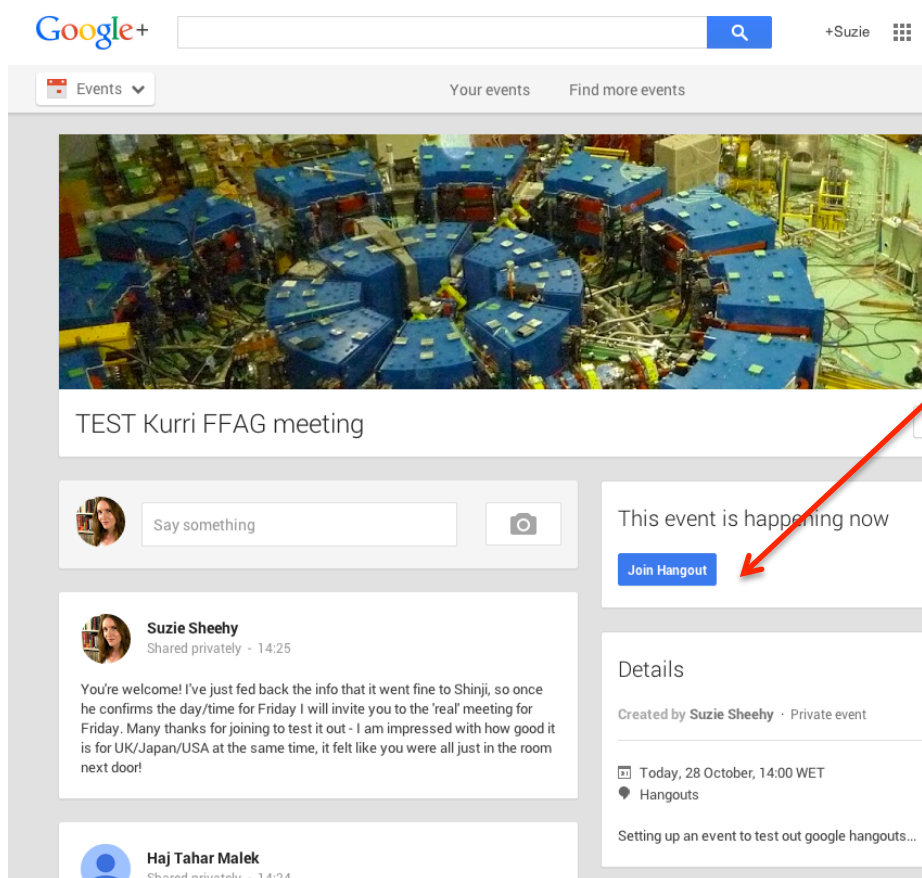


Connection Details for Google Hangout Meeting

1. You will be invited to join the google+ hangout event or sent the link to the event, to join you will first need to create a google+ account if you don't have one already (you don't need a gmail account for this) (<https://plus.google.com/>).
2. Once you are on the google+ site and have accepted the invitation to join the event, you can have a look at the event and even write a message on the event page if you want.
3. On the day of the meeting click on the event name and it should bring up a page like the one below. Now you are 'checked in' to the hangout.
4. Next, click the blue 'Join Hangout' button on the right

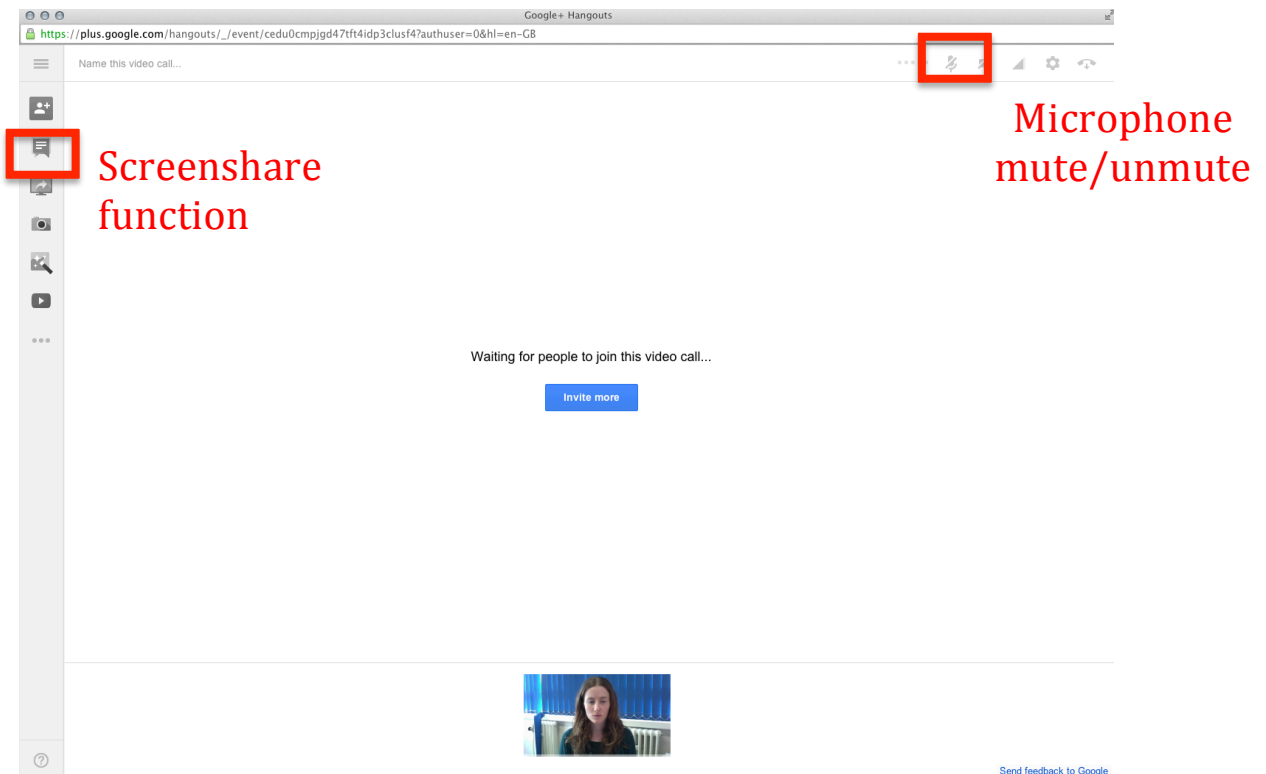


4. Click Join Hangout

The first time you do this you may need to install a browser plugin, just follow the on-screen instructions.

A window should then pop up and join the hangout itself.

If you're the first person in the hangout, you will just see yourself (like in the screenshot below), otherwise there will be all the other attendees in there too, we hope!



Screenshare
function

Microphone
mute/unmute

Notes on usage, microphones etc:

Google hangout sometimes auto-mutes your microphone if you are typing or making background noise (this is a good thing!). Generally while people are presenting it is a good idea to mute your own microphone anyway (top right of the screen shot above).

You can turn your camera off on the top right as well. Sometimes this is useful if you have a poor internet connection.

The presenter can actually screen-share the slides on their computer and change between showing the video of themselves or something on their computer screen.

If you don't have access to a computer/internet and only have a phone:

You can still join the meeting!

We can arrange to call you once the hangout has started directly to your phone. Please arrange this in advance as whomever calls from within the meeting will need to pay the very low (2p/minute usually) charge for making this call and needs to have credit on their account to do this.