Creating a Group Chat Using Google Hangout Tip Sheet
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This tip sheet will help you understand the basic steps as well as some helpful hints when creating a group chat using Google Hangouts.

Prior to starting a hangout:
- Confirm that your audio and video camera are working properly. We advise you to make sure you are in a well-lit area or put a light source behind your camera.
- Check that you are meeting the technical requirements for video conversations.
- If you are using a Google Chrome browser, you will not need to install a plugin, if you are not, please download the plugin here.

Step 1: Create a Google Account
You will need to have a Google account. The quickest and easiest way to use the Google Hangout feature is to create a Gmail account. It is as easy as going to www.gmail.com and creating your own new email name. Share this email address with your group members. If you have a Google+ account, this works well too.

Make sure you have added all of your group members email accounts so you are able to start your group hangout.
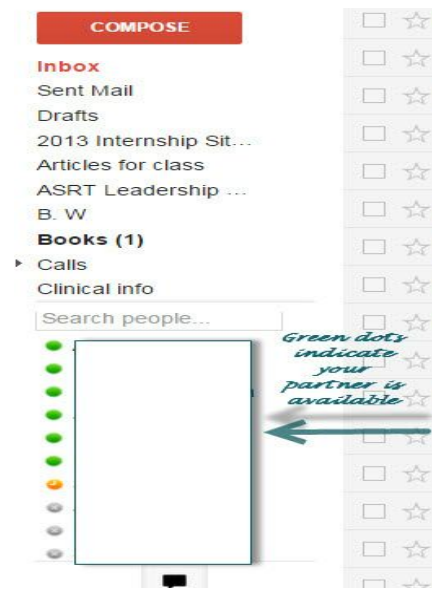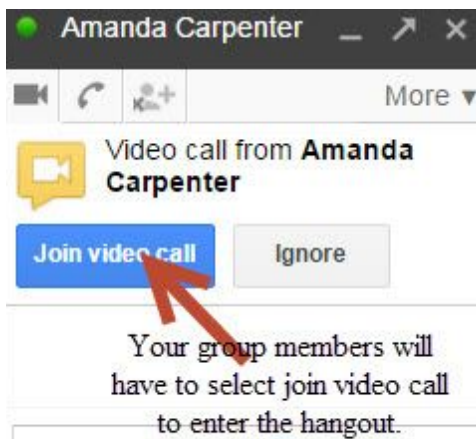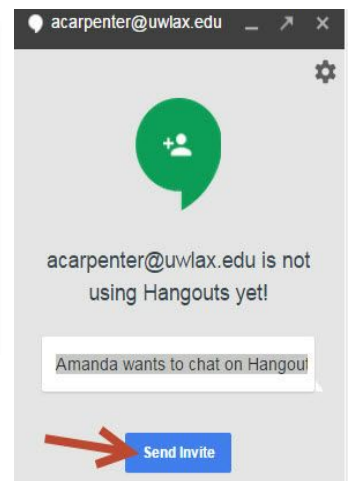

Step 2: Add participants
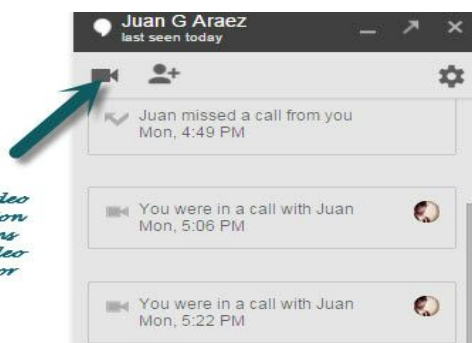Select a group member to start the hangout with. If they do not appear automatically in your list, you can search them by typing their names or email addresses on the search button 🔍 . When you find the person you want to add, click on their name from the list on the left of the screen (shown above).

If you have the Hangout icon in the bottom corner of your screen, you can click on this icon:
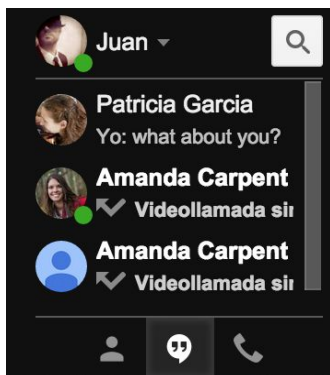
Step 3: Begin Hangout

Select the video camera icon ■◄. You might have to "Send Invite." A Hangouts conversation window will open outside of the browser window and you can start to to talk.

Select the video camera option which means start the video conference or hangout

Your group members will have to select join video call to enter the hangout.
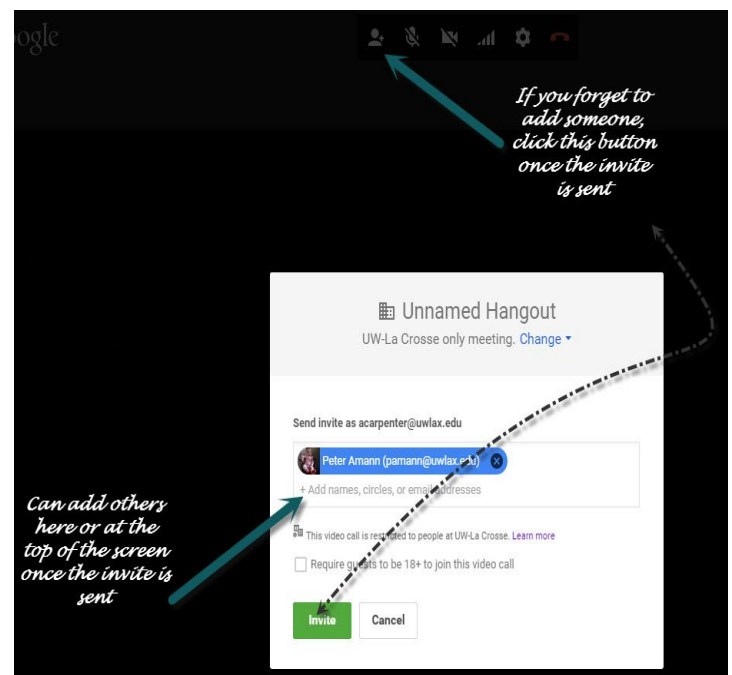
The individual you are inviting will see a screen like this. They need to select the "Join Video Call" button to get to the hangout.

Step 4: Add More Participants

You may then add more users by typing in their names prior to sending the invite.
If you forget to add someone, users can be added following a sent invite by selecting the "add people" icon at the top of the page. Each individual will get an invitation to join the chat.

It is also possible to mute the microphone or the camera and adjust other settings by using the icons at the top of the page.

If you forget to add someone, click this button once the invite is sent

Can add others here or at the top of the screen once the invite is sent

Functionalities

Google Hangouts offers a number of functionalities. If you put the mouse the Hangout window some icons will appear on the left. The most interesting functionalities for working group sessions are:

- Share your computer screen

On the left side of the video call window click on the Screenshare icon and choose what do you want to share (desktop, window or app). To Stop sharing your screen click the Screenshare icon again.

- Capture

Hangouts allows to capture moments so they can be saved or shared. Click the camera icon, you'll see a flash and hear a shutter sound when the photo is taken. This option can be useful to register who was present in the Hangout, for example.

- Choose the presenter in a Hangout

On the person's photo thumbnail, click the drop-down menu and "Present to everyone". If someone in the Hangout wants to see a person other than the presenter, they can click the photo thumbnail of the person they want to see.

- Hangouts On Air

For Google+ users (a youtube account is needed), conversations can be broadcast online. It is necessary to be a Google+ user and requires a Youtube account. More instruction can be found here. Conversations can be recorded and can be accessible in Youtube channels and Google+ walls.

References:
http://www.jeffbullas.com/2013/12/04/10-tips-on-how-to-use-google-plus-hangouts/

https://support.google.com/hangouts/answer/2944865?hl=en

https://pdxtutorials.uservoice.com/knowledgebase/articles/445036-starting-google-hangouts-hangouts-on-air-step-b