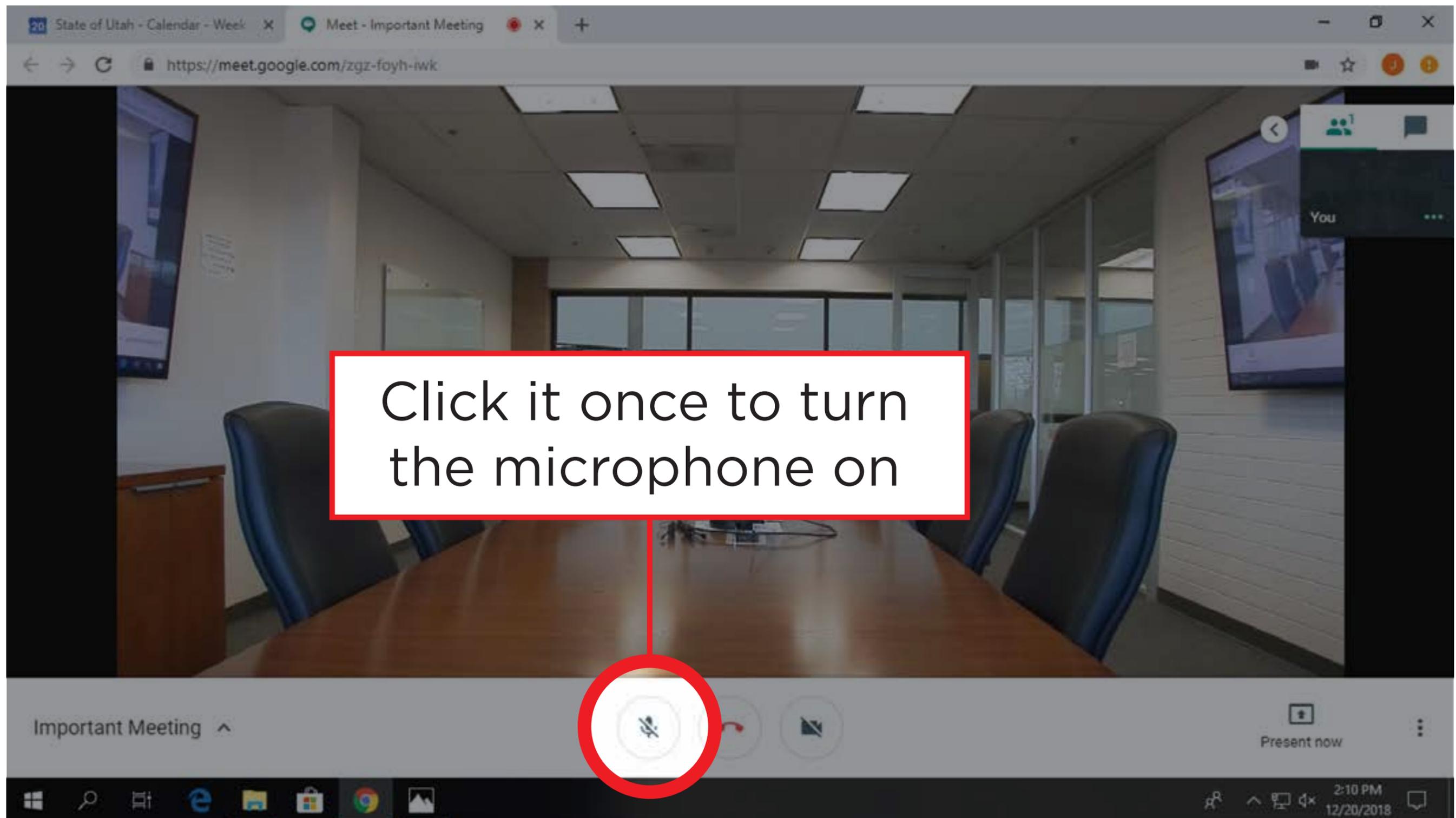
If the microphone symbol is red,
the microphone is turned off

Meeting details ^

Present now

9:17 AM
12/28/2018

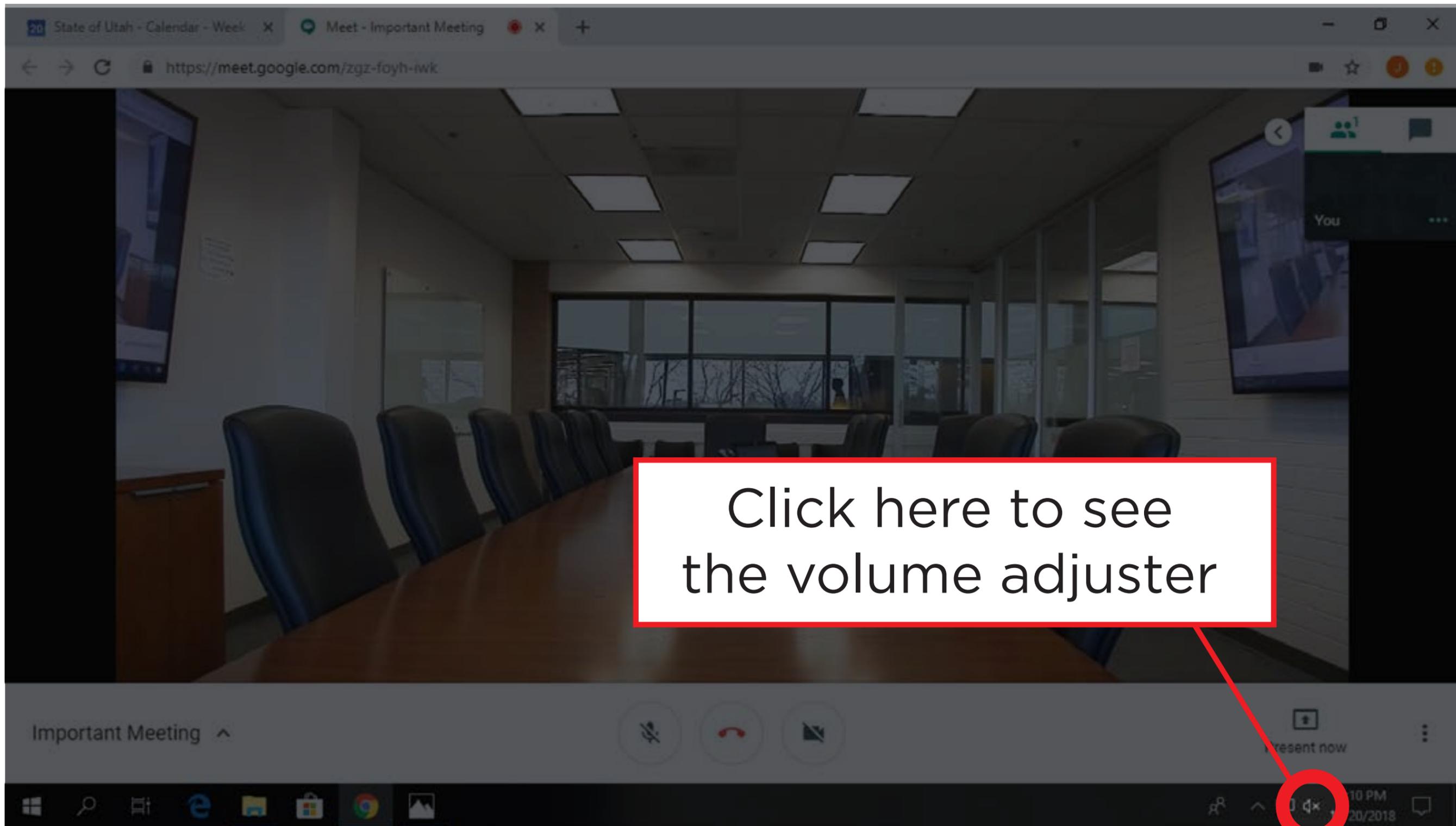
PART 4: TROUBLESHOOTING-VOLUME



The image shows a screenshot of a Google Meet browser window. The address bar displays the URL <https://meet.google.com/zgz-foyh-iwk>. The main content area shows a blurred view of a conference room. A white text box with a red border is overlaid on the center of the screen, containing the text: "Click it once to turn the microphone on". A red circle highlights the microphone icon in the bottom toolbar, with a red line connecting it to the text box. The bottom toolbar also includes icons for video, chat, and a "Present now" button. The Windows taskbar is visible at the bottom of the screen, showing the time as 2:10 PM on 12/20/2018.

Click it once to turn the microphone on

PART 4: TROUBLESHOOTING-VOLUME



The image shows a screenshot of a Google Meet browser window. The address bar displays the URL <https://meet.google.com/zgz-foyh-iwk>. The main content area shows a blurred view of a conference room. At the bottom of the screen, there is a control bar with several icons: a microphone, a phone, a video camera, and a 'present now' button. A red circle highlights the volume icon in the bottom right corner of the control bar. A red line connects this icon to a white text box with a red border that contains the text: 'Click here to see the volume adjuster'.

Click here to see the volume adjuster

PART 4: TROUBLESHOOTING-VOLUME

The image is a screenshot of a web browser displaying a Google Meet session. The browser's address bar shows the URL <https://meet.google.com/scr-grbd-ywv>. The main content area shows a video feed of a conference room with several blue chairs around a table. A red-bordered text box is overlaid on the video, containing the text: "Scroll the volume to the desired level". In the bottom right corner of the video player, a volume control slider is visible, showing a speaker icon, a blue progress bar, and the number "42". This volume control area is circled in red. Below the video player, there is a "Meeting details" link and three circular icons for muting, ending the call, and leaving the meeting. The Windows taskbar is visible at the bottom of the screen, showing the Start button, search icon, and several application icons. The system tray shows the date "12/28/2018".

Meeting details ^

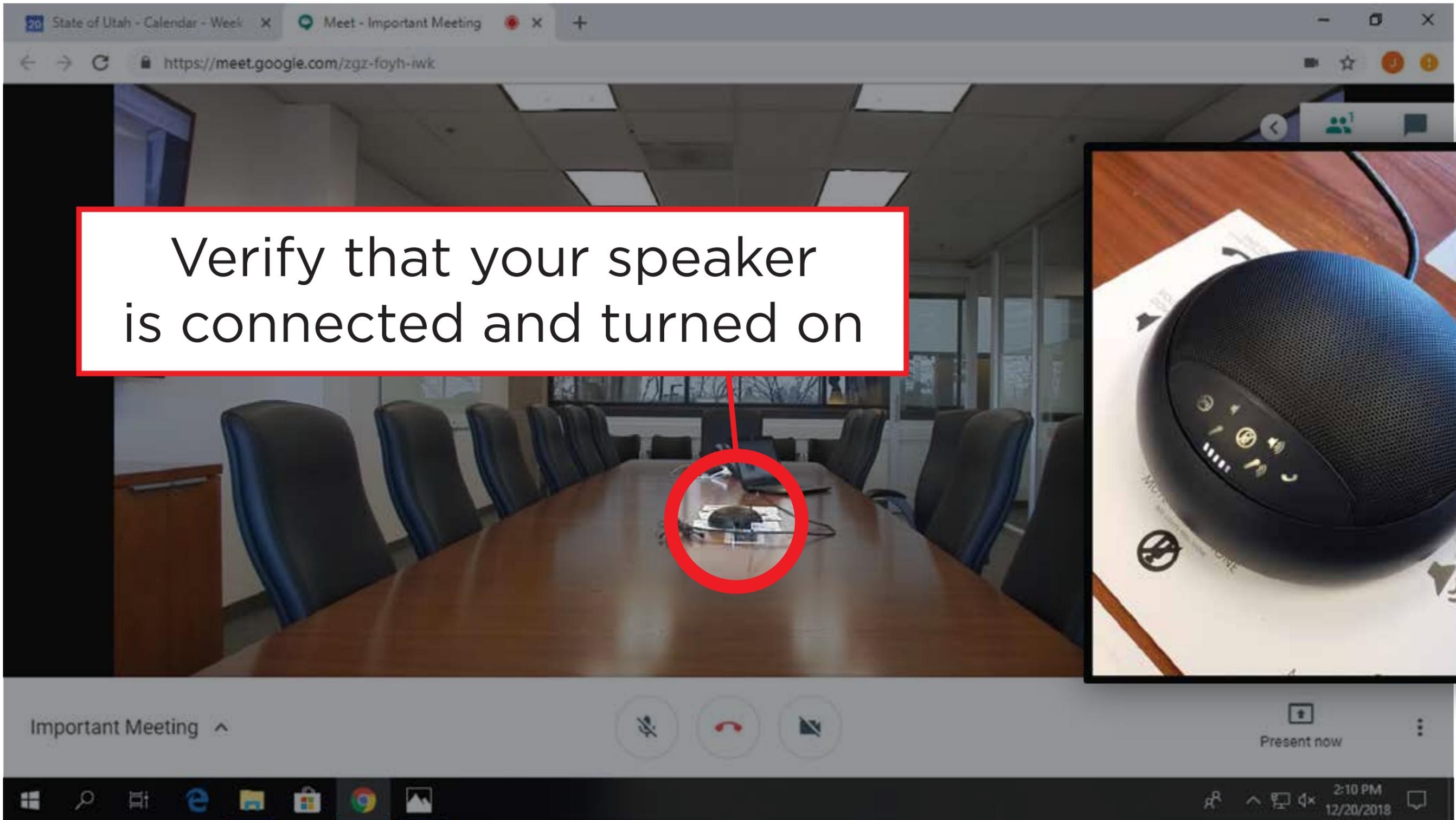
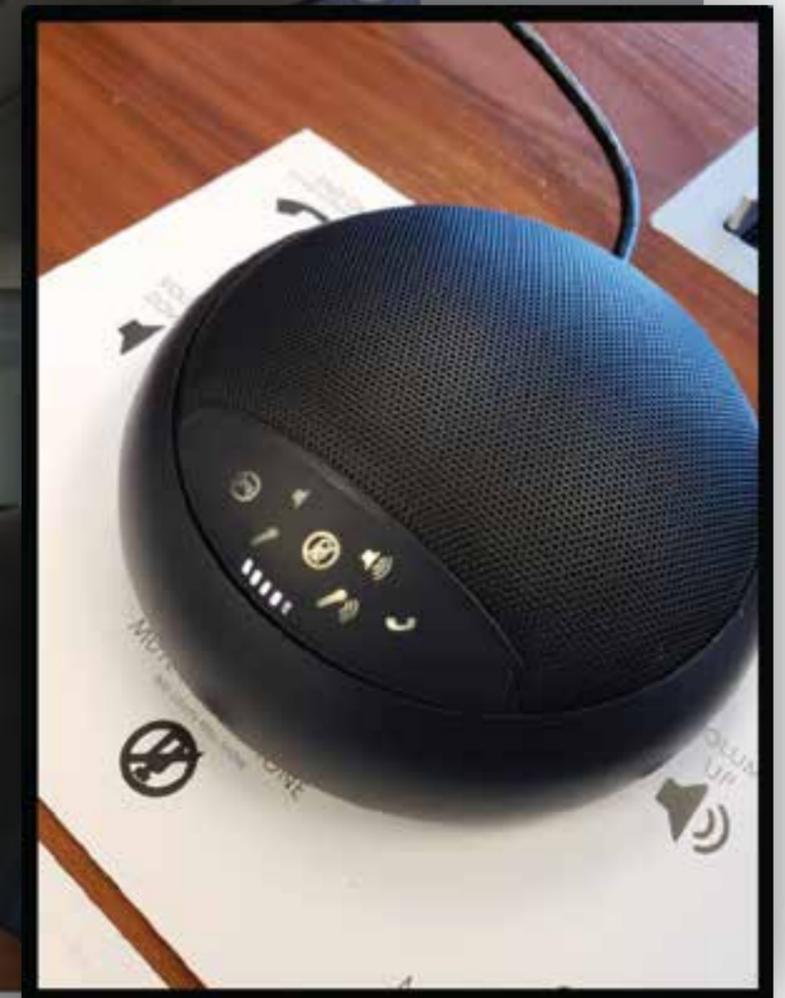
Speakers (Phnx Quattro Power Hub)

42

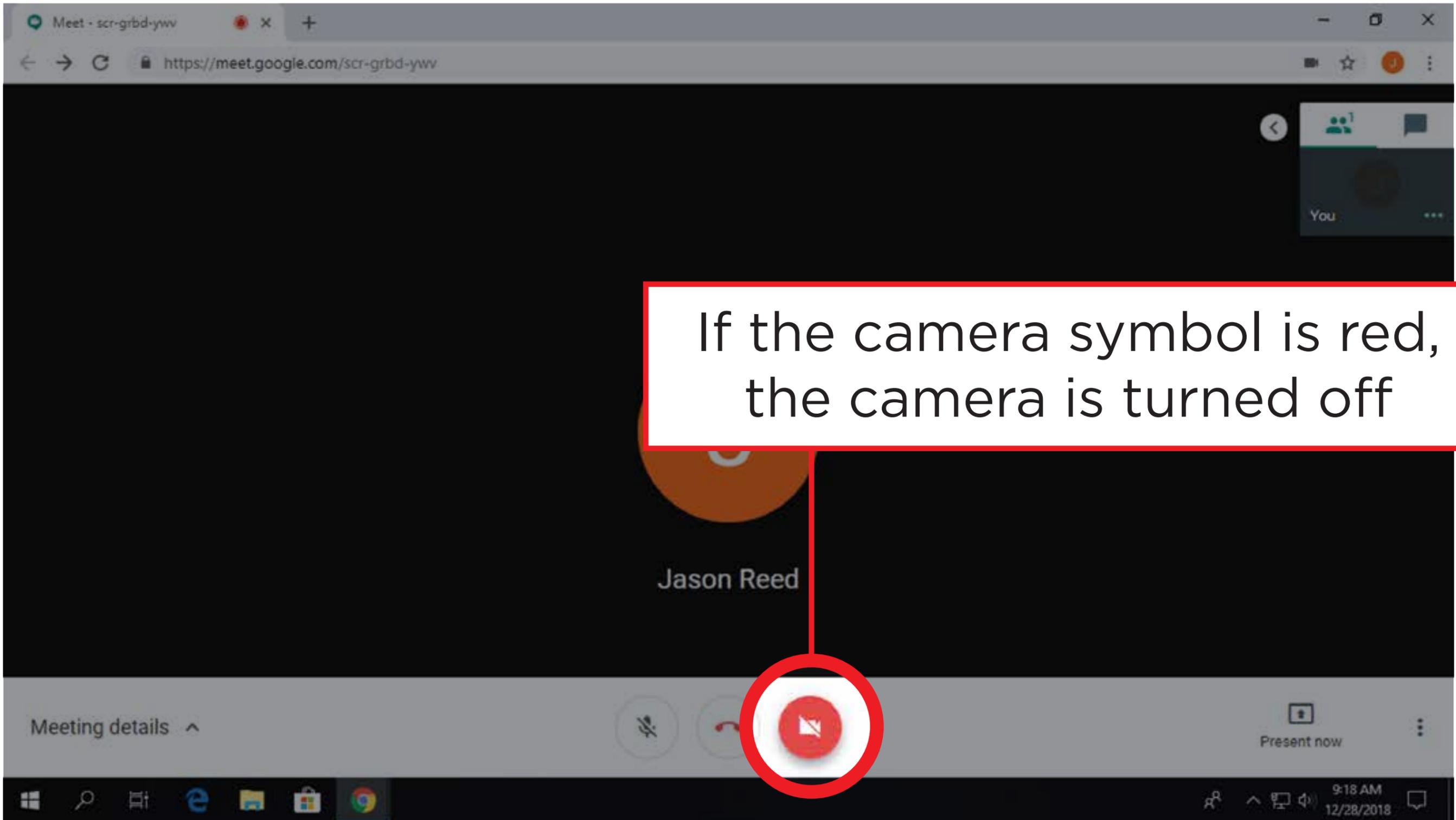
12/28/2018

PART 4: TROUBLESHOOTING-VOLUME

Verify that your speaker is connected and turned on



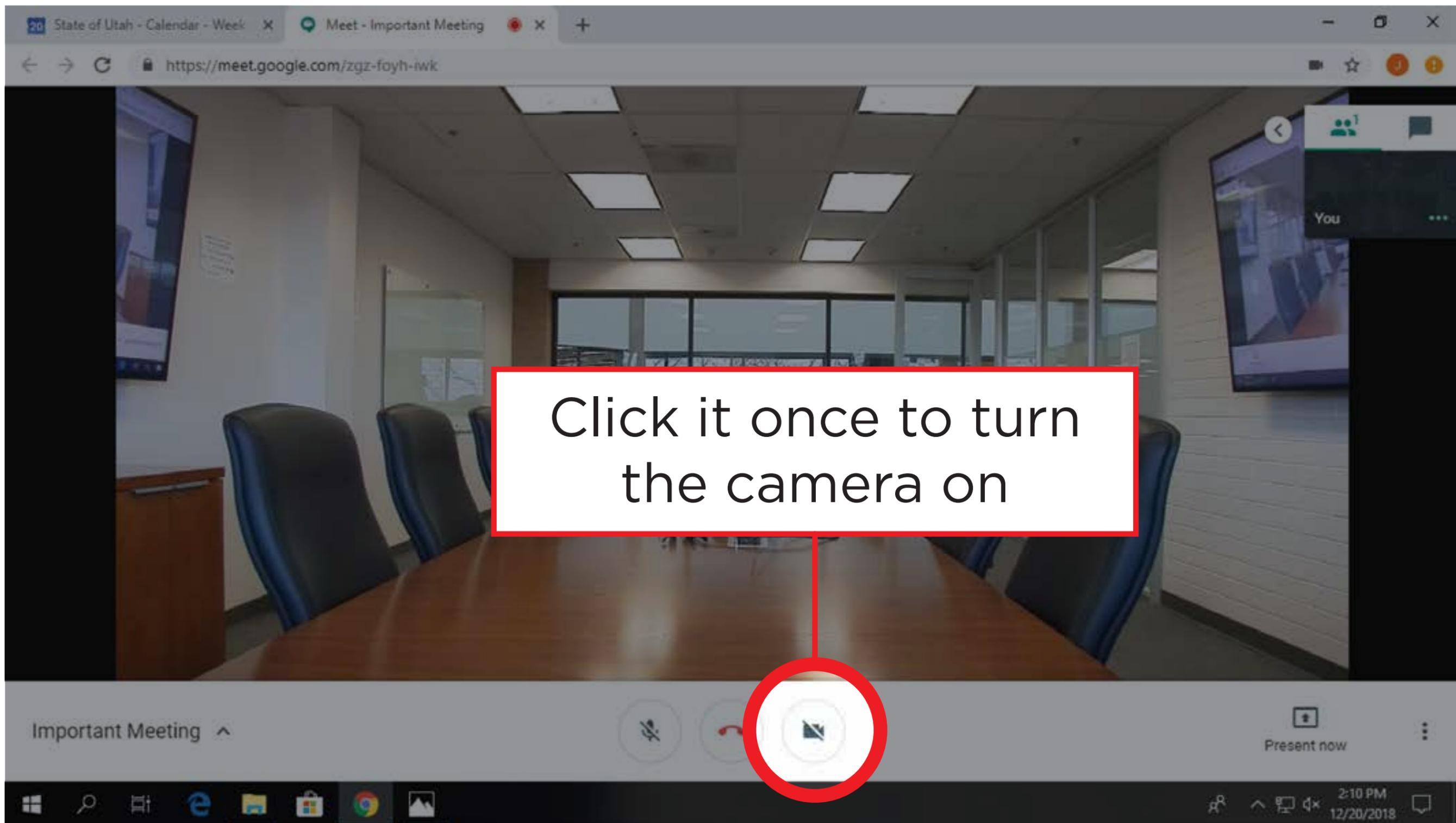
PART 4: TROUBLESHOOTING-CAMERA



The image shows a screenshot of a Google Meet browser window. The address bar displays the URL <https://meet.google.com/scr-grbd-ywv>. The main content area is dark, with a participant name "Jason Reed" visible. In the bottom toolbar, the camera icon is highlighted with a red circle, indicating it is turned off. A red-bordered text box with a white background is overlaid on the screen, containing the text: "If the camera symbol is red, the camera is turned off". A red line connects the text box to the red camera icon. The Windows taskbar is visible at the bottom, showing the time as 9:18 AM on 12/28/2018.

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

PART 4: TROUBLESHOOTING-CAMERA



The image is a screenshot of a web browser displaying a Google Meet page. The browser's address bar shows the URL <https://meet.google.com/zgz-foyh-iwk>. The main content area shows a blurred view of a conference room with a long wooden table and blue chairs. A red-bordered text box is overlaid on the center of the screen, containing the text "Click it once to turn the camera on". A red circle highlights the camera icon in the bottom toolbar, with a red line connecting it to the text box. The bottom toolbar also includes icons for microphone, end call, and a "Present now" button. The Windows taskbar is visible at the bottom of the screen, showing the time as 2:10 PM on 12/20/2018.

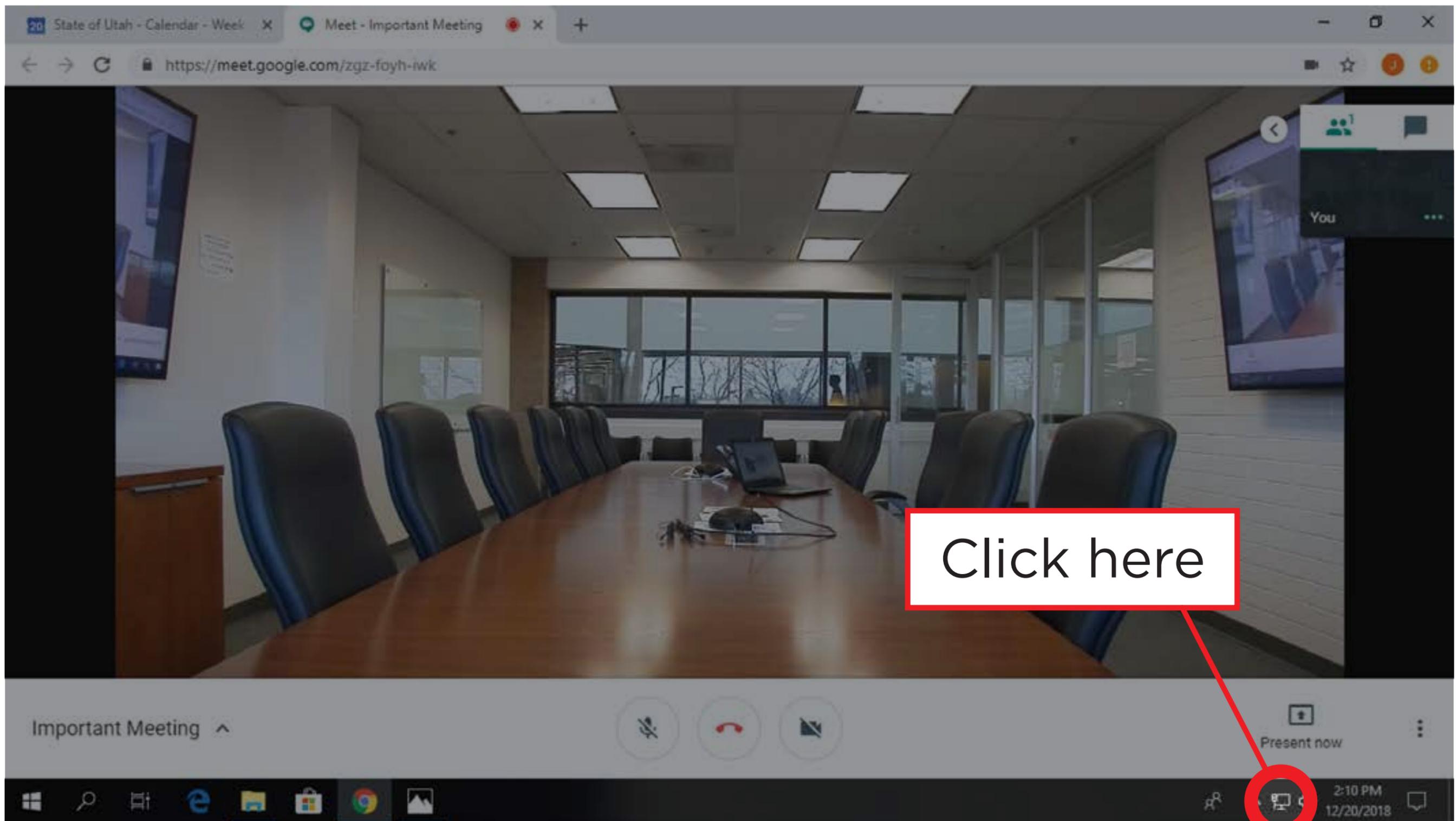
Click it once to turn the camera on

PART 4: TROUBLESHOOTING-INTERNET

The image shows a screenshot of a Google Meet window. The browser tabs at the top include "State of Utah - Calendar - Week" and "Meet - Important Meeting". The address bar shows the URL "https://meet.google.com/zgz-foyh-iwk". The main video area displays a conference room with a wooden table and blue chairs. A red-bordered text box is overlaid on the video, containing the text: "Verify that your camera is connected and turned on". A red circle highlights a power outlet on the wall in the bottom right corner of the video frame, with a red line connecting it to the text box. The bottom of the screen shows the Windows taskbar with various application icons and the system tray displaying the time "2:10 PM" and date "12/20/2018".

Verify that your camera is connected and turned on

PART 4: TROUBLESHOOTING-INTERNET



PART 4: TROUBLESHOOTING-INTERNET

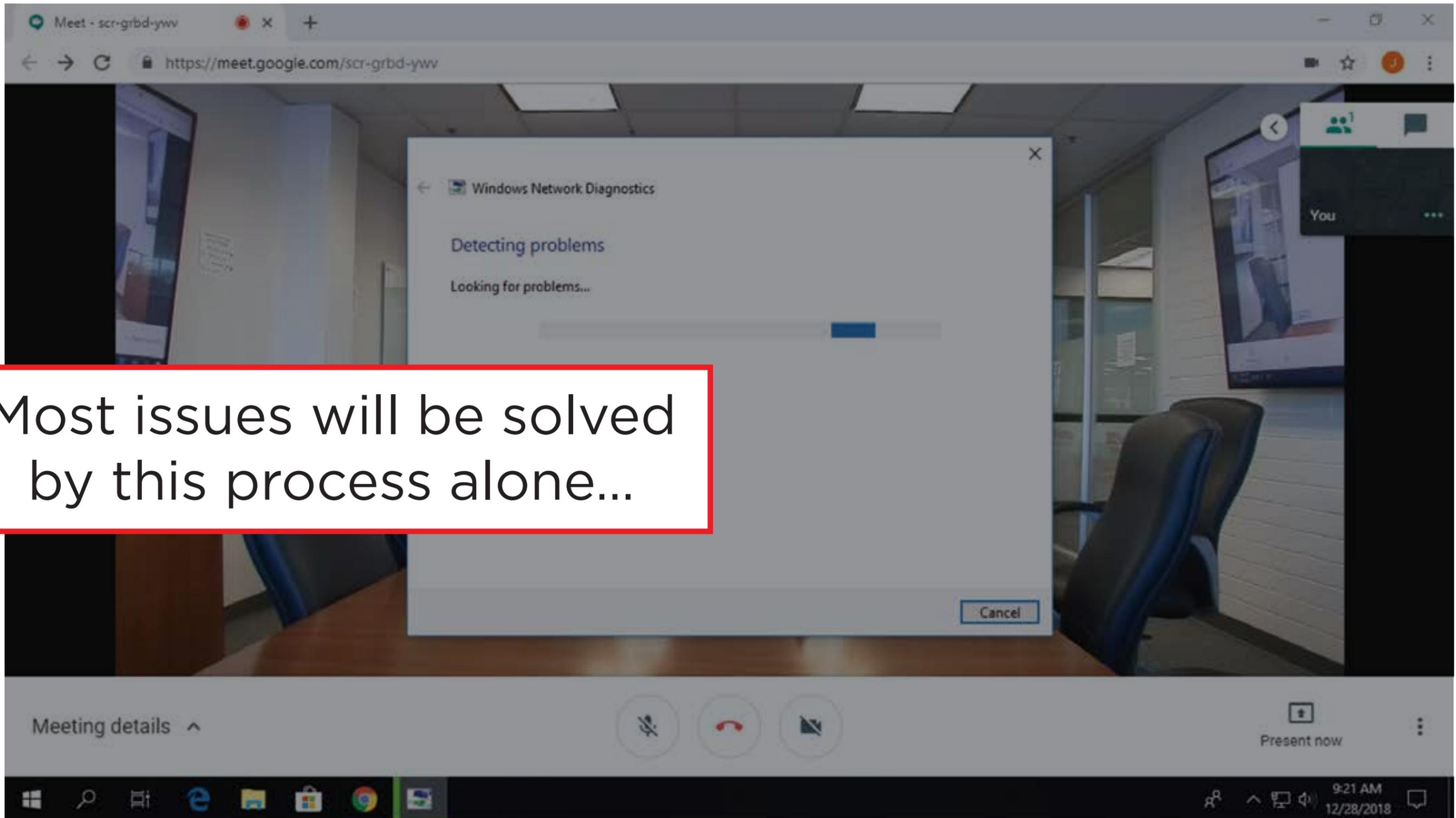
The image shows a screenshot of a Google Meet browser window. The address bar displays the URL <https://meet.google.com/scr-grbd-ywv>. The main content area shows a virtual meeting room with a conference table and chairs. A red-bordered text box is overlaid on the center of the screen, containing the text "Click 'troubleshoot problems'". A red circle highlights the "Troubleshoot problems" button in the bottom right corner of the meeting interface. The Windows taskbar is visible at the bottom of the screen, showing the date and time as 12/28/2018.

Meeting details ^

Troubleshoot problems

12/28/2018

PART 4: TROUBLESHOOTING-INTERNET



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

PART 4: TROUBLESHOOTING-INTERNET

Meet - scr-grbd-ywv

https://meet.google.com/scr-grbd-ywv

Windows Network Diagnostics

What type of networking problem are you having?

Windows tested your Internet connection and found a problem. Are you looking for help with a different problem?

→ I'm trying to reach a specific website or folder on a network

→ I'm having a different problem
Show me other network troubleshooting options.

Cancel

Meeting details ^

Present now

9:21 AM
12/28/2018

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