# Google Hangouts

Google Hangouts is an easy way to video chat and hold meetings with up to 50 people. The service may be accessed online through the Gmail, Google+ websites, or mobile applications. Google Hangouts is a reliable alternative to Zoom Video Conferencing.

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## Start a Meeting:

1. Navigate to https://meet.google.com
2. Click **Join or Start a Meeting**
3. Enter a Nickname for the meeting or leave it blank and click **Continue.**
4. Join the meeting:
    1. **Join Now:** to join the meeting with computer audio and video
    2. **Present**: to join the meeting with computer audio and share your screen
    3. **Join and use a phone for audio**: to join with computer video, enter your phone number, and Google Hangouts Meet will call your phone to join it's audio.
5. Add others to the meeting:
    1. Copy the meeting info and share with participants
    2. Click **Add people** and enter participant's email or click Call and enter their phone number
6. Once you are in the meeting you can:
    1. Mute/unmute your mic by clicking Screen-Shot-2020-03-24-at-9.44.17-AM.png
    2. Turn your camera on/off by clicking Screen-Shot-2020-03-24-at-9.46.01-AM.png
    3. Share your entire screen or a specific window/app by clicking Screen-Shot-2020-03-24-at-9.47.35-AM.png
    4. Leave the meeting by clicking Screen-Shot-2020-03-24-at-9.48.32-AM.png

## Schedule a Meeting

1. Login to Google Calendar
2. Create a new event
3. Under **Add conferencing** select **Hangouts**
4. Fill out the rest of the meeting info and add guests.

For more information and help visit G Suite Hangouts and Google Hangouts Meet.

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