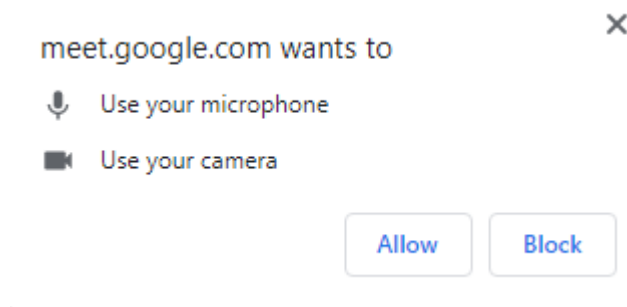


## Joining Google Hangouts

If you're accessing the hangout from your computer or laptop, click the link to join provided to you. This will take you to the Google Hangouts website.

You will be prompted to allow access to your microphone and camera, click allow. The message below is from Google Chrome, your message may be slightly different if you use a different browser to access the internet. Once you have done so click "Dismiss" on the message telling you to allow 'Meet' to use your camera and microphone.



Enter your name and click "ask to join"

You are able to mute yourself if you wish by clicking on the microphone icon at the bottom of the screen. The icons will hide themselves automatically but re-appear when you move the mouse.

You don't HAVE to use a headset to participate, however, this will minimise the risk of echoes or feedback.

If accessing from your phone, you will need to go to your phone's application store and download the Google Hangouts app. I recommend doing this in advance of the meeting so that you are prepared and ready. All other instructions the same. Again, speakerphone may result in echoes so headphones or putting it to your ear (not enabling video!) will be preferable but not essential.

