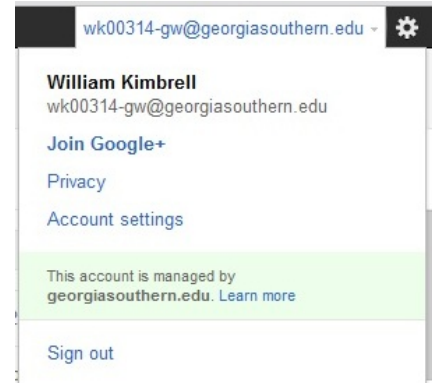# Getting Started with Google+ and Hangouts

You will need a Google Account to participate in Google Hangout and Communities. If you do not already have an account - see the separate handout handout.

Step 1: Join Google Plus

In the top right hand corner of your browser, <u>click on the pull down menu</u> labeled as your email address. <u>Click "Join Google+"</u>
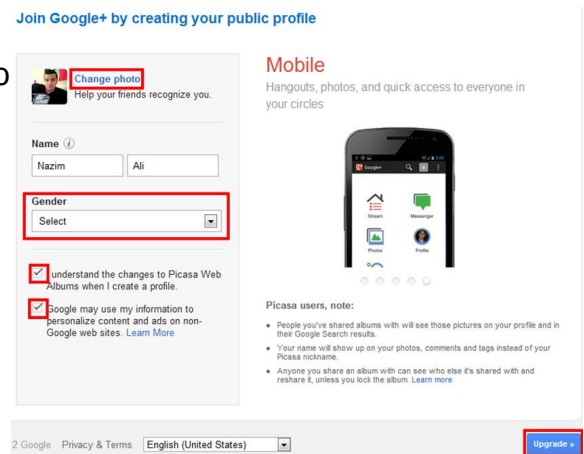
<u>NOTE:</u> You must be signed into your Google account!

Step 2: Get Started

After you click Join Google+, fill out your name, Gender, and Birth-date. If you have a profile photo, go ahead and add it now. **(Optional)**

Once you have the information filled out and added a photo if you wish, **<u>click "upgrade"</u>** to continue.

Step 3: Add Friends

After you click upgrade, a page with friend suggestions will appear. ***Skip this for now.***

At the bottom left hand corner, <u>click "continue"</u> until you get a pop up that says, "you might be lonely". At this time <u>click "Continue Anyways."</u>

Step 4.

After you click continue anyways, you will be prompted to add more profile information. **<u>AT MINIMUM BE SURE TO ADD YOUR SCHOOL NAME.</u>** *This ensures that others from the E2CCB region will be able to find you easily. Add as much information here as you wish.*

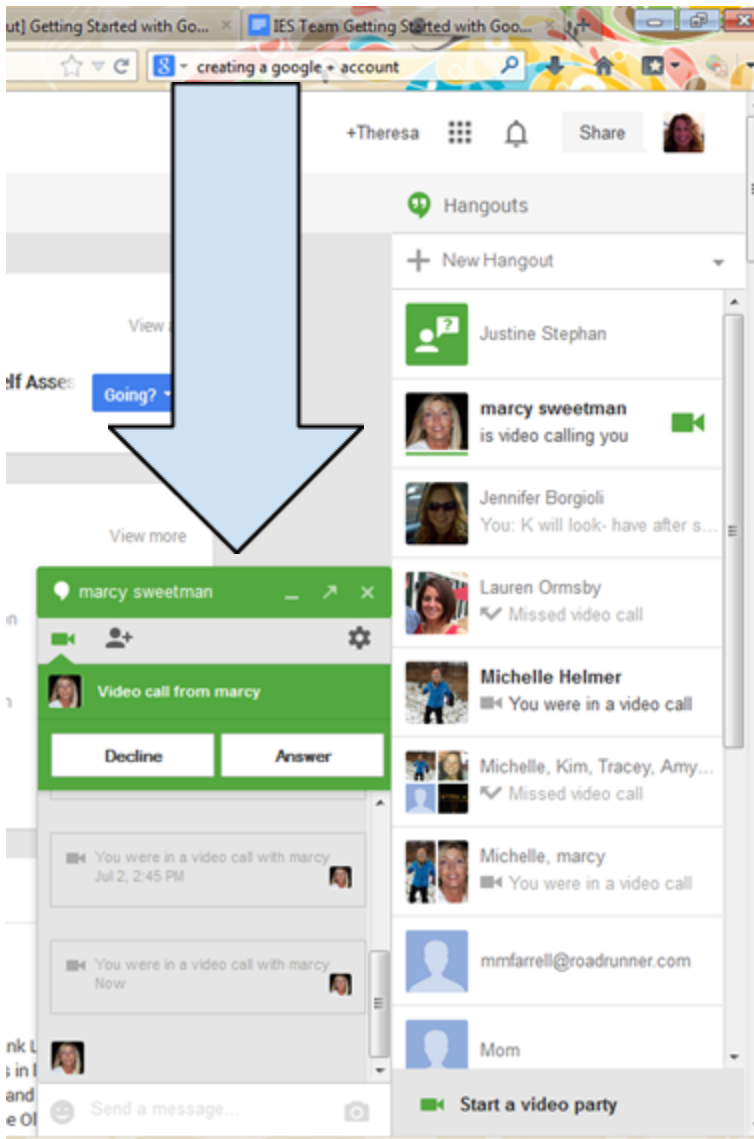Once you have filled out your profile information, <u>click "finish"</u>.

Step 5
After you have clicked finish, your Google+ stream will appear. *This will look and feel very much like Facebook.*

In order to join the scheduled Hangout, please email your IES facilitator with your Google+ email so that they can send the invitation to the video Hangout. The email subject line should state "Invite Address for Google Hangout." Your facilitator name and email will be send to you in a welcoming email, which likely included these directions.

On the day of the Hangout, you will see a video invite appear 15 minutes prior to the scheduled start of the Hangout. You must be logged into your Google account to see/hear the invite.

Join a Video Hangout
In your stream, you will see a post appear at the top of your stream with your invite. Click the green button that says "Join Hangout".

After you click join, a video window will pop up and you will click "join hangout" again.

Trouble Shooting
After you have joined the hangout, if you have any problems with your camera or mic, in the top right hand corner of the window click the sprocket icon to go to properties to ensure the proper mic and video camera is selected.