

# Using Google Hangouts to host meetings

## Chapters

*Click on the name of the chapter you wish to view*

- [Setting up a meeting in Google Hangouts](#)
- [Inviting attendees to take part](#)
- [Starting a Google Hangouts meeting](#)
- [Running a Google Hangouts meeting](#)

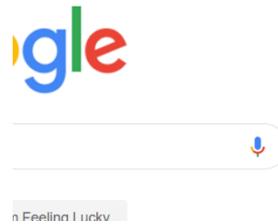
## Setting up and running a Google Hangout for meetings

1. Agree a date between your attendees for your meeting.

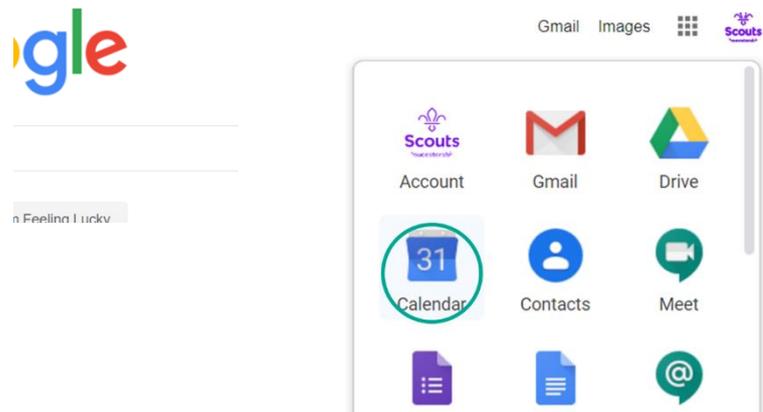
2. Go to the Google home page. If logged in your image or initial will show



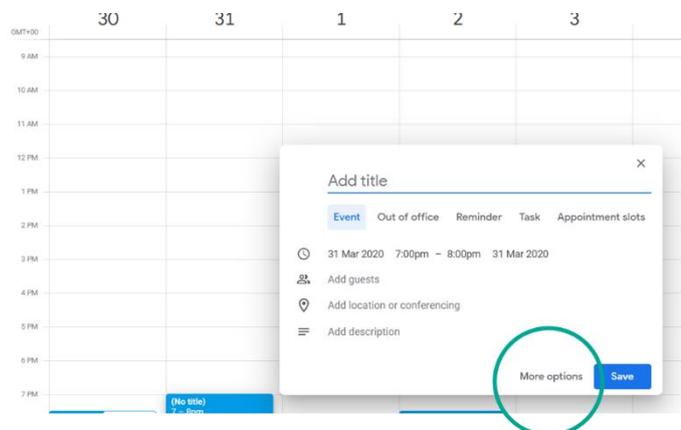
3. Make sure you are logged in, if not sign in with your usual name and password. If you do not have a Google Account you will need to have one in order to set up a meeting.



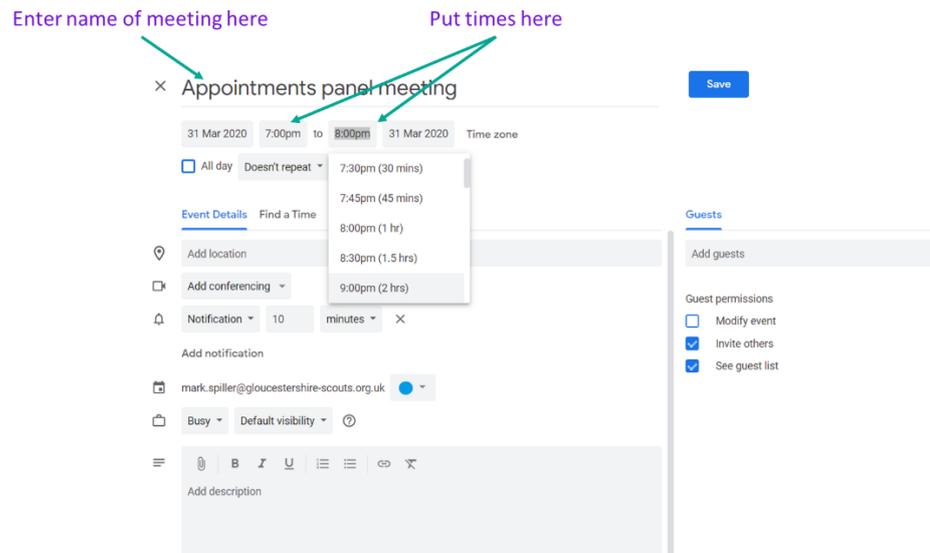
4. Click on the Google apps icon (3 x 3 grid) and select Calendar.



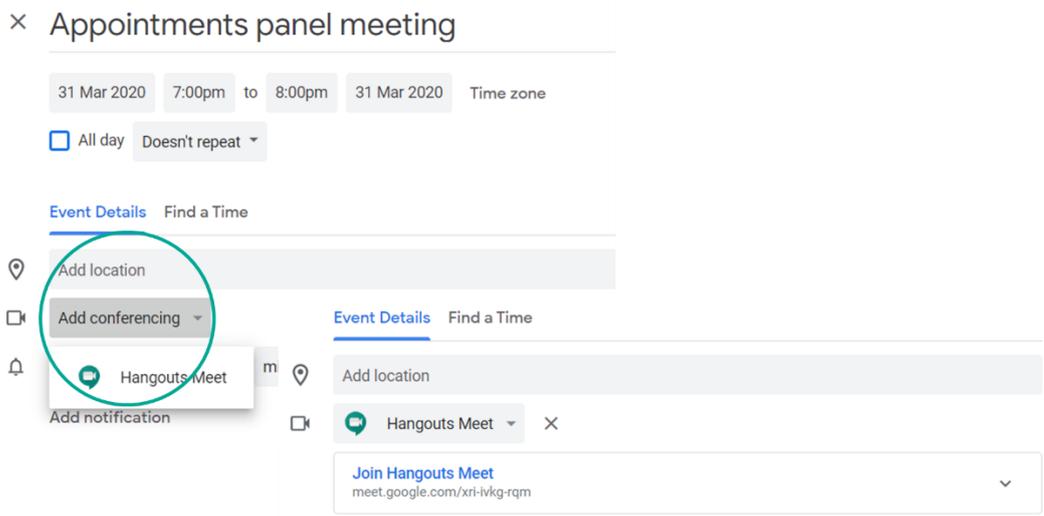
5. Choose your date and click on the time you want to start your meeting. A new meeting event will come up. Click on **More options**.



## 6. Enter details of the meeting: Description / Time start and Time finish

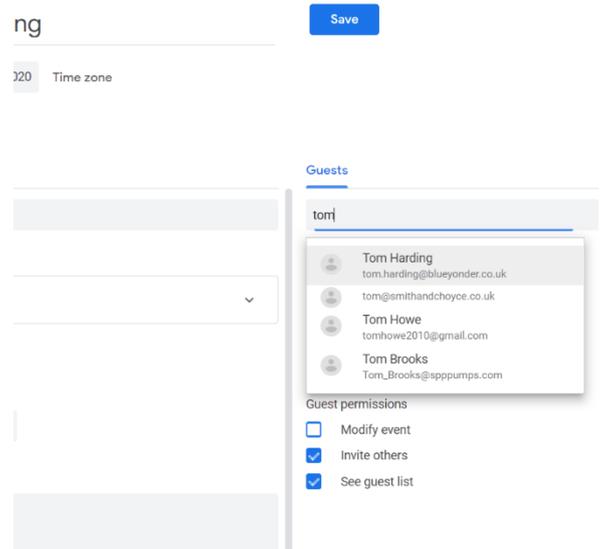


7. Click on “Add conferencing” to turn this in to a Google Hangout meeting and then click on “Hangouts meet” or “Hangout”. The details showing “Join Hangouts Meet” should show.



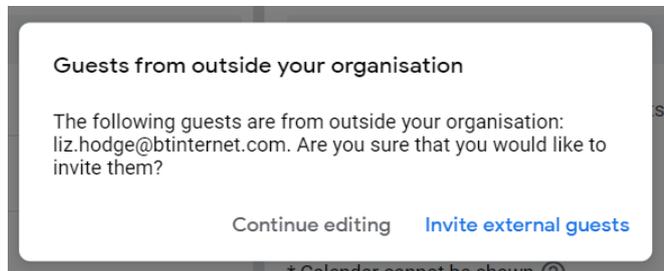
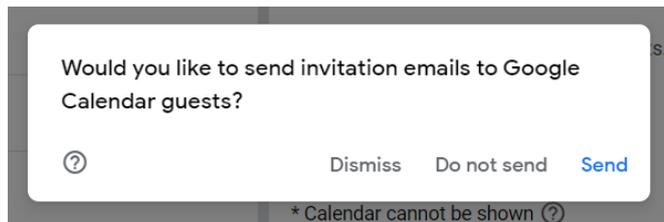
8. In the **Description** you could the agenda for the meeting.

9. *Optional.* If you want to send a **meeting invite to your attendee's calendars**, you can **"Add guests"**. Simply type the name of the attendee in the add guests box, and if you have emailed them using your Google account they will appear. Select the correct name each time.



10. When you have added the attendees and are happy all other details are correct, click on **Save** at the top of the page.

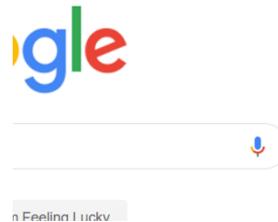
- Google will ask "Would you like to send invitation emails to Google Calendar guests? – Select **"Send"**"
- Google *may* then ask if you are sure that you want to invite anyone who is not in the same Google organisation as you. Select **"Invite External Guests"**



You have now created your meeting and sent invites to your attendees.

## Inviting attendees to take part in a meeting

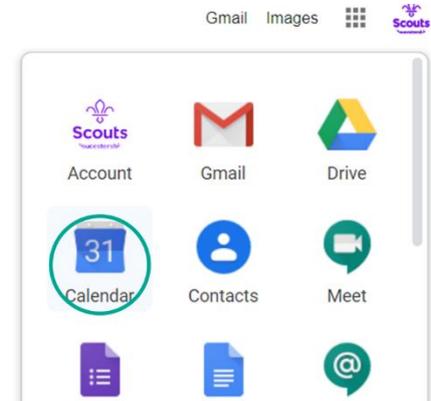
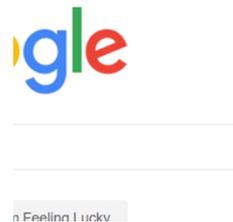
1. Having agreed a date with your attendees, invite them and asking them to confirm they can attend the meeting.
2. Now to send them the details of the meeting. Go to the Google home page



3. **Make sure you are logged in**, if not sign in with your usual name and password. Your initial or logo should show.



4. **Click on the Google apps icon** (3 x 3 grid) and select Calendar.



5. Find your meeting in your calendar and double click on it.

6. To find the details to send to your attendees, click on the drop down menu next to “[Join Hangouts Meet](#)”.

Here you will see all of the details that you need to send to all attendees .

The URL (Website address) is unique to this meeting and is generated automatically when you create the meeting.

Copy the Meeting URL. It will always start with **meet.google.com/** and paste it into any emails you need. On the next page you will see an example of text that you *could* use.



To make sure that attendees are able to take part as best as possible, send them the details on the next page to ensure they can take part.

When: (Date)

Time: (Start time & length)

Where: Please click on the link below just before the start of our meeting. This will start a video conference where you will meet up with me. There are some instructions at the bottom to help you get the most out of this meeting.

**Paste the meeting URL here**

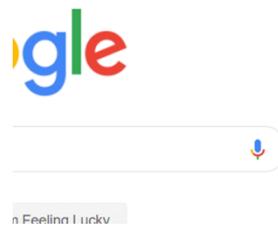
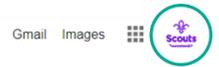
### **Instructions for taking part in a Google Hangout.**

- If possible, use a headset or earphones where possible (this will remove background noise and reduce any echoing you may experience).
- Arrange to have any relevant documents nearby
- Adjust your camera on your device so we can see your face
- Sit somewhere comfortable
- Try and be in as quiet environment as you can
- Join a few minutes early so we can begin our meeting promptly

## Starting a Google Hangout Meeting

It is recommended that you do some of these checks before your meeting.

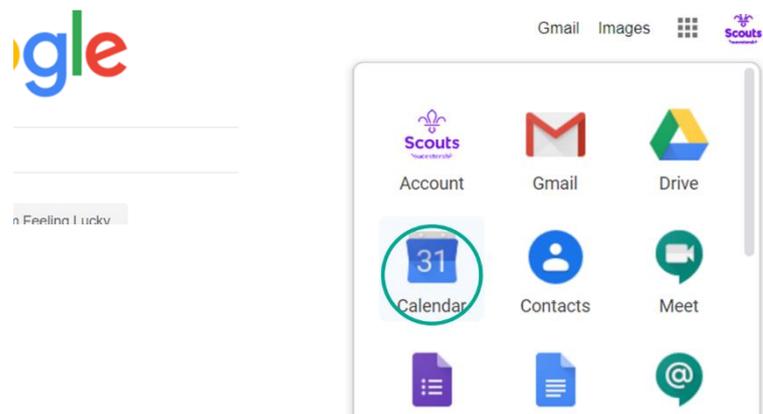
1. On the date of your meeting, a few minutes before you have agreed to meet with the other attendees, log in to the Google Hangout.
2. To do this, once again, go to the Google home page



3. **Make sure you are logged in**, if not sign in with your usual name and password. Your initial or logo should show.

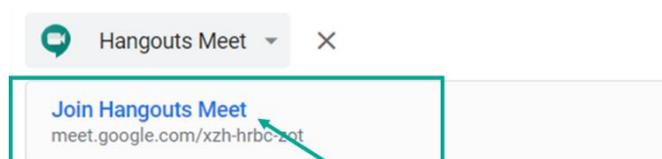


4. **Click on the Google apps icon (3 x 3 grid) and select Calendar.**



5. Find your meeting in your calendar and double click on it.

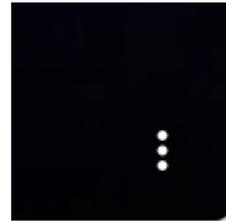
6. Click on the “[Join Hangouts Meet](#)” link.



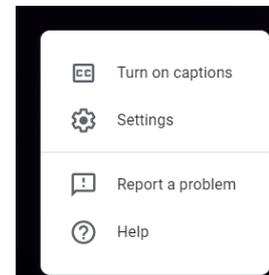
Click on this link

7. You are now in your meeting.

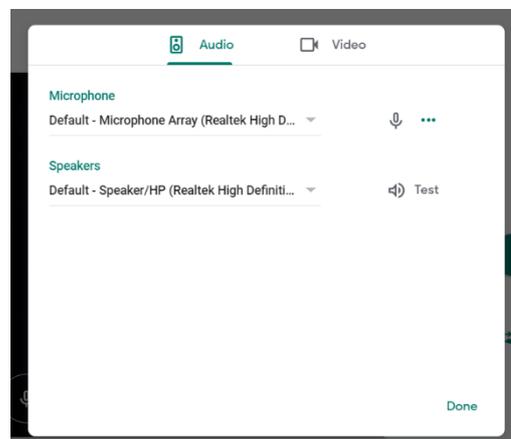
8. To check that your microphone and speakers, click on the three dots in the bottom right corner of the black screen.



Then click on “**settings**”



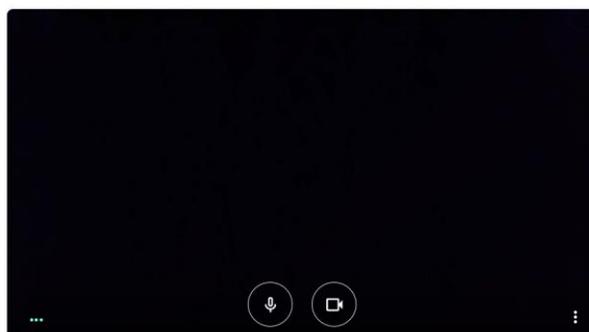
Use the tool to check that your microphone and speakers are acting as expected. Repeat with your Camera.



9. When you are ready, click on “**Join Now**” to start the meeting.



mark.spiller@gloucestershire-scouts.org.uk  
Switch account 



Ready to join?

No one else is here

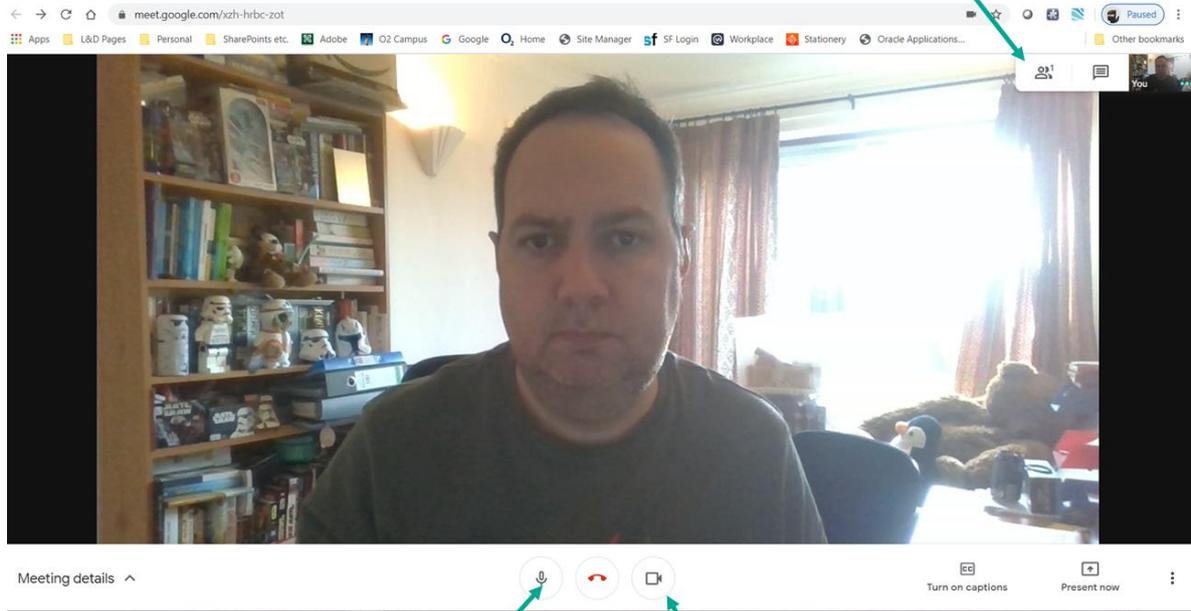


Other options



Here's what you will see. (With your own face 😊)

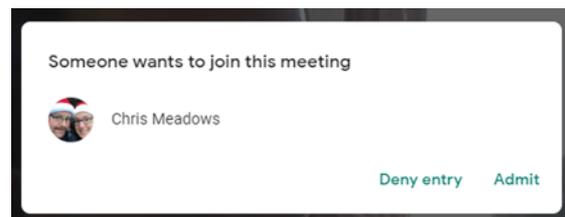
See other attendees here



Mute and unmute your microphone.

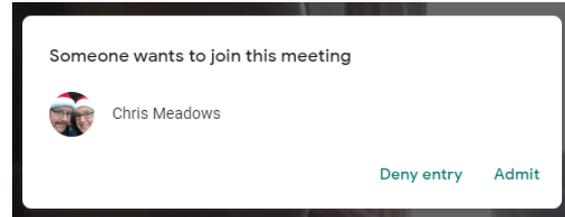
Switch your camera on / off

If you have set the meeting up, as others join, a box will pop up saying that (name) wants to join your meeting; Admit or Deny. Click on **Admit**

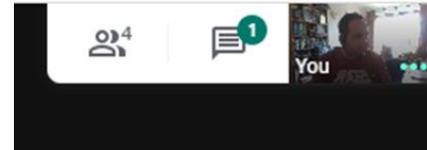


## Running a Google Hangout Meeting

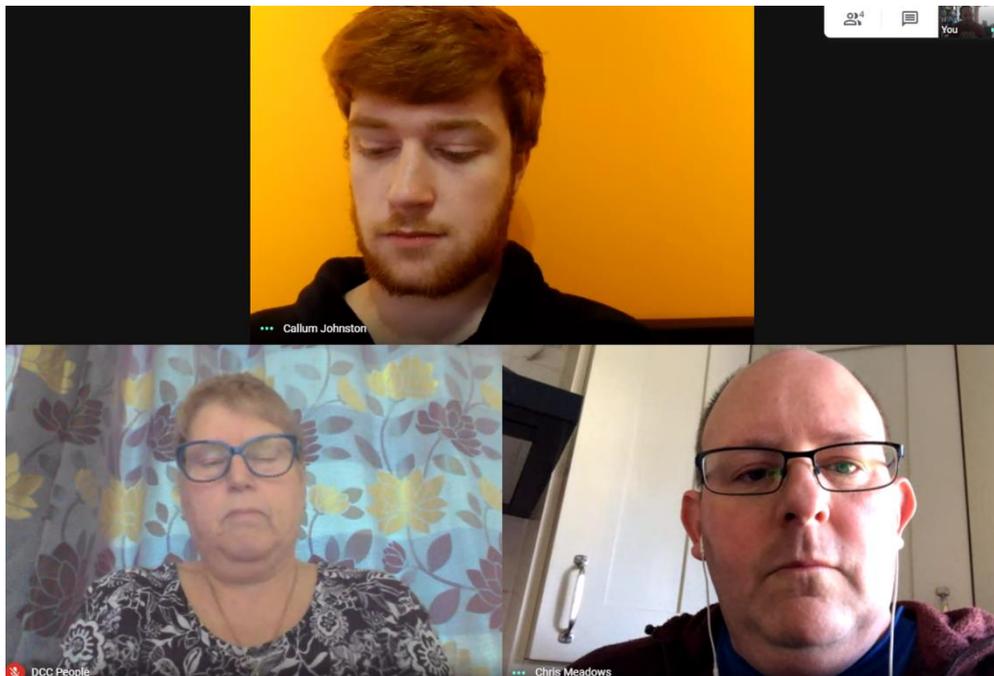
As people join, you may be required to admit them to the meeting. Click on “Admit”



During your meeting, where there are 3 others and yourself, the 3 others will appear on screen. If there are more, they will not all appear but can be accessed via the “People tab”



The person who is talking will appear on screen.



## Sound

If background noise is making it difficult, you can ask users to mute themselves by clicking on the **microphone** button at the bottom of the screen.



Alternatively you can hover over their face and click on the **microphone** button. *Don't forget to tell people you have done this so when they come to talk, they unmute themselves.*



## Full screen images

If you want one person in particular to have a full screen image, you can hover on their image and click on the **pin**. This will enlarge their image to be the size of your screen. To reduce to small size again, repeat.



## Chat function

You can use the chat function to share short messages with everyone else on the group. Be aware that this chat will stay live & visible until the end of the meeting, so others that join will also be able to see this.

