

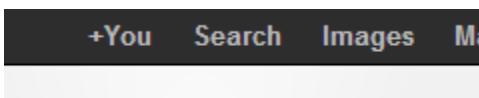
Preparing to Use Google Hangouts

Participating in a Google Hangout requires a few initial steps. You should be able to get through them quickly, but you will want to think ahead (don't try to do this right before you are supposed to participate in a hangout).

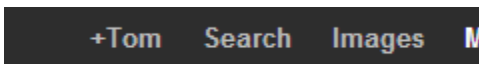
If You Have Not Started Using Google Plus (Google+) Already, Set It Up!

Log into your Iliff email account. Iliff uses Gmail for all email accounts, and this is the best place to start (if you already use another Gmail account, and want to use that account for the Hangouts, that should work too, although the email addresses of other students won't be as easy to find).

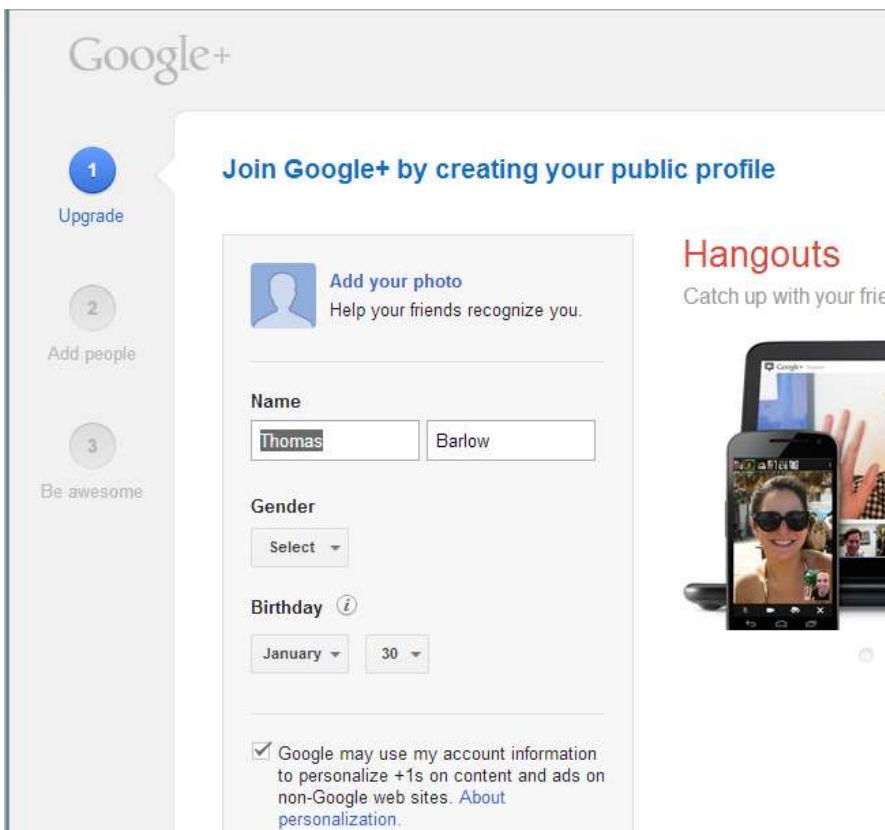
In the upper left corner of the Gmail screen, look for this:



The **+You** indicates that you have not yet set up Google+. Once you have done that, it will look something like this (except yours probably won't say **+Tom**):

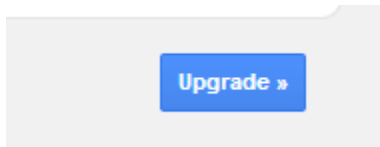


To set up your Google+ account, click on the **+You**. You'll see a screen that looks something like this:

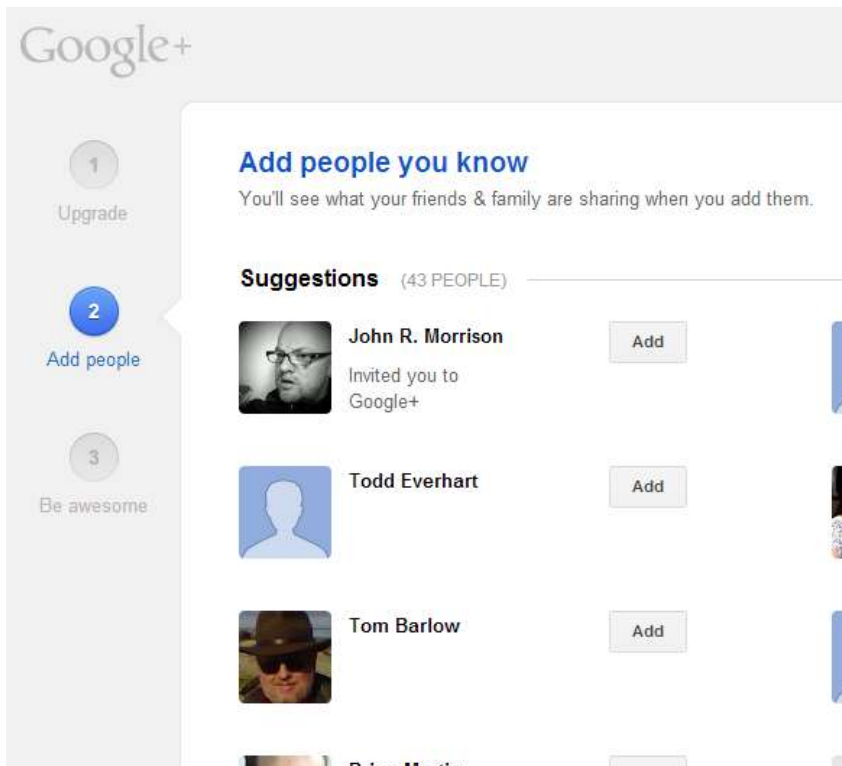
A screenshot of the Google+ 'Join Google+ by creating your public profile' screen. The page has a light gray header with the Google+ logo. On the left is a sidebar with three numbered steps: 1. Upgrade, 2. Add people, 3. Be awesome. The main content area has a title 'Join Google+ by creating your public profile'. Below this is a form with a profile picture placeholder and the text 'Add your photo Help your friends recognize you.' The form fields include: Name (with 'Thomas' in a text box and 'Barlow' in a separate box), Gender (a dropdown menu with 'Select' chosen), and Birthday (a date picker showing 'January' and '30'). At the bottom of the form is a checkbox that is checked, with the text 'Google may use my account information to personalize +1s on content and ads on non-Google web sites. About personalization.' To the right of the form is a section titled 'Hangouts' with the text 'Catch up with your friends' and an image of a smartphone displaying a video call.

Fill out your own information as appropriate, unless you want to be referred to as “Thomas Barlow.” That might be confusing...

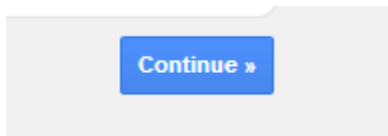
Once you are done with that, click the **Upgrade** button in the lower right corner of the window.



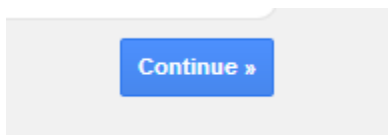
Google will ask you to add people that you know, from a screen that looks like this:



Eventually, you’ll need to add most of the people in this class, so that you can Hangout with them for the online meetings. You can do some of that here (Google+ is weirdly accurate in suggesting who you might want to add on this page – and note that it scrolls down, providing a lot of space for suggestions). Once you’ve added the people you want to add, click the **Continue** button in the lower right corner of the window.



Then, Google will invite you to follow interesting people and pages. Do that if you want, then click **Continue** when you are done.



This will take you to the “Be awesome” page where you can configure your profile.

Google+


1
Upgrade

2
Add people


3
Be awesome

Put a face to your name

Update your public profile and photo.



Thomas Barlow

 SNAP A PHOTO

Or upload an image

Where do you work?

Employer

Job title

Where have you gone to school?

School name

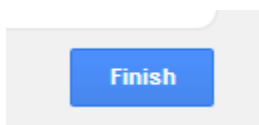
Year

Where do you live?

Enter a city or a country


It would be helpful if everyone would include a picture (which you can shoot with your webcam, or upload from an existing file). Google+ requires that the image be at least 250 pixels by 250 pixels.

Fill out any other information you wish on the profile page, and press **Finish**.


A blue rectangular button with the word "Finish" in white text.

Add People to Your Circles

On your main Google+ page, you should see this across the top:

A screenshot of the Google+ main page. At the top, there's a navigation bar with links to Home, Search, Images, Mail, Drive, Calendar, Docs, Groups, Contacts, and More. Below this, the user's profile is visible, showing the name "ILIFF" and a profile picture. The main content area has tabs for "All", "Friends", "Family", "Acquaintances...", "Following", and "More". There's a section for "Share what's new" with a text input field and icons for adding photos, videos, and links. On the right side, there's a "Start a Hangout" button and a "New! Chat with the people in your circles" section.

The search field is for searching in Google+, and not for doing the Google searches we are all addicted to on the web.

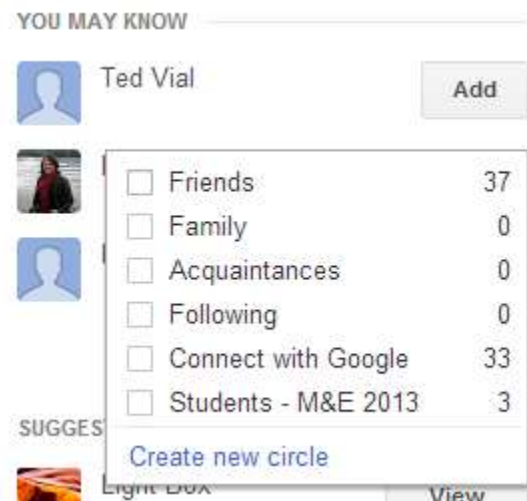
The little icon with the number () is a notification indicator. In theory, the number will be something other than **0** when you have notifications to view, and will turn red. In practice, though, it seems that it doesn't always update. Even if it says **0**, you can still click it to see recent activity, including those who have added you to their circles, or added you back after you added them.

The **+Share** icon () allows you to post a new comment on your stream (like on Facebook).

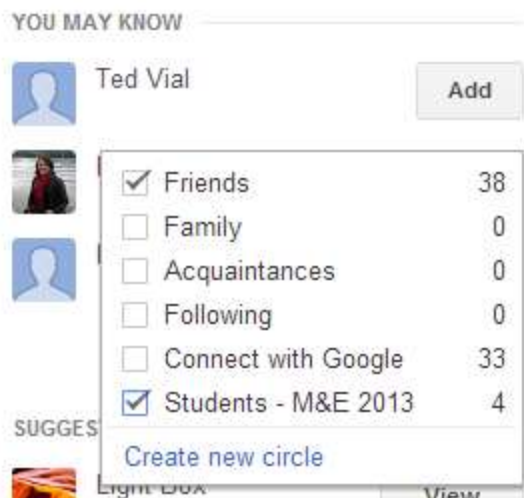
On your main page, you will also see a **YOU MAY KNOW** list, which looks something like this:



To add a person from this list, hover your cursor over **Add** next to the name of the person. You'll see a list of clickable boxes which allow you to put the person on specific lists, called circles.

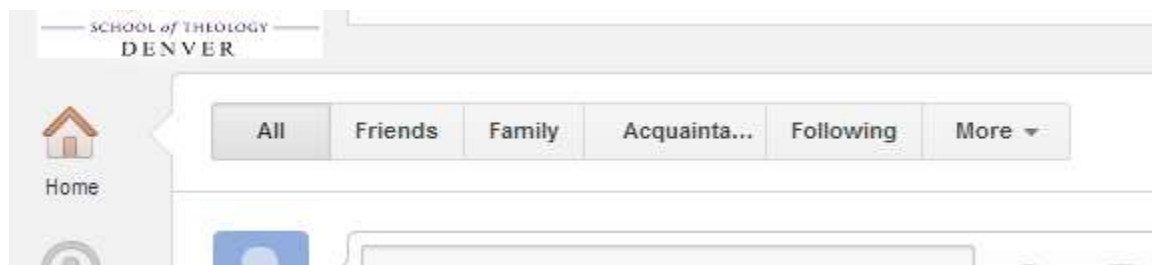


I've already added a new circle for students in our class. Here, I am adding Emily as a Friend and a Student...

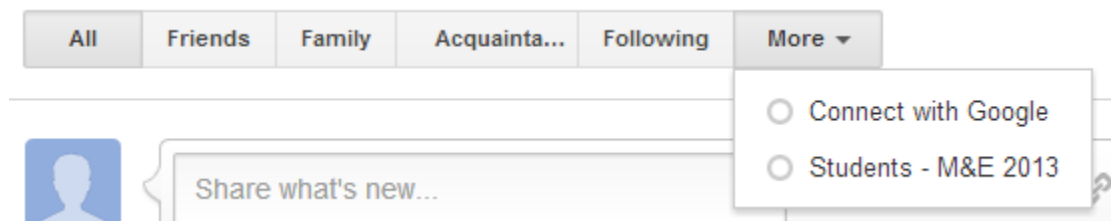


The circles option allows you to specify what posts are visible to which people.

The **You May Know** list won't contain everyone you need to connect with. The easiest way to add more is to click on one of the buttons at the top of your stream:



In my case, I want to click on the **More** button, then select the circle I set up for this class.



When I do that, I see the stream for only those people, and, to the right of that stream, I see this:



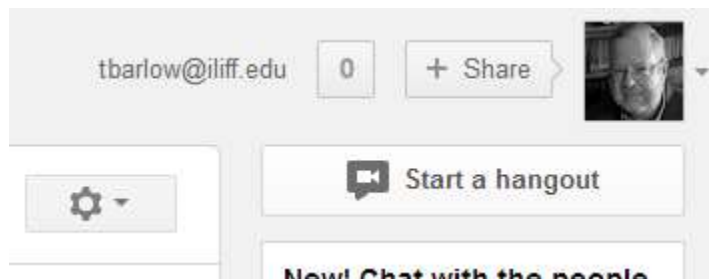
From this window, I can add people by email address.

In our testing, everyone who wanted to join a Hangout needed to be friends with each other. This is where it helps to be using your Iliff Gmail account – just typing in a person's name (in the **Add by Name** field) will

usually find the person. This is also where it helps to have a picture associated with your own Google+ account and your Canvas account – when people are trying to connect with you, you are a lot easier to find when they can actually see what you look like! If you can't find someone by name, you can enter their email address – and this is where it helps, again, to use the Iliff accounts, since the People page on the Canvas site displays email addresses.

Hangouts

In order to participate in a Hangout, Google must install a plugin in your browser. To do that, click on the **Start a hangout** button in the upper right corner of the window.

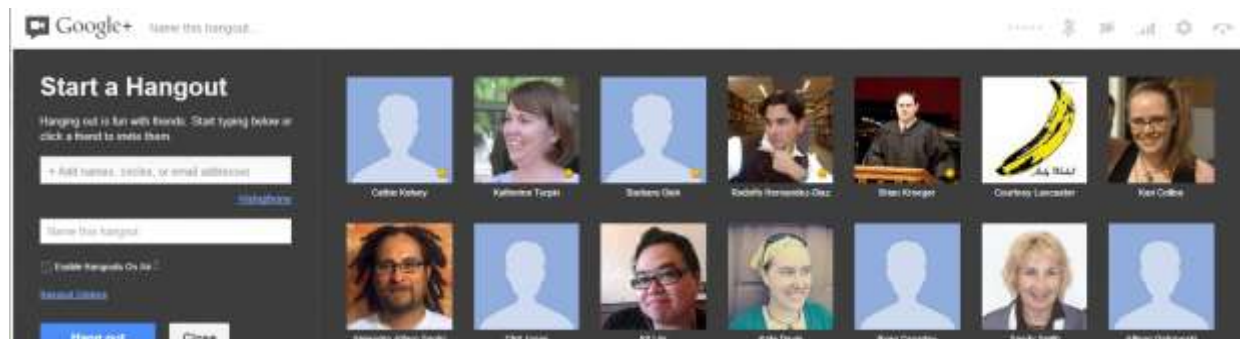


Follow the instructions to install the plugin.

Starting a Hangout

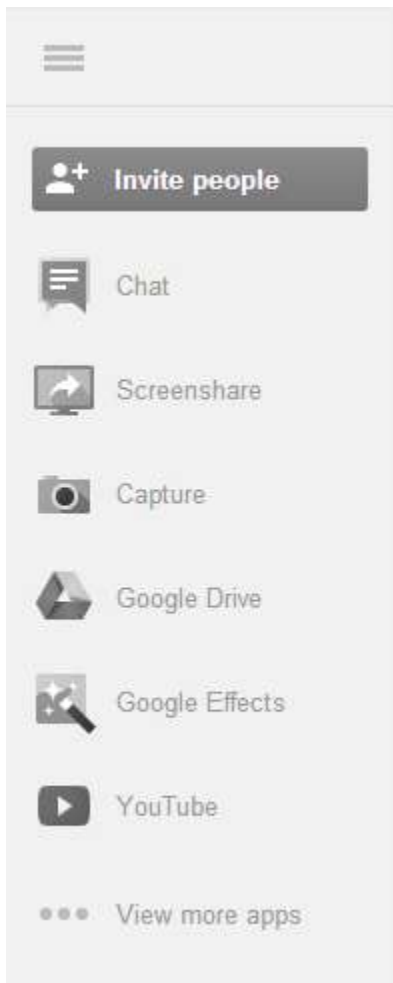
For our online discussions, the instructors will send out invitations for the hangouts shortly before they begin. However, you can always start your own to discuss stuff with other students – which might be helpful later in the quarter as we prepare for the church interviews.

Once the plugin is installed (see above), you can click the Start a hangout button any time, and you will see a screen that looks something like this:



Give the Hangout a name, click on the people you want to invite, and wait for them to join you!

When a Hangout is active, you'll see this column on the left side of the window:



This allows you to share your screen (**Screenshare**), access documents in your Google Drive, and even chat directly with participants. The best way to learn about this is to try it out – so, Hangout with someone, and see what happens!