



How to Prepare for Google Hangout Sessions

Facilitators

Participants

IT IS RECOMMENDED THAT YOU DO A TEST RUN BEFORE YOUR FIRST SESSION TO PRACTICE THE TECHNOLOGY.

- ◇ You need a google email address to begin a Hangout.
 - ◇ Go to [google.hangouts.com](https://google.com/hangouts)
 - ◇ Be sure you have downloaded the latest version of the "Hangouts Plugin".
 - ◇ Allow your computer to use your mic and camera.
 - ◇ Add your participants to your contacts
 - Search by name, email, or phone
 - Start a new conversation or send invite to add them to your contacts
 - ◇ To start a video chat:
 - Select a participant's name and then click "video chat".
 - Once they have accepted, you can add people to your chat but clicking "add people" at the top.
 - Add people by typing in the participants' names.
- ◇ You do NOT need a google email address to participate in a hangout.
 - ◇ Go to [google.hangouts.com](https://google.com/hangouts)
 - ◇ Be sure you have downloaded the latest version of the "Hangouts Plugin".
 - ◇ Allow your computer to use your mic and camera.
 - ◇ Accept invites from the facilitators so that they are added to your contacts.
 - ◇ It is recommended that you do a test run with a friend beforehand—especially to test your microphone, camera, and wifi connection.
 - ◇ If you are *NOT* attending for a particular week, please contact your facilitator to let him or her know.



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