



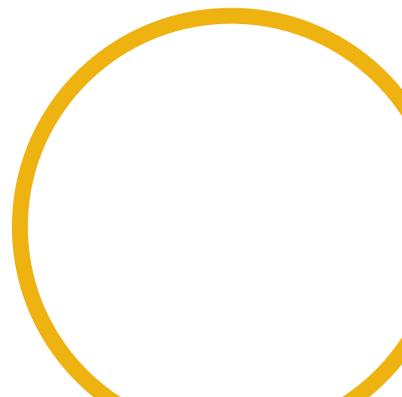
# Google Hangouts Guide

## Hangouts

- To use Hangouts, you must be logged into your rmu.edu account
- You can use Hangouts to video chat with up to 15 people simultaneously

**Use the following links to navigate this document:**

- I. [Enabling Right-Side Chat with Gmail](#)
- II. [Hangouts Settings](#)
- III. [Video Chat with Hangouts](#)
- IV. [Video chat settings](#)
- V. [Sharing Google Drive in Hangouts](#)



## Enable Right-Side Chat

- The Right-Side Chat is an extension of your Google Hangouts chat that is viewable to the right side of your Gmail inbox
- The Right-Side Chat is not on by default and must be turned on

1. Click the **Cog/Gear Icon** in the upper right-hand corner of your Gmail account screen (**Figure 1**).
2. Click **Settings**
3. Click the **Chat tab** and select “Chat On”.
4. Click the **Save Changes** button.
5. Switch to the **Labs tab** (**Figure 2**).
6. Scroll down and enable the **Right-Side Chat lab** (**Figure 2**).
7. Click the **Save Changes** button.



Figure 1

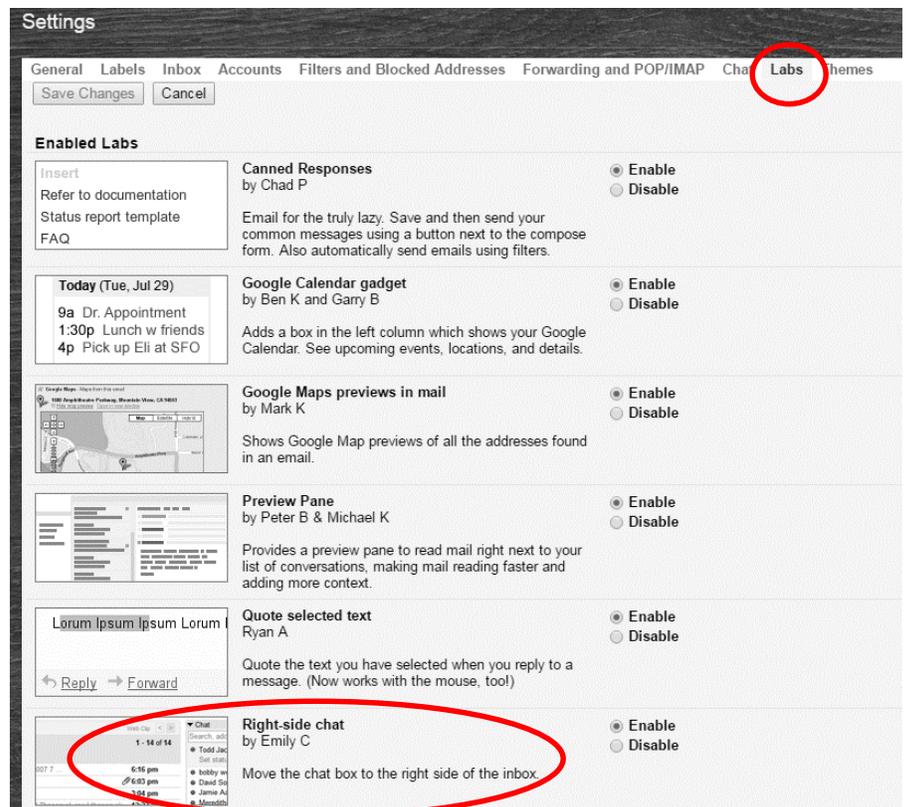


Figure 2

## Hangout Settings

To View/Change Google Hangouts Settings:

1. Click **Menu** in the upper-left corner of the Google Hangouts main page.
  2. Choose **Settings** from the **Menu (Figure 3)**.
  3. On the **Settings** menu, you will see the options:
    - a. Show when you were last online
    - b. Show which device you're on
    - c. Show when you're in a video or phone call on your devices
    - d. Mute Notifications
    - e. Sounds for incoming Messages
    - f. Ring on incoming phone calls
    - g. Convert text to emoji
    - h. Archived Hangouts
    - i. Invites
    - j. Hidden Contacts
    - k. Blocked People
    - l. Customize invite settings
- From the settings page you can modify you can access your saved Google Hangouts conversations or block other users

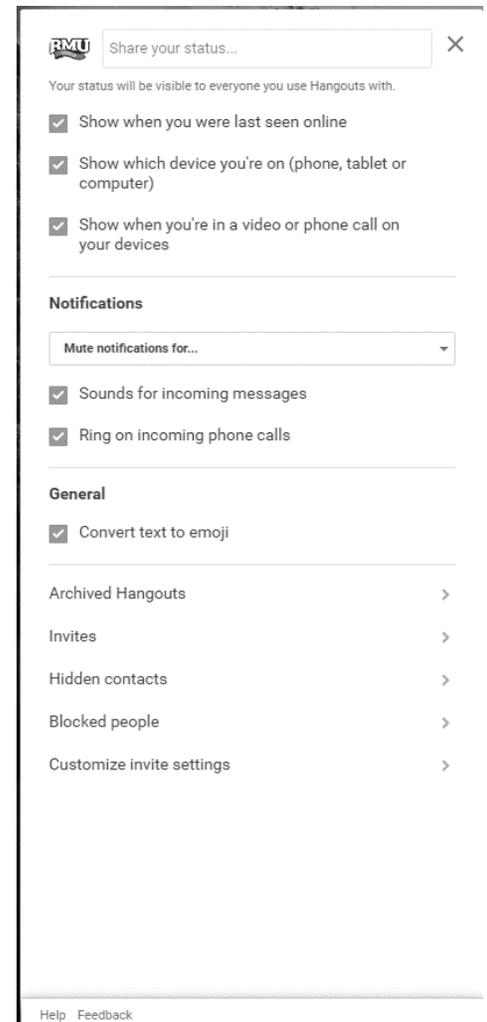


Figure 3

## Video Chatting

1. Select the **Contacts** icon (**Figure 4**) from the left sidebar of the Google Hangouts main page.
  2. Find the contact that you would like to Video Chat with
    - a. *You can scroll through the list of contacts or use the search option next to the magnifying glass*
  3. Mouse over the contact that you choose and click the three dots that appear
  4. From the **Menu**, choose **Start Video Call**
- This process can be repeated for any number of call participants

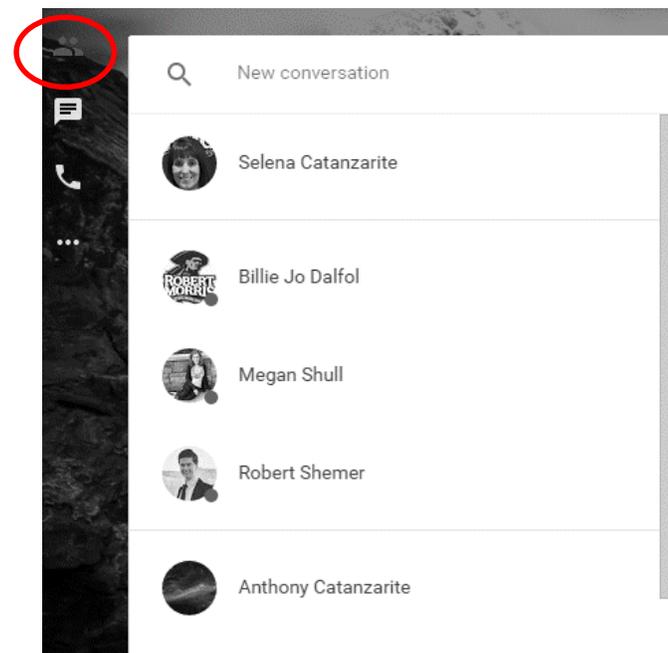


Figure 4

## Video Chat Settings

1. Once you are in a video call, you will see a **Toolbar (Figure 5)** on the left hand side of the screen.
2. In order, here are the options on that **Toolbar**:
  - a. Message in hangout chat
  - b. Share your Screen
  - c. Take a screen capture of the hangout
  - d. Video Effects
  - e. Control Panel
  - f. More Settings



Figure 5

## Sharing with Google Drive in Hangouts

1. While in a video call, click the **Chat Message** button at the top of the left toolbar (**Figure 5**).
2. A **Chat Box** will open on the right side of the screen (**Figure 6**).
3. Click the **Drive Icon** in the **Chat Box** (**Figure 6**).
4. A screen will come up prompting you to choose the file you would like to share (**Figure 7**).
  - a. *You have access to your drive, files shared with you, or the ability to upload a file from your computer.*
5. Once you choose a file, hit the **Select** button (**Figure 7**).
6. A link to the selected file will now be available in the **Chat Box**.



Figure 5



Figure 6

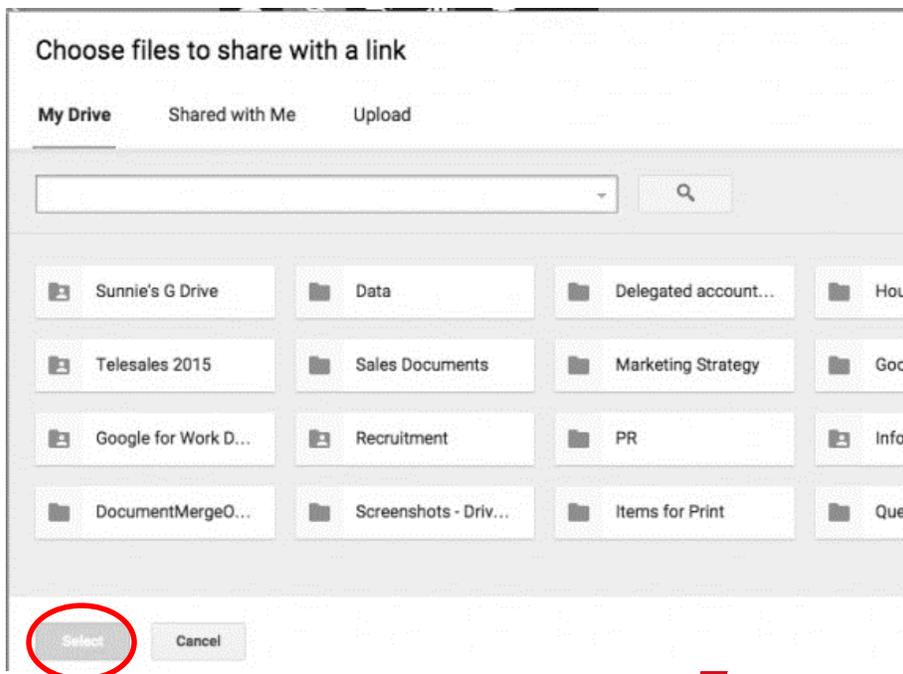


Figure 7