

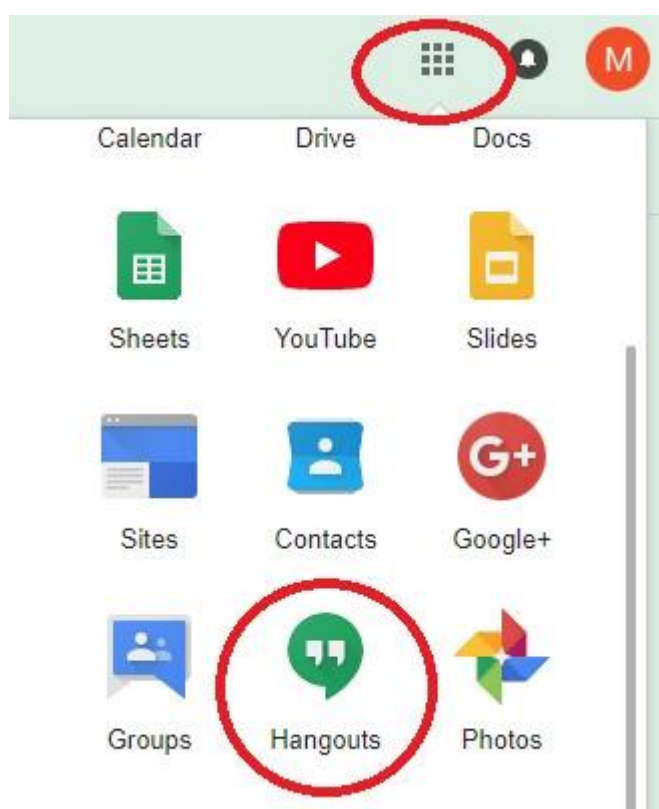


## How to use Google Hangouts

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|---------------|--|
| Description:  | Google Hangouts is now available for all staff and students as an Enterprise Instant Messaging Service (EIMS). It allows users to exchange instant messages with others, without obtaining personal mobile number, via mobile devices and computers. |
| Updated Date: | April, 2018  |
| Web link:     | <a href="https://hangouts.google.com/">https://hangouts.google.com/</a>  |

### How to access the new service via a computer?

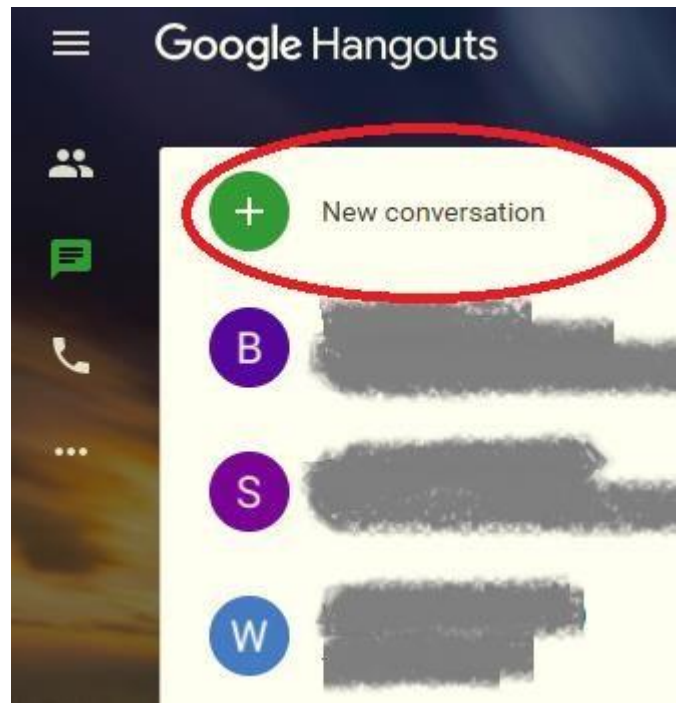
1. Open a web browser and go to [hangouts.google.com](https://hangouts.google.com) or open Hangouts in [Gmail](#).
2. Enter your Google Account information. Click **Sign in**.





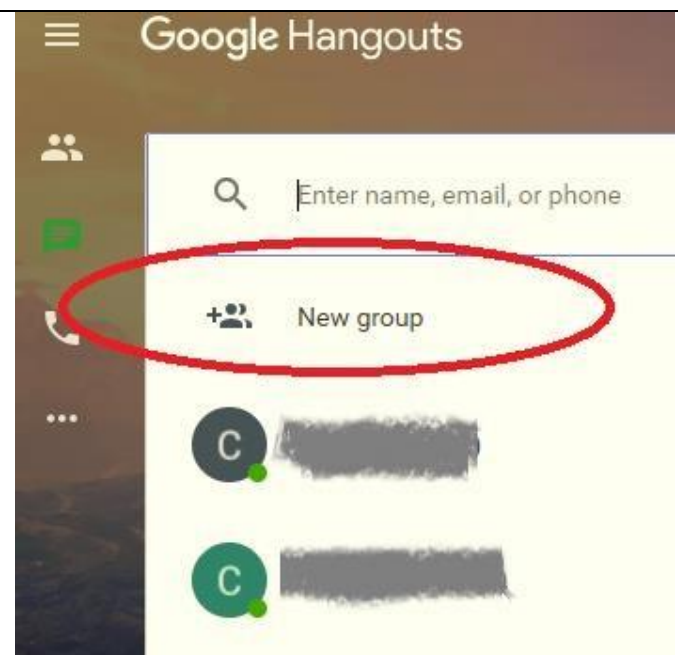
## How to send messages to others?

1. Click New conversation  
+ .
2. Enter and select a name or an email address.
3. Type your message and press **Enter**. You can also add emojis, photos, or your location if necessary.



## How to start a group conversation?

1. Click New conversation +  
> **New group.**
2. Enter or select recipient names, phone numbers, or email addresses you want to communicate with and optionally provide the group a name.

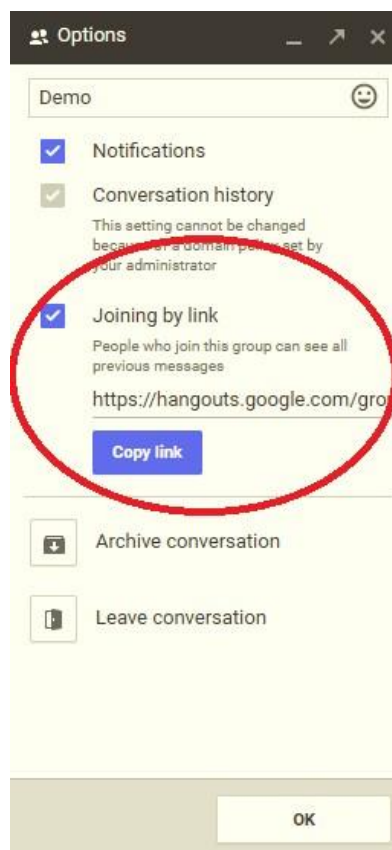




## How to invite others to join the group?

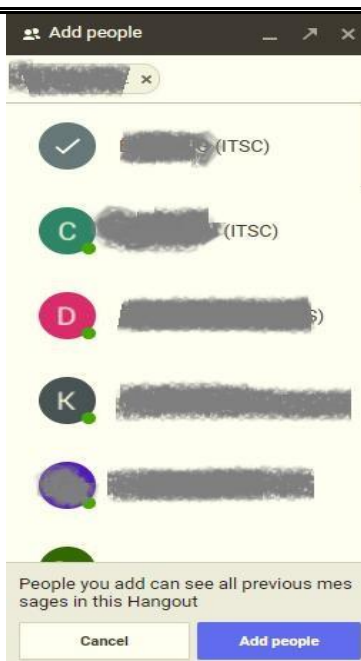
### Method 1: By Link

1. Select a group conversation.
2. At the top right of the chat box, click Settings .
3. Check "**Joining by link.**" Everyone in the group will see that you turned on joining by link.
4. Click **Copy link.**
5. Share the link with the person you want to add.
  - Anyone can join the group using the link.
  - Everyone in the group will see when someone joins.
  - Everyone will also be able to see the conversation history.
6. To turn off sharing using a link, uncheck "**Joining by link.**" If someone turns sharing by link back on, all previously shared links will work again.






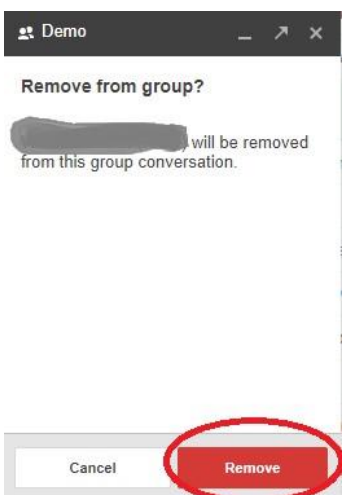
### Method 2: By name, number, or email

1. Select a group conversation.
2. Click People **Add People.**
3. Enter the names, phone numbers, or email addresses of people you want to add.
4. Check the names and click **Add people.**


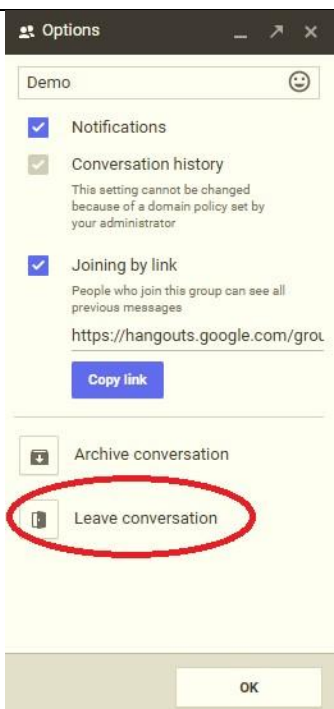




## How to remove people from a group conversation?

|  |   |
|--|---|
| <ol style="list-style-type: none"><li>1. Select a group conversation.</li><li>2. Click People  .</li><li>3. Find the person you want to remove. <br/>On their name, click Remove .</li><li>4. They will be immediately removed from the group.<br/>Everyone in the group will see that you removed the person.</li></ol> | <br> |
|--|---|

## How to leave a group conversation?

|   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. Select the group conversation you want to leave.</li><li>2. At the  top right of the chat box, click Settings .</li><li>3. Click <b>Leave conversation</b> &gt;<br/><b>Leave.</b></li></ol> |  |
|---|--|



## How to sign out the Hangouts service?

1. At the top right, click your profile photo.
2. Click **Sign out**.

