GOOGLE HANGOUT REVISED 2:

HOW CAN I COMMUNICATE AND SHARE IDEAS WITH COLLEAGUES WITHOUT LEAVING MY DESK?

If you are finding it challenging to attend meetings outside of your office or building due to time constraints, traffic, parking, or expense, then Google Hangout may alleviate some of your stress.(1)

Google Hangout is a live audio-visual communication medium accessed from the computer, tablet or smart phone, allowing persons or groups to actively communicate across devices without moving. (2)

Google Hangout is part of the Google suite of business and educational tools, fully accessible with a google email, or gmail account, and automatically facile through Google Chrome browser. (3)

Once signed into your gmail account, move the pointer to the top right page where appears the account holder’s name, as do the apps buttons (3 by 3 bulleted square), and a photo or icon. (4)

To access Google Plus, or the“g+” page, click on either your name or the apps buttons on the top right. Clicking on either will access the G+ page which is where Google Hangout lives. (5)

Once on Google + page, find “Home” in the left drop down menu, and scroll down and click for Hang Out. You will be on the GH or Google Hangout page. (6)

The Google Hangout page can look a bit busy—it is a medium for collecting articles, pictures and photos, comments, feedback, previous conversations, chats, videos and hang outs. (7,8)

Focusing to the video-camera icon in the green box at the right bottom of the page will get you quickly to the live audio-visual communication option. Click this green box. (9)

By clicking the video-camera icon at the bottom of the “gh” app, a black video screen will appear identified with green dancing quotations—these quotations are the icon for Hangout. (10)

A link is automatically generated and displayed in a white box; within the white box one can type or click on emails of invitees to the Hangout. The Hangout link will be sent to desired participants. (11)

Connections will be more instantaneous and more perceptible if invitees also have gmail accounts. Although non-gmail account holders will receive the link, they may experience connection delays. (12)

Practicing with family members, friends and colleagues by sharing through the computer, tablet and smartphone, prepares one to become familiar with the facilitation of the “gh” tool. (13)

To learn more about Google Hangout, search google tools, You Tube, Lincs.ed.gov, and local libraries for tech support and resources. (14)