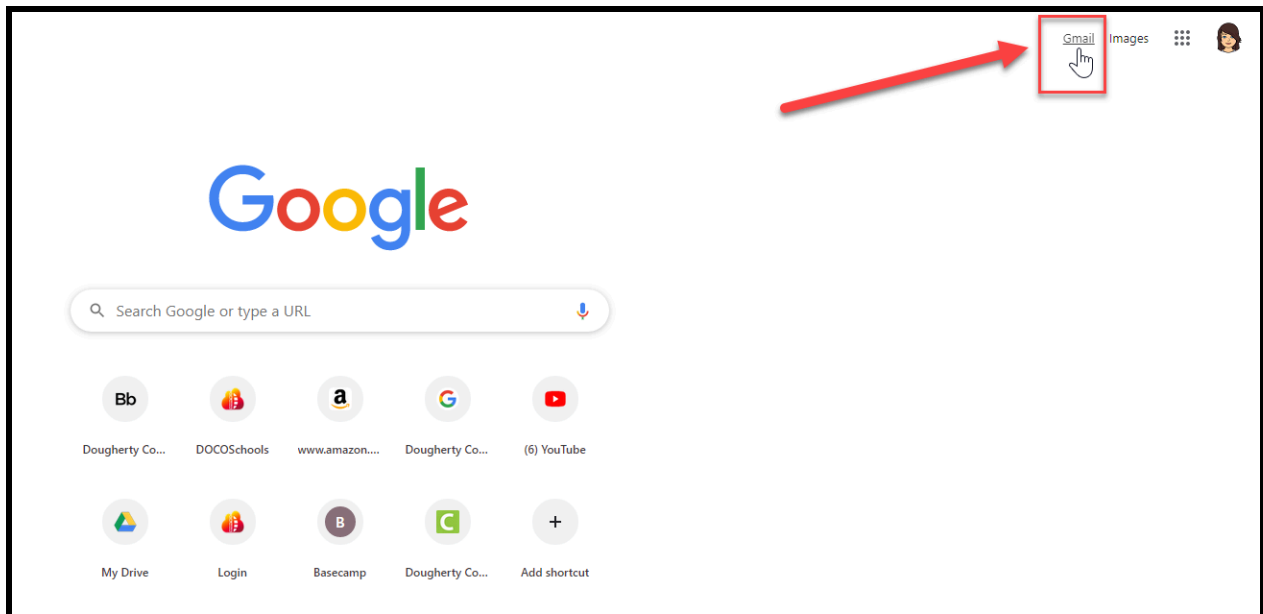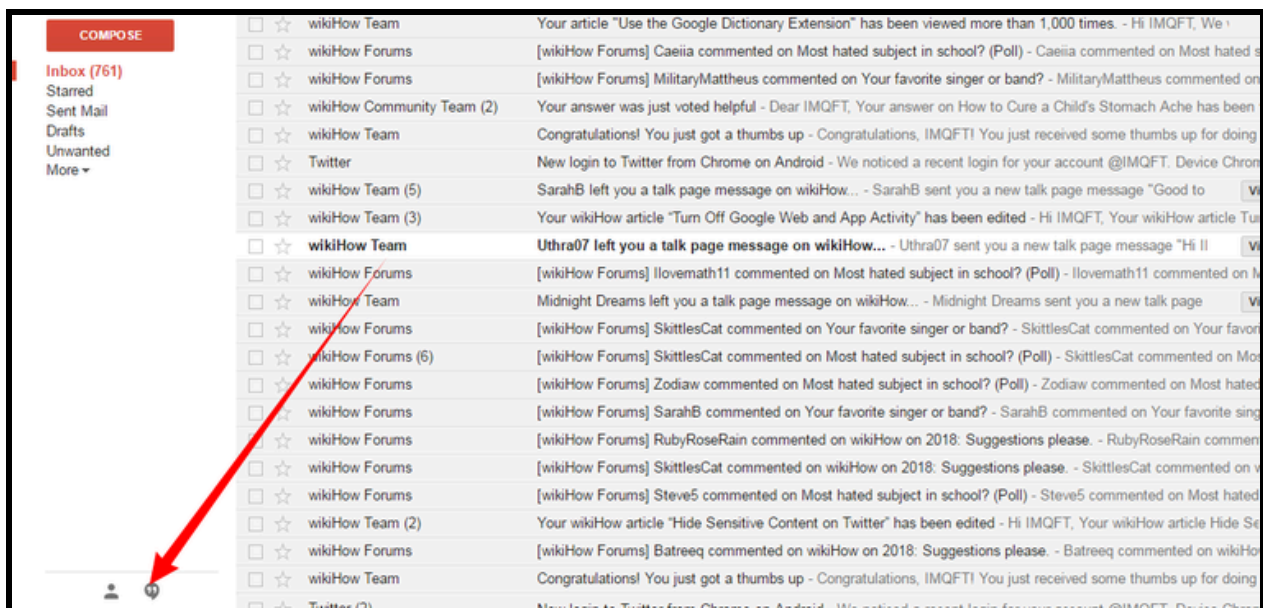# Google Hangouts

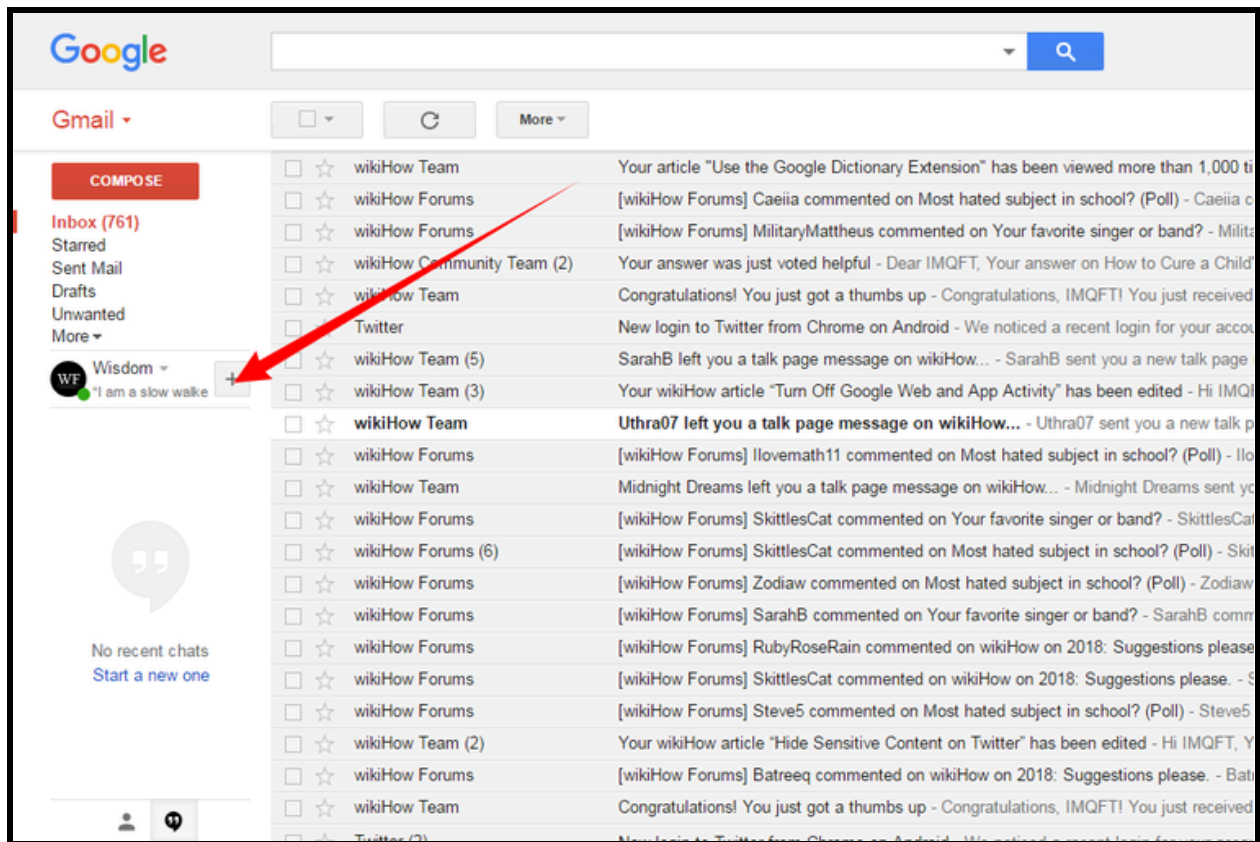**How to Open Google Hangouts in Gmail:**

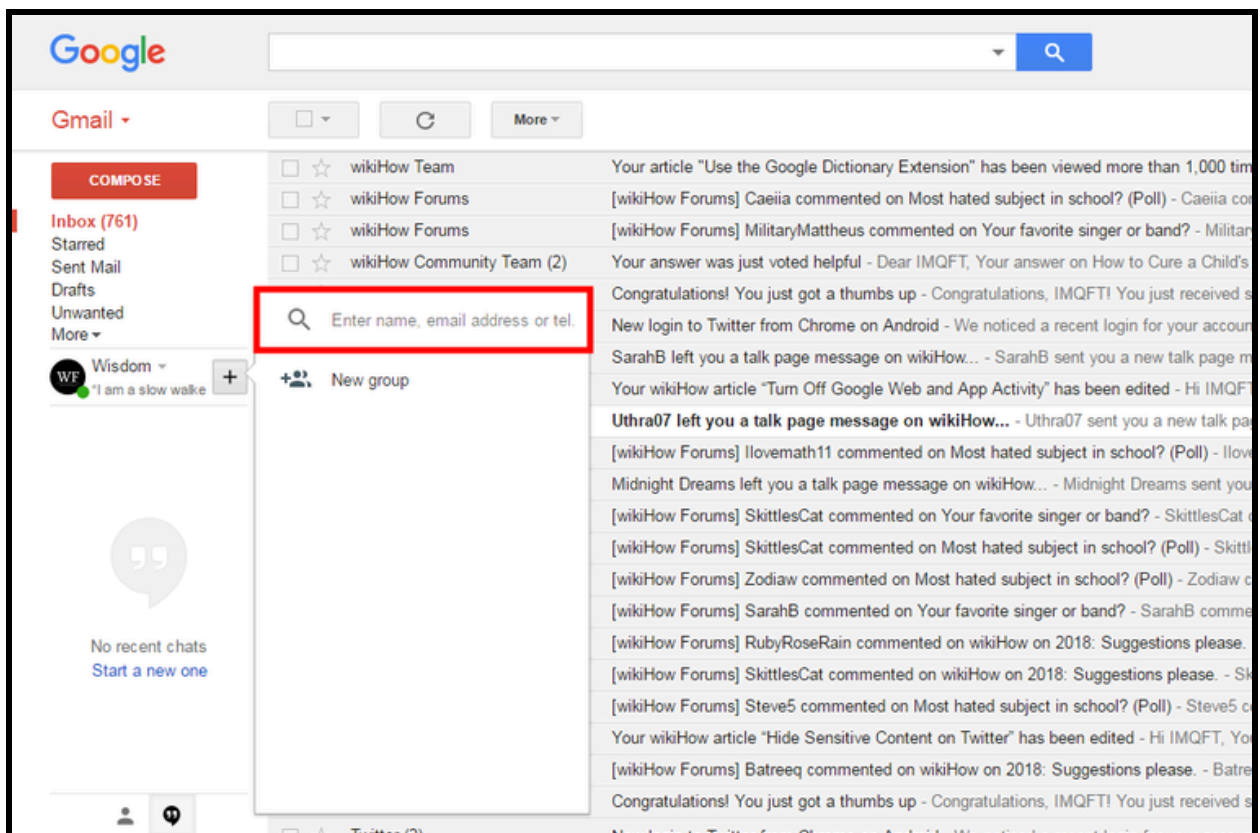1. Go to Gmail and login with your docoschools.org account.

2. Click on the "Hangouts" icon on the left bottom of the page.

3. Click on the + button next to your name to begin a new conversation.

4. Type the name of the person with whom you would like to chat. Google Hangouts is fed by the DCSS directory.
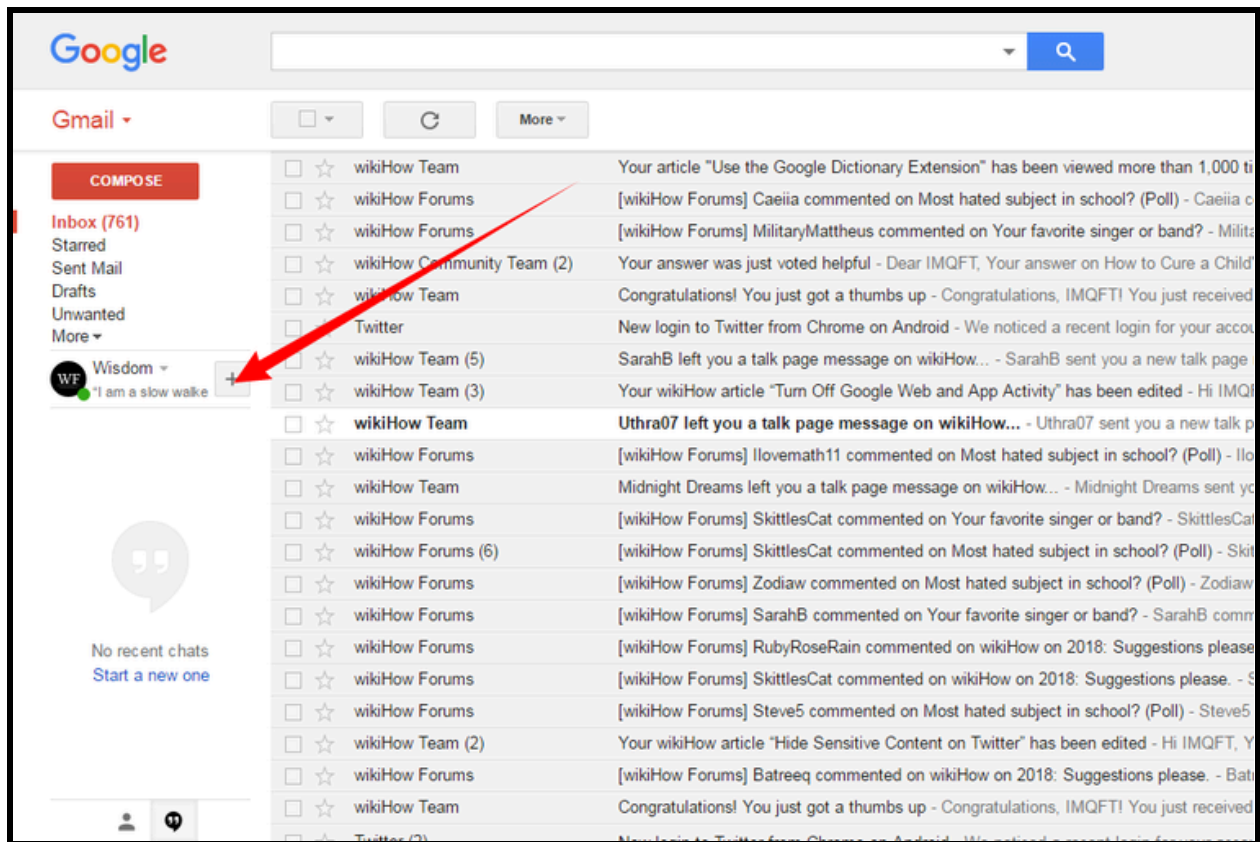
5. Start chatting. You can see the Google Hangouts chat box at the lower right corner of the page. Just type messages an upload images like Hangouts app or website. Click on the X icon at the top to close the chatbox.

How to Start a Group Conversation:
1. Open Hangouts in Gmail.
2. Click on the + button next to your name to begin a new conversation.

3. Click on "New Group."
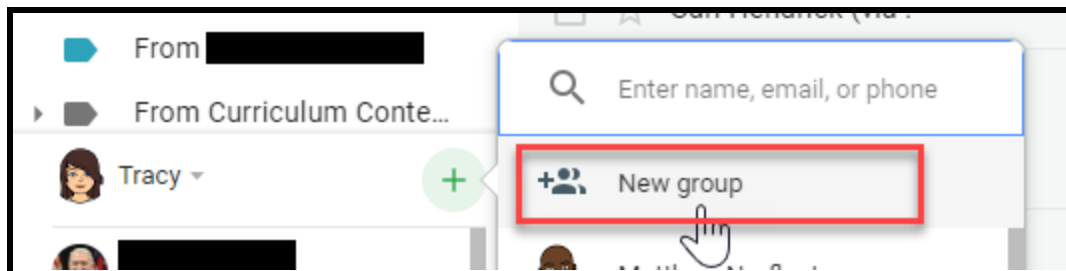
4. Enter or select the names, phone numbers, or email addresses of people you want to add. Conversations can include up to 150 people.

5. Click the green checkmark to begin the group conversation.