

# Google+ Hangouts

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## What are Google+ Hangouts?

Google+ Hangouts is a video conferencing service provided for free by Google that enables one-to-one and group chats with up to 10 people at a time. This is somewhat similar to Skype, Facetime, Oovoo, and other video chat software.

## System requirements for Hangouts

### Supported Browsers:

- Google Chrome 10+
- Microsoft Internet Explorer (IE) 8+
- Mozilla Firefox 3+
- Safari 4+

### Supported Operating systems:

- Mac OS X 10.5+
- Windows 7
- Windows Vista with SP1 or later
- Windows XP



- Chrome
- Ubuntu and other Debian based Linux distributions

#### Processor Minimum Requirements:

- Any 2 Ghz dual core processor or greater.


#### Bandwidth

- For 1:1 connections we suggest a 1 mbps/1 mbps (up/down)
- For group video connectivity we suggest 1 mbps/2 mbps (up/down)

## What is necessary to participate in a Google+ Hangout

1. A Google account.  
Faculty and Staff have google accounts that follow this format [TRACKSID@go.fit.edu](mailto:TRACKSID@go.fit.edu) . Students have google accounts that follow this format [TRACKSID@my.fit.edu](mailto:TRACKSID@my.fit.edu) If you do not already have a Google Account, visit <https://accounts.google.com/NewAccount> to create one.
2. A video camera with drivers installed on the computer you will be using.
3. A microphone (most often web cameras come with these).
4. An internet connection.

## How to Start a Hangout

1. Sign in at <http://plus.google.com>. Remember, faculty and staff have google accounts that follow this format [TRACKSID@go.fit.edu](mailto:TRACKSID@go.fit.edu) . If you are using your FIT provided google account, you do not need to type in your password on this screen as you will be directed to enter your TRACKSID and password.
  - a. If you are taken to a “Find Your Friends” screen simply click the Continue to Google+ button. There are also times where you may be prompted to update your profile. In those cases, provide the update and then continue on when you can.
2. When you enter your Google+ page, you will notice  Hangouts on the upper right, just under your profile picture. Click it until you see + New Hangout or you see a button which is labeled “Start a video call”.
  - a. + New Hangout Method: At the bottom of the page click Hangout Party. When you mouse over Hangout Party a button labeled “Start a Party” will be revealed. Click the “Start a Party” button.
  - b. **Start a video call method:** Click the “Start a video call” button. You will be prompted to add people to the video call. Unless you are totally sure of what you are doing, click the cancel button. My preferred way of inviting people to Hangouts is to simply share the Hangouts URL which I explain how to do below. You’ll also notice that you can invite folks via email address by clicking the Invite people button. By adding email addresses you can send invitees the link to the Hangout.



No one has been invited to this hangout..

Invite people



## How to name your Hangout

Click Name this hangout... above the main area of the screen to give your Hangout a name or to edit the name. Click Save when finished naming your Hangout.



## How to invite people to your Hangout



The easiest way to invite people to your hangout is to share the URL (through email, etc) to those who you would like to join. They will need a Google account to join the Hangout. It is a fairly quick process to create one, if the attendee does not have one, and Google will walk them through the process.

## How to invite people to join over their phone

If you want to invite someone who isn't available to video chat, you can still invite them to join over the phone. After you started the Hangout, click the Invite people button. When the Add people to this hangout window displays, click the +Add telephone link. On the following page you can add a phone number and then click the green Call button. Note: if you are wishing to call someone outside of the USA or Canada, charges may apply.

## How to Join a Hangout

Someone may send you a URL to a Hangout which you can then copy and paste into your browser. You can also simply click the URL to open the Hangout.

## How to Turn off your microphone



Click the grey icon that looks like a line going through a microphone in order to turn the microphone off.



## How to Turn off your camera



Click the grey icon that looks like a line going through a video camera in order to turn the camera off.

## How to adjust your bandwidth usage



If your hangout attendees are complaining about jerkiness or pixilation you may wish to adjust your bandwidth settings. Higher bandwidth will equal better video quality but may also increase jerkiness. Lower bandwidth will equal smoother video play, but may also increase pixilation.



### Limit Bandwidth

Adjust your video quality to limit your bandwidth usage. [Learn more](#)

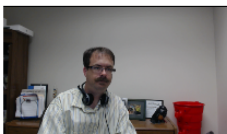
## How to adjust your settings



Click the grey gear icon to adjust your settings. You can change your camera, microphone, and speakers from the settings icon.

### Settings

Google requires access to your computer's camera, microphone, and speakers. You can change your configuration here - changes take effect immediately. If you have trouble, click the [help link](#). You may also [report a problem](#) to us.



Logitech HD Pro Webcam C920

Default device

Default device

[Play test sound](#)

☒ Report quality statistics to help improve voice and video chat.

Google Talk plugin 3.18.3.12840

Save Settings

Cancel changes

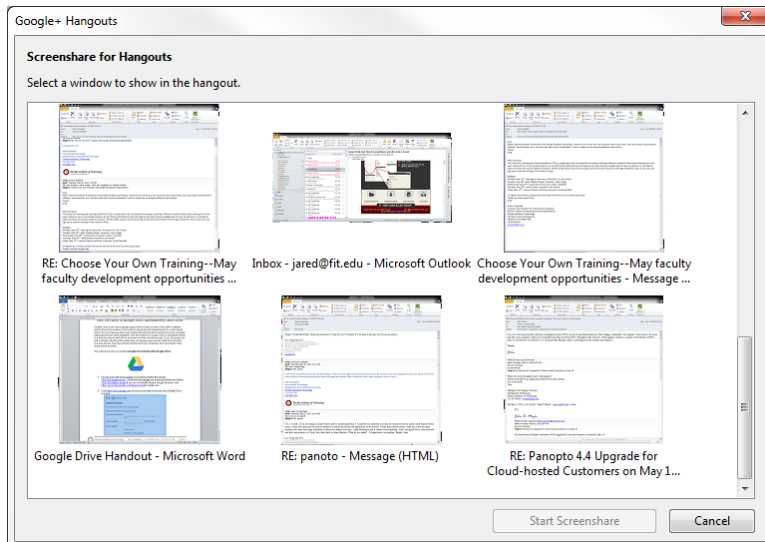


## How to stop the Hangout



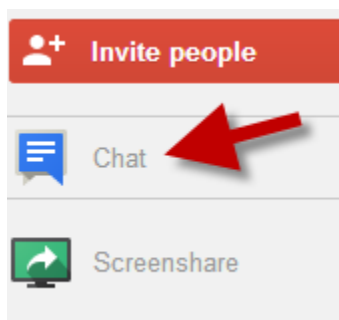
Click the grey telephone handset to stop the Hangout.

## How to Screenshot



You can share your screen with viewers by clicking the Screenshare button from the left hand menu. Once clicked, you will be given the options of sharing any of the windows you currently have opened. If you are interested in sharing whatever is on your screen, click the Fullscreen option. Using the Fullscreen option, you will be able to present anything that displays on your monitor including PowerPoint presentations and documents.

## How to Chat



There are many times when participating in a video chat/conference that sound issues come up. One work around is to use the Chat feature. Clicking the button on the left will open up a chat section on the right side of the screen. At the lower right of the window is where you will type. Hit the enter key for the chat to display for all.

To close the chat just click the chat button on the left once again.