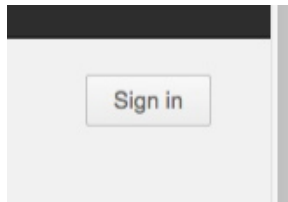


Using Google Plus for Conferencing

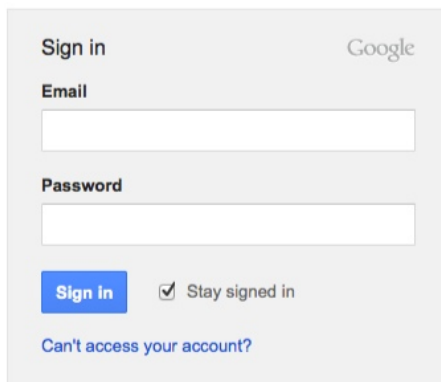
1. Open up your favorite browser and go to the following address:

<https://plus.google.com/>

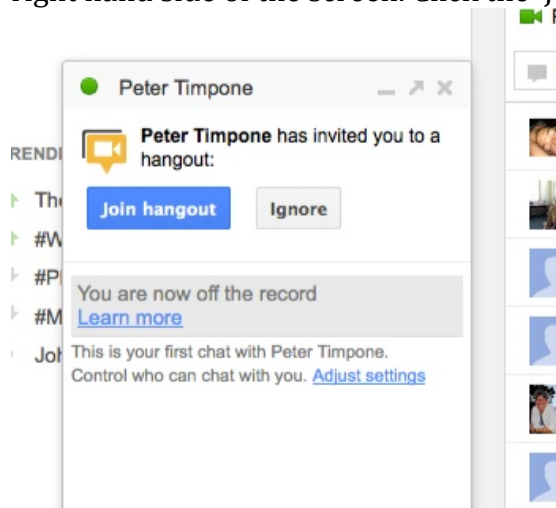
2. On the upper right hand corner click the 'Sign In' button.



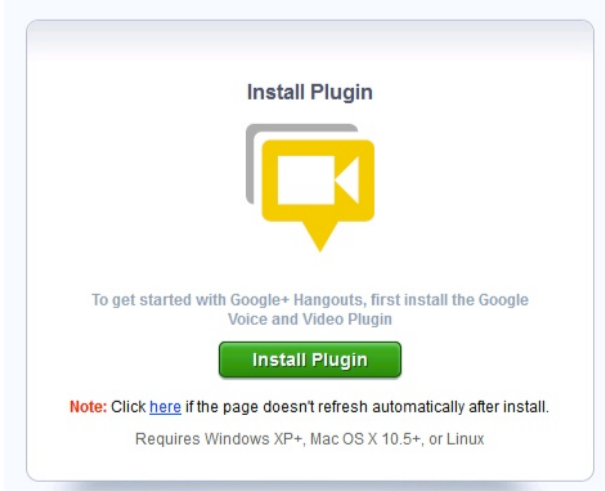
3. You will be redirected to a new page. On the upper right hand side you will see where you can enter your email and password. Enter both and click the 'Sign in' button.

A screenshot of the Google sign-in page. The page has a light gray background. At the top left, it says 'Sign in' and at the top right, it says 'Google'. Below this, there are two input fields: one for 'Email' and one for 'Password'. Below the password field, there is a blue 'Sign in' button and a checkbox labeled 'Stay signed in' which is checked. At the bottom left, there is a link that says 'Can't access your account?'.

4. Once you are logged in you should see a request to "Hangout" on the lower right hand side of the screen. Click the 'Join hangout' button.



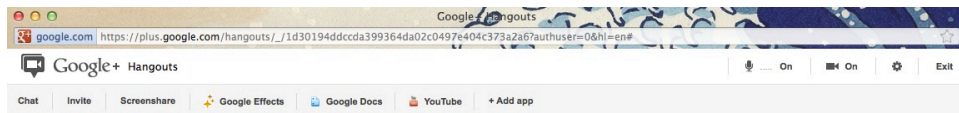
5. If you have not installed the Google plugin for voice and video yet you will be prompted to do so before continuing into the hangout.



Windows download – Download the .exe file to a location you will remember. Double click the .exe and follow the wizard to install.

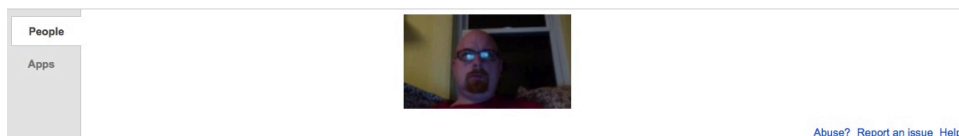
Macintosh download – Download the .dmg to your downloads folder. Double click the .dmg to extract the mpkg installer. Double click the mpkg file and follow wizard to install.

6. Once the plugin has been installed Google Plus will verify that it is working and then redirect you to the Hangout.



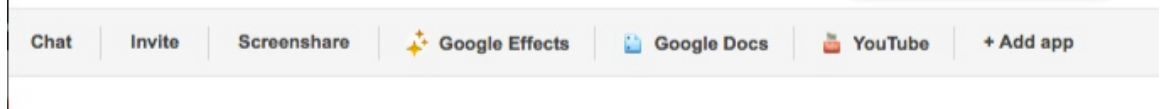
Waiting for people to enter this hangout...

[Invite more](#)

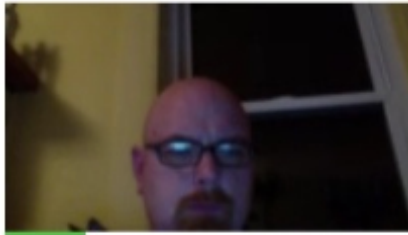


7. The anatomy of the Google 'Hangout':

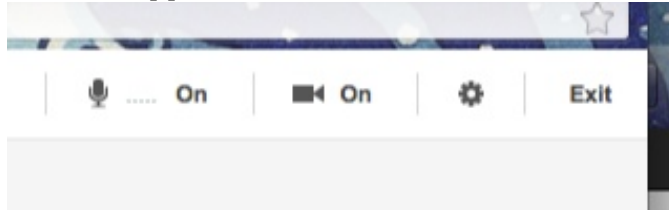
a. The left hand file bar gives you the ability to invite other people, chat with them via IM, share your screen and even add in other Google gadgets. To share documents be sure that you have made the document either available to the VCFA community or the public.



b. The lower part of the screen is where you will see the video images of everyone in the hangout. Up to 9 people can be on video in a Google Hangout.



c. On the upper left hand side are the controls for



If you have any issues or questions please feel free to contact VCFA IT Department.