Post Covid Resources

Google Hangouts

For more detailed information and links to YouTube tutorials please visit the Google Help Centre https://support.google.com/hangouts#topic=6386410

Google Hangouts now lets you invite anyone, even those without Google accounts. Hangouts organisers still need a Google account. But once they launch their Hangout, they can invite "external guests" (that's the term Google is using for anyone without a Google account) to join the conference via Google Calendar. The guest(s) will click on a link in the invitation, enter their name when prompted and can start chatting without creating accounts on Gmail or Google+.

You can use Hangouts to:

- Start a chat conversation

- Make phone or video calls using Wi-Fi or data

- Send text messages with your Google Voice or Google Fi phone number

System and browser requirements

Hangouts works with the current version and 2 previous major releases of the operating systems listed below.

- Mac OS X

- Windows

- Chrome

- Ubuntu and other Debian-based Linux distributions

Hangouts works with the current version and one previous major release of the browsers listed below.

- Google Chrome

- Microsoft Internet Explorer (IE)

- Safari

- Firefox

On Internet Explorer and Safari, download and install the latest version of the Hangouts plugin.

Sign into Hangouts

When you sign in or out of Hangouts on one device, you aren't automatically signed in or out of Hangouts on other devices.

For example, if you sign in on your computer, you're not automatically signed in on your phone.

Sign in

- On your computer, go to hangouts.google.com or open Hangouts in Gmail

- Enter your Google Account information

- Click Sign in. In Gmail, on the left, click Sign in

- On your phone or tablet, open the Hangouts app

- Select a Google Account, or sign in to another account

- Tap Sign in

- Follow these steps to verify your phone number and let people find you on Hangouts. If you don't want to verify your phone number, tap Skip

Verify your phone number when you first sign in

When you sign in to Hangouts for the first time, you'll be asked to verify your phone number. To edit your phone number, tap the number.

- Confirm the number and tap Next

- Enter the verification code you receive in a text message

- Tap Next

- After you see the "Verified" message, tap Done

- Verify your phone number when you're already signed in

- On your Android phone or tablet, open the Hangouts app

- Tap Menu and then Settings

- Select your Google Account

- Tap Verify phone number

- Remove your verified phone number

- Make sure you're signed in to your Google Account

- On your phone's web browser, open your Google Account's phone settings

- Tap Edit

- Select Remove number and then Remove number

Before you start your first video call

Check the system requirements for Hangouts.

Connect a camera, microphone, and speakers to your computer. Make sure they have the latest software.

When asked to use your computer's camera and microphone, click Allow.

Download and install the latest version of the Hangouts plugin for Internet Explorer and Safari browsers.

Important: You might need to turn on permissions for your camera and microphone in your computer's system settings.

Allow Hangouts to use your camera and microphone

Hangouts video calls need to use your computer's camera and microphone so you can start your video call.

If you're using a work, school, or other account that doesn't end in @gmail.com, you might need to download and install the latest version of the Hangouts plugin.

Allow camera & microphone access

- Open hangouts.google.com

- Click Video call Video call. A message will appear at the top of the video call window

- Click Allow. You only need to do this once. You can allow to use:

- Recording: The video call is using your camera and microphone

- Video camera Video camera: The video call is using your camera and microphone

- Change setting to allow access

- If you aren't asked to allow access or if you blocked access before, you can change your settings

- Open hangouts.google.com.

- Click Video call Video call

- In the top right, click Camera error Disallowed media

- Click Always allow https://hangouts.google.com to access your camera and microphone

- Click Done. The video call will automatically connect. If you don't see the call refresh, exit and re-enter the call

Add someone to your contacts

- Go to Hangouts at hangouts.google.com or in Gmail

- At the top, click New conversation Add

- Type a name, phone number, or email address

- Send an invite or start a conversation to add the person to your contacts

Let people contact you without an invite

- Go to Hangouts at hangouts.google.com or in Gmail

- Open your settings:

- On the Hangouts app, click Menu and then Settings

- On Gmail, next to your name click the Down arrow

- Click Customize invite settings

- Select Customized and choose who needs an invite and who doesn't

Start a video call

- Open hangouts.google.com or on the sidebar in Gmail

- Select a person from the Hangouts list or search for their name or email address. When you find the person you want, click their name. You can also check multiple people to start a group video call.

- Click Video call

- When you're done, click End call

Adjusting Settings in-call

On the top of the video screen, you'll see an option to end the call, send a text message to the other party, and a settings drop down

Buttons along the bottom include a mute toggle, video toggle, sound options (including speaker, headphones and bluetooth toggles), and a button to change from front facing to rear camera

Tapping on these buttons will quickly perform the associated action so you can get back to your call

Start a group conversation

You can use classic Hangouts chat to talk with more than one person at the same time.

Video calls can include up to 10 (Gmail, G Suite Basic) or 25 (Business, Education) people.

Everyone who wants to join a group conversation must use classic Hangouts chat.

- Go to hangouts.google.com or open Hangouts in Gmail

- Click New conversation Add and then New group

- Enter or select the names, phone numbers, or email addresses of people you want to add

- To start a group conversation or video call, click Message or Video call

Add people to the conversation

- Go to hangouts.google.com or open Hangouts in Gmail

- Select a group conversation

- At the top right of the chat box, click Settings

- Check "Joining by link." Everyone in the group will see that you turned on joining by link

- Click Copy link

- Share the link with the person you want to add

- Anyone can join the group using the link

- Everyone in the group will see when someone joins

- Everyone will also be able to see the conversation history

- To turn off sharing using a link, uncheck "Joining by link." If someone turns sharing by link back on, all previously shared links will work again

Add by name, number, or email

- Go to hangouts.google.com or open Hangouts in Gmail

- Select a group conversation

- Click People and then Add People

- Enter the names, phone numbers, or email addresses of people you want to add

- Check the names and click Add people. They will be immediately added to the group. Everyone in the group will see people who are added

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