



## Covid-19 Technology - Google Hangouts Meet

Due to the COVID-19 Coronavirus Outbreak, there will be an increased need for virtual meetings. Google's Hangouts Meet can be used as a video calling platform if you are unable to meet in person.

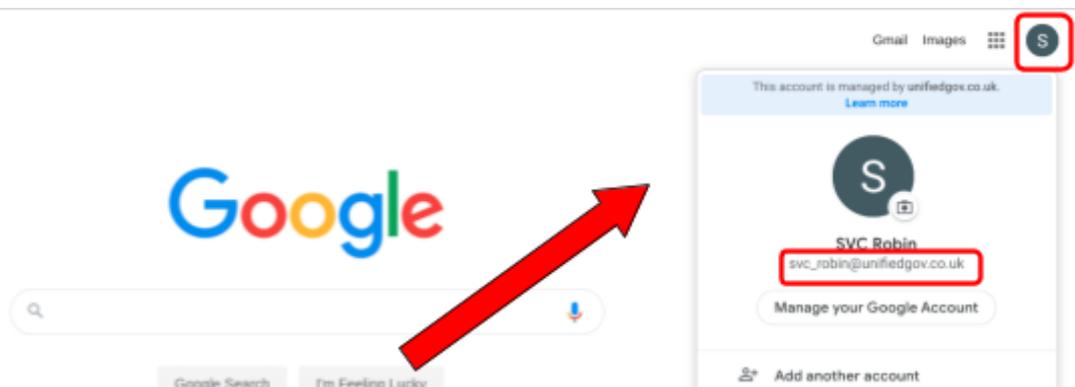
You can join a Hangouts Meet video call quickly and easily from either your computer, smartphone or tablet.

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### I have a Google/GMail/YouTube Account and want to join via computer

- If your computer has a built in webcam and microphone, then you have everything you need.
- If your computer does not, you will need to plug in a pair of earphones with microphone, or speakers and separate mic to be heard. If you wish to be visible too, you will need to plug in an external USB webcam.
- The person you are virtually meeting with will need to know your Google email address - this will end in **@gmail.com** or **@googlemail.com**. If you are unsure of this, whilst logged into any Google app/page (including google.com or YouTube) click on your profile image in the top right corner. The pop up menu that appears will show your email address. If you have no image uploaded, this will show as a coloured Circle with your first initial in it.

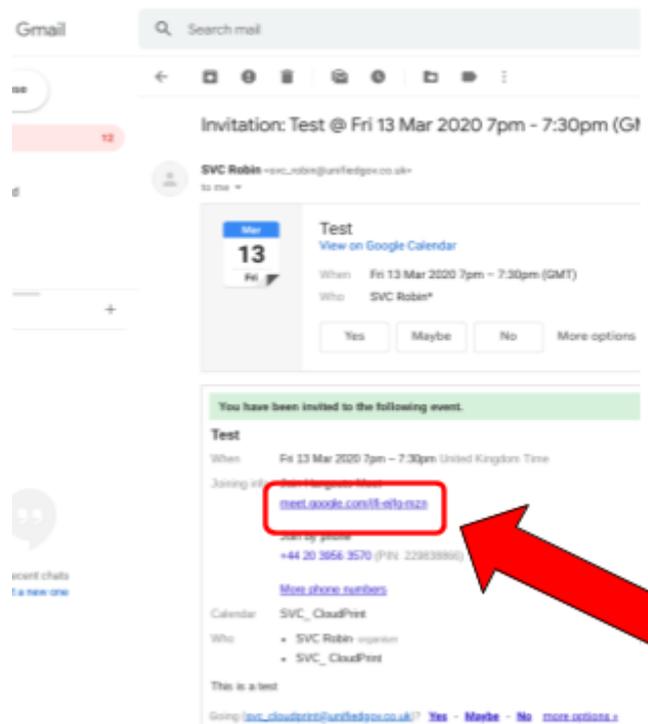




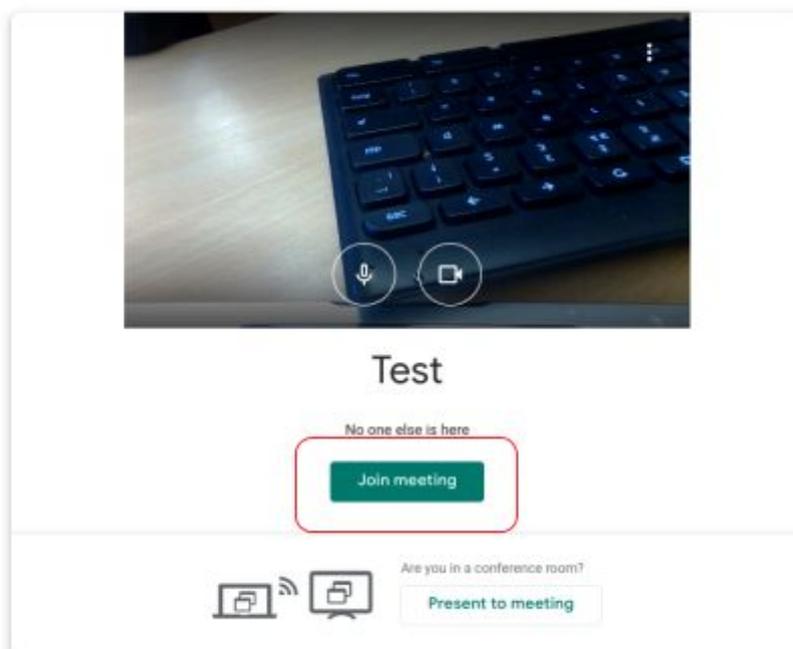
# DEVELOPING TOGETHER

## SOCIAL WORK TEACHING PARTNERSHIP

- The host will send you a calendar invite email which will contain the time and date of the meeting, as well as a link to the video call
- At the time of the meeting, click the link in your email to join the call
- If prompted to allow access to your camera & microphone, click **allow**



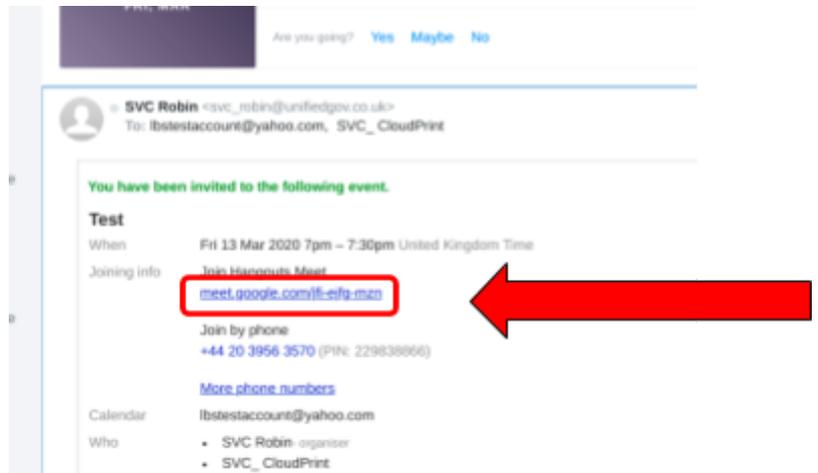
- Click on **Join meeting**. Once the other participants join, you can begin your conversation!





## I don't have a Google/GMail/YouTube account and want to join via computer

- If your computer has a built in webcam and microphone, then you have everything you need.
- If your computer does not, you will need to plug in a pair of earphones with microphone, or speakers and separate mic to be heard. If you wish to be visible too, you will need to plug in an external USB webcam.
- The person you are virtually meeting with will need to know your email address. Once you have provided this, they will send you a calendar invite email which will contain the time and date of the meeting, as well as a link to the video call.
- At the time of the meeting open your emails using either Chrome, Firefox or Safari web browser. Click the link under **joining info** on the email to join the call.
- You will be prompted to allow access to your camera and microphone and should click **allow** when prompted.



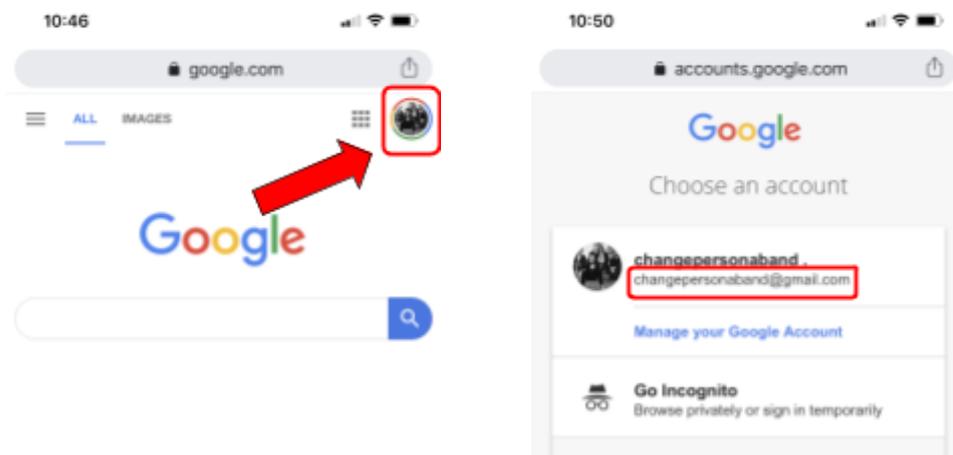
- You will then need to enter your name. Once entered, click **Ask to join**. The **Ask to join** button will be greyed out until something has been entered into the *What's your name* field.
- Once another participant on the call approves your request to join, the meeting will begin!





## Joining via a smartphone/tablet device

- If joining by smartphone, you will need a Google/GMail/YouTube account. If you don't, you will need to [create one](#)
- If you already have a Google account, you will need to provide your **@gmail.com/@googlemail.com** email address to the council officer. If you are unsure of this, whilst logged into any Google app/page (including google.com or YouTube) click on your profile image in the top right corner. The pop up menu that appears will show your email address. If you have no image uploaded, this will show as a coloured Circle with your first initial in it.



- You will then need to download and install the Hangouts Meet app on your phone from [Play Store](#) (if you are an Android user) or from the [App Store](#) (if you are an iOS/iPhone user).
- Once you have downloaded the app, you will need to open it and log in using the same Google account that you provided to the host. After you have logged in to the app, you will be prompted to grant access to both the camera and microphone. You will need to select **allow** when prompted. It's worth doing this in advance of the meeting.
- At the time of the meeting, you should have the option to **Join** as shown here:

