Google Hangouts - How to Setup a Session - Using Classroom Webcams

First Sign into your Google account	fo Sign i
Add Google Hangouts Plugin Extension to Chrome	https://chrome.google.com/webstore/detail/
Choose Add to Chrome (Note Must do this on every station you are hosting a Hangouts session) Does not travel with the Google account you are logged into.	**Google Hangouts** Offered by: **google.com** ★★★½★ 34,110 | Social & Communication Available for Android Get it | By Google
Choose to Add Extension	Add "Google Hangou It can: Read and change your data on a Read your browsing history Display notifications Communicate with cooperating
If hangouts doesn't automatically open after installing the extension then. . . Click on the green icon in the upper left corner	New Tab ✕ + ← → C Search Google or type a URL ⠿ Apps UTexas Communication Usher UT Wikis
Click on New Conversation	Googl ≡ Susanne Kraft ＋ New conversation

or New Group Conversation	
Add folks to the conversation and NAME THE GROUP	
Type in a contact name - should be their gmail account email Or click on existing hangout contacts	

Click on the check box when you are done	● ● ● Google Ha ☰ **Susanne Kraft** **Ne** ⊕ New conversation 👥 Ⓜ️ Matthew Lennon • +1 609-... 13m To: ⬤ 🛡Ⓚ RTF MoodyUT, Unknow... 10/14/16 👤 🎥 You were in a video call
Click on the person or group you want to chat with and click on the video camera in the upper left corner 	● ● ● G ☰ Susanne Kraft **Test Group** ⊕ New conversation Ⓐ Test Group 🎥 ⟵
Allow use of the microphone and camera Click Allow	hangouts.google.com wants to ✕ 📷 Use your camera Block Allow
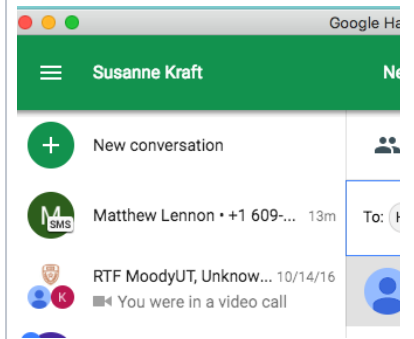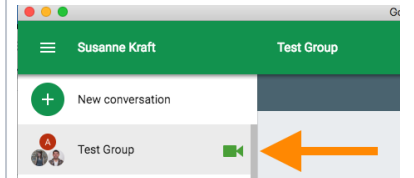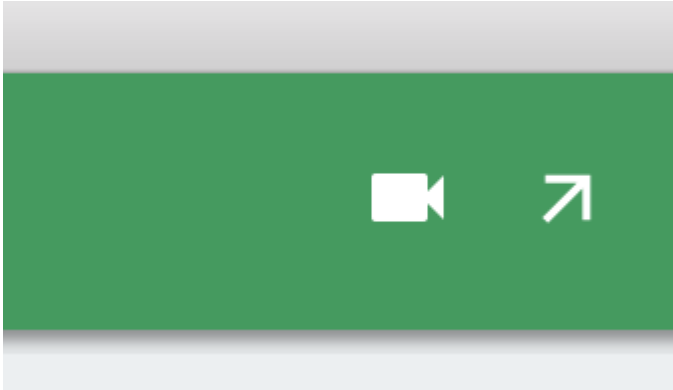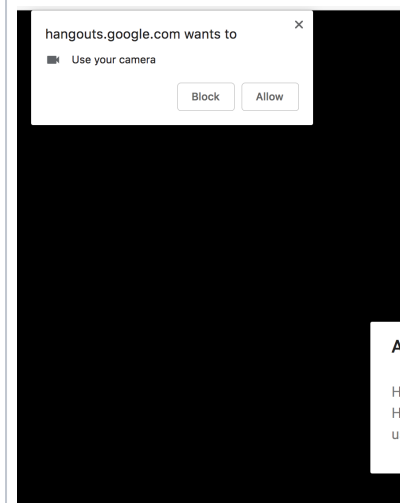
>>Setup the Settings

Cick on the Setting icon in the upper right corner

set the following

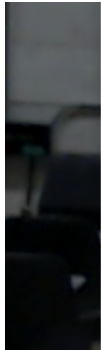HD Pro Webcam = Video

Microphone
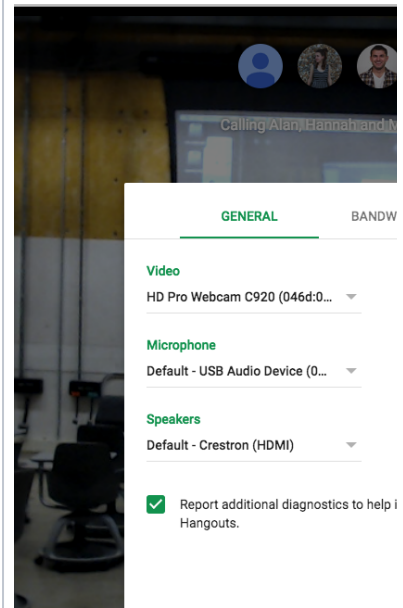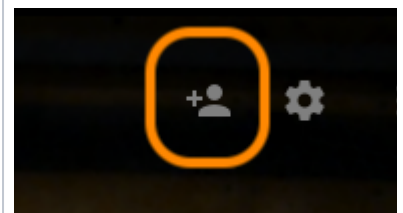

Speakers

Default Crestron HDMI

Can also add a person to the conversation

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type in their email to invite them to the meeting or best to click on copy link to share then

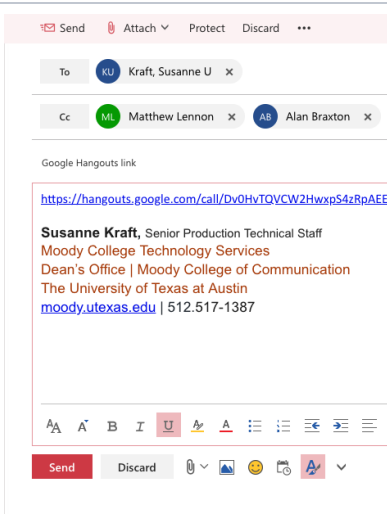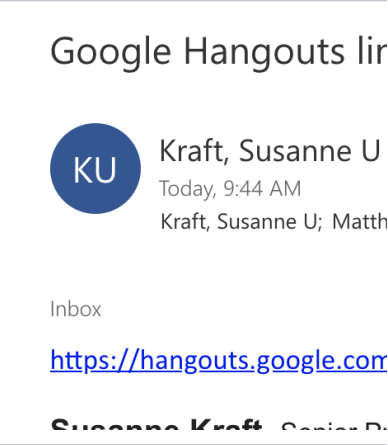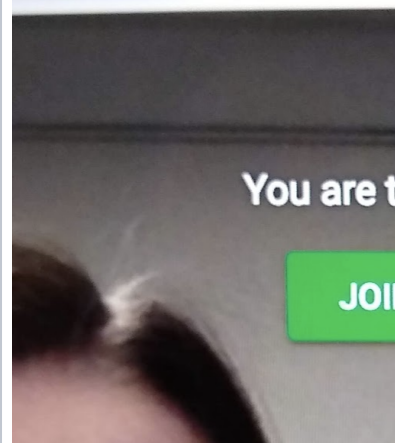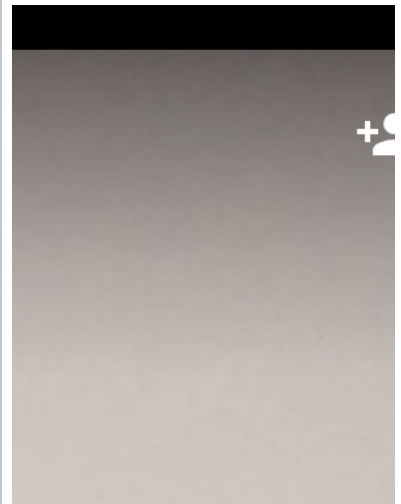|	
Can send a link to the folks too this ended up working the best!	
Then end party will get a message or a call here from you if they have Chrome opened and signed in	
Recipient can click on the link to join the Hangout	
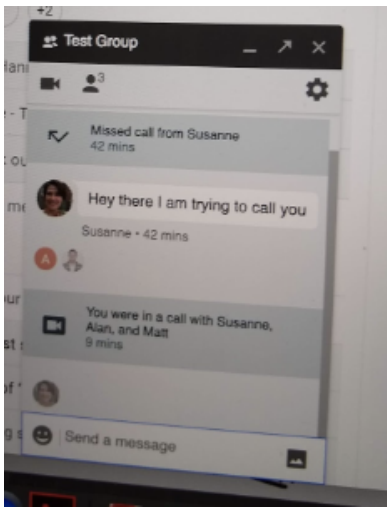
They will be able to join the Hangout once they click on the link or the message

Screen Sharing!!
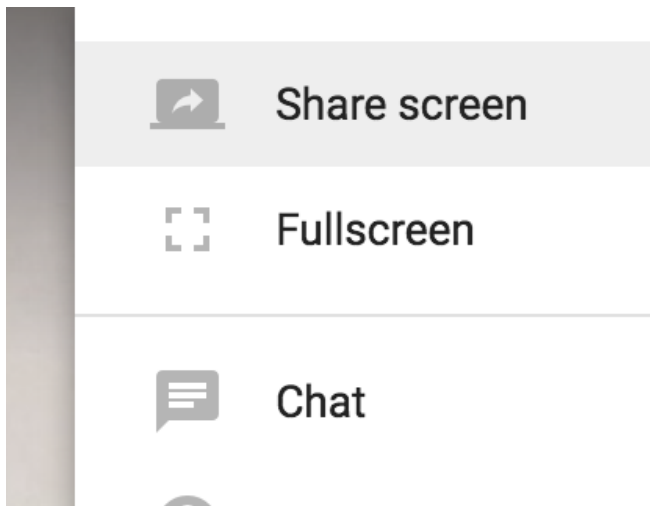
Click on the 3Dots here to access screen sharing

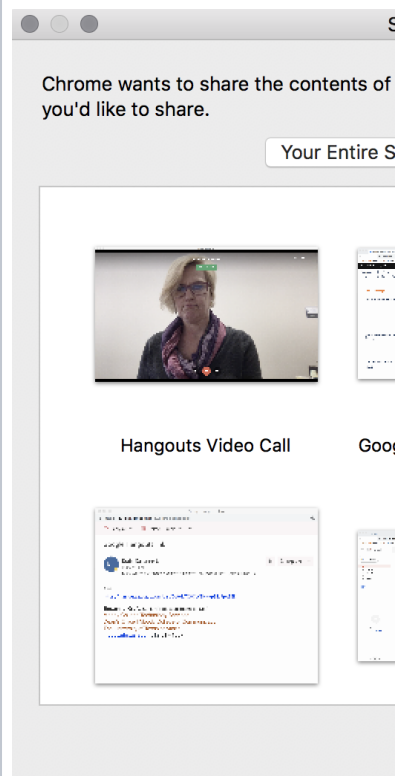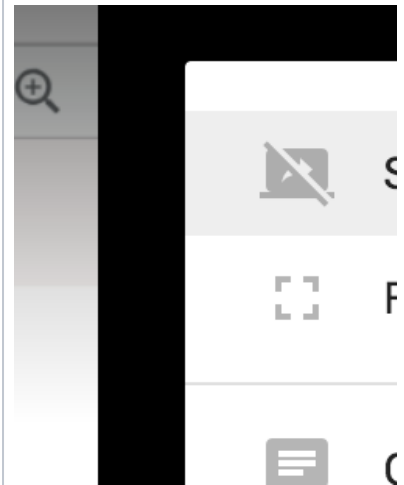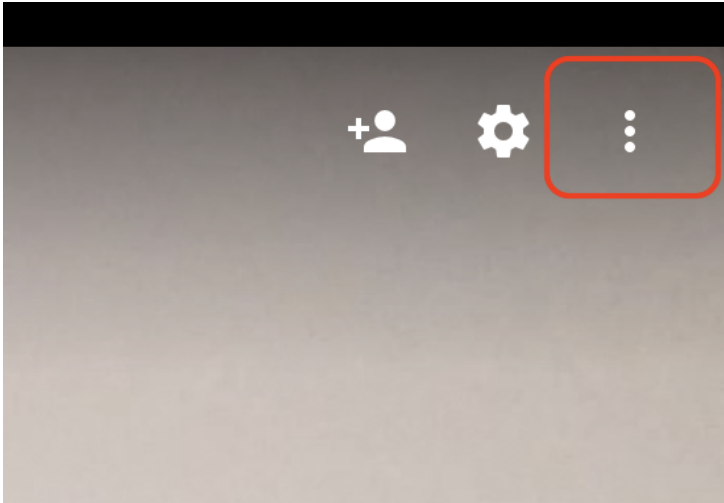
Choose Share screen

Then choose Application Window

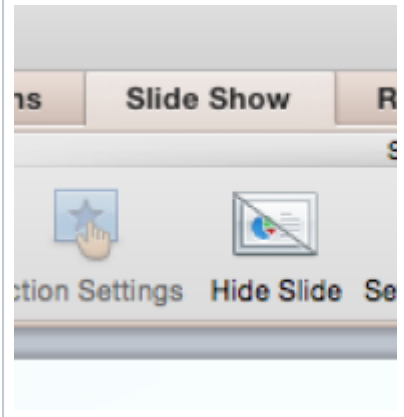Choose what applications you want to share. . .

When you don't want to share anymore choose the 3 dots again and choose to stop screenshare

Power Point Setup. . .

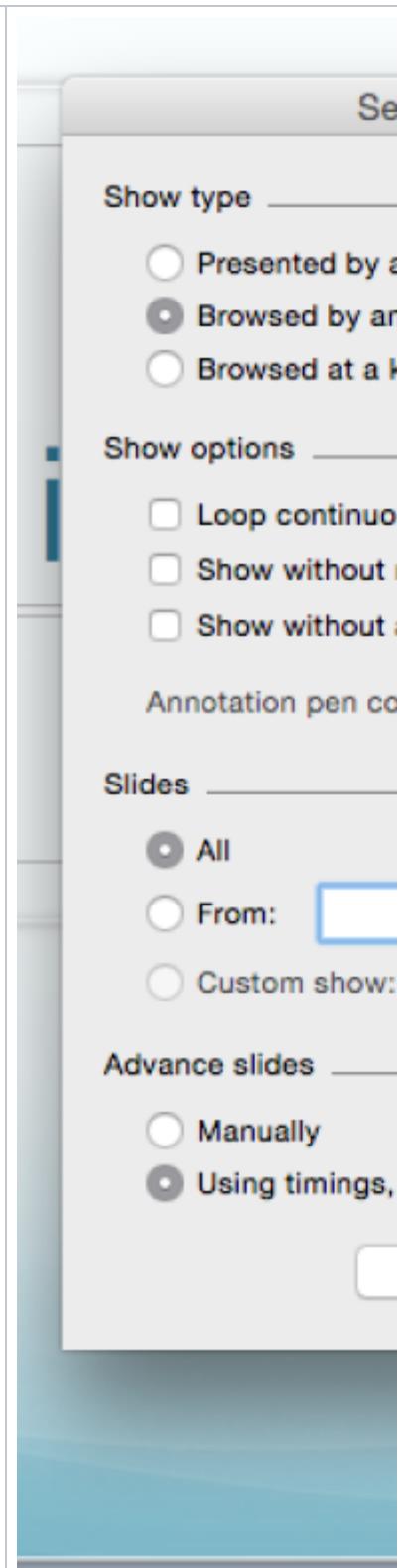If you have a powerpoint or want to to get it to look right open "Power Point" go to >Slide Show> Set Up Show>

Choose to Browsed by an individual (window)

Click OK
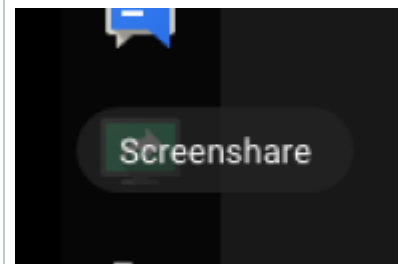
Show type

- ○ Presented by a
- ● Browsed by ar
- ○ Browsed at a k

Show options

- ☐ Loop continuo
- ☐ Show without
- ☐ Show without

Annotation pen co

Slides

- ● All
- ○ From:
- ○ Custom show:

Advance slides

- ○ Manually
- ● Using timings,

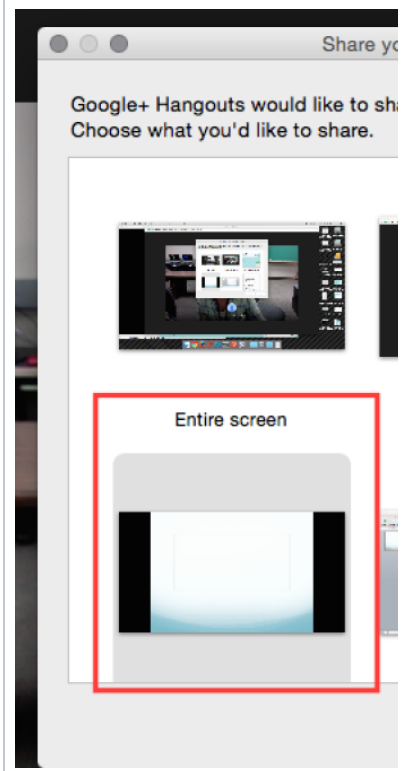|	
Click on Presenter View on Power Point	
Click on Screenshare to share the Power Point with the "hangout"	
Choose what screen your want to share In our case we want to share the "Entire Screen" in power point Choose Share Can navigate the slides as normal	

When you want to switch back to viewing your full screen webcam click on Stop Screensharing

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You are scree