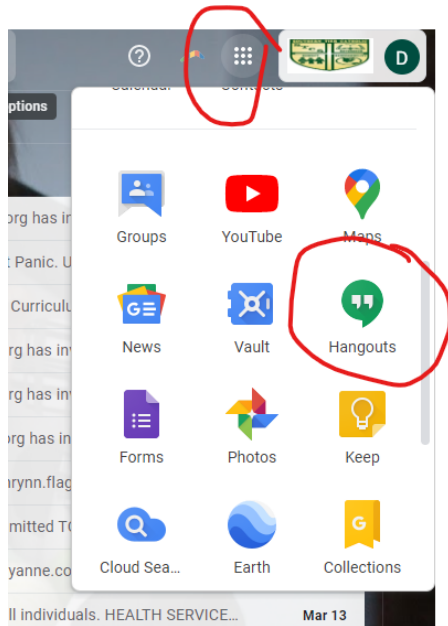
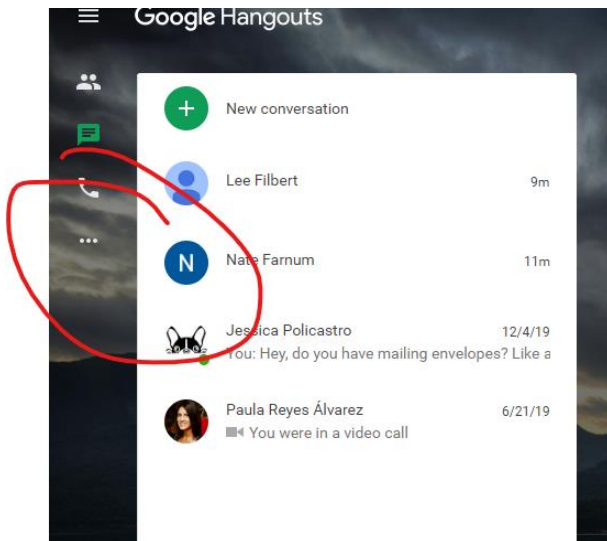


Student Google Hangouts Instructions

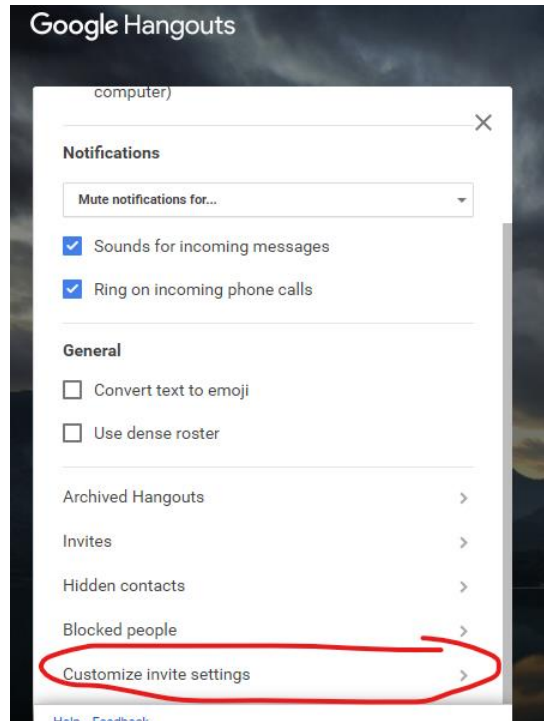
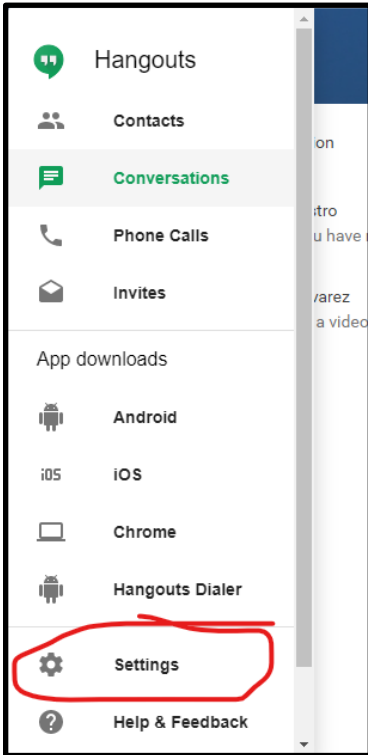
1. Sign into your school gmail account, go to your apps, and select “Hangouts”



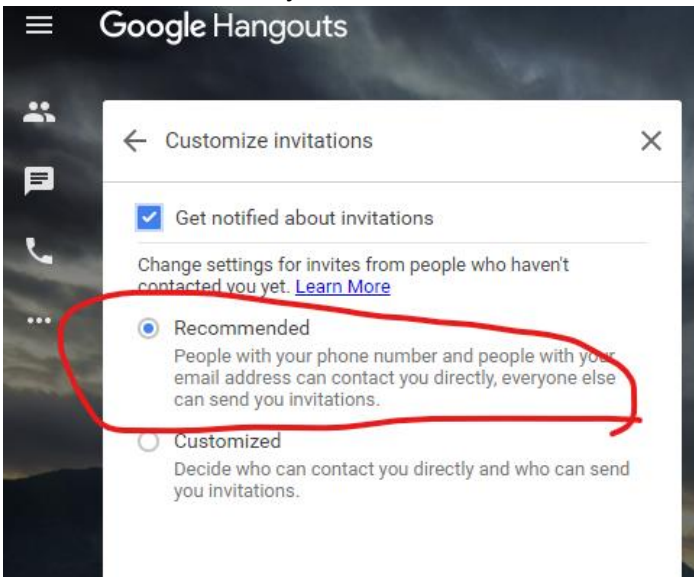
2. On the left hand side of the screen that opens, select your ellipses or the 3 lines at top to access the menu



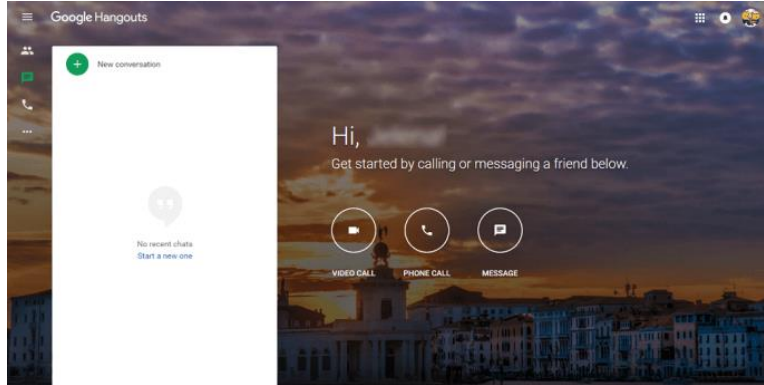
3. Select "Settings," then "Customize invite settings" toward the bottom



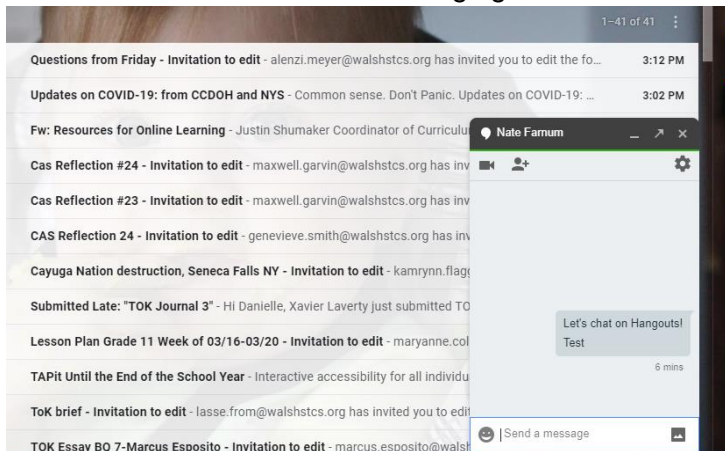
4. Select the box that says "Recommended"



- Return to the Google Hangouts home screen and select Video Call, Phone Call, or Message and enter the teachers email address to contact a teacher during their designated Office Hour. (Schedule has been emailed and it is available on the school website) Should you need to contact a teacher outside of their office hours please utilize email.



- The teacher will receive an invitation from you the first time you contact them.** After the teacher accepts the initial invite, you can contact them and vice versa directly during future office hours without exchanging invitations.



***If you have the ability to download and use the mobile app on a phone or other device it works really well.**