



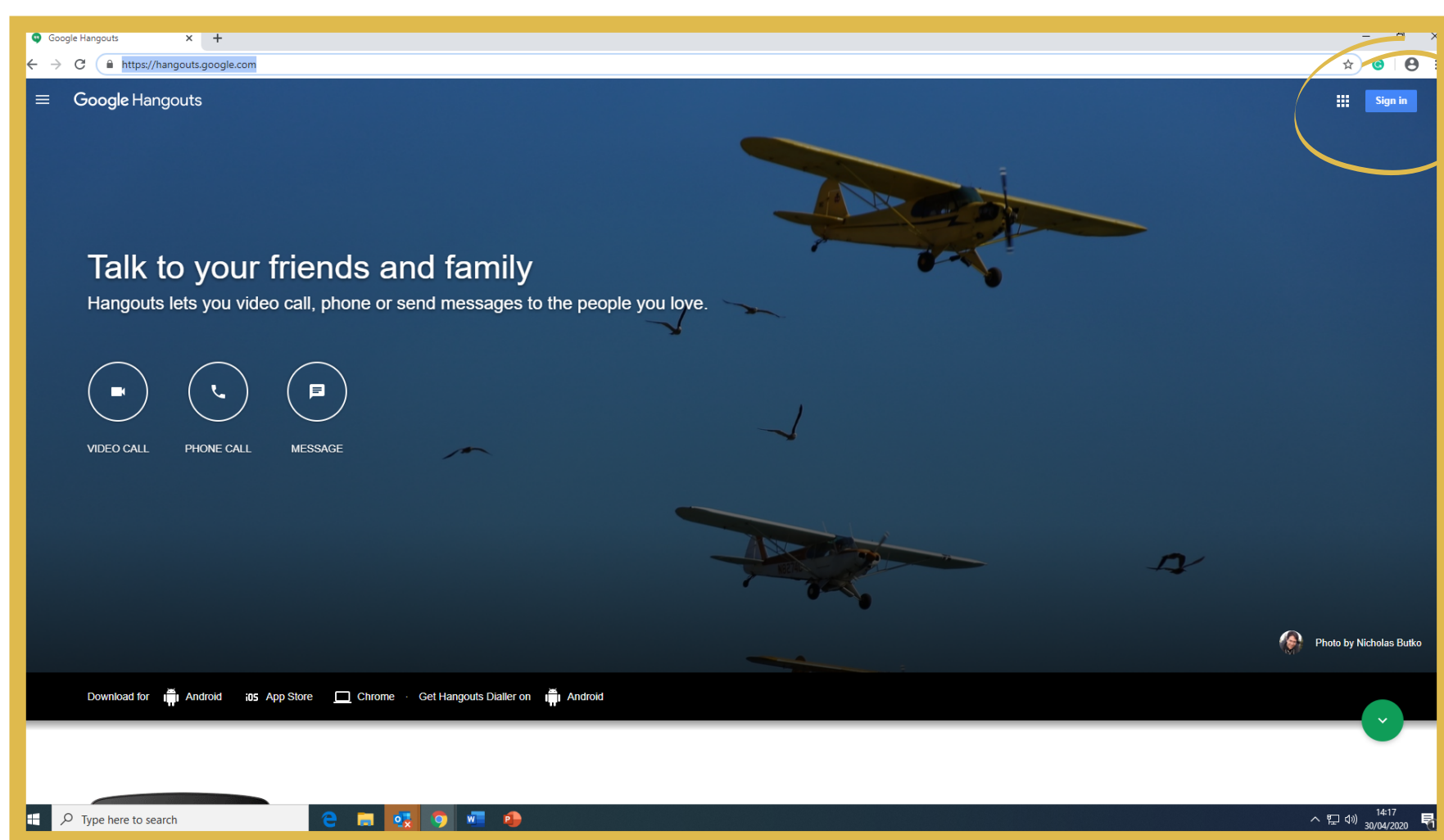
HOW TO USE GOOGLE HANGOUTS

A STEP-BY-STEP GUIDE

This handy step-by-step guide will guide you through how to set up a gathering using Google Hangouts. As youth groups and other gatherings are unable to go ahead, a Google Hangout could be the perfect solution.



SETTING UP A HANGOUT

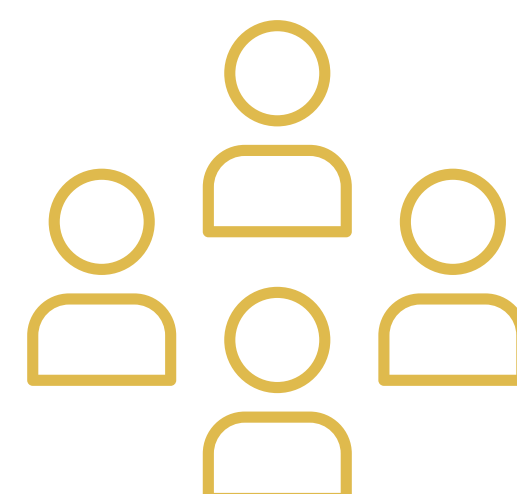
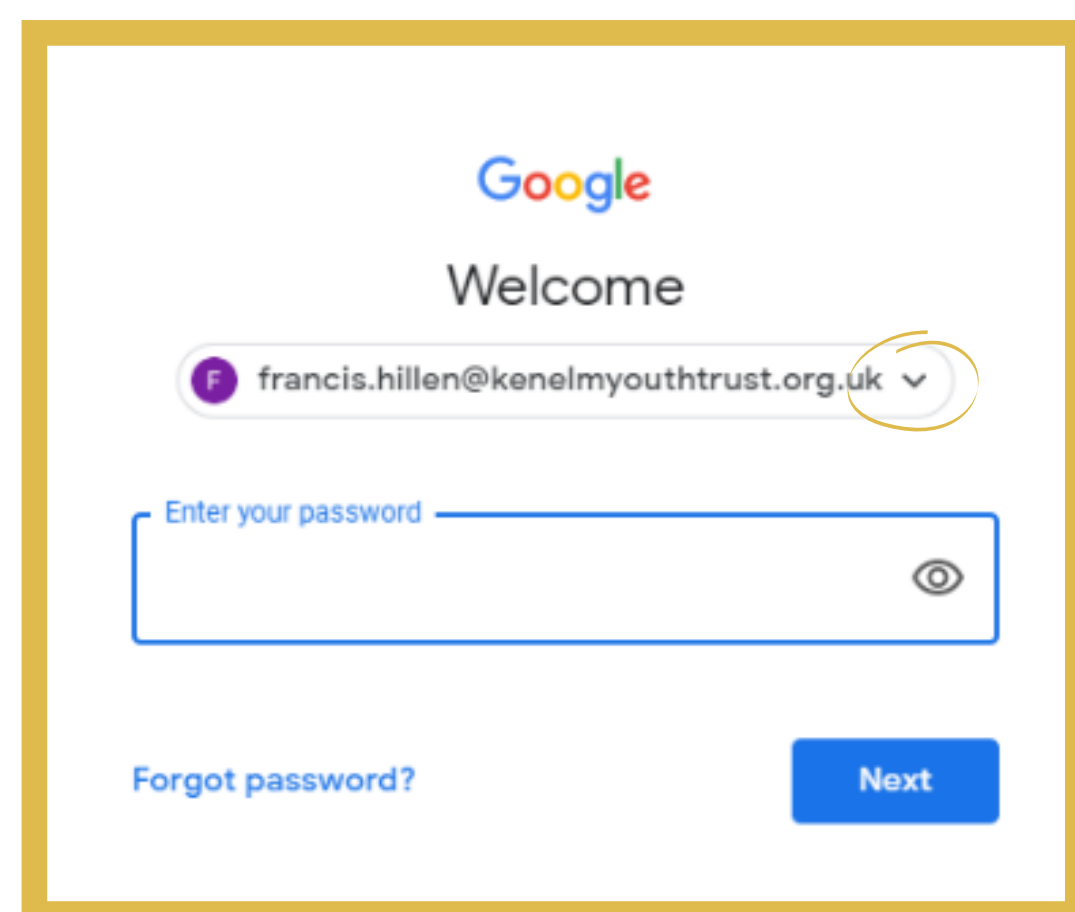
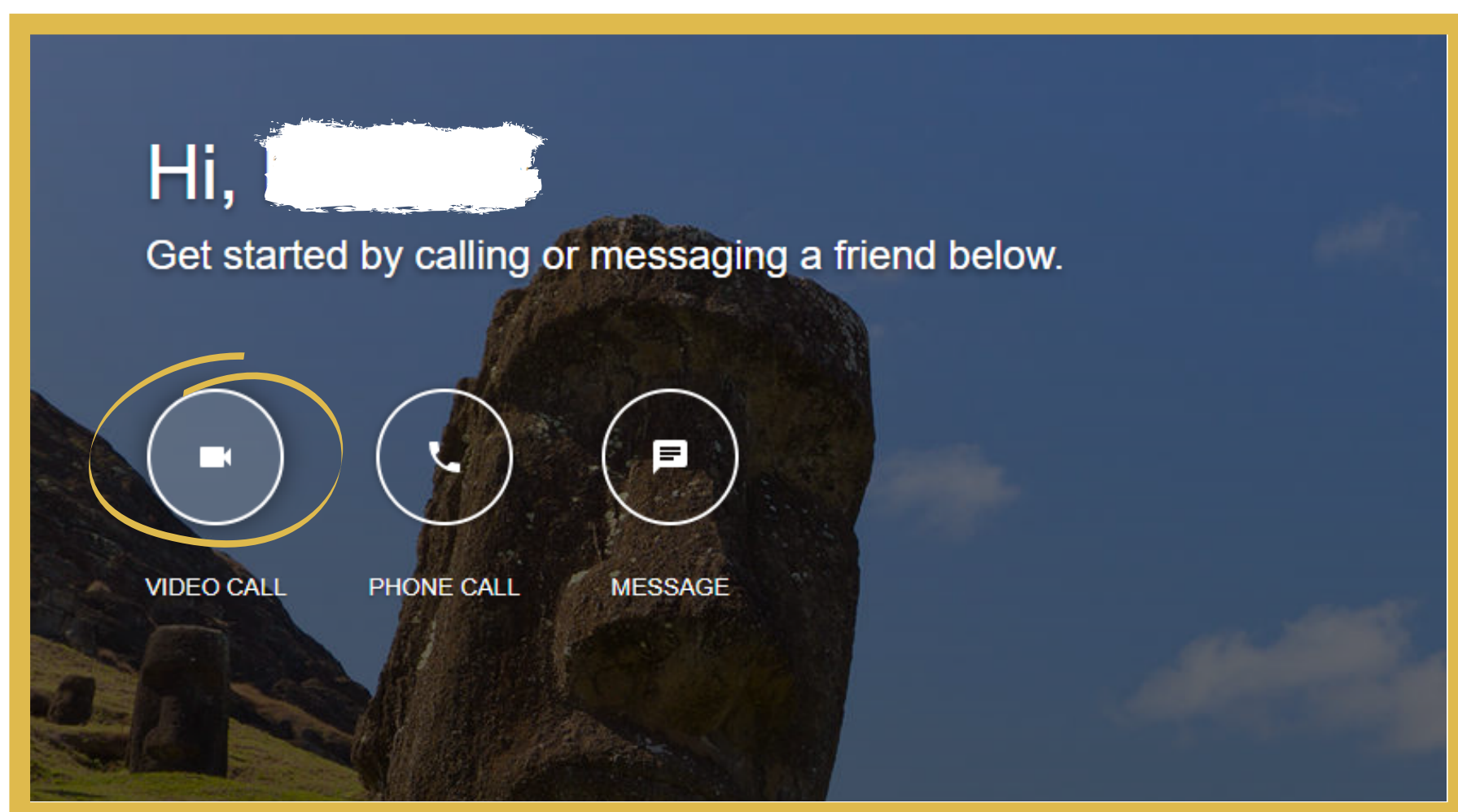


STEP 1: Go to <https://hangouts.google.com/>

STEP 2: Sign in with your Google account. If you do not have a Google account, select the dropdown menu and follow the instructions for logging in with a new account.



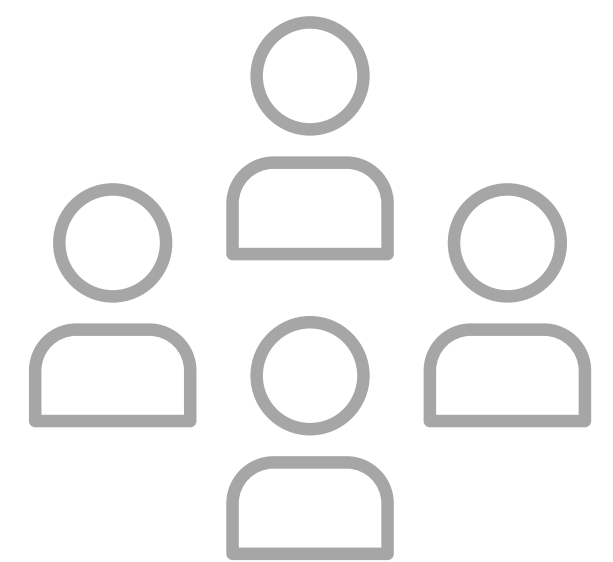
STEP 3: Once you have logged in, select the video call option.





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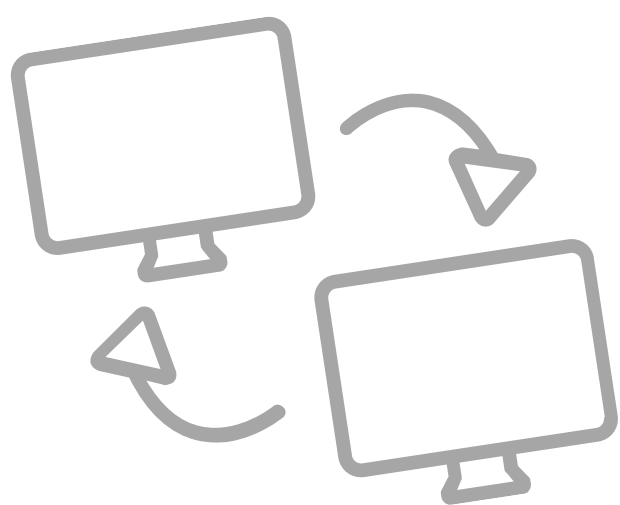
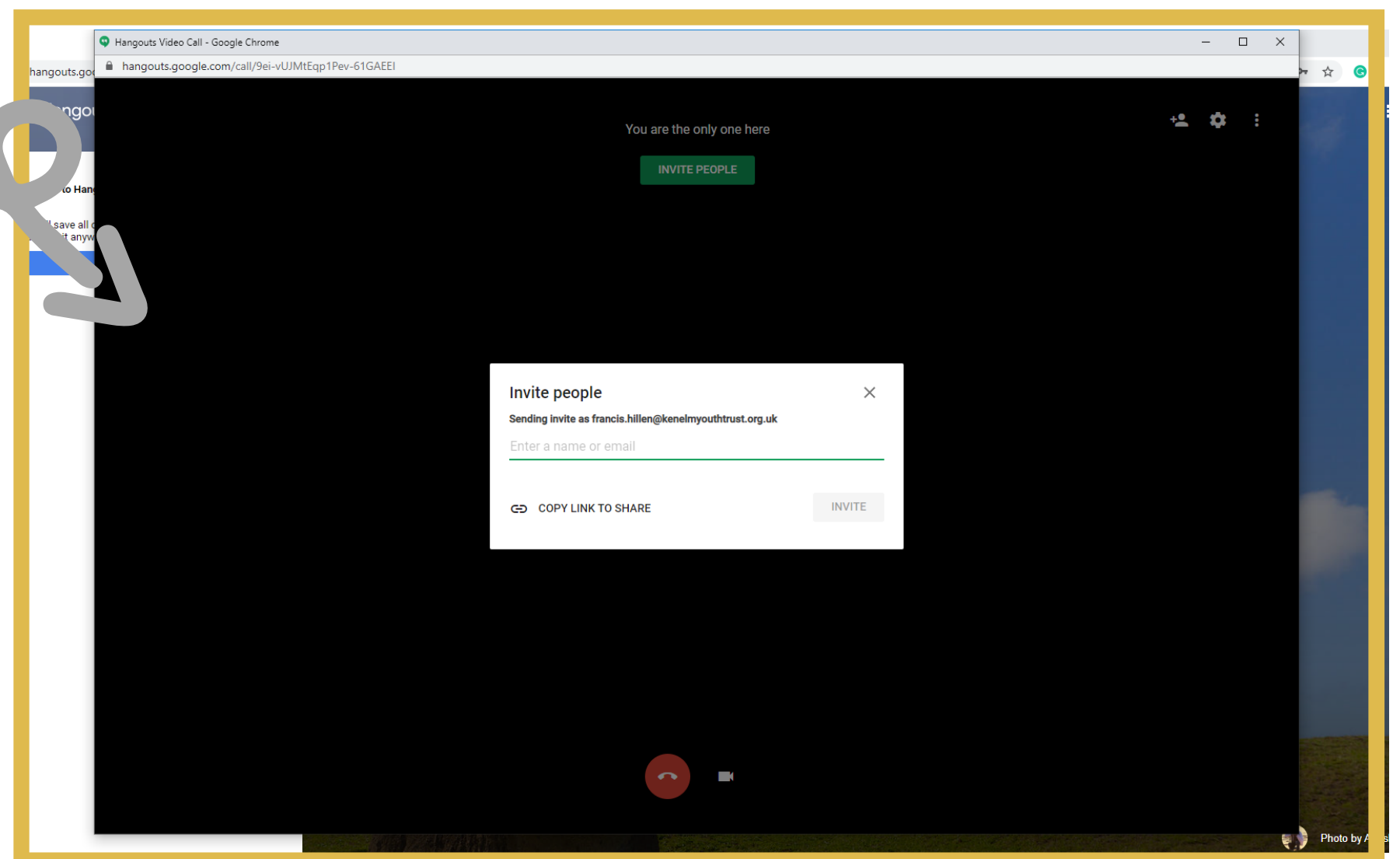


SETTING UP A HANGOUT

STEP 4: Copy the hangout link so that you can share it with those who you want to invite.

If you are using the Google Hangout to gather young people as part of your youth group, remember to send the link only to the parents or guardians of the young people.

Keep safeguarding policies and procedures in mind when organising a virtual youth group meeting. Safeguarding support and advice can be found on the Kenelm Youth Trust website.

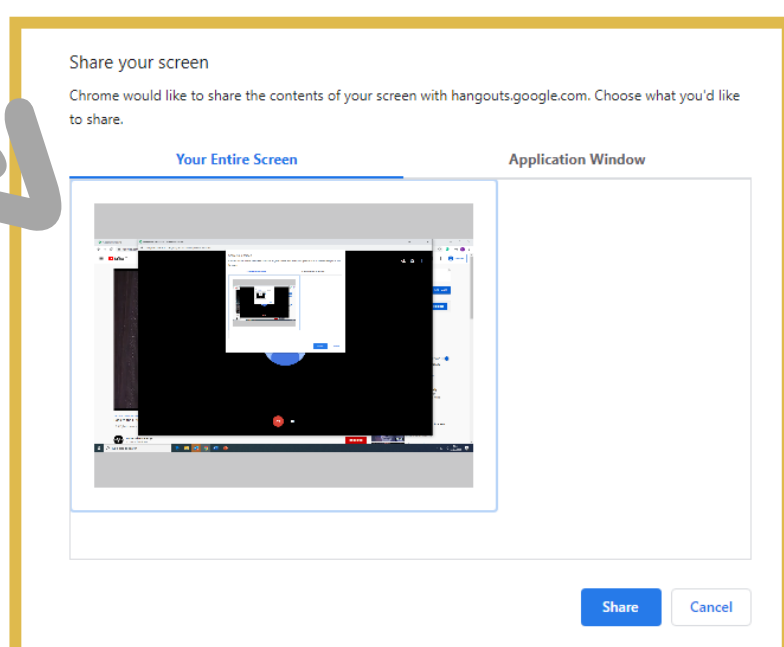
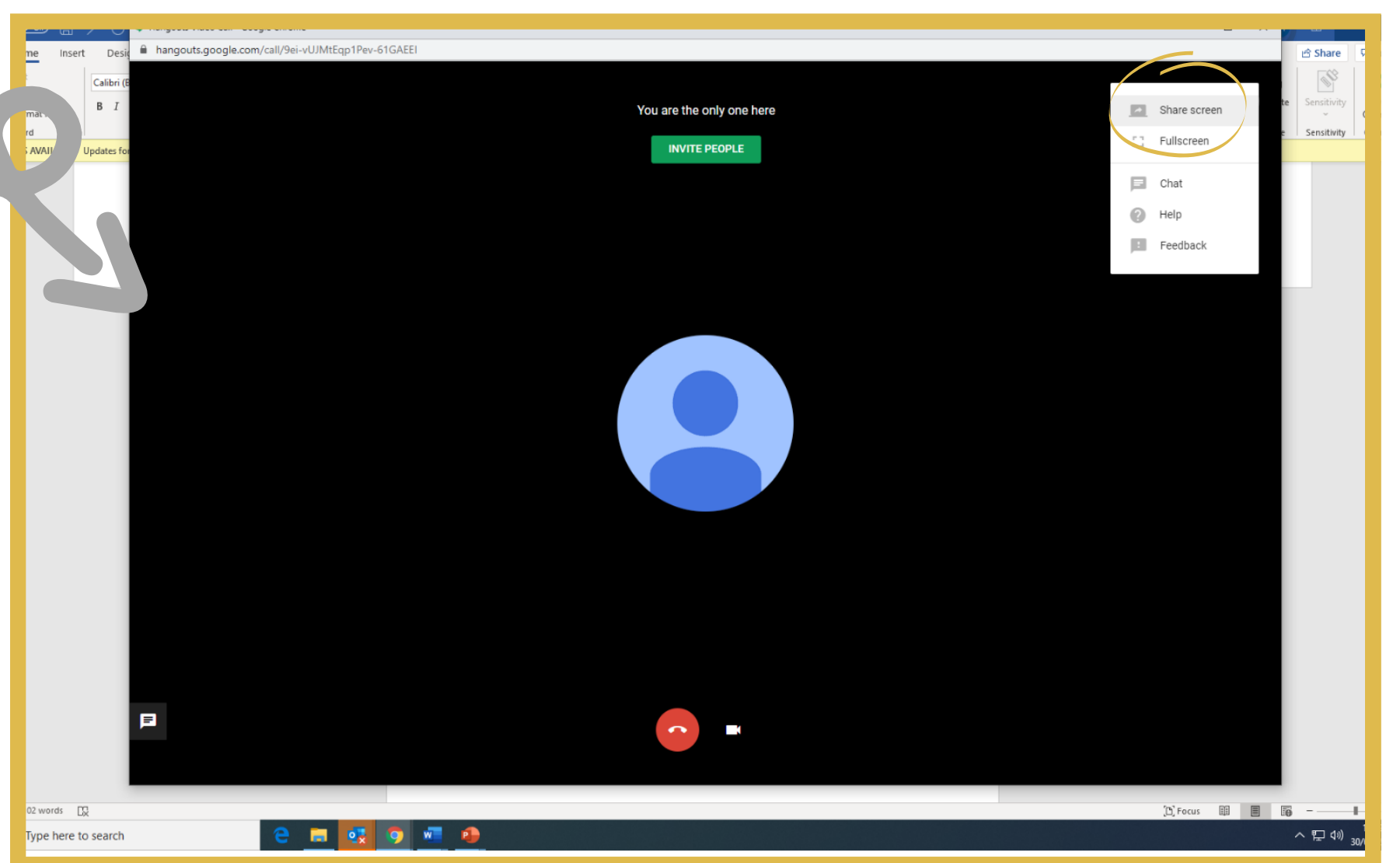


SCREEN SHARING

STEP 1: Select the three dots in the top right-hand corner of the screen.

STEP 2: Select the 'screen share' option from the drop down list.

STEP 3: A new window should open. Select the 'entire screen' option and click 'share',



Your screen will be shared with those who have joined the hangout.