

Google Hangouts & Duo



GET STARTED WITH HANGOUTS

You can use Hangouts to:

- Start a chat conversation or video call.
- Make phone calls using Wi-Fi or data.
- Send text messages with your Google Voice or Project Fi phone number.

Hangouts sync automatically across devices. If you start a Hangout on your computer, you can continue your chat on another device, like your phone.

WHAT YOU NEED TO USE HANGOUTS

- A Google Account.
- A computer or phone with a camera and microphone.
- An internet or data connection.

VIDEO CALLS

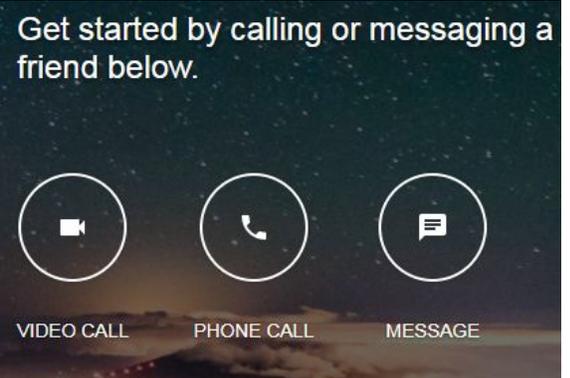
You can connect with family, friends, or coworkers through face-to-face video calls. You can add up to 9 people in a Hangouts video call.

BEFORE YOU START YOUR FIRST VIDEO CALL

- Check the system requirements for Hangouts.
- Connect a camera, microphone, and speakers to your computer. Make sure they have the latest software.
- When asked to use your computer's camera and microphone, click **Allow**.
- Download and install the latest version of the Hangouts plugin for Internet Explorer, Firefox, and Safari browsers.

START A VIDEO CALL

1. Open hangouts.google.com or on the sidebar in Gmail.
2. Select a person from the Hangouts list or search for their name or email address. When you find the person you want, click their name. You can also check multiple people to start a group video call.
3. Click Video call .
4. When you're done, click End call .



ADD PEOPLE BY NAME OR EMAIL ADDRESS

Anyone in a video call can add more people after the video call starts. Anyone invited to join the video call must have a Google Account.

1. In the video call window, click the screen.
2. At the top, click Add people .
3. Type someone's name or email address.
4. Click **Invite**.
 - the gmail person that you invited must add you as a 'Contact' to be able to chat/call/video with you or start the chat from the email. (Invitation will be seen only on the APP)

Invite people

Sending invite as dsalsteachtech@gmail.com

 COPY LINK TO SHARE

INVITE

Google discontinue Support, maybe they will change their mind.

ADD PEOPLE BY SHARING A LINK

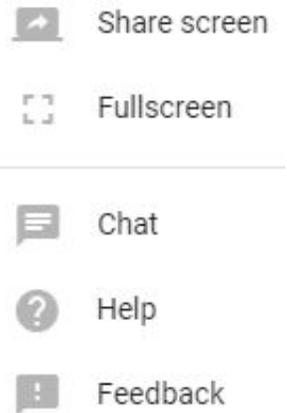
1. In the video call window, click the screen.

- At the top, click Add people  > Copy link to share .
- To invite people to the call, click the link to copy it. Then, paste the link into emails, chats, or somewhere else. To join a call, users will need to sign in. Anyone with the link will be able to join the call.

CHANGE VIDEO CALL OPTIONS

You can change your video call options during the video call. To see your options, click the screen.

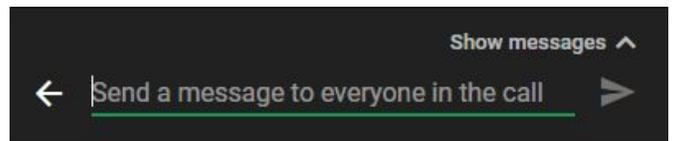
- Turn off camera or mute microphone:** Click the icons to turn off your camera or mute your microphone.
- Settings:** At the top, click Settings . You can change settings like your camera, microphone and speaker devices.
- Share screen:** To share your screen with other people in the video call, click More  > **Share screen.**
- Fullscreen:** To make the video call take up your entire screen, click More  > **Fullscreen.**



SEND AND RECEIVE MESSAGES IN THE VIDEO CALL

You can send messages to people in the video call. Messages will appear for a short period.

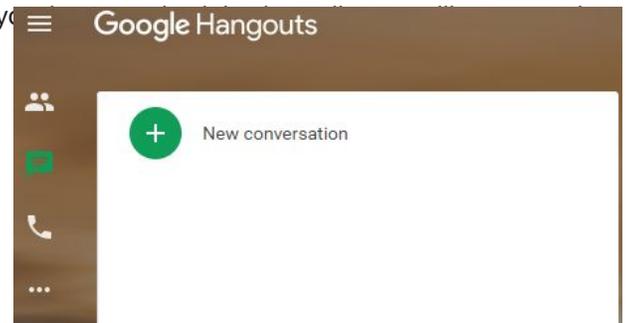
- Click the video call screen
- At the bottom, click Chat .



You can only see the message history while you're in the call. If you leave the call, you won't see previous messages.

START A CONVERSATION

- At the top, click New conversation .
- Enter and select a name or email address.
- Type your message. You can also add emojis, photos, or your location.
- On your keyboard, press **Enter**.



SEND A PHOTO OR VIDEO

- Open a conversation.
- At the bottom, click Photo .
- Select how you want to upload your photo or video.
- Type a message and click Send . You can also drag a photo from your computer to the conversation window.

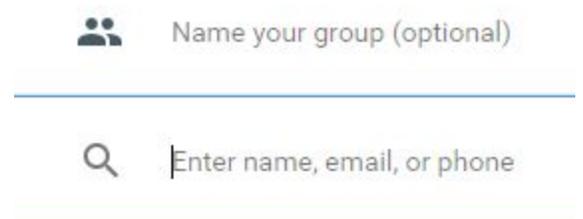


GROUP CONVERSATIONS

You can use Hangouts to talk with more than one person at the same time.

- Conversations can include up to 150 people.
- Video calls can include up to 10 people.

Everyone who wants to join a group conversation must use Hangouts.



START A GROUP CONVERSATION

- Click New conversation  > **New group.**
- Enter or select the names, phone numbers, or email addresses of people you want to add.

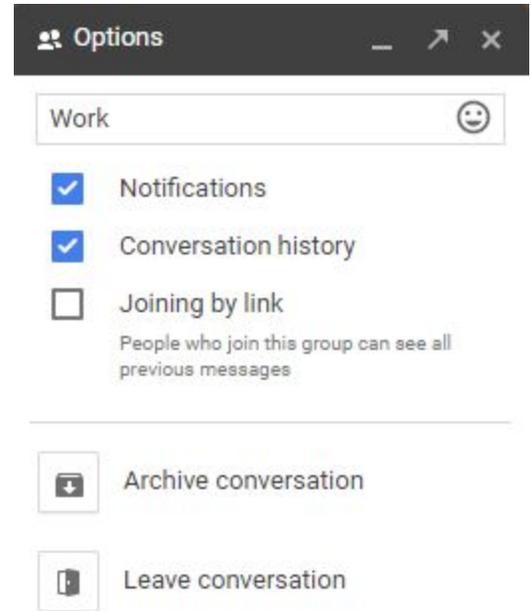
3. To start a group conversation or video call, click **Message** or **Video call**.

NAME YOUR GROUP CONVERSATION

1. Select a group conversation.
2. At the top of the chat box, click Settings .
3. In "Hangout Name," enter a name.
4. Click **Ok**. Everyone in the conversation can see the name of the group.

ADD PEOPLE TO THE CONVERSATION

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.



ADD 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**. They will be immediately added to the group. Everyone in the group will see people who are added.

SEE WHO IS IN YOUR GROUP CONVERSATION

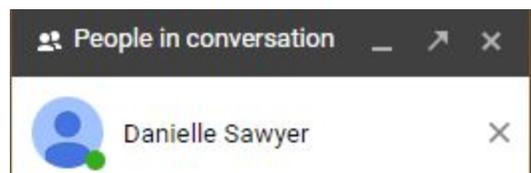
1. Select a group conversation.
2. Click People .
3. You'll see a list of the people in the group conversation. Everyone in the group can see who else is in the group.

REMOVE PEOPLE FROM A CONVERSATION

You can remove someone from a group if you:

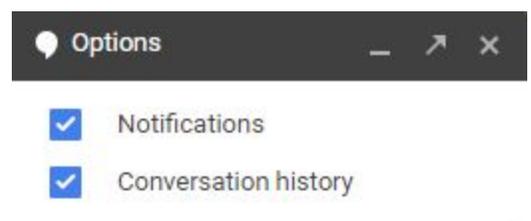
- Started the group
- Were added by name, phone number, or email address.
- When someone is removed from a group, they won't be able to see past or future messages in the conversation.

1. Select a group conversation.
2. Click People .
3. Find the person you want to remove. On their name, click Remove .
4. They will be immediately removed from the group. Everyone in the group will see that you removed the person.
5. To add someone back into a group, add them by name, phone number, or email. People who've been removed from a group won't be able to rejoin using a link.



CONVERSATION OPTIONS

1. At the top right of the chat box, click Settings .
2. Select options for turning on/off notifications, conversation history, and joining by link as well as leaving or archiving a conversation.



BLOCK OR IGNORE SOMEONE

If you don't feel comfortable in a Hangout with someone, you can block them. When you block someone, they can see that you're online but can't send you Hangouts messages.

BLOCK SOMEONE

1. Select the person from the Hangouts list to open the conversation.
2. At the top of the conversation, click Settings .
3. Click Block  > **Block**.
4. If you want to remove someone from your list, but don't want to block them, open the "Contacts" tab  > Point to the person's name > More  > **Hide [contact name]**.

UNBLOCK SOMEONE

1. Open settings:
 - On hangouts.google.com: Click Menu  > **Settings**.
 - On Gmail: At the top right of your Hangouts list, click the Down arrow .
2. Select **Blocked people**.
3. Next to the person's name, click **Unblock**.

1. In a new tab, open hangouts.google.com.
2. From the contacts tab, create a new Hangout group called Networking Contacts and add the three contacts from the first *Try It*.



(no share screen)

<https://duo.google.com/about/>

Video (Computer) https://youtu.be/F_2JjBBCd8?t=19

Video (Smart phone) <https://youtu.be/bKJTtlumjzo>

Google Duo is a video chat mobile app created by Google. Google Duo is free to use and works with iOS and Android devices, unlike its competitor FaceTime, which works only for iOS devices. It can also be used with the Google Chrome browser on desktop and laptop computers. Google Duo was built to be fast, reliable, and safe. Here's what you need to know about Google Duo.

HOLDS 12 IN A GROUP VIDEO CALL

As of March 2020, you can include up to 12 participants in a Duo video call. That helps both families and those working in small business situations connect easily.

SIMPLE TO USE

No account or subscription is necessary. Sign up with your phone number and you'll be able to reach the people in your phone's Contacts list. Begin a video call with a single tap.

FAST, RELIABLE, AND SAFE

Google Duo was designed for fast and reliable video calling. Call quality adjusts no matter what's happening on your network. Your call stays connected, even when bandwidth is limited.

When you're on the go, Duo seamlessly switches between cellular data and Wi-Fi without dropping your call, maximizing the call strength and bandwidth. Start a call at your house and continue without interruption as you leave and go about your day.

Google Duo features end-to-end encryption, so your calls are safe.

KNOCK KNOCK

Google Duo offers a unique feature called Knock Knock, which lets you see live video of your caller before you answer. This may give you an idea of what the caller wants so you can decide if you feel like chatting.

The first time you make a call with Google Duo, it will say, "Smile! Knock Knock is on," alerting you to the fact that the person you're calling will see you appear on their screen while the phone is ringing.

HIGH-DEFINITION VIDEO QUALITY

Google Duo calls stream at 720p high-definition video quality, compressed for low-bandwidth phones using a mix of open-source and proprietary standards, including [WebRTC](#).

GROUP CALLING

Among some recently added features, Google Duo has group calling, allowing up to eight people to participate in a group call. Like its one-on-one calls, group calls feature end-to-end encryption.

VIDEO MESSAGES

Another relatively new feature, video messages let you record a quick hello when you don't have time to call or when the person you're calling can't pick up. Personalize video messages with text and emojis, or draw on your message with a brush tool.

More info at: <https://www.lifewire.com/google-duo-review-4075474>

SET UP GOOGLE DUO FOR WEB

STEP 1: OPEN DUO

5. On your computer, open duo.google.com.

STEP 2: VERIFY YOUR PHONE NUMBER (OPTIONAL)

Important: If you skip this step and you don't verify your phone number, you can only receive calls from people who you've previously called.

6. Enter your phone number.
7. Click Get verification code.
8. Duo will send a code in a one-time SMS message to the number that you entered. (Carrier text-message rates may apply.)
9. Enter the code that you received in the text message.
 - If you don't receive a text message, click Resend.
 - If you still don't receive a text message, click Back < to make sure you entered your phone number correctly.
 - If you continue having problems verifying your phone number, visit the [verification troubleshooting article](#).

AFTER YOU VERIFY YOUR NUMBER ON DUO

- People with your phone number can see that you use Duo and call you using the app. If you connect your Google Account, they can also connect with you across Google services.
- Duo can periodically send your contacts and location to Google.
- If you call someone not saved in your contacts, Duo will display your phone number so they can see who's calling.

USE DUO TO CALL YOUR CONTACTS (YOU CAN ONLY CALL YOUR CONTACTS, MUST ADD THEM IF THERE ARE NOT CONTACTS)

- Video calls with anyone in your contacts who uses Duo: [Call friends and family across different devices like Android, iOS, computers, Google Home Hub, Lenovo Smart Display, and JBL Link View.](#)
- High quality audio and video: Your call's quality automatically changes, based on your connection.
- Knock Knock: You can see a [live video preview before answering a call from one of your contacts.](#)
- End-to-end encryption: Your calls are secure and can only be seen by you and the person you're talking with.

MAKE VIDEO CALLS TO YOUR CONTACTS

You can [make video calls to all your friends with Duo, even if you don't have the same device as they do.](#)

GET GREAT VIDEO AND AUDIO QUALITY

To make sure you're looking and sounding your best for a video call:

- Check your lighting. If you're in low lighting, Duo will adjust the brightness of your video. If you want to turn the setting off in a call, tap the screen and turn off Low Light mode . Or, you can turn it off in Settings. Important: This feature isn't compatible with all Android devices and may not be available on your device.
- You can switch camera views to show yourself or what you're looking at in front of you. If the camera points to your face, hold your device at eye level to help others see your face.
- Make sure nothing (ex: your finger) is blocking your device's camera or microphone.
- Connect to Wi-Fi before calling. Using Wi-Fi will save your data usage and also could be a better video connection. If you can't, [turn on your data.](#)
- Keep yourself centered on Duo video calls using Auto-framing. To turn the setting on in a call, tap the screen and turn on Auto-framing mode. Or, you can turn it on/off in Settings.
- To stand out from your background, use Portrait mode to blur your background. To turn the setting on in a call, tap the screen and turn on Portrait mode. Or, you can turn it on/off in Settings.
 - Important: Auto-framing and Portrait mode are currently only available on Pixel 4

SEE A VIDEO PREVIEW WITH KNOCK KNOCK

When you call a contact using Duo, the other person can see live video of you while the device rings if they have you as a contact. You won't be able to see the person you're calling until they answer.

You can also [turn Knock Knock off.](#)

MOVE YOUR PICTURE DURING A VIDEO CALL

When you make a Duo call, your face shows up in a small rectangle on the screen. To move it, touch and hold the rectangle, then swipe your finger across the screen to another corner. To show your face on the entire screen, tap your picture.

USE LESS DATA

If you can't connect to a Wi-Fi network, Duo [automatically lowers your connection to 1Mbps.](#) If you have plenty of data on your mobile plan and don't want to limit the quality, you can turn off Limit mobile data usage in Settings.

BLOCK NUMBERS

For unwanted calls, you can also [block a phone number from calling you.](#)

RELATED RESOURCES

If you're having problems with your video call, [try fixing your call quality.](#)

