Google Hangouts for Instant Messaging and Remote Meetings

David Raco - 2020-08-03 - Comments (0) - Google Apps

This article will show you how to use Google Hangouts to instant message your colleagues and/or students and how to use it to conduct remote meetings with several participants. If you have trouble with Google Hangouts, contact your Computing Coordinator.

Although you will see the option to place a phone call with Hangouts, this feature is not enabled for our subscription. Video calls are handled through Google Meet. Click here to learn about Google Meet.

SOU retains chat history in Hangouts for legal purposes. Although your chats are private, they are subject to the same discovery as emails if you are ever the subject of an investigation.

How to Access Google Hangouts

To access the full interface for Google Hangouts, find it within your app picker or navigate your web browser to https://hangouts.google.com.

Selecting either option for a new chat will prompt you to type in the name or email address of the person you want to chat with. Type in their information and they should appear at the top of the window. Below their entry, you will see any chat groups that contain you both as members. Either click on the person's name entry to chat with them privately or click on any of the group entries to chat with that entire group.

If you have never chatted with this person before, they will need to accept your invitation to chat. Then you will see the chat window along the right side of the Hangouts screen. Type your messages in the text field at the bottom and press Enter to send. You can use the video button at the top to start a video chat with this person. You can use the person+ icon at the top to add another person to this chat, creating a group (more on groups in the next section). You can use the gear icon to view settings for this chat.

You can use the three icons in the top-right corner in the black bar to minimize the chat, pop it out into its own window, and close the chat.

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Give your group a name (optional), and then start entering the contact information for the people you want to invite to your chat group. You may also pick them from the list of recent contacts that appears below the search field.

xClicking Gordon Carrier would add him to the group. Clicking the green check mark starts the chat.

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To set your own status message, click on the ellipsis icon on the left side of the screen to bring up the full sidebar menu and then select settings.

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Finally, enter your status message into the text field at the top of the settings window. When you are finished, click the X icon next to the text field to close and save the message.

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Click the link for your platform to get the app.