Google Hangouts user guide

Hangouts are best for 1 on 1 conversations.
For large meetings use Google Meet or WebEx.

Contents:

Starting a Video Hangout:

1. Open **https://hangouts.google.com**

2. Select a person from your contact list or, search for their name or email address.

3. Click **Video call**

4. When you're done, click **End Call**

Starting a Video Hangout from chat:

1. Open the chat with the person you wish to video call.

2. Click **Video call**

3. When you're done, click **End Call**

Joining a call from calendar:

1. In **Calendar**, click the event you want to join.

2. Click the link next to **Video call.**
   A new window will open.

3. Click **Join.**

Share your screen:

Hangout attendees will see your screen displayed in real time, make sure that any sensitive information is closed e.g. emails, web browser tabs

If started the call from hangouts.google.com or from chat:

1. Open Hangouts and create or join a video meeting.

2. Click **More** ⋮

3. Select **Share screen.**
   A new window will appear.

4. Select to share your whole screen or just a window.
   For best video quality results it is recommended to share a single window rather than your entire screen.

5. To stop sharing return to the Hangout window and click **Stop.**

If started the call from Google Calendar:

1. On the top left of the screen, click **Screenshare.**
   A new window will open.

2. Select to share your whole screen, or just a window.
   For best video quality results it is recommended to share a single window rather than your entire screen.

3. To stop sharing return to the Hangout window and click **Stop.**

Troubleshooting:

Check your Hangout settings:

1. Open Settings ⚙

2. Make sure the correct device is selected for each option, to change it use the **Down Arrow**

3. Camera 🎥 : If your camera is working, you'll see your video on the top right.

4. Microphone 🎤 : To test your microphone, speak out loud and ask if the other person can hear you.

5. Speakers 🔊 : To test your speakers, click **Test**.

Is the audio or video glitching or patchy?

If joined or started a call from chat:

1. Open settings ⚙

2. Select **Bandwidth.**

3. Change the incoming video to a lower bandwidth.
   This will reduce the video resolution while allowing the call to continue.

If joined or started a call from calendar:

1. Click the bandwidth 📶 to adjust the amount of bandwidth use.
   This will reduce the video resolution while allowing the call to continue.