# GOOGLE Hangouts and Hangouts On Air

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## Getting Started with Hangouts

Before hanging out for the first time, there are a few things you'll want to do:

1. Check out the system requirements to make sure you're using a supported browser and operating system, and that your processor and bandwidth are sufficient.
   a. **System requirements for Hangouts**. The following are the system requirements for Hangouts:
      i. **Supported Browsers:**
         1. Google Chrome 10+
         2. Microsoft Internet Explorer (IE) 8+
         3. Mozilla Firefox 3+
         4. Safari 4+
      ii. **Supported Operating systems:**
         1. Mac OS X 10.5+
         2. Windows 7
         3. Windows Vista with SP1 or later
         4. Windows XP
         5. Chrome
         6. Ubuntu and other Debian based Linux distributions
      iii. **Processor Minimum Requirements:**
         1. Any 2 Ghz dual core processor or greater.
      iv. **Bandwidth**
         1. For 1:1 connections we suggest a 1 mbps/1 mbps (up/down)
         2. For group video connectivity we suggest 1 mbps/2 mbps (up/down)
2. Download and install the latest version of the plugin (http://www.google.com/talk/).
3. Make sure you have the latest drivers for your webcam.
4. For the best video quality, make sure you're well lit from a light source that's coming from behind your camera.Webcams don't work well in low light situations.
5. Connect your head set to your device! Headphones with a built in microphone will dramatically improve your Hangout experience.
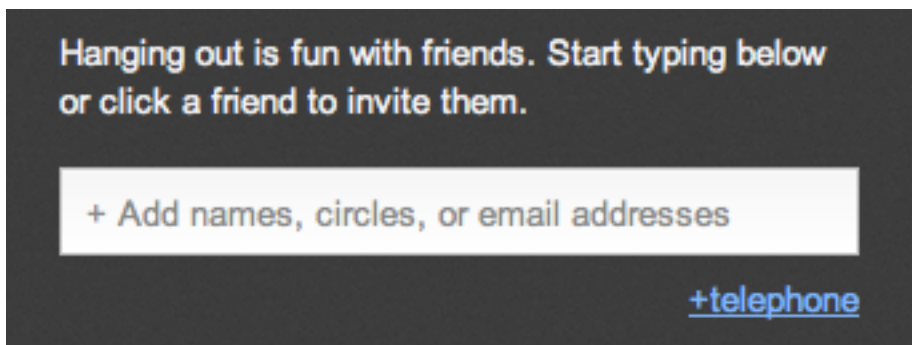
## Start a Hangout

6. Sign up for or Sign In to a Google+ account
   a. Make sure you enter the correct birthdate
7. There are a few ways you can start a hangout:

a. Go to plus.google.com/hangouts and click the **Start a Hangout** button on the top right side of your screen.
b. Click the Hangouts icon underneath an interesting post on your Home page to start a hangout about the post.

c. Click the Hangouts icon  on the left side of the page and click Start a hangout under the 'HANGOUT INVITE' section.
d. You can also start a Hangout and send and receive Hangout invites from other Google properties including:
   i. Google Chat properties (ie. Gmail, Google+, orkut).
   ii. Google Calendar.

You'll be taken to an **invite screen** where you'll be able to:

8. Make sure you're mic and camera are working correctly by looking at your video feed at the bottom of the page. You should be able to see yourself in the video feed, and when you talk, you should see a green bar appear at the bottom of your video. If you're having issues with your mic or camera, try these troubleshooting steps.
9. Invite entire circles or specific individuals to join you in your hangout.



10. Restrict people under the age of 18 from joining your hangout by clicking **Hangout Options** and selecting the checkbox next to **Restrict minors from joining this hangout**. Other hangout participants won't be able to invite minors and, the 18+ restriction cannot be changed once the hangout has started.

**NOTE**: Your video feed will not be visible to anyone else until you click the **Hang out** button on the Invite page.
**NOTE**: You may want to add all your friends to a circle before starting the hangout in order to make sure that you have included everyone. You may also want your friends to add you to their circle, so you can make sure you will be able to interact with them.

8. You will then name your hangout.

If you want to have a broadcast and record it to YouTube, you will need to enable Hangouts On Air (you will have to go through a verification process in order to enable this feature).

9. Click Hangout

## Join a hangout

There are plenty of ways to find out who's hanging out. And, joining a hangout that's already going on is easy.

- You can check the right side of your Home page to see hangouts that you've been invited to. Simply click the **Hang out** button next to an invite to join.

- Click the Hangouts icon  on the left side of your page to find public hangouts you can join or broadcasted hangouts (Hangouts on Air) that you can watch.
- Your friends may also send you the URL to a hangout in which case you can copy and paste the URL into your browser or simply click the URL link.
- Since no one likes hanging out alone, it's likely that when someone starts a hangout, they may select a group to notify. If you are in this group, you'll get notified in the Google Bar at the top of the page. If you've been individually added to the hangout and you can chat with the person, you'll get a chat notification. (To avoid unwanted notifications, we don't send chat notifications to circles with more than 25 members).
- You can also start a Hangout and send and receive Hangout invites from other Google properties including:
  - Google Chat properties (ie. Gmail, Google+, orkut).
  - Google Calendar.

When you enter a hangout, you'll see the current participants, broken down according to who is in your circles and who isn't. This way you don't have to hang out with anyone you don't like, or don't know.

## Invite people to a hangout

No one owns a hangout so anyone in the hangout can invite anyone else. While your hangout could start with a group of people that you know, it could evolve into a completely different crowd.

**Invite people at the start**

1. Click **Start a Hangout** on the top right side of your screen.
2. Add entire circles or just individuals that you want to hang out with.You can choose to make the hangout only available to people who are 18 or older by clicking **Hangout Options** and selecting the checkbox next to **Restrict minors from joining this hangout**. Other hangout participants won't be able to invite minors and, the 18+ restriction cannot be changed once the hangout has started.
3. Invite phone participants to join the hangout by clicking the **Telephone** tab at the top of the page and dialing the phone number you wish to invite.
4. Click **Hang out** to start the hangout and send the notifications to the people you chose.

**Invite people later**

You or anyone else in the hangout can invite additional people after the hangout has already begun. Here's how to invite people from within a hangout:

1. Click **Invite People** at the top left of the hangout window.
2. Type someone's name, the name of a circle, or click one of the profile pictures of the people in your circles who are currently online.
3. Click **Hang out** to start the hangout and send the notifications to the people you chose.

**NOTE**: Please note that you won't be notified of a hangout invitation from someone who's not in one of your Google+ Circles.

## Hangout Features and Apps

**Share your screen**

Screen sharing lets you give other people the ability to see what's on your computer screen. For example, if there's a picture open on your computer screen, hangout participants can look at it without having to download anything.

To share:

1. Click  **Screenshare** on the side of your screen.
2. In the window that pops up, choose your desktop or choose the window you want to present.
3. Click **Share Selected Window**.

You can stop sharing your screen at any time by clicking **Screenshare** again.

**About Apps in Hangouts**

Hangouts Apps are programs that you and your friends can use while in a Google+ hangout. They let you do things like create documents, play games, and add fun effects to a hangout, all without having to install complicated software.

**NOTE**: If you're using Apps in Hangouts on Air, and want to show your apps to the public, you'll need to use the screenshare feature (seen above).

<u>**Add or remove an app in a hangout**</u>

To start using apps in Hangouts, simply:

1. Click the **+ Add Apps** tab on the side of the window.
2. In the window that appears you can browse through available apps by clicking on the **Featured** or **Recent** tabs. The **Recent** tab displays all of the apps you've used in previous hangouts you've participated in.
3. Once you've found the app you want to use, select the app, and click **Add to this hangout**.

<u>**Close an app**</u>

You can close the app that you've been using by hovering over it and clicking the 'X' that appears.

## Safety and Security -
http://support.google.com/plus/bin/topic.py?hl=en&topic=1651548&parent=1257349&ctx=topic.

## Hangouts On Air

Have something to say, and want the world to hear it? Well, with Hangouts On Air, you can share and record your live discussions and performances with everyone!

Hangouts On Air lets you:

- **Broadcast a hangout**: Invite circles or individual people to join you in a hangout, then broadcast it to the world. A live player of your hangout will be posted to your Google+ Home page and YouTube channel.
- **Edit and share the recorded hangout:** Your hangout will be recorded as a public video and will be available on your Home page once your hangout has ended. You'll also be able to edit the recording when the hangout is over. If you edit your video, your post (including the video URL) will automatically be updated to show the edited version.

**How do I get started?**

Ready to start broadcasting? To get started simply:

1. Go to hangouts.google.com.
2. Give your hangout a name and invite the people you want to join you in the hangout.
3. Select the option to **Enable Hangouts On Air**.
4. Once everyone's in the hangout and you're ready to go live, click **Start broadcast** at the top of the screen.

Once you click **Start broadcast**, you're officially "On Air" and the public will be able to watch your live hangout.

**Hangouts On Air Common Questions** - https://support.google.com/plus/bin/answer.py?hl=en&answer=2459411&topic=25532 42&ctx=topic.

**An Important Point About Copyright**

Before starting any broadcasted hangout, you'll be asked to review the terms of service - please review this carefully. All content, including any music or videos played in the background of your hangout, should be avoided unless explicitly owned by you.

This also applies to anyone joining your broadcasted hangout - if others play music, videos, or other content that they do not own, ask them to stop and/or leave the hangout immediately.