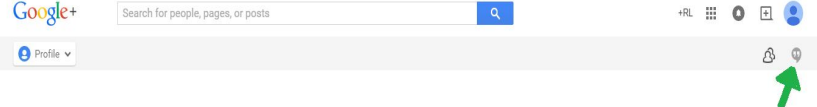
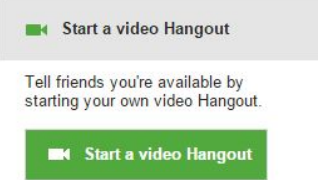
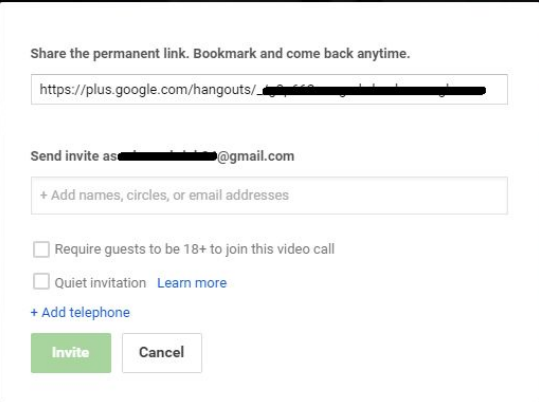



Google Hangouts Tip Sheet

Created by: Rebecca Brink, Maryruth Hicks, and Ashley Towner

Google Hangouts is a free instant messenger and video chat platform. You can video chat with up to 10 people who have a Google account. You can participate in text, voice or video chats one-on-one or with a group. You can share videos, documents, and project your computer screen. Google Hangouts is a great way to collaborate professionally or personally with anyone anywhere!

<p>Requirements</p>	<ul style="list-style-type: none"> ➤ Google Account ➤ Webcam ➤ Microphone
<p>Starting a Video Hangout There are many ways to access Google Hangouts. To the right are two methods: using Google+ and Gmail. This is not inclusive of all the possibilities.</p>	<p>From Google+</p> <ol style="list-style-type: none"> 1. Login into your google plus account. 2. In the upper right click on the hangout icon.  3. Start a video Hangout by clicking on the lower right.  <p>Tell friends you're available by starting your own video Hangout.</p> <p>View all</p> 4. Invite your friends by either sharing a link or typing their name. 
	<p>From Gmail.</p> <ol style="list-style-type: none"> 1. On the left hand side on click on the video icon.  2. You will be prompted to invite individuals. (This is the same screen as in Step 4 above.)

Features within the Video Hangout

Chat: Allows you to type messages within a video hangout.

Screenshare: Project your screen for others to view.

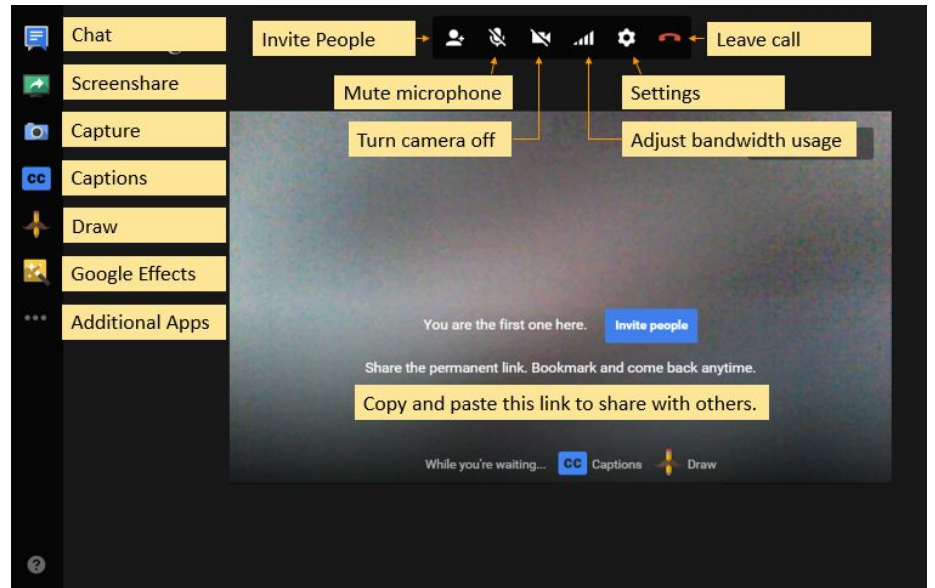
Capture: Takes pictures of your sessions. Permissions required.

Captions: Added app discussed in the next section.

Draw: Add text, clipart or freehand drawings.

Google Effects: Add different backgrounds and image effects.

Additional Apps: Look for add ons like accessibility options.




Accessibility Options

Captions is an option for individuals who might be hearing impaired.

Captions provides:

- Real-time transcription (transcription is not automatic and you must use a transcript service).
- Caption-enhanced real time video
- A signer interpreter during a video call. You may request an interpreter and also have the ability to be an interpreter.

To use Hangout Captions:

1. Login into your Google+ account.
2. For first time users, install the *Hangout Captions* app, accept the terms, and look for the *Hangout Captions icon* at the top right of your page.
3. Launch  **Hangout Captions**
4. A **Hangout Captions** panel will appear on the left of the Hangout video.
5. In the **Hangout Captions** panel, you will be able to see the transcriptionist entering the text (See image below.)
6. Transcription services can be provided through American with Disability Act (ADA) services such as Communications Access Realtime Translation(CART), through palantype--individuals who reproduce speech into text formats--or by typing directly into the Captions app.

