A Community Table

Web Meeting Tutorial: Google Hangouts

A note from DU Grand Challenges…

In an effort to make A Community Table as accessible as possible, we have created brief tutorials on how to use two meeting platforms: Cisco Webex and Google Hangouts.

After researching several web platforms, we chose to focus on these two because they are both **free**, and they allow for 1) unlimited meeting time, 2) multiple participants (at least up to 10), and 3) document sharing.

If you already have a preferred platform, use it! There are all kinds of ways to host A Community Table be it on the web or over the phone.

We welcome your feedback. If you have questions, tips, or comments to share, drop us a line at ACommunityTable@du.edu.

Google Hangouts:
Getting Started

Google Hangouts

You (the host) will need:

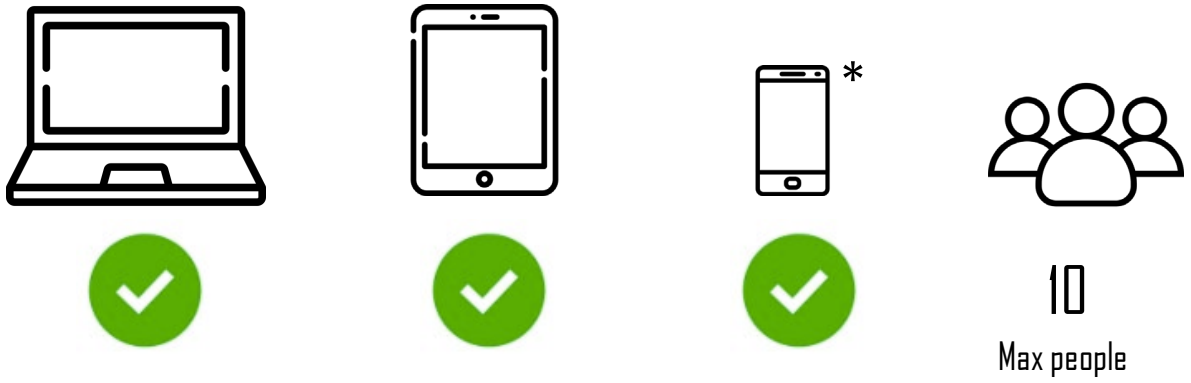
- An active **gmail** address

  AND

- A computer or tablet with internet access

  OR

- A smartphone with the google hangouts application



* The google hangouts application is required on a smartphone

Google Hangouts

Your participants will need:

- An active **gmail** address

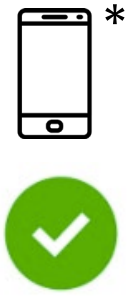
  AND

- A computer or tablet with internet access

  OR

- A smartphone with the google hangouts application

Wifi-Video call only/no phoning in



*

10

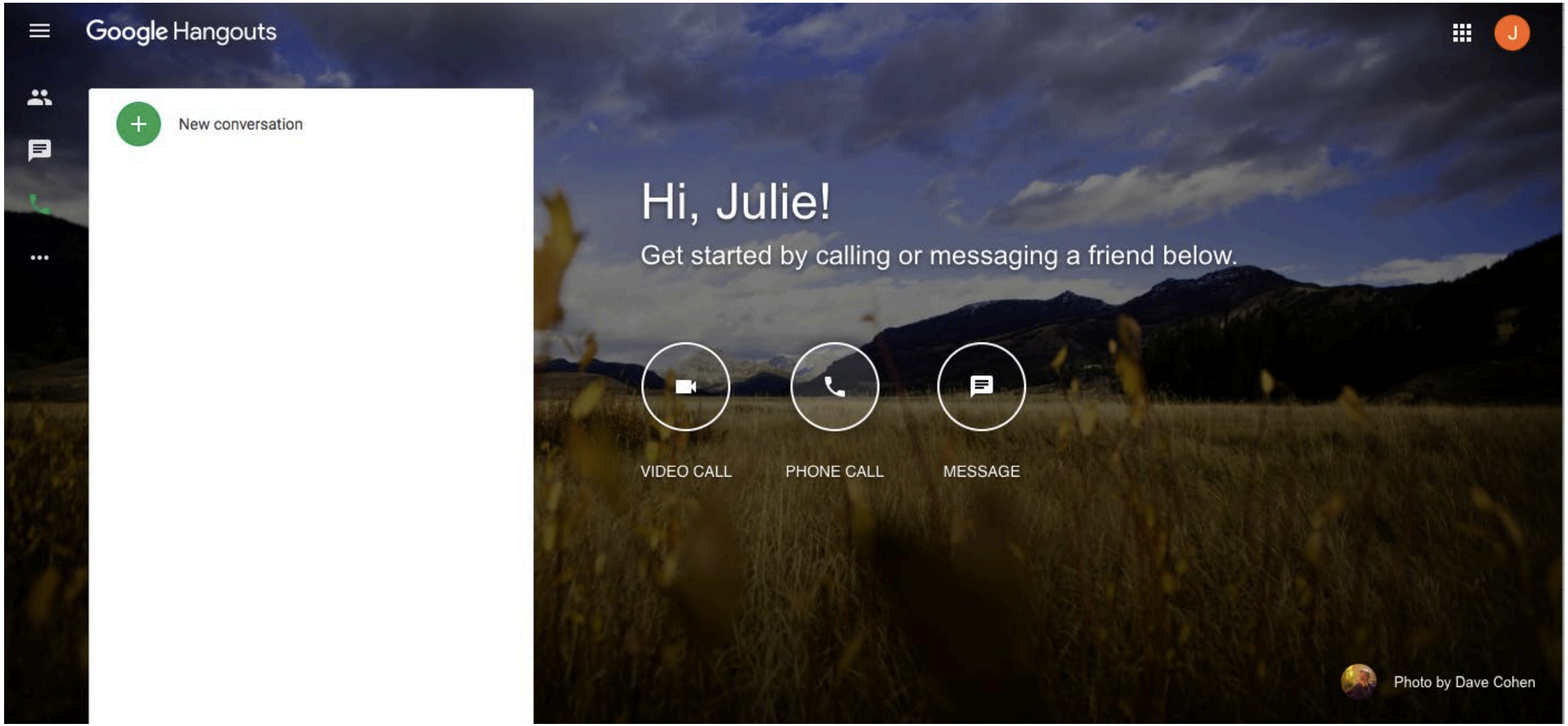
Max people

* The google hangouts application is required on the smartphone

Google Hangouts: Scheduling a Meeting

Google Hangouts

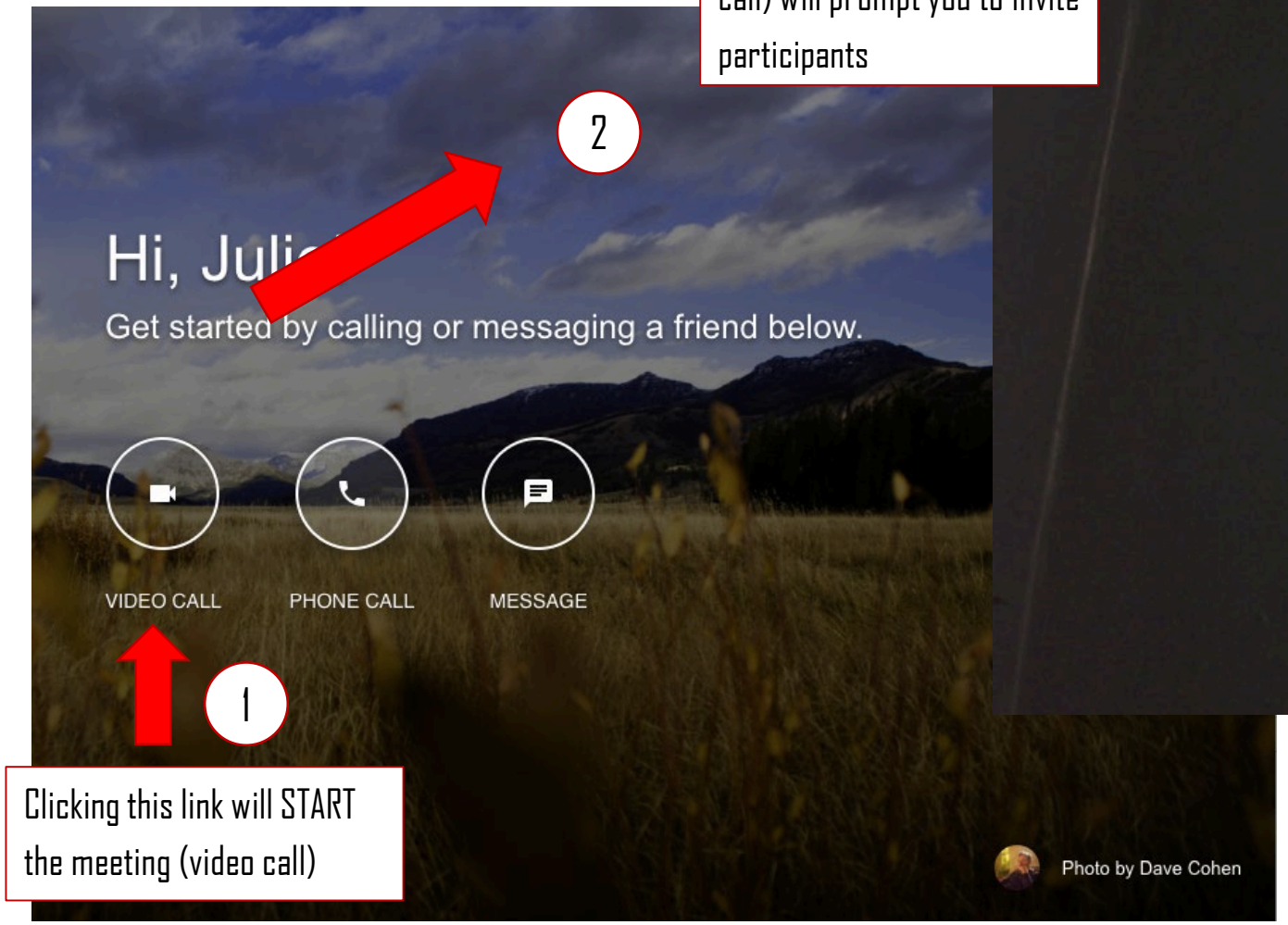
- To access the Hangouts app, visit https://hangouts.google.com/ and sign in with your Gmail credentials

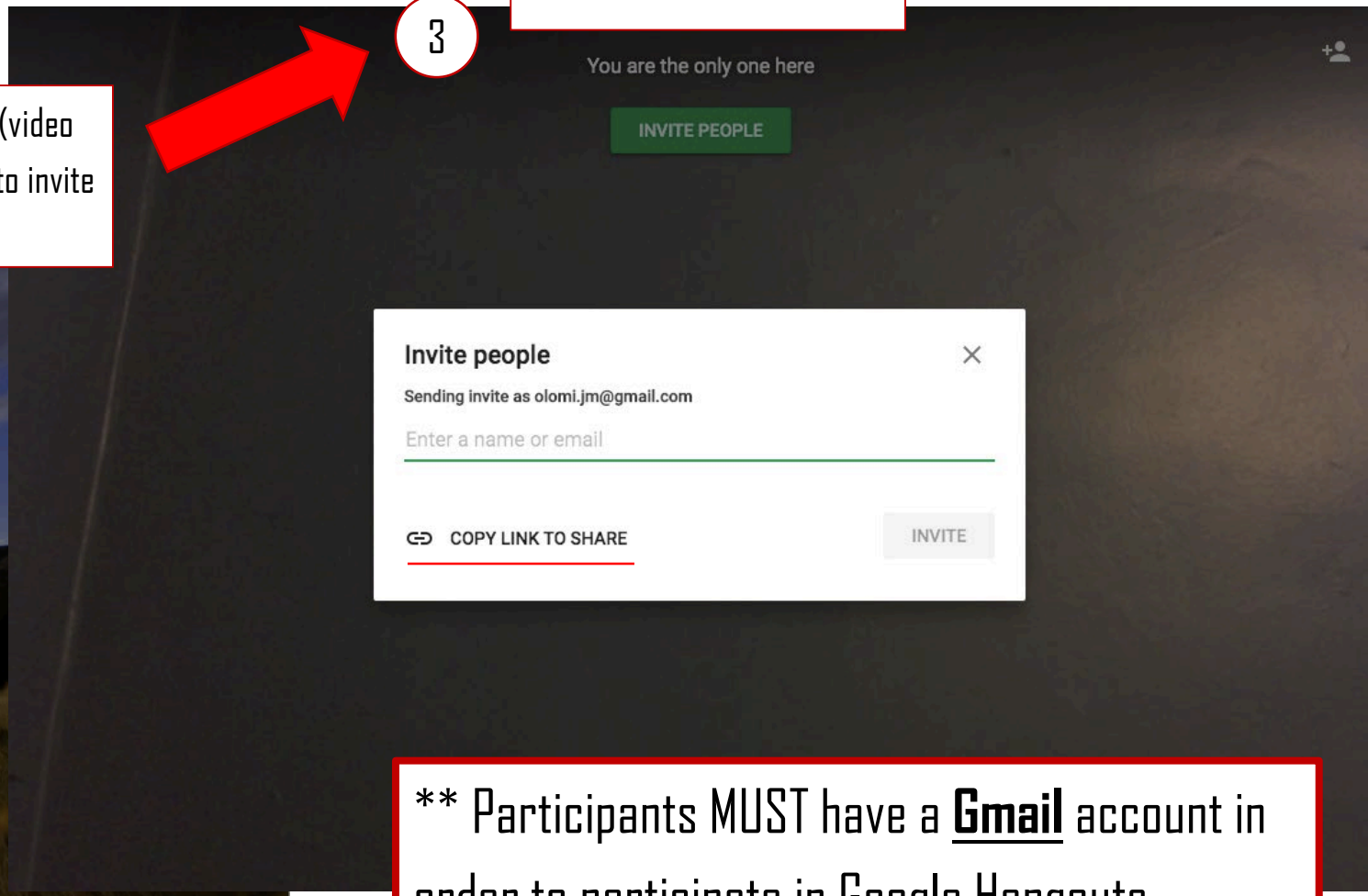


Google Hangouts: Video calling

Enter GMAIL** addresses of invited participants or send them the link

Starting the meeting (video call) will prompt you to invite participants



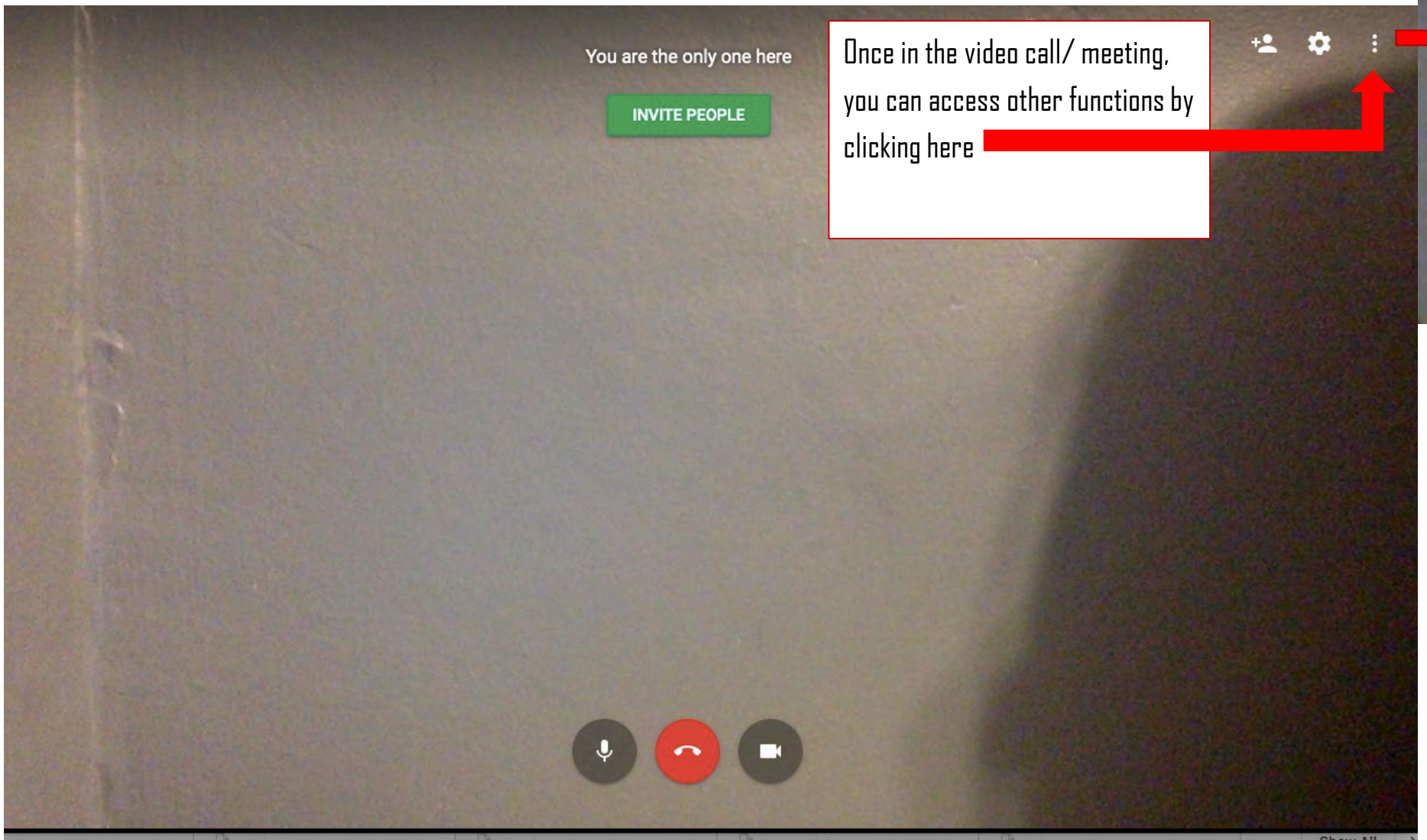


Clicking this link will START the meeting (video call)

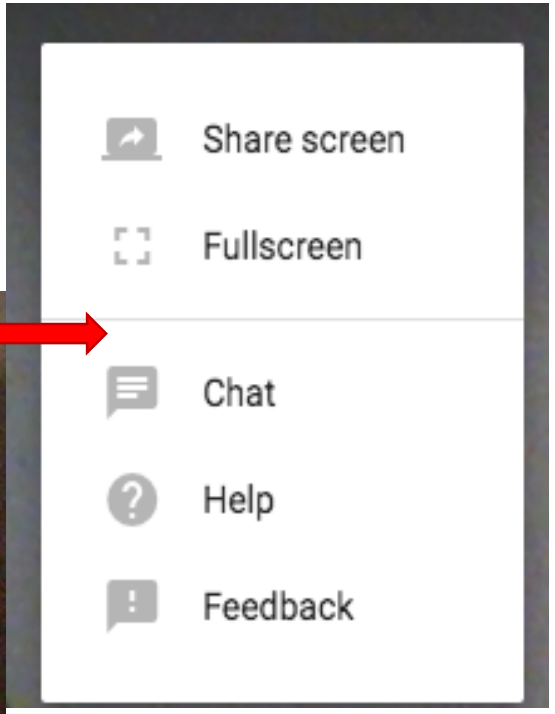
** Participants MUST have a **Gmail** account in order to participate in Google Hangouts

Google Hangouts:
Running a Meeting

Google Hangouts: Running a meeting



Once in the video call/ meeting, you can access other functions by clicking here



Google Hangouts Chat Help Center

- We recommend visiting the Google Hangouts Chat Help Center for additional resources. You can access the Help Center here.

- Please email us at ACommunityTable@du.edu with questions or feedback.

Thank you!