Guide to Google Hangouts

Google hangouts is a video conference tool similar to Skype that easily allows multiple participants to see and talk in a virtual space.

This makes it ideal for things like build nights where all participants can't be in the same physical space. Due to the restrictions because of Covid-19 many groups are using it.

Requirements.

PC / Mac

A webcam, microphone (most webcams have one built in) speakers or headset. A newer laptop will have these built in. External webcams are nice as you can easily position it to the angle you want. Laptop users can plug an external USB webcam in if they wish.

Mobile apps (iPhone, iPad, android)

Your device has a camera, microphone and speakers built in.

You might want to invest in a stand / mini tripod to hold the mobile device so you can point it to where you want.

First time use and some tips

You will need you use a google (eg. @Gmail.com) account to use hangouts.. Google accounts are free.

Go to hangouts.google.com on your computer browser or if using a phone or tablet open the hangouts app., after you have downloaded it.

You may have to give permission for the program to use your camera and microphone.

If on a pc you can then select Video call. Close the white box and you can see yourself. You may have to select he camera icon to see yourself. If you need to change either camera, mic or speakers you can do it from the settings

Whoever is currently talking will have their screen displayed in the main window with everyone else's screen in a row at the bottom, when someone else talks it will switch to that person. If you want to see someone's screen, click on their screen at the bottom. It will then 'lock' to that screen. To unlock, click your own screen.

If you move the mouse you will see 3 circles near the bottom of your screen.
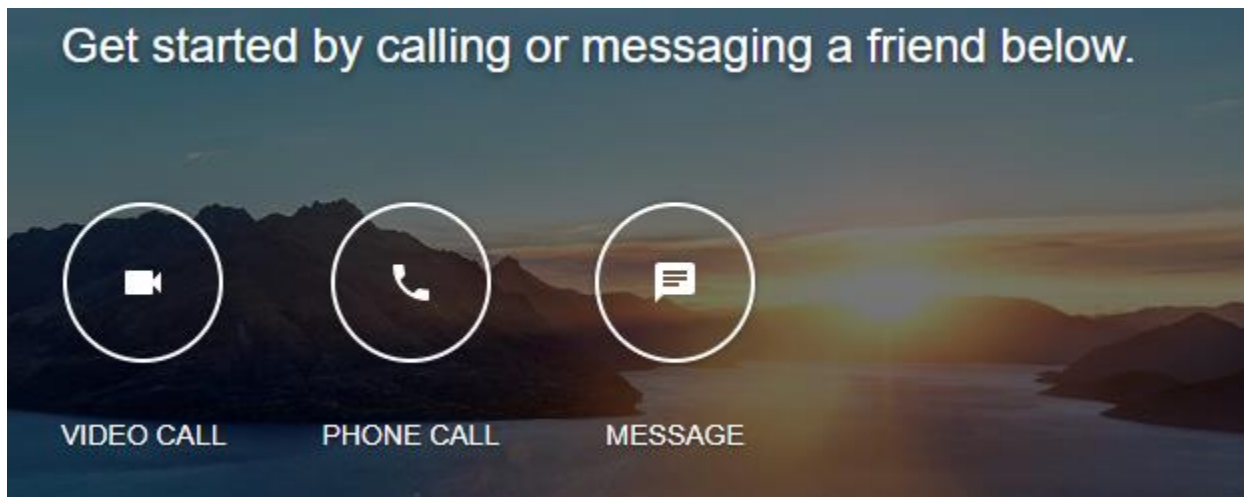
From Left to Right.

Mute mic

End call

Mute video

Click the mute mice or video button will stop your mic or camera from transmitting. Clicking them again turns it back on.

Creating a hangout

Go to hangouts.google.com and select video call.

In the window that opens, click on the "Copy Link To Share" This will copy the weblink to you clipboard. You can then close that white window using the X on the upper right.

Paste that link to your email or Facebook message. Other people can now click that link to join your meeting

Invite people

×

Sending invite as ███████████

Enter a name or email

⊖ COPY LINK TO SHARE

INVITE

Joining a hangout.

Simply click on the link given to you in a email or on Facebook. Hangouts will load on your device, If you are not logged into your google account, you will have to log in first.

More tips

Hangouts should be considered public to the internet, don't do or say anything you would not want to world to hear/see. (Short version – don't be a twit)

If you (or others) hear feedback, it usually means someone's speakers are up too loud. You may have to use headphones instead.

Please turn off background noises like radios and tv's etc. If you are going to fire up your compressor and exhaust fan, please mute your mic.

It is considered good form if you are going to be away from the bench for an extended time to exit the chat, there are a limited number of slots and others may be trying to join.