UNIT- 4

INTRODUCTION TO G SUITE

G Suite is a collection of communication, productivity, collaboration, and cloud computing tools offered by Google. G Suite is comprised of Gmail, Drive, Docs, Sheets, Slides, Calendar, Meet (formerly Hangout), Google+, Sites, Contacts, Groups, Chat, Keep. Depending on the G Suite plan, it also offers Admin, Vault, and Mobile panels used for managing users and services. As it is a cloud-based platform, G Suite is rapidly gaining popularity among small and medium businesses because of the following reasons:

- Easy access to emails, calendars, and contacts from anywhere and any device
- Increased control over your organization's communications
- Rapid scalability - your company can grow without the fear of outgrowing your IT infrastructure
- Availability of many add-on tools, extensions that improve efficiency
- Cloud-based file sync and storage
- Improved security for your data
- Easy file sharing and live document collaboration.

ADVANTAGES OF G SUITE

G Suite offers a one-stop shop for email hosting, storage, and file collaboration that is perfect for any modern-day business. As a business owner, using G suite for your company brings the following immediate advantages:

- Google Workspace offers a 99.9% SLA but usually exceeds it.
- The Admin console for G Suite allows you to manage everything from one place- from adding new users and groups, configuring security settings (2-factor authentication), adding new custom domains, to enabling features such as Inbox by Google for your employees.
- G Suite is built on Google Cloud Platform that boasts the highest security on the market.
- G Suite provides email encryption in transit
- Gmail offers excellent integration with third-party apps.

G SUITE OVERVIEW

Here is a quick overview of the most commonly used G Suite apps:

- **GMAIL**

    Gmail is arguably the most widely used email service today. Ever since Google launched Gmail in April 2004, it has revolutionized the way we use emails. Frankly, all other providers have been playing catch-up ever since. If you are not using Gmail, it is likely that people will judge you ;)

    Collaboration became a whole lot easier with Contacts, Calendar, and Hangouts. They seamlessly integrate with Gmail making planning meetings so much easier. Labelling, sorting, and filtering incoming

messages was never this simple and the innovation has continued with the introduction of tabbed inbox, priority inbox, tasks, snooze, etc.

- **GOOGLE DRIVE**

  Google Drive is a cloud-based file storage and sync service. It allows you to store files, synchronize them across devices, share, and most importantly collaborate with others, simultaneously editing the files. Google Drive encompasses Docs, Sheets, and Slides that can be created and edited online without the need for downloading any software. Moreover, it also offers offline features across devices.

  Features that allow you to keep track of changes made to files, commenting, assigning tasks within the files, as well as restricting access makes collaborating a whole lot easier. There is nothing that comes close when talking about cloud collaboration, G Drive is the best!

- **CALENDAR**

The best part about Google Calendar is that as part of the Suite of apps, it is integrated with everything else. Therefore, it allows you to keep track of important events, share your schedule, plan meetings, as well as create multiple team calendars.

Whether it is keeping track of your daily to-do list, organizing meetings or events, or tracking important deadlines, Calendar makes it all very easy. More importantly, any event created and updated on your Calendar will sync across your devices as well as other G Suite apps such as Gmail and Tasks, keeping your schedule up-to-date and with you, wherever you are.

- **HANGOUTS MEET**

Hangouts Meet is Google's tool that allows you to hold video meetings with people within as well as outside your organization. Google Hangout stands out since it is part of G Suite and it is deeply integrated with other G Suite apps such as Calendar, Drive and Docs. Therefore, for anyone using Google Calendar, Hangouts makes meeting logistics much less complicated.

Hangouts Meet lets you join meetings via a web link that is automatically generated when you create meetings using Calendar. This link can then be shared directly via the Calendar invite or through email. Offline attendees can join the video conferencing using a dedicated dial-in phone number. Meet supports HD video and allows up to 30 participants.

GETTING STARTED WITH G SUITE

1) Sign in to your G Suite administrator account and set up your first users.
This is where you can manage all of the G Suite services for your business, including mobile device management, data migration, setting password requirements, and underline much more. underline This guide walks you through the admin sign-in process.

After you sign in, you will need to set up your G Suite account by 1.) underline Verifying you own your domain, 2.) adding user accounts for your employees, and 3.) when all employees have been added, setting up Gmail as your email client by underline updating your MX records. Don't worry, none of these changes will affect your website, if you have one.

2) Start a G Suite pilot program.
Before you roll out G Suite to everyone, you may want to do a test run with a small group. That way you can collect helpful feedback about Gmail, experiment with migrating old emails and calendar events to G Suite, and configure G Suite for mobile devices. Your pilot group can test Gmail without changing their current addresses.

3) Spread the word about G Suite and start training.
Workers are understandably nervous when businesses introduce new technology. Reassure them with helpful emails to make the changeover go smoothly. Think about providing details to them about what to expect when data migration happens, or send welcome emails to new users with helpful tips on getting started with G Suite—you can find sample emails to help you get started underline here.

In addition, consider setting up internal training resources tailored to the G Suite tools that your users rely on the most. For example, if your users use a particular app frequently, consider providing them with a specific how-to guide on how to use that app. This will save you with support questions in the long-term.
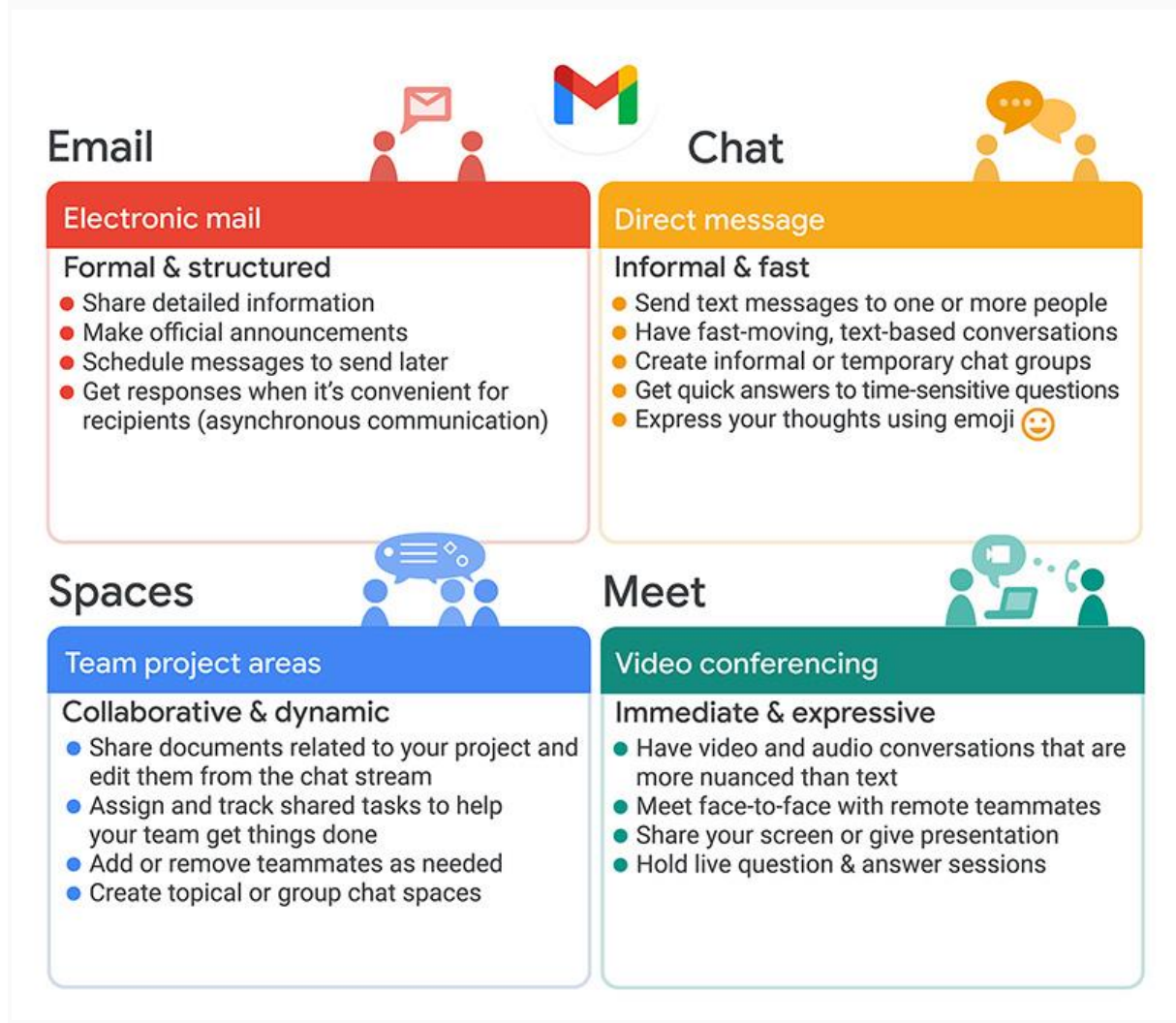
4) Migrate data such as mail, calendars, and contacts.
This is a crucial part of the rollout, but Google has tools that can help make the migration go smoothly. You'll be able to migrate data from other cloud services including Gmail, or from enterprise servers housing your data. Choose one of the data sources from underline this list to get started.

5) Set up G Suite on mobile devices.

Securing endpoints like mobile devices is one of the best ways for businesses to keep data safe—and G Suite's mobile management already covers more than 40 million devices. Basic device management is automatically enabled for your mobile devices that access G Suite. This means employees don't have to install profiles on iOS and Android devices. Admins can also choose to opt for advanced mobile management from within the Admin Console to get even more security management controls to help them.

COMMUNICATING USING GMAIL IN GOOGLE SUITE

Email
Electronic mail
Formal & structured
- Share detailed information
- Make official announcements
- Schedule messages to send later
- Get responses when it's convenient for recipients (asynchronous communication)

Chat
Direct message
Informal & fast
- Send text messages to one or more people
- Have fast-moving, text-based conversations
- Create informal or temporary chat groups
- Get quick answers to time-sensitive questions
- Express your thoughts using emoji 😊

Spaces
Team project areas
Collaborative & dynamic
- Share documents related to your project and edit them from the chat stream
- Assign and track shared tasks to help your team get things done
- Add or remove teammates as needed
- Create topical or group chat spaces

Meet
Video conferencing
Immediate & expressive
- Have video and audio conversations that are more nuanced than text
- Meet face-to-face with remote teammates
- Share your screen or give presentation
- Hold live question & answer sessions

Get quick answers to questions

- Group size—Very small. 5 people or fewer.
- Longevity—Short. Conversations are quick and to the point.
- Interactivity—Low. Typically minimal discussion.

- Connectedness—Low. No solid group identity, but participants likely to know one another.
- Moderation—None.
- Privacy—Only open to people you add when you start the chat.

Collaborate on short-term projects

- Group size—Small. Fewer than 15 people.
- Longevity—Medium. Only lasts the duration of the project.
- Interactivity—High. Collaboration is crucial. Engagement is expected.
- Connectedness—High. Solid group identity.
- Moderation—None, or project leaders serve as moderators.
- Privacy—Closed. Only open to members.

Collaborate with formal teams

- Group size—Medium. More than 15 people.
- Longevity—Long. Team members can change and they can create subteams.
- Interactivity—High. Participation is encouraged.
- Connectedness—High. Strong team identity and connection with teammates.
- Moderation—Low. Team leaders guide discussion and tone.
- Privacy—Closed. Only open to team members.

Share information with social groups

- Group size—Large. 50–100 people or more.
- Longevity—Long. Groups continue indefinitely.
- Interactivity—Medium. Informal nature leads to discussion.
- Connectedness—Medium. Personal interest leads to tighter bonds with others.
- Moderation—Medium. Guidance and gentle redirection if topics become sensitive.
- Privacy—Open to others who are interested in the same topics.

Share information with professional groups

- Group size—Large, 50–100 people or more.
- Longevity—Long. Groups continue indefinitely.

- Interactivity—Low. Goal is to build knowledge repositories. Discussion not always required.
- Connectedness—Low. Less identity with larger groups or topics.
- Moderation—Guidance and gentle redirection if topics become sensitive.
- Privacy—Open to others who are learning relevant skills or products.

Make announcements or communicate with everyone in an organization

- Group size—Extra large. An entire organization or site.
- Longevity—Long. Groups continue indefinitely.
- Interactivity—None. Responses are not expected or frequently allowed.
- Connectedness—Low. Loose connection with others receiving communications.
- Moderation—High. One-way communication from leadership.
- Privacy—Open to organization.

MANGING, SORTING FILES AND FOLDERS IN GOOGLE DRIVE

Create folders

Any new folders you create in your computer's Drive for desktop folders or in Drive on the web automatically appear on your devices so that you're organized everywhere.

On the web

1. Open Drive.

2. Click   **New   Folder**.

On your computer

Using Drive for desktop, create new folders in Drive (My Drive or shared drives) the same way you create other folders on your computer.

Move files to folders

On the web

Move a file to a folder in My Drive:

1. Select the file.

2. Click More   Move to   .
3. Select the folder and click **Move** or **Move here**.

You can also drag files and folders to a folder in My Drive on the left.

Organize files in the Search results, Recent, Starred, Shared with me views:

1. Select the file.
2. Do one of the following actions:
   - If the file isn't already in My Drive, click Add to My Drive **Organize**.

   - If the file is in My Drive, click Move to   .
3. Select the folder and click **Move** or **Move here**.

   Note: If you move a file under **Shared with me**, it only moves your copy.

Make a copy of a shared file:

1. In **Shared with me**, right-click a file and select **Make a copy**.
2. (Optional) To move the file:
   1. In the pop-up window at the bottom, click **Show file location**.
   2. Right-click the file and select **Move to**.

On your computer

Select the files you want to move and drag them to any folder in Drive, the same way you'd move any other file on your computer.

Access files quickly

To keep important or frequently used files at your fingertips, add them to a workspace in Drive Priority.

Adding the files to a workspace does not remove them from anywhere else or change permissions, it just puts them in one place so you can quickly find them.

On the web

Create a workspace:

1. Open <u>Drive</u>.
2. On the left, click **Priority**.
3. Under **Workspaces**, click **Create Workspace**.
4. Enter a name for the workspace and click **Create**.
5. Click **Add files**.
6. On the right, under **Add to Workspace**, choose where you want to add files from (**Recent**, **My Drive**, **Shared Drives**, and so on).
7. Find the files you want to add and select them.
8. Click **Insert**.
9. Click **Done**.

Add a file to a workspace:

1. Open <u>Drive</u>.
2. Right-click a file and click **Add to workspace**   *the workspace name*.

Add multiple files to a workspace:

1. Open <u>Drive</u>.
2. On the left, click **Priority**.
3. Below the workspace you want to add files to, click **View workspace**.
4. Click **Add files**.
5. On the right, under **Add to Workspace**, choose where you want to add files from (**Recent**, **My Drive**, **Shared Drives**, and so on).
6. Find the files you want to add and select them.
7. Click **Insert**.
8. Click **Done**.

Now you can access important files from Drive Priority. You can also set Drive Priority to be your homepage. For details, see <u>Use Priority to quickly access files</u>.

Remove a file from a workspace:

1. Open <u>Drive</u>.
2. Right-click a file in a workspace and click **Remove from workspace**.

Rename, hide, or delete a workspace:

1. Open <u>Drive</u> and on the left, click **Priority**.
2. Next to the workspace name, click the Down arrow   **Rename**, **Hide workspace**, or **Remove workspace**.
3. (Optional) To show a hidden workspace:
    1. At the bottom of the Priority page, click **Hidden workspaces**.
    2. Next to the workspace that you want to see, click the Down arrow   **Unhide workspace**.

Star important files and folders

On the web

Flag important files or folders to quickly find them later.

1. Right-click a file or folder and select **Add to Starred**.
2. (Optional) To see all your starred files and folders, on the left, click **Starred**
3. **Search and sort your files and folders** On the web

It can be difficult to browse through hundreds of files just to find the one you need. So, try searching Drive instead.

When you put your cursor in the Drive search box, you see a list of file types that Drive suggests to filter your search. These are files that you use frequently or that might increase your productivity. You also see people you frequently collaborate with.

Search for files or folders in Drive:

1. In the Drive search box, enter a word or phrase.
   To help you search faster, Drive suggests search terms as you enter text.
2. Click a suggestion to open it or click Search ⎵ to see a list of results.

Tip: To find orphaned files (files that have lost their parent folders), in the Drive search box, enter: **is: unorganized owner:<*username*>**. Move your orphaned files to a folder in My Drive so you can find them easier next time.

Use advanced search options:

1. On the right of the search box, click the Down arrow ⎵.
   Choose any option or combination of options to filter your results further.
   - **Type**—Search by file type.

     Note: For Sites, only draft (not published) sites that you have view or edit access to appear.

   - **Owner**—Search by file owner.
   - **Location**—Search by location (including items in the Trash or Starred). You can only search for folders that are in My Drive or in shared drives.
   - **Date modified**—See items that were recently modified by anyone (not just you).
   - **Item name**—Search for a term in the file name.
   - **Has the words**—Search for files that contain certain words.
   - **Shared with**—Search for someone that has access to the file.
   - **Follow up**—Search for files you own with suggestions, or files with action items assigned to you.
2. Click **Search**.

COLLABORATING USING GOOGLE DOCS/SHEETS/SLIDES/DRAWINGS/FORMS

1. Select the file you want to share.
2. Click **Share** or Share ⁺👤.
3. Enter the email address or Google group you want to share with.

4. To decide what role people will have on your file, select **Viewer**, **Commenter**, or **Editor**.
5. If your account is eligible, you can add an expiration date for access.
6. Choose to notify people.
    - **If you want to notify people that you shared an item with them**, check the box next to Notify people. If you notify people, each email address you enter will be included in the email.
    - **If you don't want to notify people**, uncheck the box.
7. Click **Send** or **Share**.

Allow general access to a file:

You can choose if your file should be available to anyone or restricted to only the people with access. If you allow access to anyone with the link, your folder won't restrict who can access it.

1. Select the file you want to share.
2. Click **Share** or Share ⁺👥.
3. Under "General access", click the Down arrow ▾.
4. Choose who can access the file.

5. To decide what role people will have with your file, select **Viewer**, **Commenter**, or **Editor**.
6. Click **Done**.

See who a folder is shared with:

1. In Google Drive, double-click a shared folder to open it.
2. At right, click View details .
3. Under **Who has access**, hover over a profile icon.

Change permissions on a shared file or folder you own:

1. In Drive, click a file or folder, then click Share 👤⁺.
2. Change permissions as desired.
3. Click **Save**.

Stop sharing a file or folder you own:

1. Find the file or folder in Google Drive, Google Docs, Google Sheets, or Google Slides.
2. Open or select the file or folder.
3. Click **Share** or Share ⁺⛊.
4. Find the person you want to stop sharing with.
5. To the right of their name, click the Down arrow ▾ › **Remove**.
6. To save changes, click **Save**.

Restrict general access to a file or folder:

1. Find the file or folder in Google Drive, Google Docs, Google Sheets, or Google Slides.
2. Open or select the file or folder.
3. Click **Share** or Share ⁺⛊ › **Get link**.
4. Under "General access", click the Down arrow ▾ .
5. Select **Restricted**.
6. Click **Done**.

Make a file searchable in your organization:

1. Open Drive and right-click the file you want to share.
2. Click Share .
3. Under **General access**, click *[your organization]*.
4. To give access to the selected organization, select **Viewer**, **Commenter**, or **Editor**.
5. To make the file searchable in your organization, click the role and under **Searchable**, click **Can find in search results**.
6. Click **Done**.

SCHEDUING USING GOOGLE CALENDER

- Appointment schedules are a premium feature available to Google Workspace Individual subscribers.
- If you use a work or school Google Calendar account, use either appointment slots or appointment schedules.
- Business Starter accounts don't have access to appointment schedules.
- To set up appointment schedules, you must use a computer.

Create an appointment schedule

1. On a computer, open Google Calendar.
2. At the top left, click Create ＋.
3. Click **Appointment schedule**.
4. Enter a title.
   - The title is visible to anyone who has the link to your booking page.
   - The title appears on your calendar for schedules and bookings.
5. Set your appointment duration.
   - To set a custom duration, next to "30 minutes," click the Down arrow ▾.
   - Appointments must be at least 15 minutes long.
6. Set the date and time of your appointments.
   - You can set up a one-time appointment or a recurring schedule.
7. To set how far in advance appointments can be booked, next to "Scheduling window," click the Down arrow ⌄.
   - By default, someone can book an appointment with you anywhere from 12 hours to 60 days in advance.
8. Click **Next**.
9. Optional: You can change your photo, set where the meeting takes place, and more. Learn how to edit your appointment schedule.
10. After you edit your appointment schedule, click **Save**.

NOTE:-

- To create an appointment schedule, you can also click any time on your calendar that doesn't already have an event scheduled. In the window that appears, click **Appointment schedule** ❯ **Create a new appointment schedule** or **Add availability to an existing schedule**.
- Google Calendar avoids schedule conflicts. If you RSVP "Yes" or "Maybe" to an event in Google Calendar, that block of time won't appear as free on your booking page.
- New appointments appear on your primary calendar.

Edit your appointment schedule

You can edit certain fields on your appointment schedule.
Change your photo & name
Set the appointment location
Add a description

Edit the booking form
Edit reminder emails

How your appointment schedule syncs with your calendar

Your appointment schedule syncs automatically with Google Calendar.

- Your appointment schedule and booked appointments automatically appear on your calendar.
- By default, schedule conflicts for events to which you responded "Yes" or "Maybe" are avoided.
- Your booking page availability automatically updates to avoid conflicts with other events on your primary calendar.

How appointment schedule visibility works

- If you share your calendar with others, they can't view your appointment schedule.
- Anyone with your booking page link can view the times you're available.
- If you share your booking page, but not your calendar, others can't view events on your calendar.

CREATING GOOGLE SITES

Create & name a Google site

1. On a computer, open new Google Sites.
2. At the top, under "Start a new site," select a template.
3. At the top left, enter the name of your site and press **Enter**.
4. Add content to your site.
5. At the top right, click **Publish**.

Make a copy of your entire site

1. On a computer, open the site you want to copy in new Google Sites.
2. In the top right, click More ⋮ › **Make a copy**.
3. Under "File name," enter a name for your copied site.
4. Under "Pages," select "Entire site."
5. Optional: To change the location of the site, click **Change**.
6. Click **OK**.

EDITING GOOGLE SITES

Step 1

Access your Google Site by signing in to sites.google.com and clicking on the site you wish to edit.

Step 2

Click on the edit page pencil icon in the top right corner to access the page-edit options:

The menus (Insert, Format, Table, Layout) will allow you to

- **Insert**: add images, links, lines, calendars, Google Docs, maps, gadgets, and more

- **Format**: format text as headings, strikethrough, super- or subscript, or code and change alignment

- **Table**: insert a table, add and remove columns and rows

- **Layout**: change page layout to one of several options
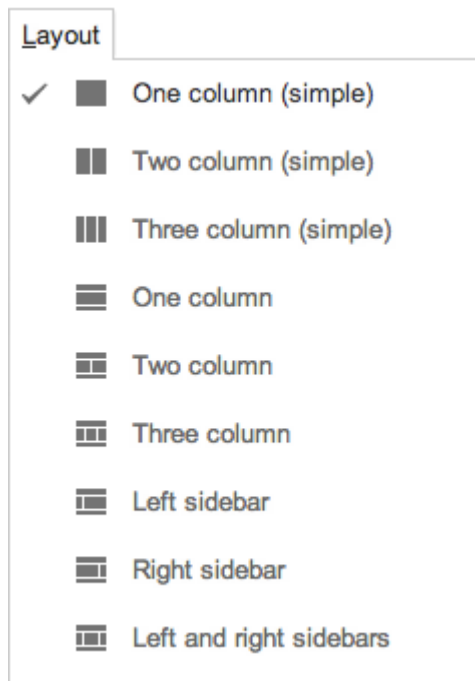
Use the WYSIWYG (what you see is what you get) editor to

- change font type, size, bold/italics/underline, color, and text background color

- add links

- make numbered or bulleted points

- indent/unindent items

- remove formatting (T_x)

- modify <HTML>

Step 3

Click **Save** to save and view changes.

Step 4

Access more page options by clicking on the settings gear (top right); options include:

- **Revision history**: allows you to revert to a previous version of the page

- **Page settings**: show/hide page title and links to sub-pages, allow attachments and comments, add page description

- **Print page**

- **Page template** options: allow you to create, use, change templates for a page, which can help your website's pages have a more consistent look

Step 5

Add more pages by clicking on [ ]; then name the page and, optionally, select a template and change the location of the page

Edit Overall Site Settings

header, header logo, footer, navigation, sidebar, overall colors/fonts, background image, etc.

Step 1

Access your Google Site by signing in to sites.google.com and clicking on the site you wish to edit.

Step 2

In the top-right corner, click on the settings gear and then **Manage Site**.

Manage Site is divided into topics on the left side of the screen, including

- **Recent site activity**: view recent site changes (especially helpful for sites with 2+ owners/editors)

- **Pages**: view existing pages and move pages

- **Attachments**: view, upload, rename, replace attachments
- **Page templates**: create and manage page templates
- **Apps Script**: Apps scripts used on site
- **Delete items**: Deleted content

Only site owners and editors have access to the following:

- **General**: to modify the Site name or description
- **Sharing and Permissions**: share your site and/or set who can edit, view, and comment on site/pages

Only site owners have access to the following:

- **Themes, Colors, and Fonts:** change colors, fonts, background color/images, for header, sidebar, navigation, content area, gadgets, and background and change site theme (e.g., color palette)

Step 3

Click **Preview** (if applicable) to view changes and/or **Save** to save changes made in Manage Site.

Step 4

To return to your site, click on your site's name just below Manage Site.

SHARING AND PUBLISHING YOUR SITES

Step 1: Preview your site

1. On a computer, open a site in new Google Sites.
2. At the top, click Preview 👁.
3. At the bottom right, choose an option.
4. To exit, at the bottom right, click Exit ✕.

Step 2: Publish your site

1. On a computer, open a site in new Google Sites.
2. At the top, click **Publish**.
3. Enter the web address for your site.
   - Terms that violate our Acceptable Use Policy won't be allowed.
   - Learn how to use a custom URL for your site.
4. Click **Publish**.

5. Optional: Visit your site's web address to make sure it's published correctly.

Check your sharing options

Choose who can see your site

1. On a computer, open a site in new Google Sites.
2. At the top, click Share ⁺⁸.
3. Next to "Published site," from the drop-down list, select **Restricted** or **Public**.
   - If you use Sites for work or school, you may find other options.
4. Click **Save** or **Done**.
5. If you selected "Restricted," you can share your site with specific people and add groups. Enter the name or email address of the person you want to add, then click the dropdown › **Published Viewer** › **Send**.
   - To send an email notification to the person or group, check "Notify people."

This option is only available if your site is set to "Public on the web," and can be viewed by anyone.

1. On a computer, open a site in new Google Sites.
2. At the top, next to "Publish," click the Down arrow ▾.
3. Click **Publish settings**.
4. Click "Request public search engines to not display my site."
5. Click **Save**.

Step 4 (optional): Search a Google site

1. Go to a Google site.
2. At the top right, click Search 🔍.
3. Type a search and press **Enter.**

Disable or enable anchor links

You can use an anchor link to link to a specific header or subheader on any published site.

1. On your computer, open a site in new Google Sites.
2. In the top right corner, click Settings ⚙.
3. In the "Settings" window, go to **Viewer tools.**

4. Turn "Show anchor links" on or off.
5. At the top right, click **Publish.**

Search for Google Sites

In new Google Sites, you can use the search bar at the top to find shared sites you can edit.
Tip: If you use a work or school account, you can search for published sites shared with you

Classic Google Sites

Note: This section is for classic Google Sites (at the top left, you'll see "Create"). Get help with new Google Sites.

Preview and share your site

Share your site

1. On a computer, open a site in classic Google Sites.
2. At the top right, click **Share**.
3. Under "Who has access," click **Change**.
4. Choose who you can see your site.
5. Click **Save**.

Invite others to see your site

You can share your site with specific people or Google Groups.

1. On a computer, open a site in classic Google Sites.
2. At the top right, click **Share**.
3. Under "Invite people," enter the name or email address of a person or Google Group.
4. Click **Send**.
5. Optional: To remove a person or group, next to their name and click Delete ✕.

Preview a page

1. On a computer, open a site in classic Google Sites.
2. Go to the page you want to view.
3. Click More actions ⚙ › **Preview page as viewer**.

Move a site to a work, school, or other group account

You can move a classic site to an account you use for <u>work, school, or another group</u>.

Step 1: Share the site with your other account

If you're not the owner of the site, have the owner <u>share it with you</u>.
If you're an owner of the site, follow these steps:

1. On a computer, open the site you want to move in <u>classic Google Sites</u>.
2. At the top, click **Share**.
3. Under "Invite people," add your work, school, or other group email address.
4. Next to your email address, choose "Is owner."
5. Click **Send**.

Step 2: Make a copy of the site

1. On a computer, open the site you want to move in <u>classic Google Sites</u>.
2. Click More actions ⚙ ⟩ **Manage site**.
3. Click **Copy this site**.
4. Next to "Site name," enter a name for the new site.
5. At the top, click **Copy**.
6. You now have 2 copies of the site. You can:
   - **Delete the old site**: You or the original owner can delete the site at the old web address so there's only one site.
   - **Keep both versions**: Forward users from the old site to the new web address.

COMMUNICATING USING HANGOUTS

Open Hangouts in Gmail or go directly to the Hangouts site: You can start or join a hangout straight from <u>hangouts.google.com</u>, Gmail or literally anywhere that you see the green speech marks on Hangout. Simply click on the speech marks to open up the chat section of Hangouts. Then start typing where you see "+ new conversation."

1. **Choose Video, Phone Call, or Message:** You can choose do a Hangout on video, with audio only, or through text.
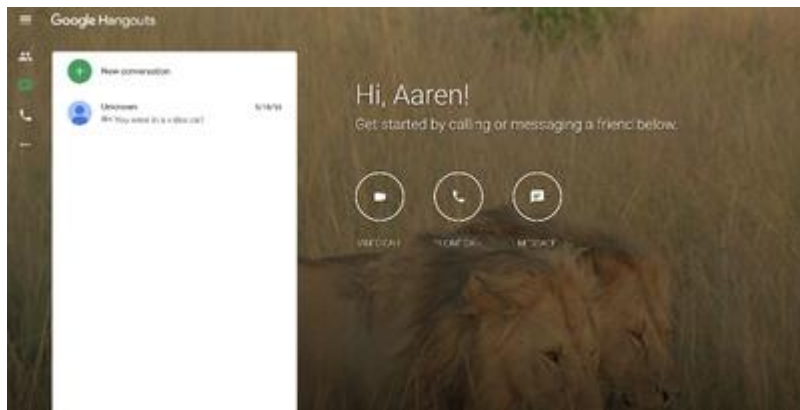
2. **Choose Person to Hangout With:** For video, you'll need to click "Join or Start a Meeting." Then, you'll be asked to enter a meeting code. You can leave it blank if you're starting your own call. Once you hit "continue," hangouts will automatically start the meeting. All that's left to do is invite the rest of the party. If you want to have a video call with one specific person, you can enter their email into the contacts on the first screen, click the three dots to the right of their name, and click "Start a video call."

    To call someone, click the phone icon on the left side of the screen. You'll need to enter a name or phone number to continue.

    Sending a message is simple. Find the person you want to connect with in your contacts. Then, click their name. A record of all your conversations will instantly pop up. You can also click "New Conversation" to start a message board with multiple people.