

Google™



Hangouts

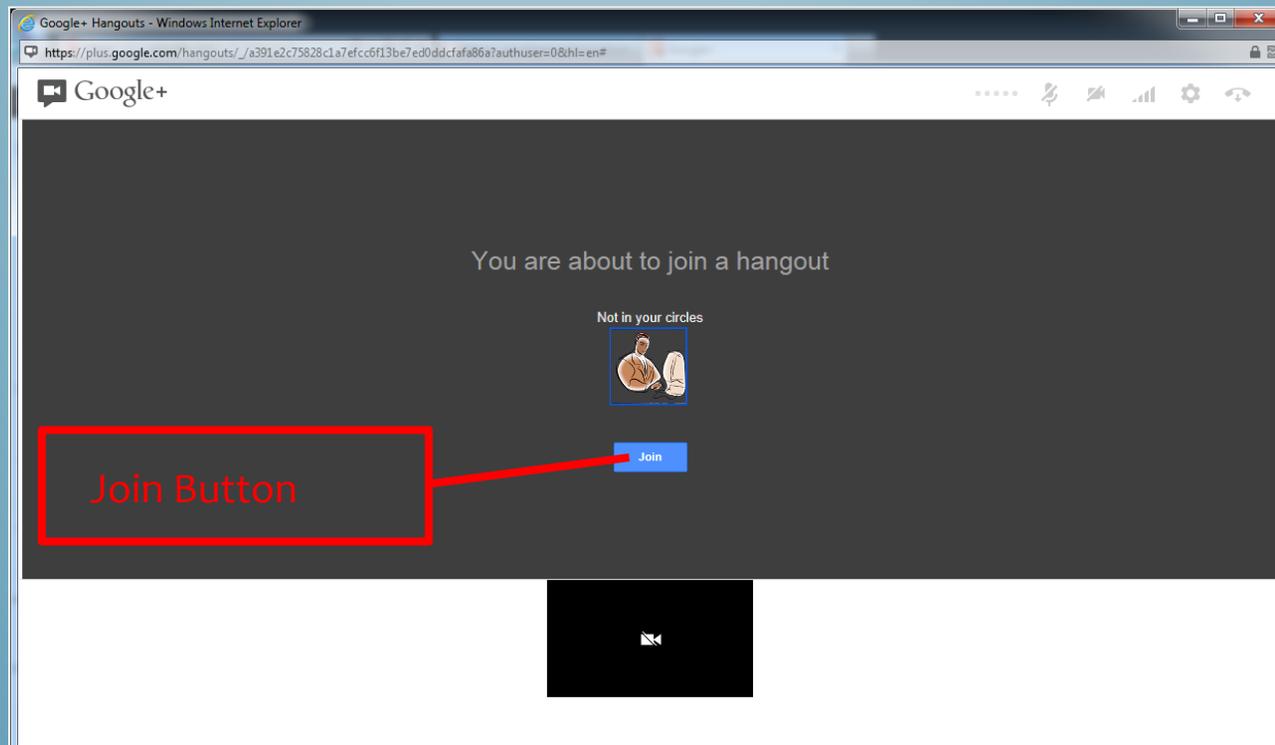
*Tutorial*

***TO BE AN  
ACTIVE  
PARTICIPANT  
IN THE  
ONLINE  
MEETING***

- *Click on the link in the email*
  - *The very first time that you are invited to a meeting, you will have to create a Google + account and download the browser plugin.*
  - *The sign up and installation should only take 10 minutes.*
  - *If you use Gmail, you may be able to skip the Google + sign up.*

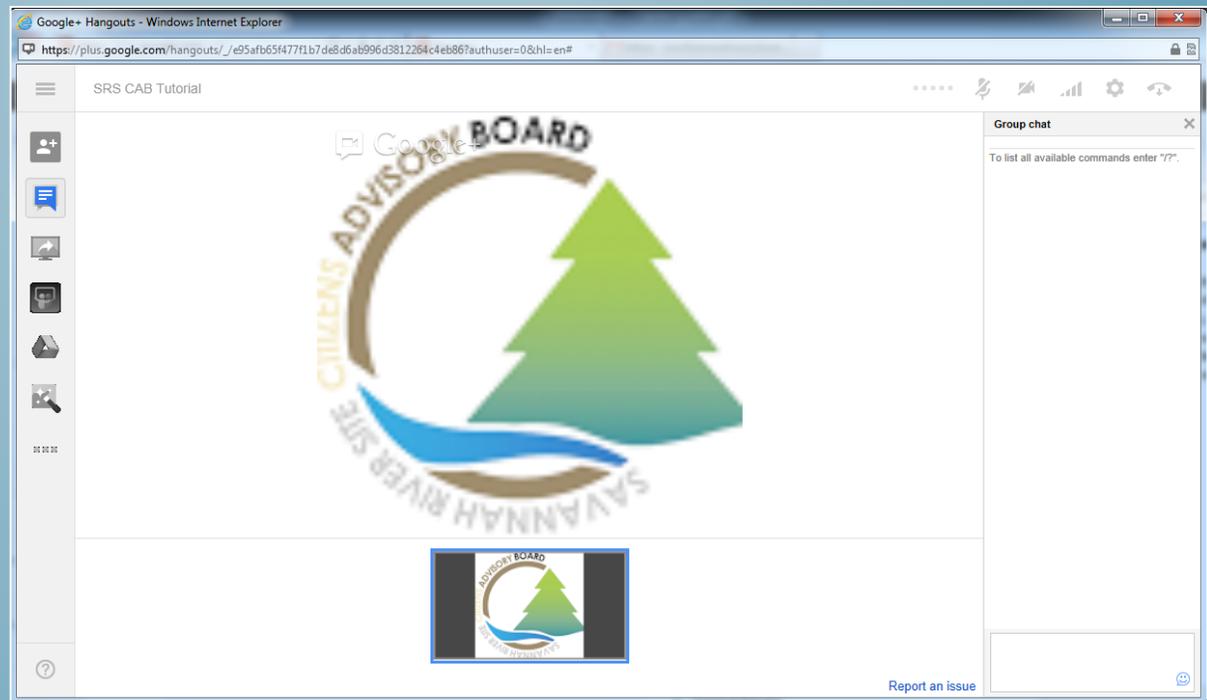
## STEP 1

- After clicking on the link in the email, a button will appear asking you to begin, click it.



## STEP 2

- That's it! You're connected to the meeting.
- The following slide will show you the interface.



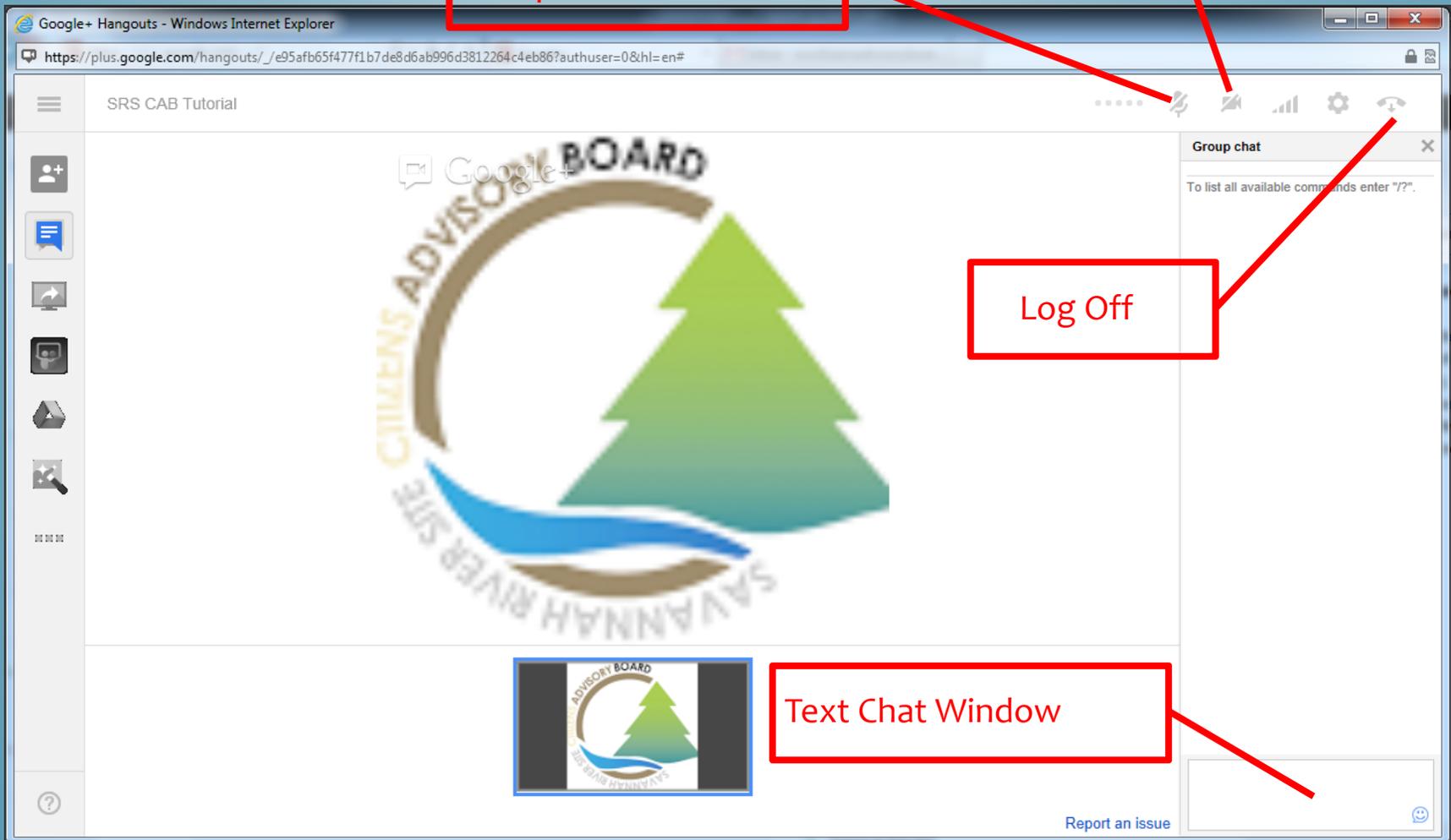
# GOOGLE HANGOUTS CONTROLS

Camera Control

Microphone Control

Log Off

Text Chat Window



# GOOGLE HANGOUTS CONTROLS

Google Drive Button

To access shared files

The screenshot shows a Google Hangouts window titled "SRS CAB Tutorial" in a Windows Internet Explorer browser. The address bar shows a URL from plus.google.com. The interface includes a sidebar with various icons, a top navigation bar with "Google Drive" and buttons for "Create shared notes" and "Create shared sketchpad", and a main content area displaying a "My documents" dialog box. The dialog box has tabs for "My Drive", "Shared with me", "Upload", and "Recently selected". It contains a search bar and a list of files:

File Name	Date
<input type="checkbox"/> Draft Final Environmental Monitoring, Rev 2	Mar 5
<input type="checkbox"/> Brian Hennessey-FFA 2013 Appendix E CAB Final 01152013.pdf	Mar 5
<input type="checkbox"/> SRS CAB Charter Expansion- 2013	Mar 5
<input type="checkbox"/> Draft Final Environmental Monitoring, Rev 2	Mar 5

At the bottom of the dialog box are "Select" and "Cancel" buttons. A logo for the "SALVASKA RIVER SRS ADVISORY BOARD" is visible at the bottom center of the window. A "Group chat" sidebar is partially visible on the right.

***TO BE IN THE  
AUDIENCE OF  
AN ONLINE  
MEETING***

- *Go to [cab.srs.gov](http://cab.srs.gov) and click on the meeting schedules page*
- *Scroll down to the meeting you wish to watch and click the link*
- *The page the link takes you to is a Google + event page, think of it like the lobby to a meeting room.*
- *There will be a link on the event page that will take you to the live feed of the meeting.*

# AUDIENCE VIEW

- *Displays as a YouTube video*

