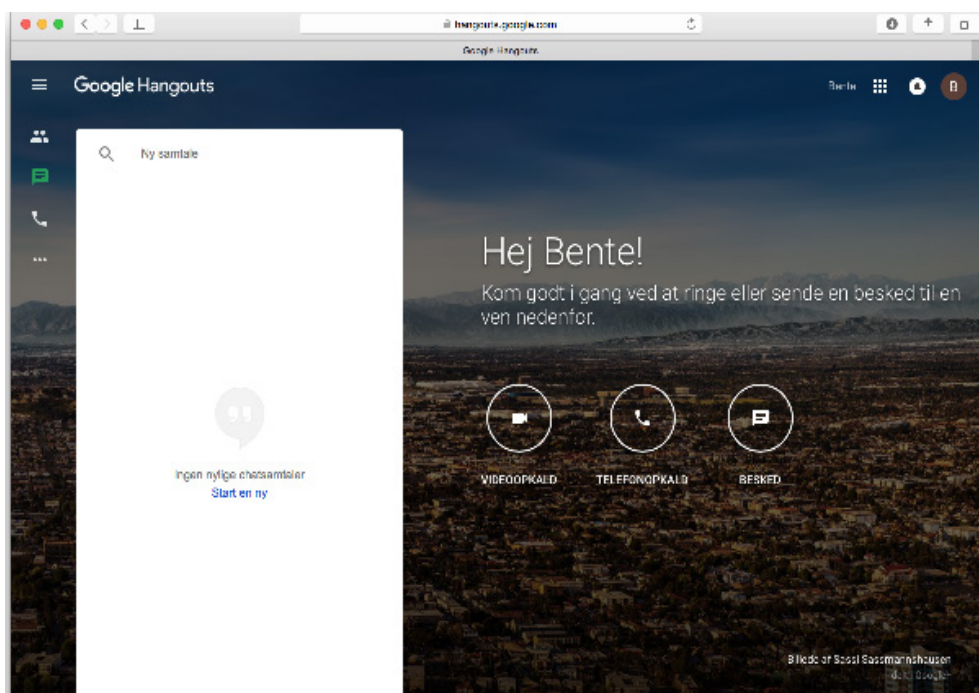# INTRO TO GOOGLE HANGOUT

IN GOOGLE HANGOUT YOU CAN CHAT BY TEXT AND VIDEO. A VIDEO CONFERENCE CAN CONTAIN AS MUCH AS 25 PEOPLE AT THE SAME TIME - AND IF MORE PEOPLE WANT TO WATCH AND LISTEN YOU CAN GO 'ON AIR'.

IN THIS GUIDE WE WILL GO THROUGH THE BASICS OF GROUP CHATS AND VIDEO CONFERENCES.

What you see here is The Google Hangout website. The link is hangout.google.com

You will discover that Google Hangout is also incorporated in Google Plus and Gmail. Right now we will focus on the Google Hangout website.
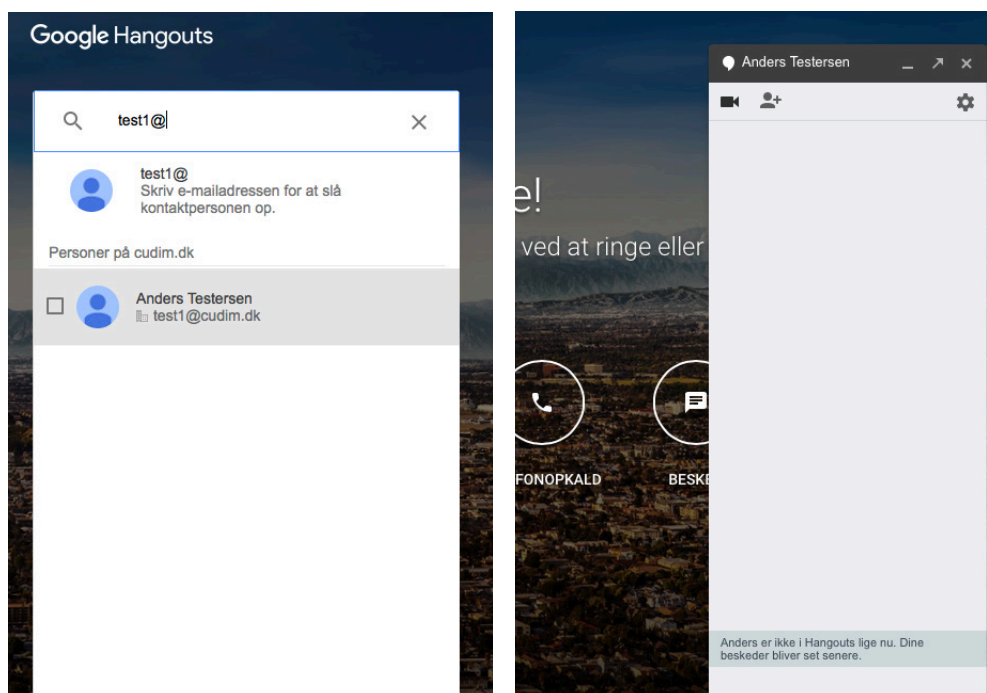
To the left you find a list of the people with whom you have spoken in the past. If this is your first time using Google Hangout the list will be empty.

At the top of this list there is a search field. Here you write the email address of whomever you want to address.

Click the name when it shows up. Then a chat box will appear - you are ready to write, call og have a video conference with this person.
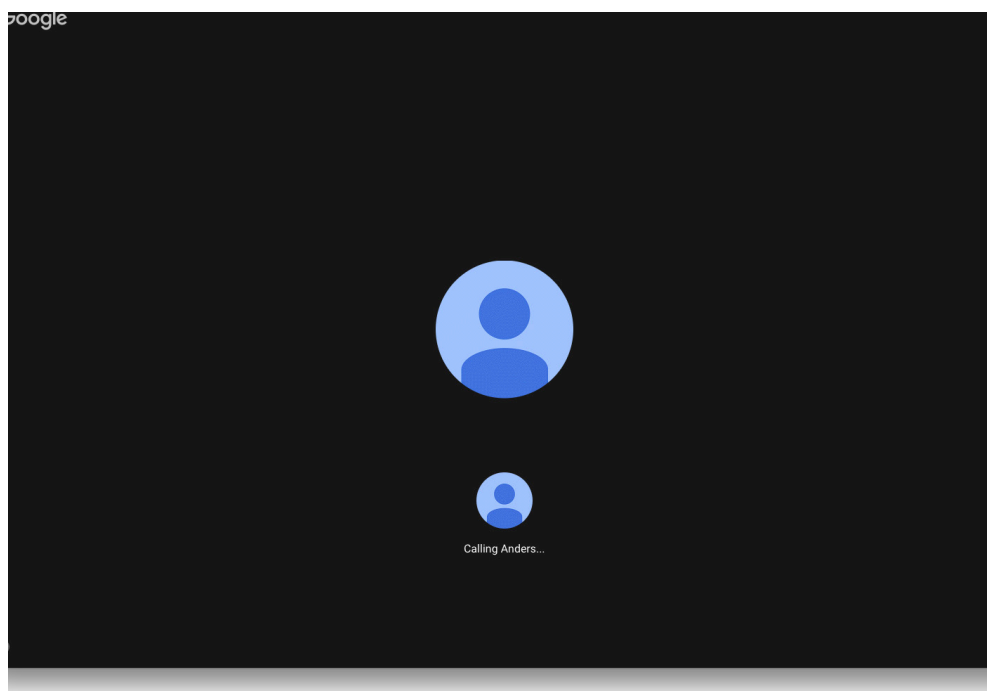
This is how it looks when starting a video call with someone.

Click the camera icon at the upper left corner of the chat box to activate the video.

If you have used Hangout before skip to page 5.

If this is your first time using Google Hangout you will be asked to install plug-ins.

🔒 google.com

Google

Installer pluginnet til Hangouts for at komme i gang

Installer plugin

Det er gratis og installeres på få sekunder.
Til Windows XP+, Mac OSX 10.5+, Linux

Klik her, hvis siden ikke opdateres automatisk efter installationen.

To install the plug-ins click the blue button "Install plugin".

The installation file will be downloaded.
It is harmless :)

Google

Du får adgang til videoopkaldet, så snart pluginnet er installeret

Bekræfter installation...

Det er gratis og installeres på få sekunder.
Til Windows XP+, Mac OSX 10.5+, Linux

1. Dobbeltklik på GoogleVoiceAndVideoSetup.dmg i downloadvinduet (hvis vinduet ikke er åbent, skal du trykke på valgmulighed-kommando-L).

2. Dobbeltklik på programmet til installation af lyd og video til Google.

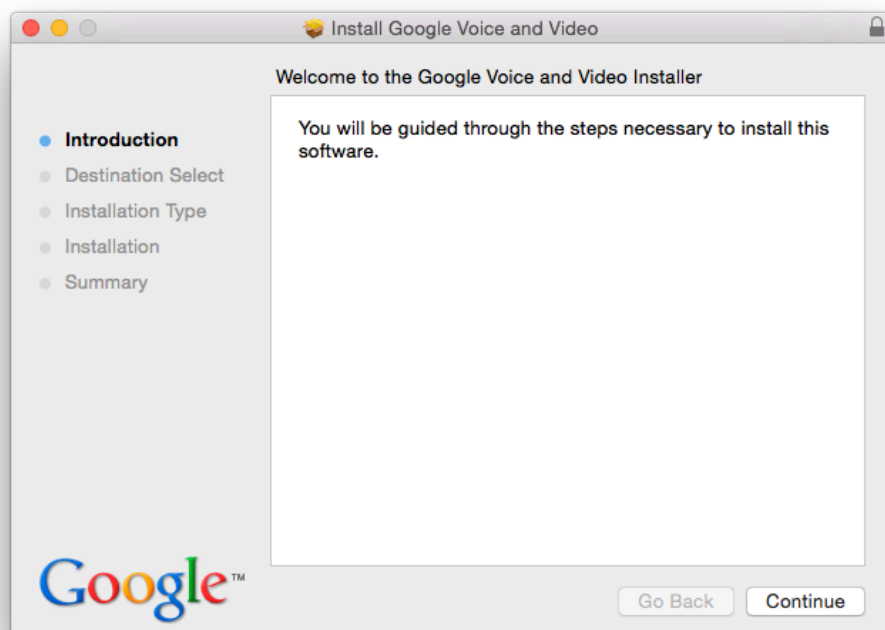Klik her, hvis siden ikke opdateres automatisk efter installationen.

Depending on your computer and your settings a message might appear after clicking "Install plugin".

This message will help you install the plug-in. Read and follow the instructions.

When the download is done you can begin the installation of the plug-in by following the installation guide.

Here we will not go through the installation guide because the guide may look different depending on your computer and settings.
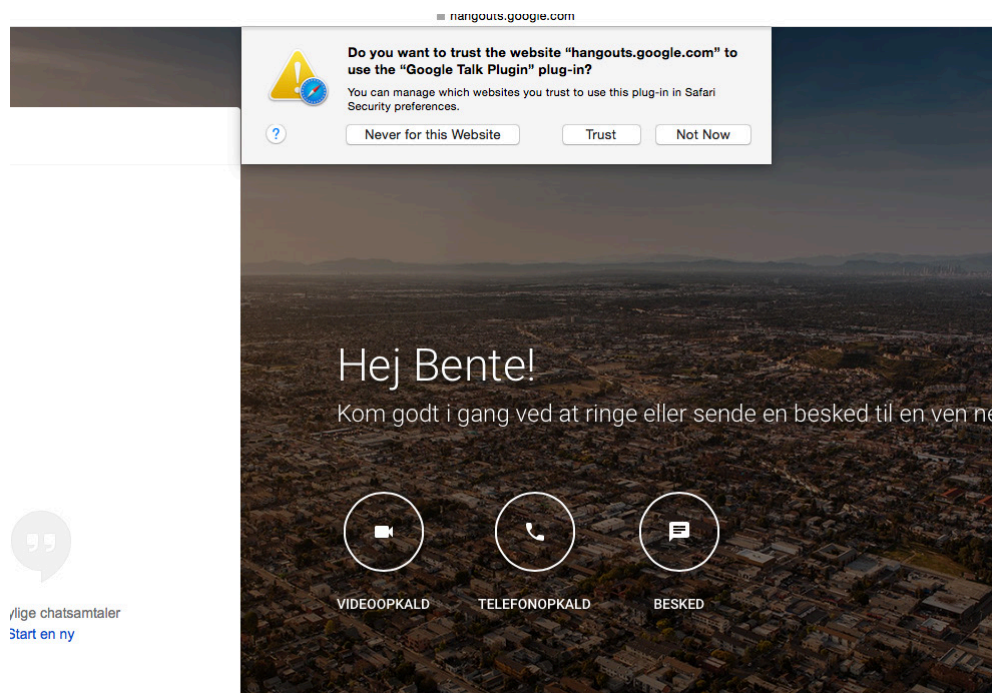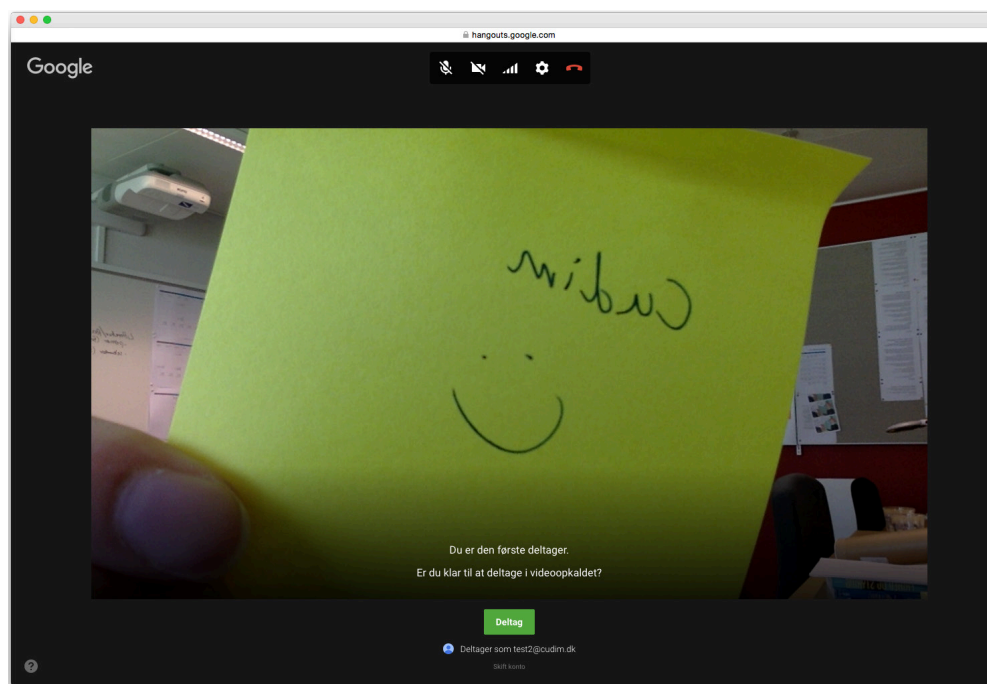

When the plug-in is installed you will be asked to allow Google Hangout to use it.

Here you simply accept.
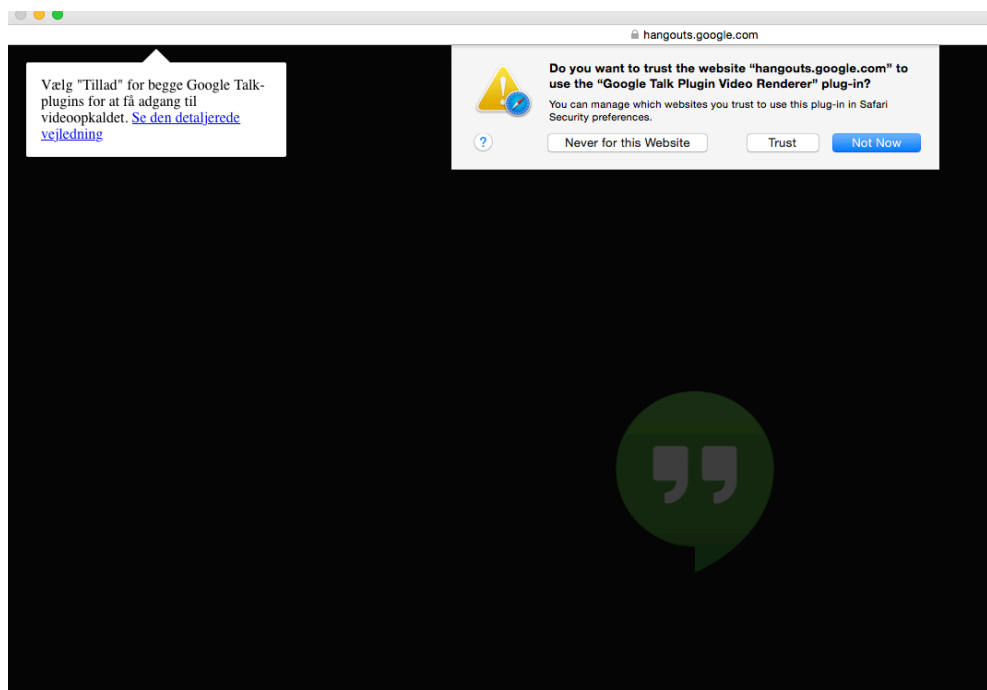
When you begin your first video call, you will have to accept the pulg-in one last time.

Also you will have to accept for Hangout to access your webcam (otherwise other people will not be able to see you).

When all plug-ins are installed and accepted you will reach this page. This is also what you will see if you have used Hangout before.

Click the green button to begin the video call.

Be aware of the buttons at the top of the window: Here you can enable camera, sound and mic and end the video call by clicking the red phone.
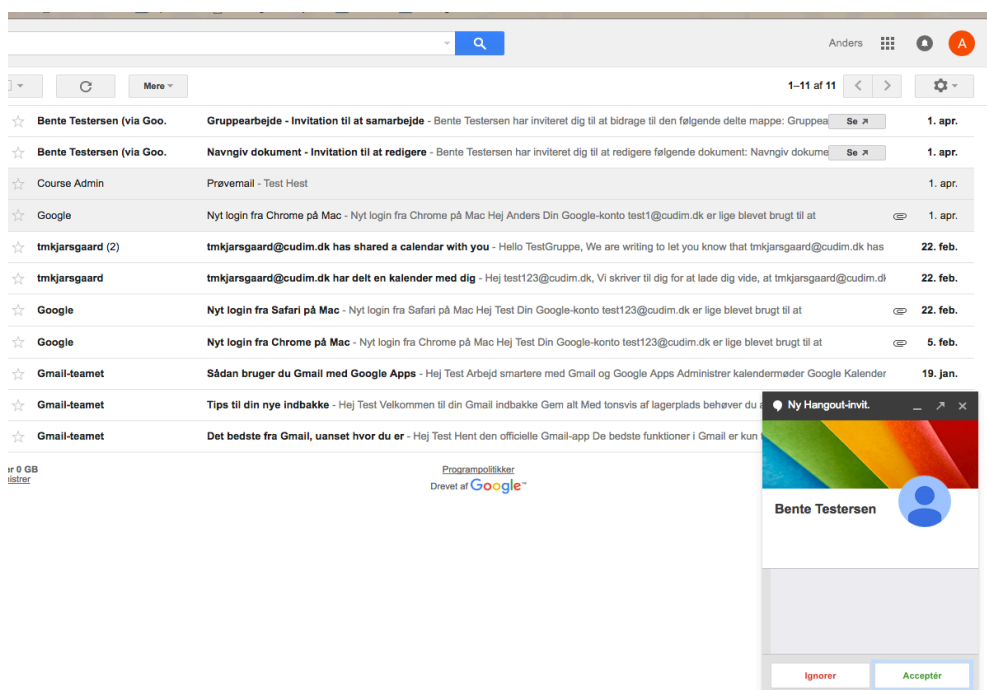
When someone calls you a small chat box will appear with a message about the incoming video call.

Like seen in this example Gmail and Hangout works together, so the person you are calling will get the message even if he/she is not at hangout.google.com.
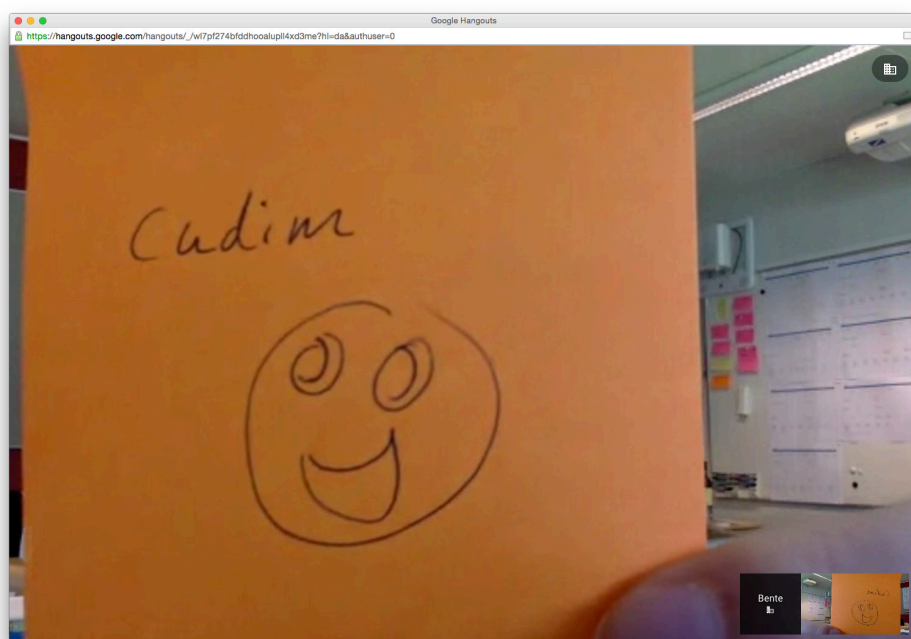
By now there is two people in the video conference. The image of the one speaking will be the largest. In the lower right corner you will be able to see everyone in the conference including yourself.

If you compare this image with the one on page 5, you will see that the icons at the top is missing. They are hidden whenever the mouse is not moving. Simply move the mouse to make the icons appear. Now you can turn the camera, sound and mic on and off and end the call.
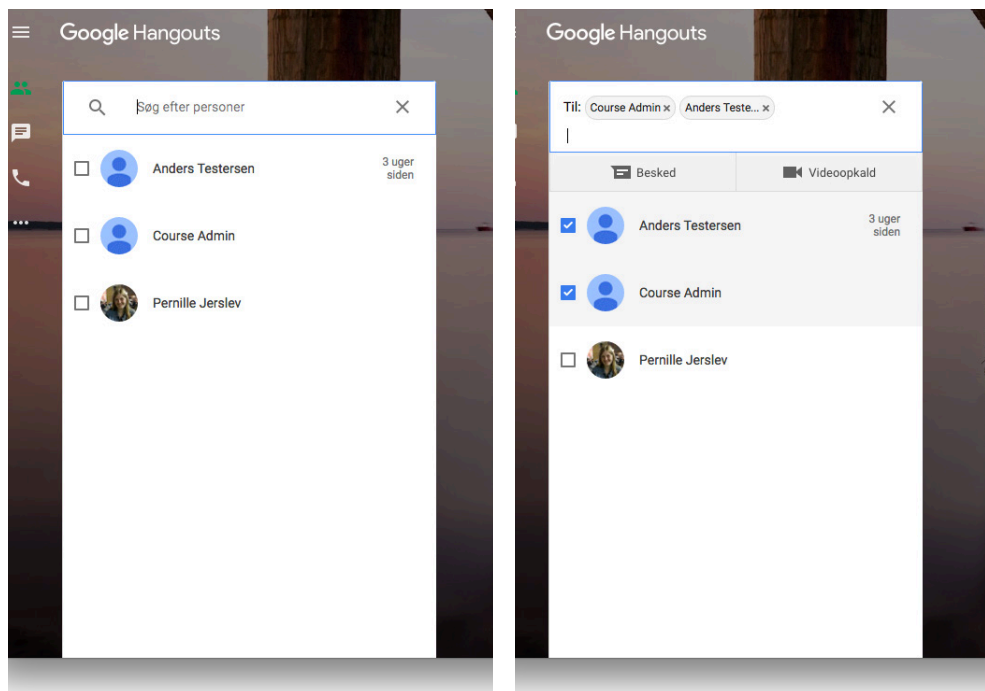
Now you know how to begin and end a call with only one person. When you want to create a call with several people, instead of clicking on the persons name or image in the search window simply check off the small box to the left of the image.

The people checked off will go to the top. Now find the next person you want to invite and check them off.

When you have found them all, you can choose whether to make a chat or a video call.
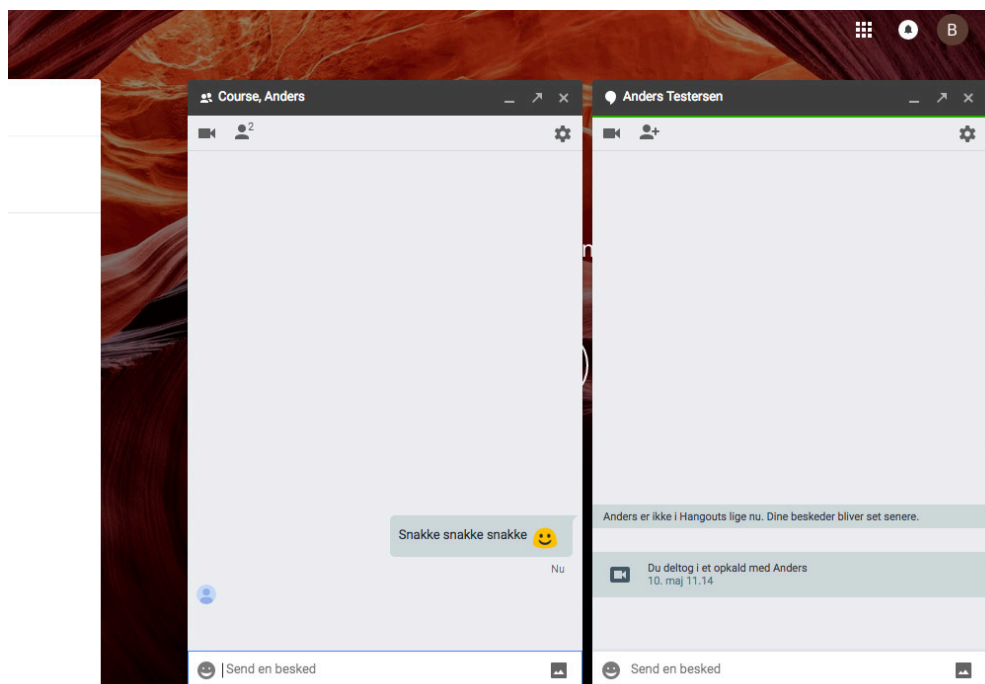
Here you see the diffenrence in a chat with only one person and one with several people. In the latter case everyone in the chat will be able to see what is written.

Also a small edition of everyones profile pictures will be visible under the text which the person saw most recently.

Enjoy!