

Steps for Google Hangouts Video Call/Google Message:

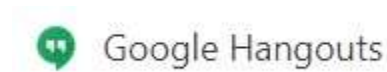
1. Once you are logged into your Google account you will see your **initial logo**.



2. Click on the **waffle** in the upper right-hand corner of the screen.

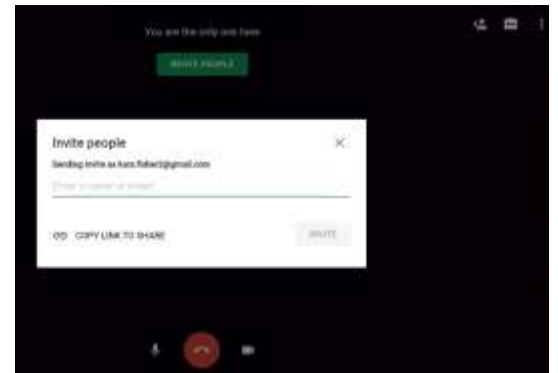


3. Select Google Hangouts (Scroll down until you find it.)



4. Select Video Call

5. Type in the Gmail of the person you are trying to video call.
Place the call by clicking Invite. If the person is available they will get a message and they will join the video call.
If you can't reach the person you are trying to reach, check the office hours schedule and try another teacher.



Please Note: We are not utilizing the Phone/Voice call option.

Video Call and Message options only.

Follow the same steps for a Message.

You could also send an email.

6. You can find the Gmail of each teacher you need to contact on the Teacher Office Hour document located on the OBR Website.

If you're still struggling, feel free to watch this quick YouTube tutorial from 0 seconds to 4:48. Please DO NOT watch past 4:48 seconds, as we will NOT be using the additional features he speaks on at this time.

How to Use Google Hangouts- Beginner's Guide

<https://www.youtube.com/watch?v=lfZ1Wyltxjo&t=295s>