Accessing a Google Hangout Meeting

A Google account will be required to log in to the meeting. A Google plugin will need to be installed onto your computer so that you can transmit your voice and video to YouTube.

The plugin can be installed here  https://support.google.com/chat/answer/161993?hl=en

To access the meeting once you received the invite required five mouse clicks. I have added some screen shots of Gmail to help guide you through all those clicks.

The invite appears on the left panel of Gmail.
It will be from RTF MoodyUT

Click on it.
Then, on the right side of the Gmail window appears the Google Hangout invite. You will need to click ACCEPT.

You will then click the Video Call.

And then one last click will be to “JOIN” the meeting (we do not have a screen shot of the last click).