Using Google Hangouts—Calendar Invitation

1. Chrome browser is recommended, make sure the Hangouts plugin is installed on your browser: https://support.google.com/chat/answer/161993?hl=en

2. Accept the calendar invitation that is sent to you via e-mail:

3. The event will be added to your calendar. Access your calendar at: http://calendar.google.com (make sure you are signed into you Luther Seminary account). Click on the event name (in the example below click on the word “Google Hangout”)
4. Click the link next to **Video call** titled **Join meeting**: (name of meeting)

5. You will be directed to the hangout screen. Click **Join** to enter.
6. Once in the hangout, you can adjust your microphone/video settings with the menu at the top of the screen. You can leave the hangout by clicking the red phone icon.

**IMPORTANT NOTE:** You can test Google Hangout any time before the calendar meeting (strongly recommended!!)

If your computer will not access hangouts, you may need to install the Google Hangout Plug In. More information is available from Google at:

[https://support.google.com/chat/answer/161993?hl=en](https://support.google.com/chat/answer/161993?hl=en)