

USE HANGOUTS

Hangouts bring conversations to life with group chats and group video calls for free. Use Hangouts to keep in touch with your co-writers, collaborators, and your creative community. As most computers have built-in cameras, this option requires no extra equipment and can be a great way to stay connected from home.

1 GET STARTED WITH HANGOUTS

If it's your first time using Hangouts, you'll need to create a [Google Account](#). Please prepare in advance. If you have a Gmail account, you already have a Google account and can use it for Hangouts.

You can use Hangouts to

- Start a chat conversation or video call. Video calls can include up to 10 people ([Gmail](#), [G Suite Basic](#)) or 25 ([Business](#), [Education](#)). Conversations can include up to 150 people.
- Make phone calls using Wi-Fi or data
- Send text messages with your [Google Voice](#) or [Google Fi](#) phone number.
- Hangouts sync automatically across devices. If you start a Hangout on your computer, you can continue your chat on another device, like your phone.

Requirements for using Hangouts:

- A [Google Account](#).
- A computer or phone with a camera and microphone. [Learn how to use your camera and microphone](#) when you start a video call for the first time.
- An internet or data connection.
- Hangouts works with the current version and one previous major release of the browsers listed below:
 - Google Chrome
 - Microsoft Internet Explorer (IE)
 - Safari
 - Firefox
 - On Internet Explorer and Safari, download and install the latest version of the [Hangouts plugin](#).
- Hangouts works with the current version and 2 previous major releases of the operating systems listed below:
 - Mac OS X
 - Windows
 - Chrome
 - Ubuntu and other Debian-based Linux distribution

Please note: all content on Hangouts must adhere to [Hangouts and Hangouts Chat acceptable use policy](#)
Please also refer to [Google's Terms of Service](#) for more information.

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How To Sign In To Hangouts

- On your computer, go to hangouts.google.com or open Hangouts in [Gmail](#).
- Enter your Google Account information.
- Click Sign in. In Gmail, on the left, click Sign in.
- *To use Hangouts with multiple accounts at the same time, you can*
 - Use a different browser for each account.
 - Set up a separate Chrome profile for each account.
 - You can switch between profiles in separate Chrome windows.
 - Install the [Hangouts Chrome extension](#).

How To Start A Video Call In Hangouts

- Sign into your Google Account. If you have a [Gmail](#) account, you already have a Google account and can use it for Hangouts.
- On your computer, go to hangouts.google.com
- Click Video Call
- Once the “Invite people” tab pops up, enter the email addresses of your desired recipients and click “invite.”
- Alternatively, click “copy link” to directly service a video call link to your collaborators.
- Remain in the open video window, and wait for your collaborators to join you there.

Please Note: *The option to record a Hangout, and several other premium features, is available in [G Suite](#), which is a paid service.*

How To Start A Group Conversation in Hangouts

- Sign into your Google Account
- Go to hangouts.google.com or open Hangouts in [Gmail](#).
- Click New conversation and then New group.
- Enter or select the names, phone numbers, or email addresses of people you want to add.
- To start a group conversation click Message

Other Useful Resources:

- [Make A Phone Call With Hangouts](#)
- [Create A Room](#)
- [Hangouts Help](#)

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