

How to Hangout (and Hangout on Air)

Link to this document: <http://bit.ly/hangouthowto>

Purpose: This document is meant to provide a “flipped” tutorial for using Hangouts. There are many different tasks outlined in the tutorials, but the best way to learn this information is to actually use it and figure out your own uses for Hangouts.

Non-Purpose: This document will never be an all encompassing tutorial, and it will likely not change with every interface change that happens within hangouts. What it will do, however, is provide a starting point for those who are interested in using hangouts on a daily basis.

Background:

- This document was created using a couple tools for creating animated gifs. You can download them for free at:
 - <http://www.cockos.com/licecap/>
 - [Snagit for Chrome](#)
- You can find additional Hangout tutorial documents:
 - Participating in a Hangout on Air: <http://bit.ly/hangoutparticipate>
 - Using Hangout Messaging (instant chat): <http://bit.ly/hangoutmessages>

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Creating an Event from Google+

Step 1: Click on Events from the Google+ sidebar

The screenshot displays the Google+ homepage. At the top left is the Denver Public Schools logo with the tagline "Discover a World of Opportunity". A search bar is located at the top center. The top right shows the user's name "+Benjamin", a grid icon, and a notification bell with a red badge showing the number "6". Below the search bar is a navigation bar with tabs: "Home", "All", "Community of Practice Ma...", "Friends", "Family", "More", and "Explore". The "All" tab is currently selected. The main content area is divided into four sections. The top-left section is a "Share what's new..." box with icons for Text, Photos, Link, Video, and Event. The top-right section is "Community invitations" with two entries: "Denver Moodle User Group" (Paul Iwancio invited you) and "The Newcomers Community" (Ben Wilkoff invited you). The bottom-left section shows a post by Peter Douglas, shared privately yesterday at 12:00 PM, with the text "Awesome article about classrooms struggling with basic communication problems that collaborative projects can bring to light." and a link to "Introducing Google Docs To Your Class: It's about communication, not the tool! 2 of 3 |". The bottom-right section is "You may know" with three suggestions: Mario GIARDIELLO II, Rebecca Castellanos, and Grant Varveris, each with an "Add" button.

Denver Public Schools
Discover a World of Opportunity

Search for people, pages, or posts

+Benjamin

Home

All Community of Practice Ma... Friends Family More Explore

Share what's new...

Text Photos Link Video Event

Community invitations

View all

Denver Moodle User Group
Paul Iwancio invited you

The Newcomers Community
Ben Wilkoff invited you

You may know

View more

Mario GIARDIELLO II
Danielle Ongart in common

Rebecca Castellanos
Jessica Raleigh in common

Grant Varveris
William Kocher in common

Peter Douglas
Shared privately - Yesterday 12:00 PM #Google

Awesome article about classrooms struggling with basic communication problems that collaborative projects can bring to light.

Introducing Google Docs To Your Class: It's about communication, not the tool! 2 of 3 |

Step 2: Click on Plan a Hangout

+Benjamin

Your events

Find more events

Past events

Plan a Hangout

Create Event



Shifting Practice

Shifting Practice: Outcome-Based Badges Roundtable

Yesterday, March 5, 1:00 PM

Hangouts On Air

Ben Wilkoff, Peter Douglas, Laura Mitchell + 47 others watched

Did you watch?

Yes

No



The "Why do Open Educational Resources Matter?" R...

Fri, February 21, 12:30 PM

Hangouts On Air

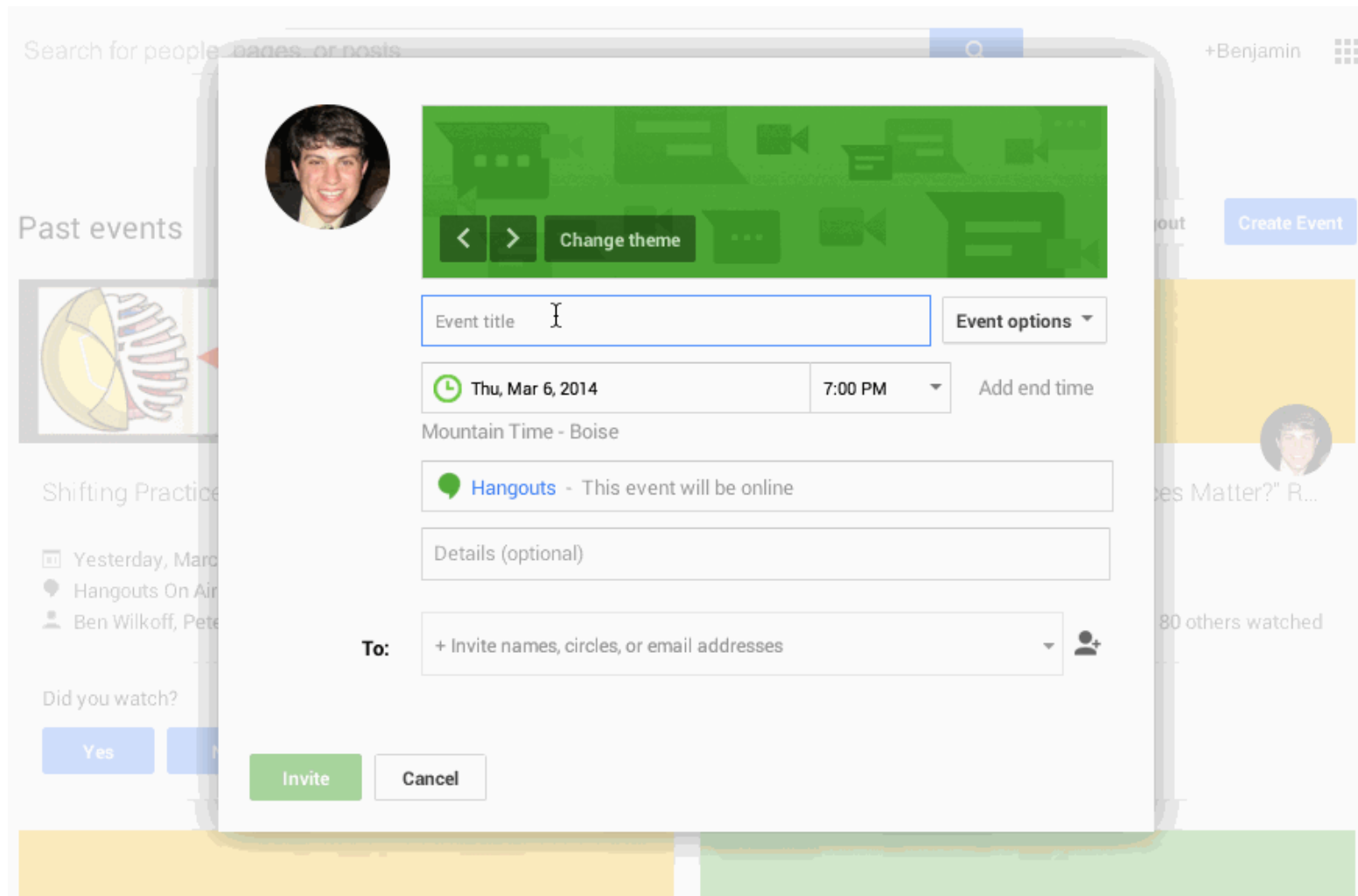
Ben Wilkoff, Jessica Raleigh, Kirk Anderson + 80 others watched

Did you watch?

Yes

No

Step 3: Input the details of your event and Invite participants



The image shows a Facebook event creation modal. At the top left is a circular profile picture of a man. To its right is a green header banner with a 'Change theme' button. Below the banner is a text input field for the 'Event title'. To the right of the title field is a dropdown menu for 'Event options'. Below the title field are two input fields for the date and time: 'Thu, Mar 6, 2014' and '7:00 PM', with an 'Add end time' link. Below these is a text field for 'Mountain Time - Boise'. Further down is a 'Hangouts' section with a green speech bubble icon and the text 'Hangouts - This event will be online'. Below that is a 'Details (optional)' text field. At the bottom is a 'To:' label followed by a dropdown menu with the text '+ Invite names, circles, or email addresses' and a person icon. At the very bottom are two buttons: 'Invite' and 'Cancel'.

Search for people, pages, or posts

+Benjamin

Past events

Shifting Practice

Yesterday, March 5, 2014

Hangouts On Air

Ben Wilkoff, Peter...

Did you watch?

Yes

Event title

Event options

Thu, Mar 6, 2014

7:00 PM

Add end time

Mountain Time - Boise

Hangouts - This event will be online

Details (optional)

To: + Invite names, circles, or email addresses

Invite

Cancel

Create Event

80 others watched

Step 4: Invite more people to your event



Discover a World of Opportunity™

Search for people, pages, or posts

+Benja...

Share

Events ▾

Your eventsFind more events

 Hangouts



My Event

Edit event+1Share event



Say something



Are you going?

Yes ▾+0 guests ▾

Step 5: Share your event with people outside of Google+



Discover a World of Opportunity™



+Benja...

Events ▾

Your eventsFind more events

 Hangouts



My Event

Edit event+1Share event



Are you going?

Yes ▾+0 guests ▾

Running a Hangout:

Step 1: Click on your Hangout Link

If you are on time or just a bit late for the hangout, the link will look like this:

The screenshot shows a Facebook event page for a Hangout. At the top, there's a navigation bar with the Denver Public Schools logo, a search bar, and user avatars. Below this is a secondary bar with 'Events', 'Your events', 'Find more events', and a 'Hangouts' link. The main content area features a large green banner with white icons of speech bubbles and video cameras. Below the banner, the text 'My Event' is displayed on the left, and 'Edit event', '+1', and 'Share event' buttons are on the right. A comment box with a profile picture and the text 'Say something' is visible. On the right side, a box states 'This event is happening now' with a prominent blue 'Join Hangout' button. At the bottom left, a notification from Benjamin Wilkoff indicates the event was updated at 3:25 AM.

Denver Public Schools
Discover a World of Opportunity™

Search for people, pages, or posts

+Benja... 6 Share

Events Your events Find more events Hangouts

My Event Edit event +1 Share event

Say something

This event is happening now

Join Hangout

Benjamin Wilkoff updated the event 3:25 AM

If you are early and want to get the hangout set up for your participants, the link will look like this:



Search for people, pages, or posts

+Benja...

Share

Events

Your eventsFind more events

Hangouts



My Event

Edit event+1Share event



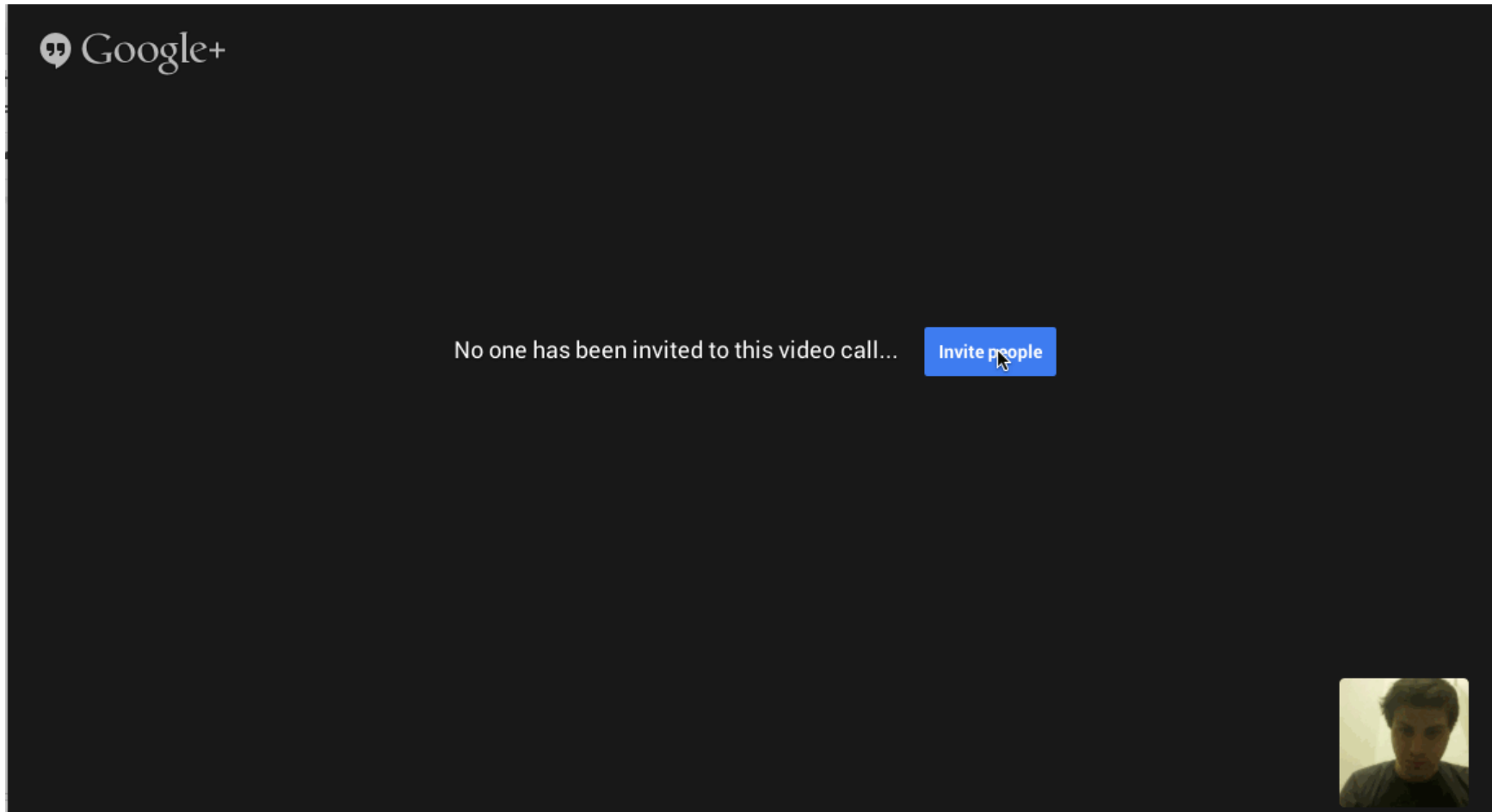
Say something

Are you going?

Yes+0 guests

Benjamin Wilkoff updated the event 3:28 AM

Step 2: Invite any last minute participants

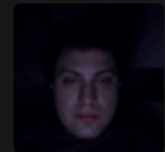


Step 3: Set up your Audio/Video Settings

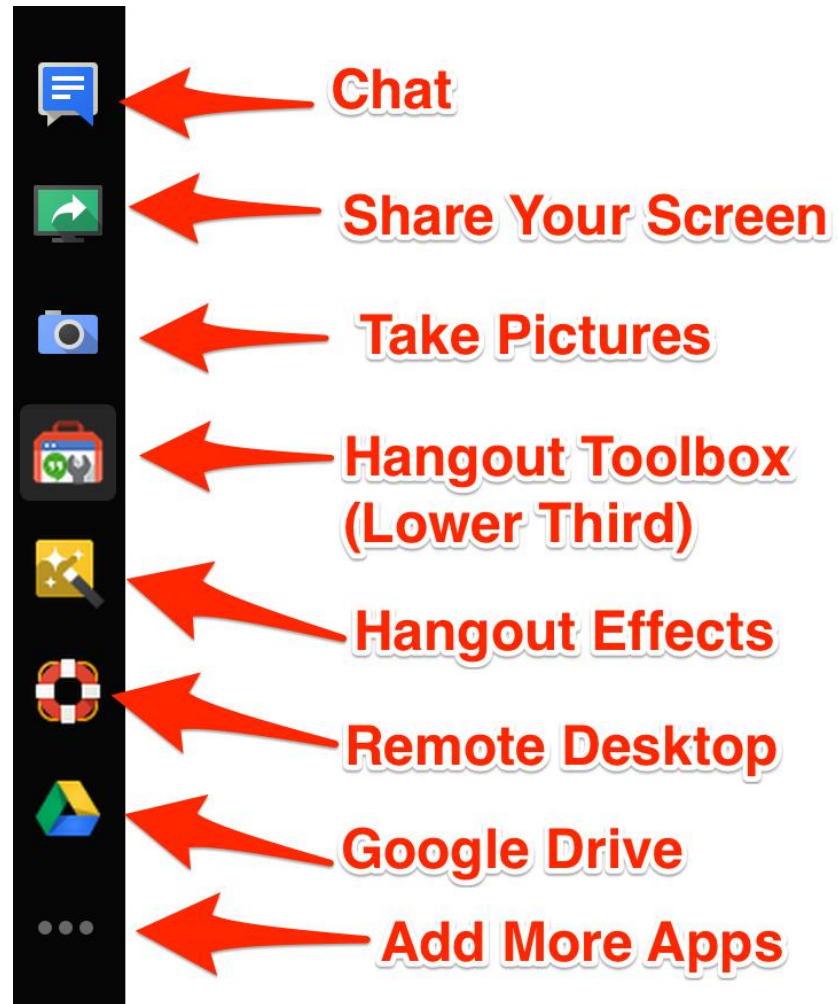


Waiting for people to join this video call...

Invite more

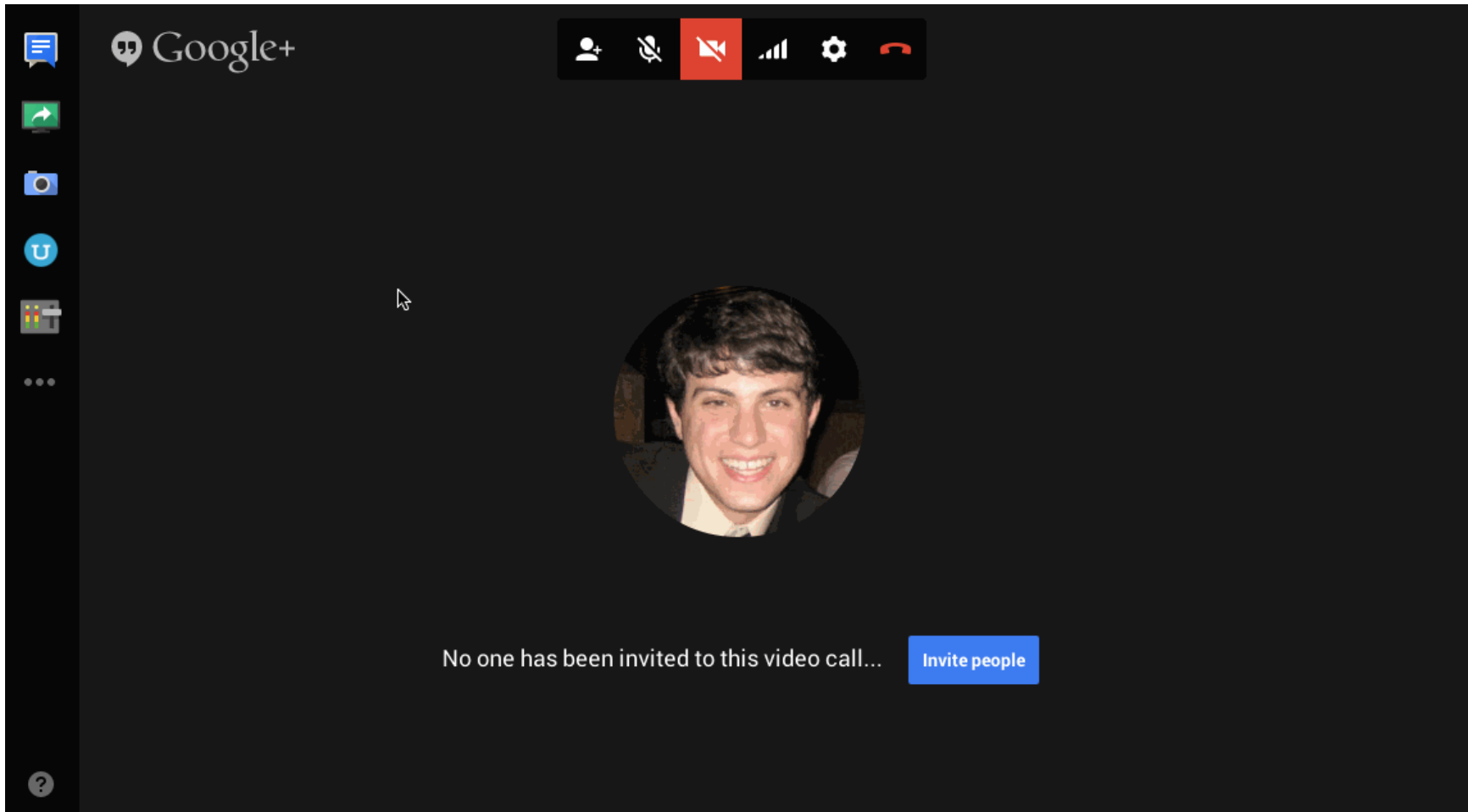


Step 4: Set up any Hangout Apps you need.



Adding a Lower Third to your Video

Step 1: Add the hangout toolbox app to your hangout



Step 2: Input your title and upload logo (optional)



No one has been invited to this video call...

[Invite people](#)



Hangout Toolbox



About

Hangout Toolbox provides useful applications to improve your Hangout experience.

For an even better experience, try [Google Chrome](#)

Version: 2.0.1

Support

[Project Page](#)
[Website](#)
[Support Group](#)
[Issue Tracker](#)
[Follow us on Google+](#)

Credits

**Moritz Tolxdorff**
Idea | Design | Developer

**Robert Pitt**
Developer | Brains

**Gerwin Sturm**
Developer | Comment Tracker

**Allen "Prisoner" Firstenberg**
Developer | Contributor

Step 3: Turn your Lower Third On

Don't worry, it is supposed to look backwards to you. It will look correct to everyone else.

The screenshot displays a Google+ Hangout interface. The main video feed shows a man in a light blue shirt, with a 'You' label in the bottom right corner. The top left corner features the Google+ logo. The right sidebar, titled 'Hangout Toolbox', contains several settings sections:

- Lower Third:** Includes a toggle switch set to 'OFF', a text input field containing 'Benjamin Wilkoff', another text input field containing 'Director of PPL', a red 'Choose Logo' button, and a blue 'Color' button.
- Custom Overlay:** Includes a toggle switch set to 'OFF' and a red 'Custom Upload' button.
- Saved Presets:** Includes a text input field labeled 'Preset Name' and a blue 'Save' button.

At the top of the sidebar, there are icons for user profile, audio, video, chat, help, and settings.

Creating a Hangout on Air from Google+

Step 1: Click on Hangouts from the Google+ Sidebar

The screenshot displays the Google+ homepage. At the top left is the Denver Public Schools logo with the tagline "Discover a World of Opportunity". A search bar is located at the top center. To the right of the search bar are navigation links: "+Benja...", a grid icon, a notification bell with a red "8", a "Share" button, and a user profile picture. Below the search bar is a horizontal menu with "Home" (selected), "All", "Community of Practice Ma...", "More", and "Explore". On the far right of this menu is a green speech bubble icon labeled "Hangouts". The main content area is divided into four sections: 1. "Share what's new..." with icons for Text, Photos, Link, Video, and Event. 2. "Community invitations" listing "Denver Moodle User Group" (invited by Paul Iwancio) and "The Newcomers Community" (invited by Ben Wilkoff), each with a "View" button. 3. "eLearning Industry" post by "design like an" about a directory of online courses, with a "View more" link. 4. "You may know" section listing three people: Mario GIARDIELLO II, Rebecca Castellanos, and Grant Varveris, each with an "Add" button.

Step 2: Click “Start a Hangout on Air”



Discover a World of Opportunity™

Search for people, pages, or posts

+Benja...Share

Hangouts ▾

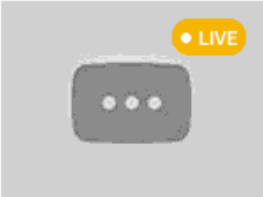
HomeHangouts On AirVideo Hangouts

Hangouts

Hangouts On Air [View all](#)

[Start a Hangout On Air](#)

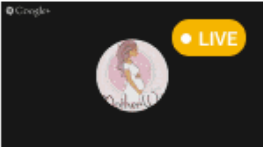
Broadcast your conversation to the world for free on YouTube. [Learn more](#)



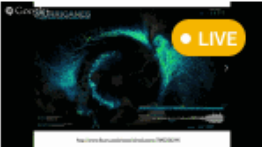
Test-Hangout 2
stuttgarter-zeitung.de is participating



The FINALS
Shiats du is participating



Проба
Екатерина Матвеева is



Встреча Тани
Мисютиной с



Video Hangouts [View all](#)

Video Hangouts are great for talking about anything.

No one in your circles is having a video Hangout.

People you know



Danielle Ongart

[Start conversation](#)

Step 3: Input the details of your Hangout On Air

The screenshot shows a 'Hangout On Air' setup window. At the top left is a circular profile picture of a man. To its right is the title 'Hangout On Air'. Below the title is a text input field with the placeholder 'Give it a name'. Underneath that is a larger text area with the placeholder 'Tell people what it's about'. Below the text area are two buttons: 'Now' (selected) and 'Later'. Below these buttons is the text 'Hangouts On Air are broadcast publicly on YouTube'. Underneath is an 'Audience' section with two green buttons: 'Denver Public Schools' and 'Public'. Below the audience buttons is a '+ Add more people' link. At the bottom left are 'Share' and 'Cancel' buttons. The background shows a Google+ interface with a search bar, a 'Share' button, a notification bell with '8', and a 'Hangouts' button. At the bottom of the background, there is a chat bar with a profile picture of Danielle Ongart and the text 'Danielle Ongart' and 'Start conversation'.

Search for people, pages, or posts

+Benia...

8

Share

Hangouts

Hangouts

Start a

Starts

Now Later

Hangouts On Air are broadcast publicly on YouTube

Audience

Denver Public Schools Public

+ Add more people

Share Cancel

Проба
Екатерина Матвеева is

Встреча Тани
Мисютиной с

Danielle Ongart

Start conversation

Step 4: Turn on Q&A (so participants can ask questions)



Discover a World of Opportunity™

Search for people, pages, or posts

+Benja...

Share

Events ▾

Your events

Find more events

 Hangouts

 My hangout on air.

Edit event

+1

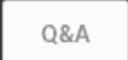
Share event

 Google+



 Start

 Trailer

 Q&A





Hosted by:

Benjamin Wilkoff

111 have you in circles



Say something



Details ▾

Step 5: Invite Participants within Google+



Discover a World of Opportunity™

Search for people, pages, or posts

+Benja...

Share

Events ▾

Your events

Find more events

 Hangouts

 My hangout on air.

Edit event

+1

Share event

 Google+

Q&A



 Start

 Trailer

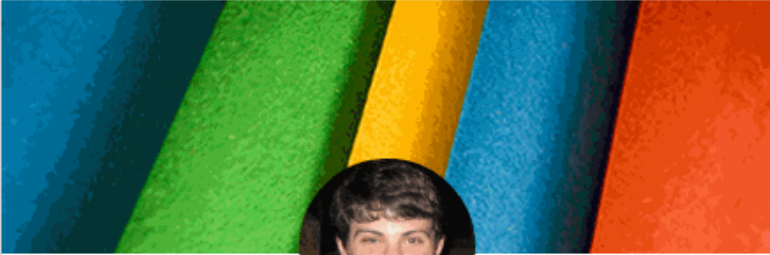
 Q&A





Say something







Hosted by:

Benjamin Wilkoff

111 have you in circles

Details ▾

Step 6: Share with participants outside of Google+



Discover a World of Opportunity™



+Benja...



8

Share



Events ▾

Your events

Find more events

 Hangouts

 My hangout on air.

Edit event

+1

Share event

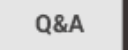
 Google+



 Q&A

 Start

 Trailer

 Q&A

 ?



Hosted by:

Benjamin Wilkoff

111 have you in circles





Details ▾

Step 7: Launch the Hangout on Air



Discover a World of Opportunity™

Search for people, pages, or posts

Benja...

Share



Events ▾

Your events

Find more events

 Hangouts

 My hangout on air.

Edit event

+1

Share event

Google+

Q&A



Start

Trailer

Q&A





Say something

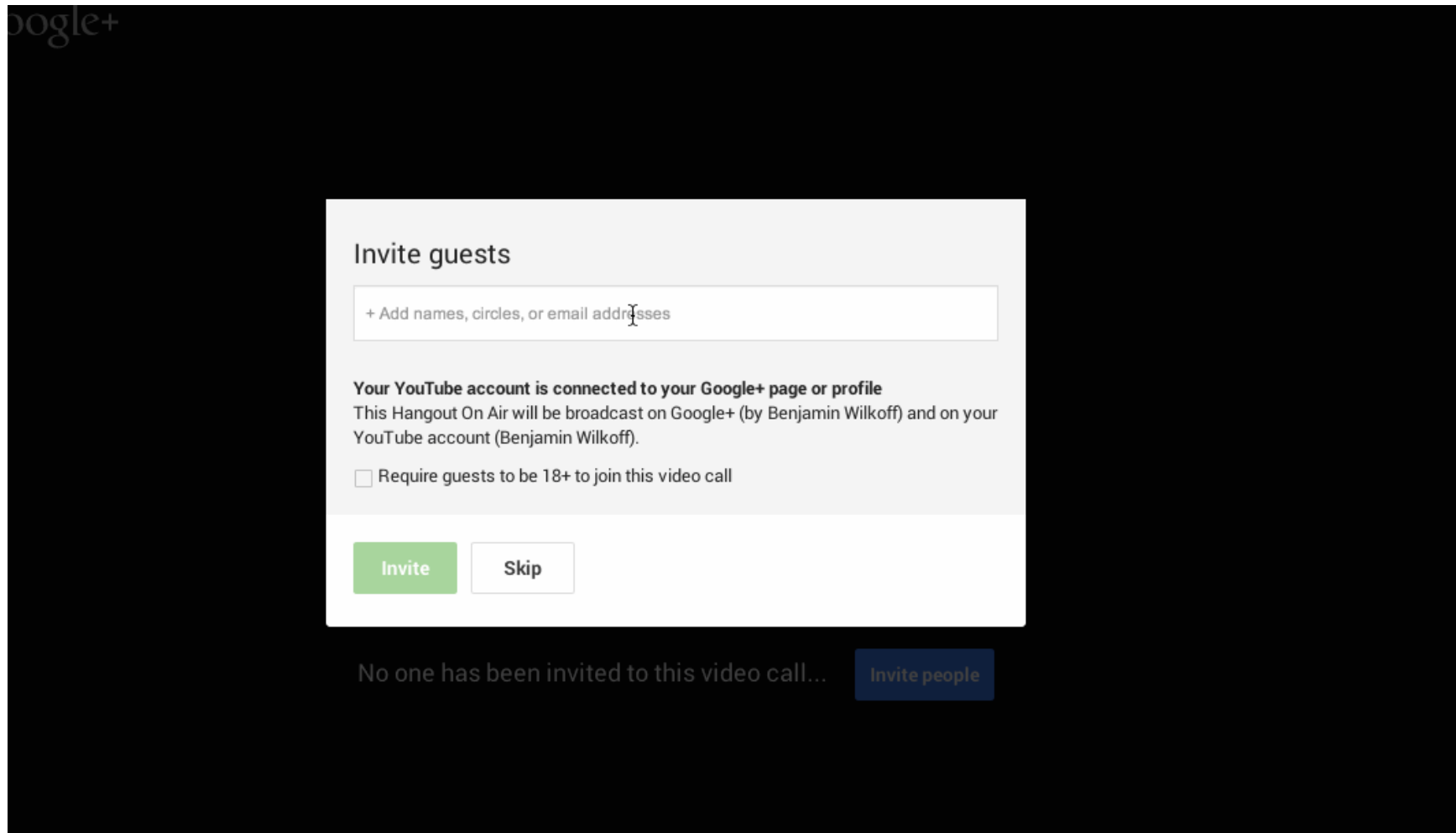




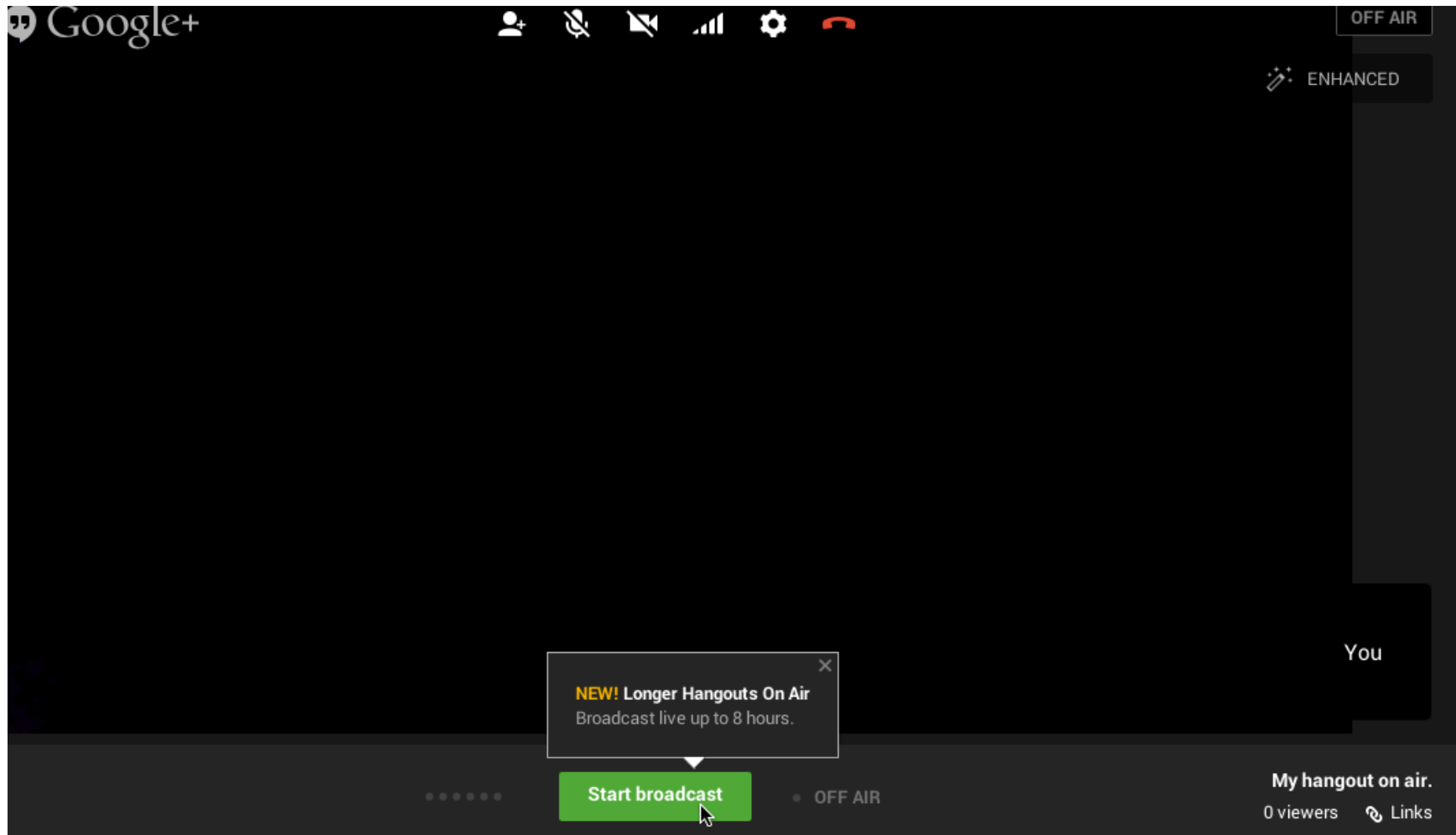
Hosted by:
Benjamin Wilkoff
111 have you in circles

Details ▾
Created by **Benjamin Wilkoff** · Public event
 Links

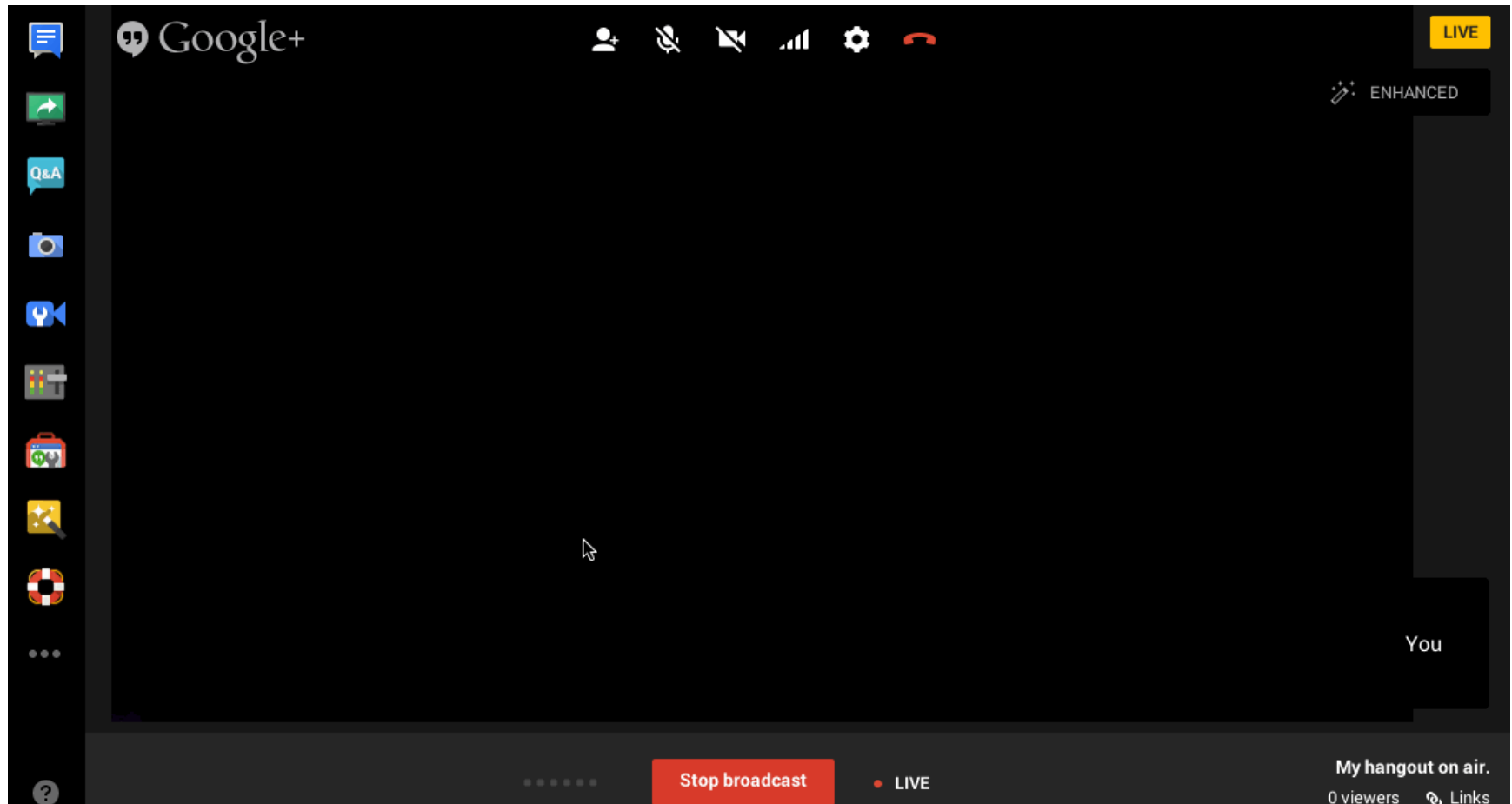
Step 8: Invite participants who are on the video portion



Step 9: Start Broadcast

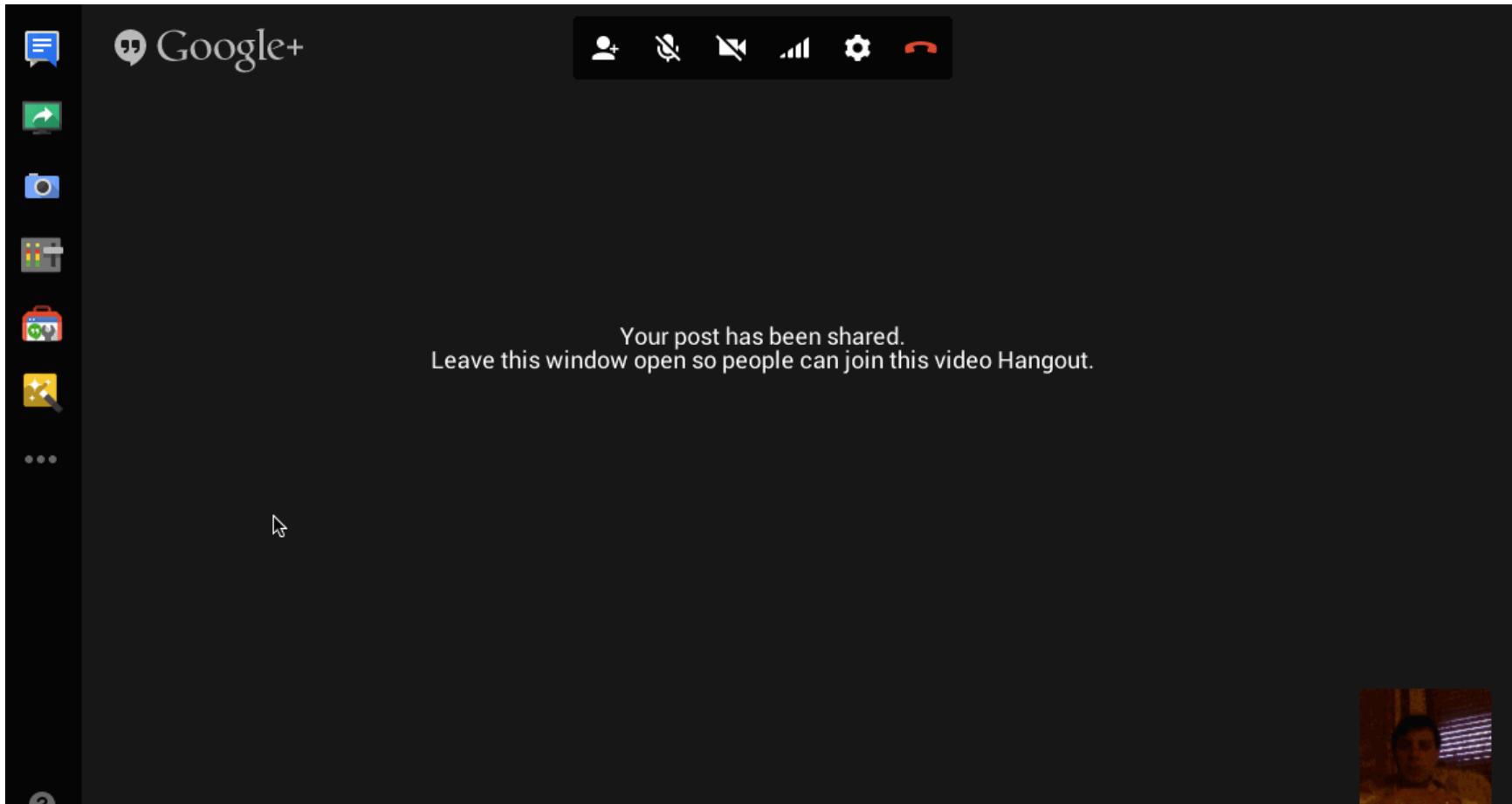


Step 10: Use the Q&A App to answer questions



Add a Uberconference bridge to your Hangout

Step 1: Add the Uberconference App



Step 2: Invite/Call into Phone Conference and Turn on Recording (optional)

