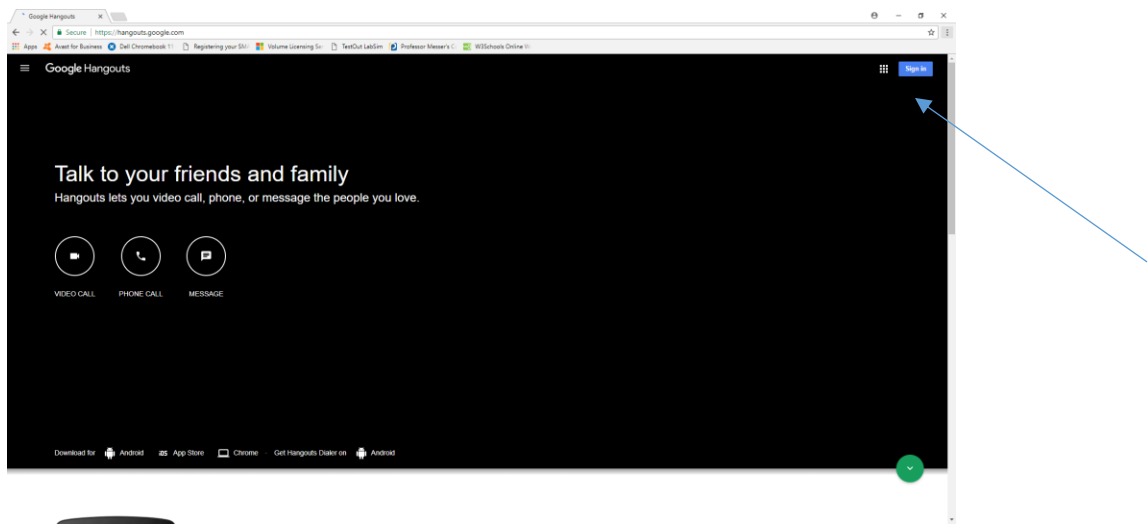
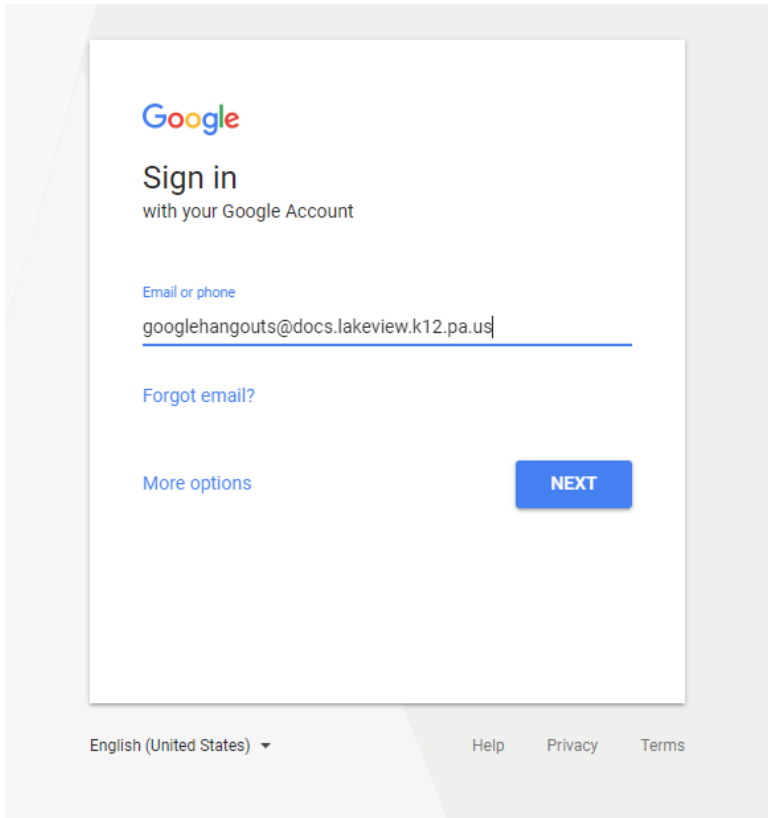


Google Hangouts Tutorial: Please use this guide to set up your Google Hangout Calling Ability

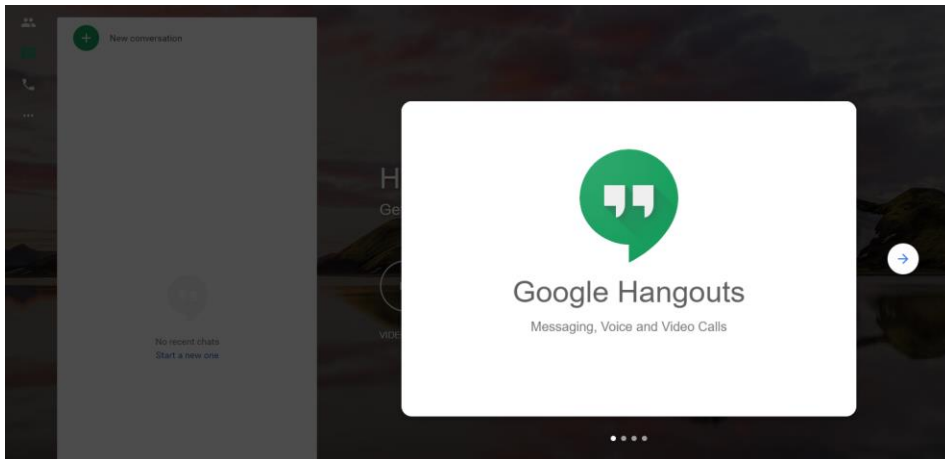
1. Go to <https://hangouts.google.com/>



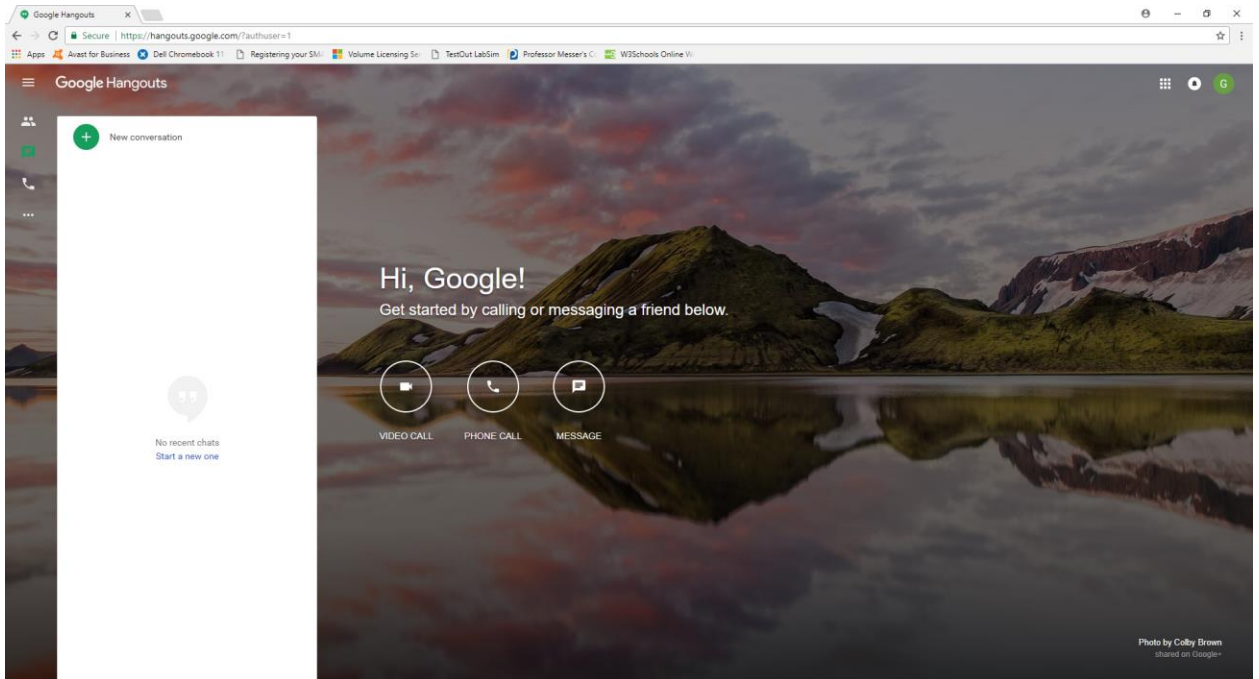
2. Sign-in with your google account if you are not already in the upper Right corner (Blue Sign-in Box)



3. Cycle Through the arrows to get passed the instructions/demo

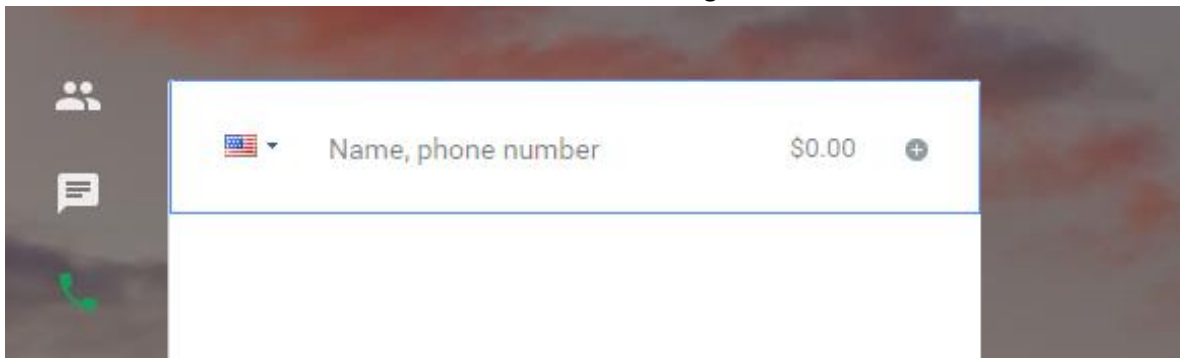


4. Your main page will look like this...

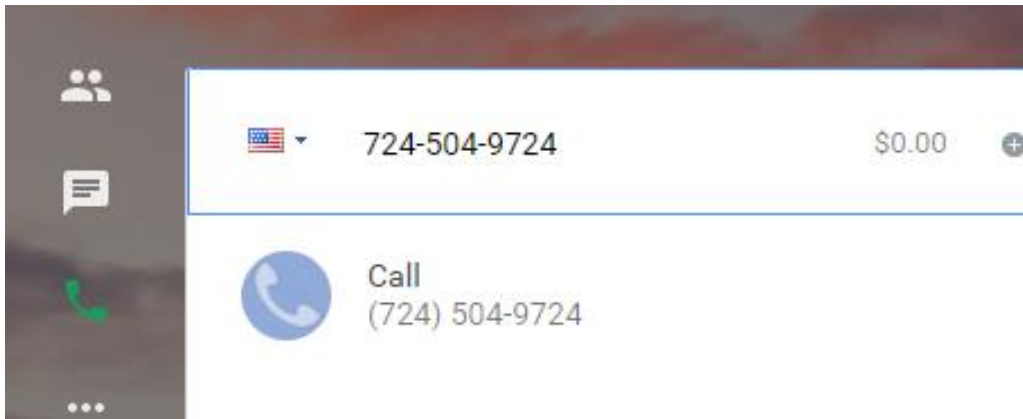


5. Click the Phone Call Circle. (Clicking Phone or Text changes the white pane to the left, Video will open a new tab)

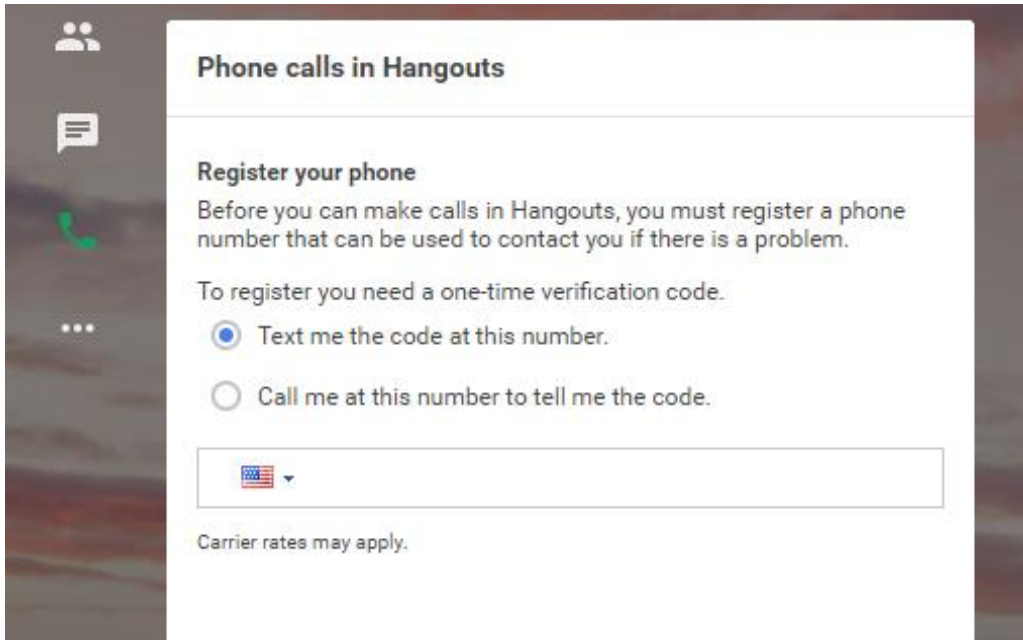
6. Click the Green + to add a new conversation. This will change the look to this...



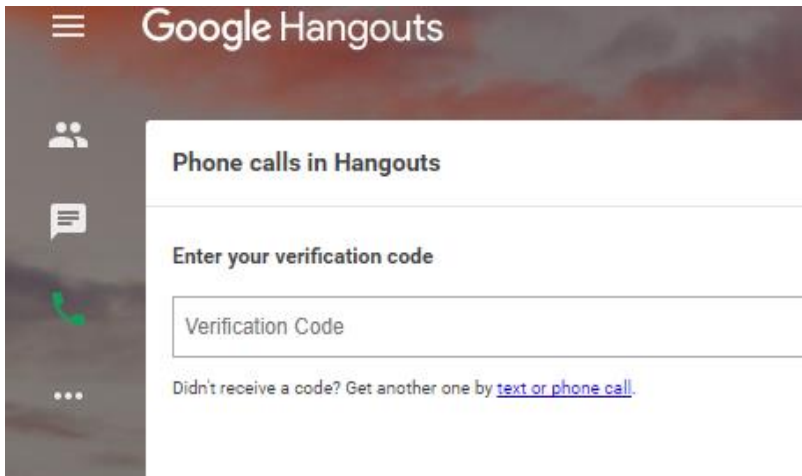
7. Start Typing a Phone Number in the box... (now don't everyone call me at once!)



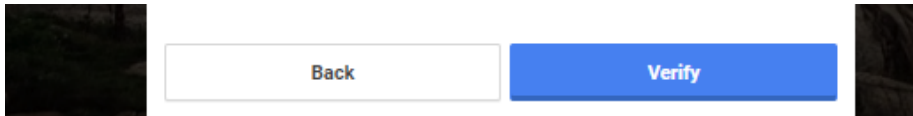
8. Then Click the Call...
9. When you do it is going to come up for the FIRST time ONLY with “Register your Phone”



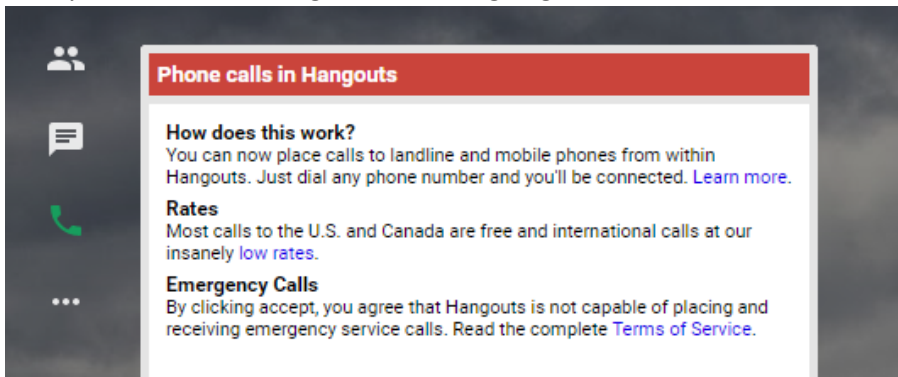
10. While you might be hesitant to do this – you HAVE to register a phone. We called Google and spoke to them directly and discussed the reason for this change (some of you might have been able to do it in the past without a phone linked). This is a security measure to help cut back on out of country spam calling. Please do not worry this process is just to verify you are legit. At this time – you are going to have to register a personal phone to use the service. We cannot use the school number as it just won't work with the way the system is set up.
11. Once you enter a phone number you will be sent a text to that number to get a verification code.



Once you got it, enter it in the box and click the blue verify button at the bottom of the white pane.



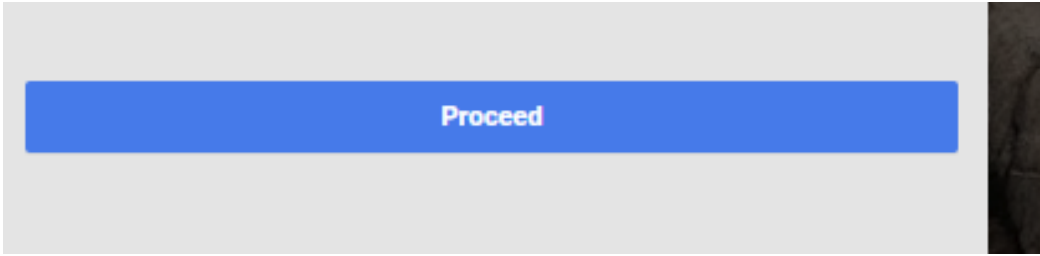
12. Now you will see a message on how it is going to work.



13. Click "I accept"



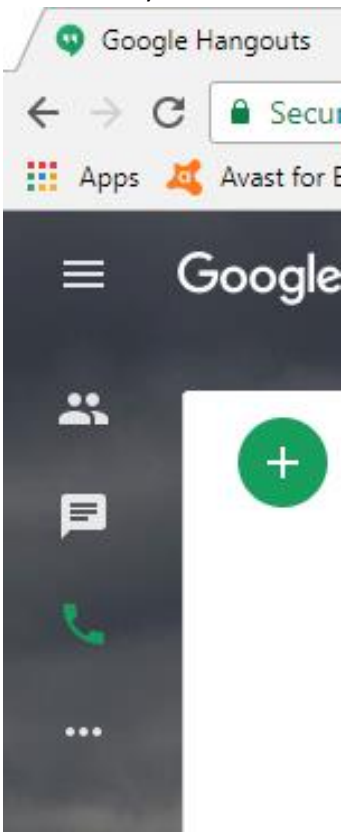
14. Then "Proceed"



15. Now your call will be placed and the call comes up “Unavailable” to the caller receiving the call.

Going Further...

16. On the Left you will see “...” Click that.



17. Find the Gear Icon for Settings. Click that will bring up this:

Google Hangouts

Secure | <https://hangouts.google.com/?authuser=1>

Apps Avast for Business Dell Chromebook 11 Registering your SIM

Google Hangouts

- Share your status... X
- Your status will be visible to everyone you use Hangouts with.
- Show when you were last active
- Show which device you're on (phone, tablet or computer)
- Show when you're in a video or phone call on your devices

Notifications

Mute notifications for...

- Sounds for incoming messages
- Ring on incoming phone calls

General

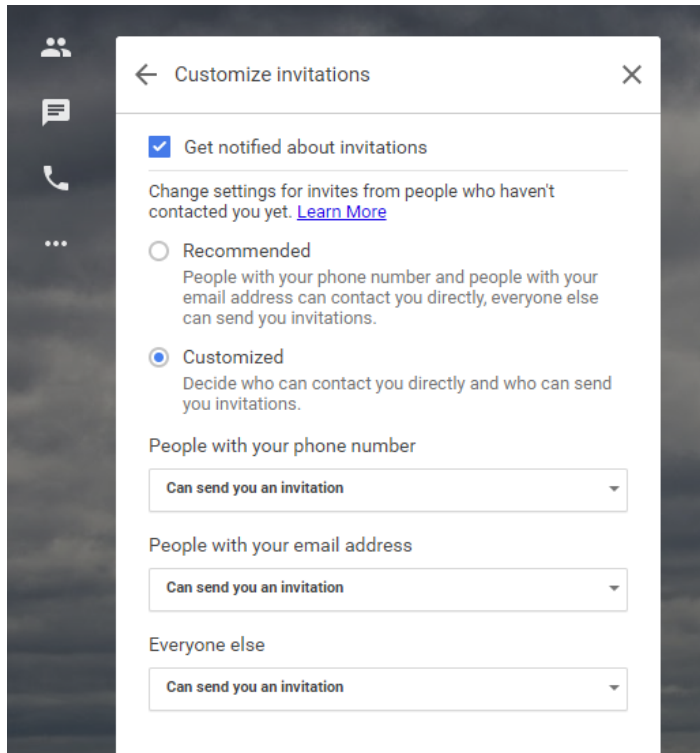
- Convert text to emoji
- Use dense roster

- Archived Hangouts >
- Invites >
- Hidden contacts >
- Blocked people >
- Customize invite settings >

[Help](#) [Feedback](#)



18. At the Bottom says “Customize Invite Settings”, click the arrow to the right of that. It will bring up these options:



19. You can customize your settings here to what people with your phone number, email address, etc can do.
20. Go ahead! Make a Call. Try it. It works from Chromebooks well! Just need to make sure what you are using has a microphone hooked up. A desktop computer might be not your best option. Stick to Chromebooks and some of the laptops if possible.
- 21. And Finally – if you are still uncomfortable with Google Hangouts for your teachers conferences and other communications there are other options available to you. There are phones that dial out in the Conference Rooms and IST Room. You can also use the *67 Option when calling from your personal cell phone and it will block your number before you make the call.**

Hope this tutorial helps. Do not hesitate to contact us if you have any trouble!

Just drop us a tech request on the website!

(Tech requests reach both Mr. Heck and Me so it is a much better option when needing help than just emailing him directly per chance he is tied up, then I will know about it!)



Technology _____

- Home
- Administration
- Live HD Video Stream
- Recorded Video Links
- Internet Safety
- Tech Request
- Tech Tips
- 2012 Track Time Lapse
- Technology at Lakeview
- Proper Disposal

