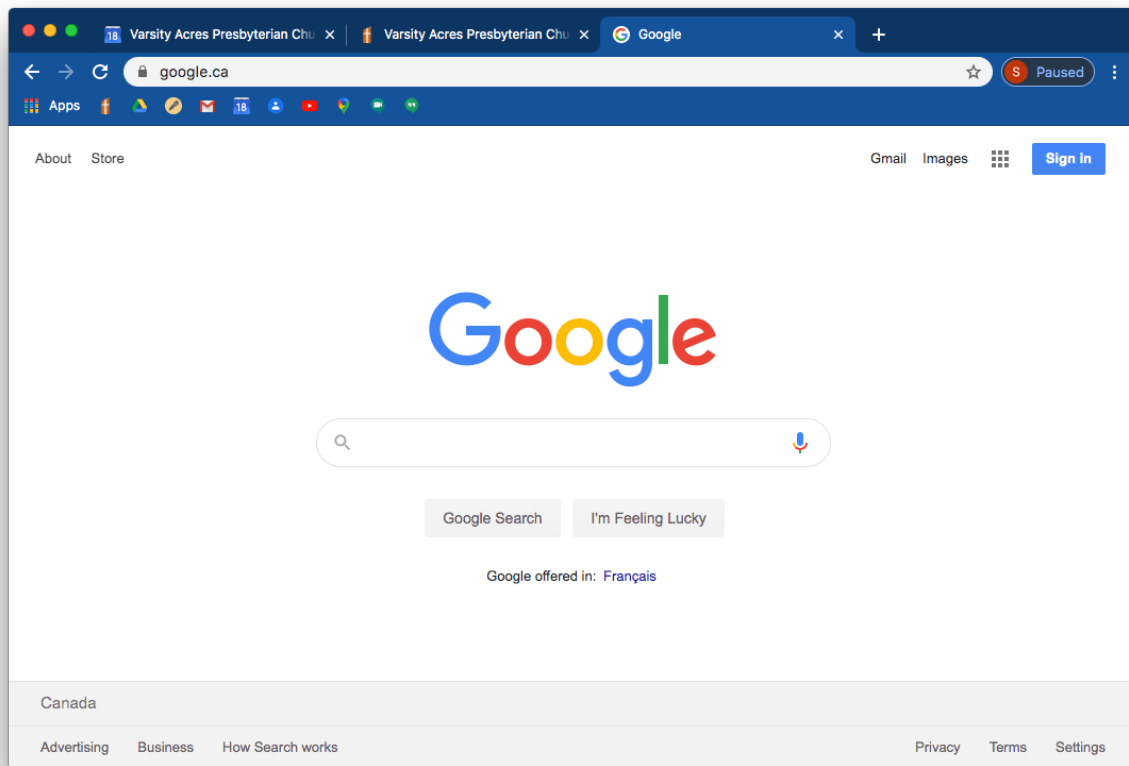


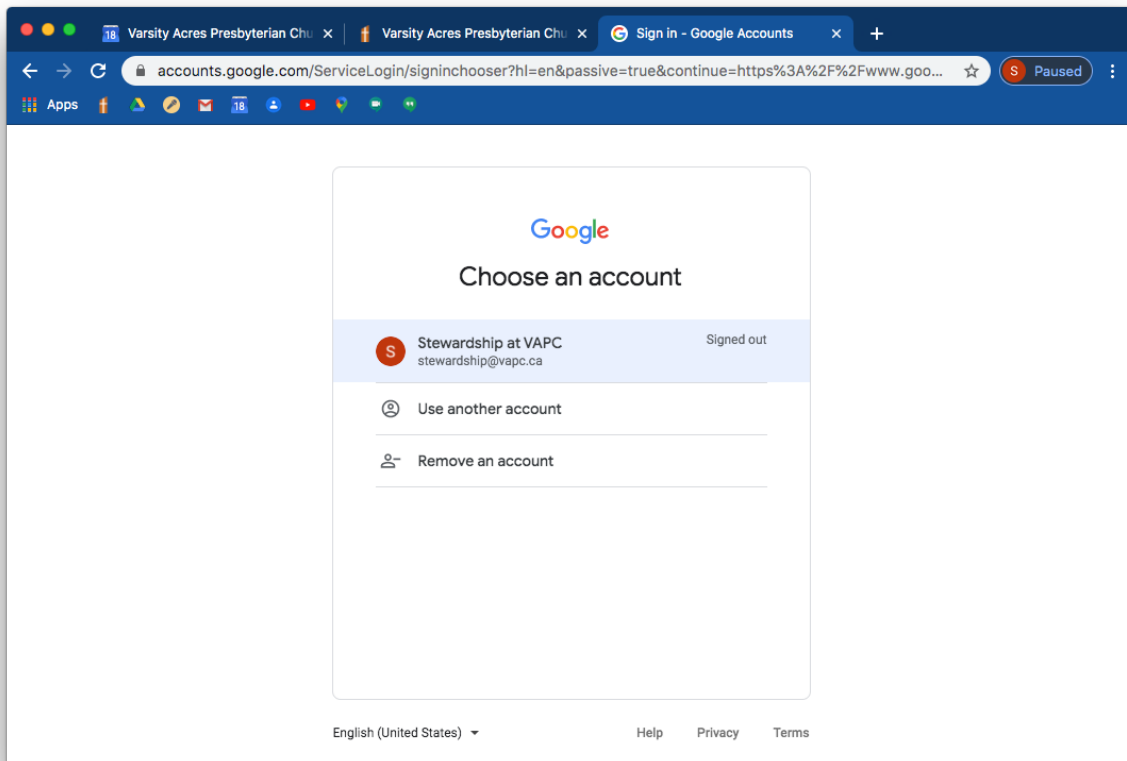


1. Go to google.ca and click on the 'Sign In' button (top right).



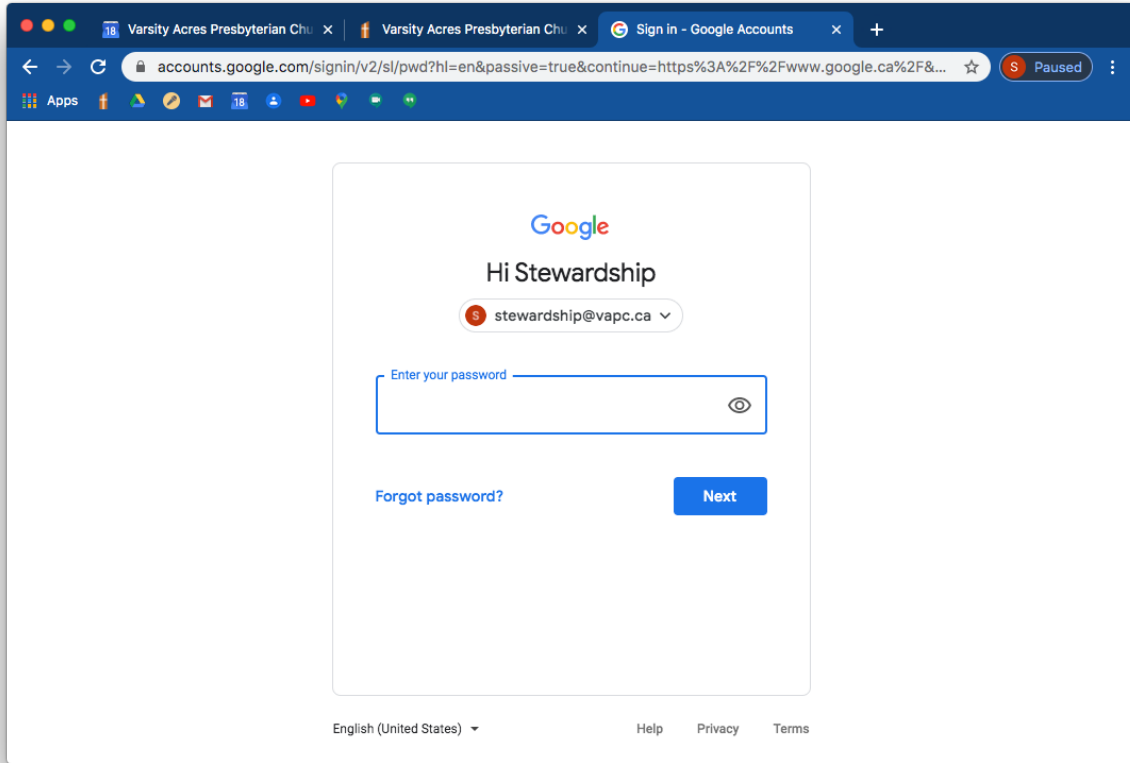


2. Log in with your @vapc.ca email account. Note: You can also log in with a personal Gmail account (ending in @gmail.com). The process is effectively the same with the exception that you will be scheduling with “Google Hangouts” instead of its close cousin “Google Hangouts Meet”. The latter allows anyone on the @vapc.ca domain to join automatically and then control the entry of external users. It also provides a link to the meeting that can be shared separately. These features are not available on the basic “Google Hangouts” interface.



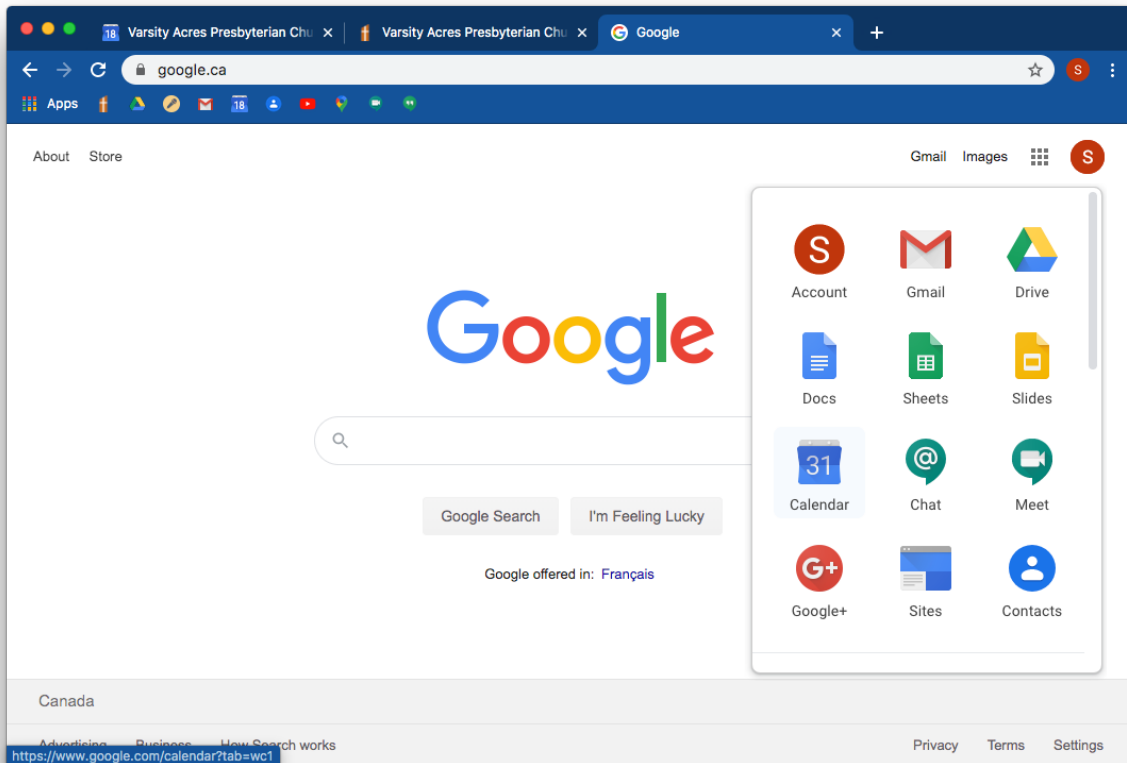


3. Enter your password then press 'Next'.



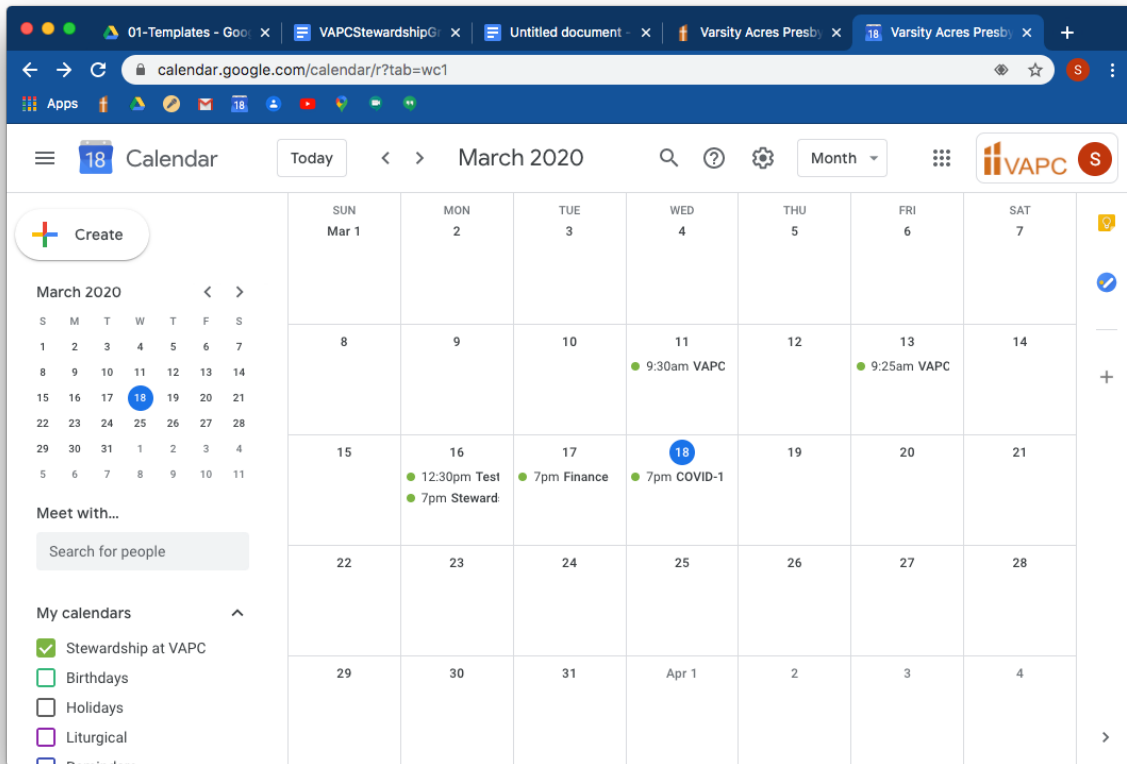


4. Press the 3x3 grid in the top right next to your icon to access your applications. Here select the Calendar.



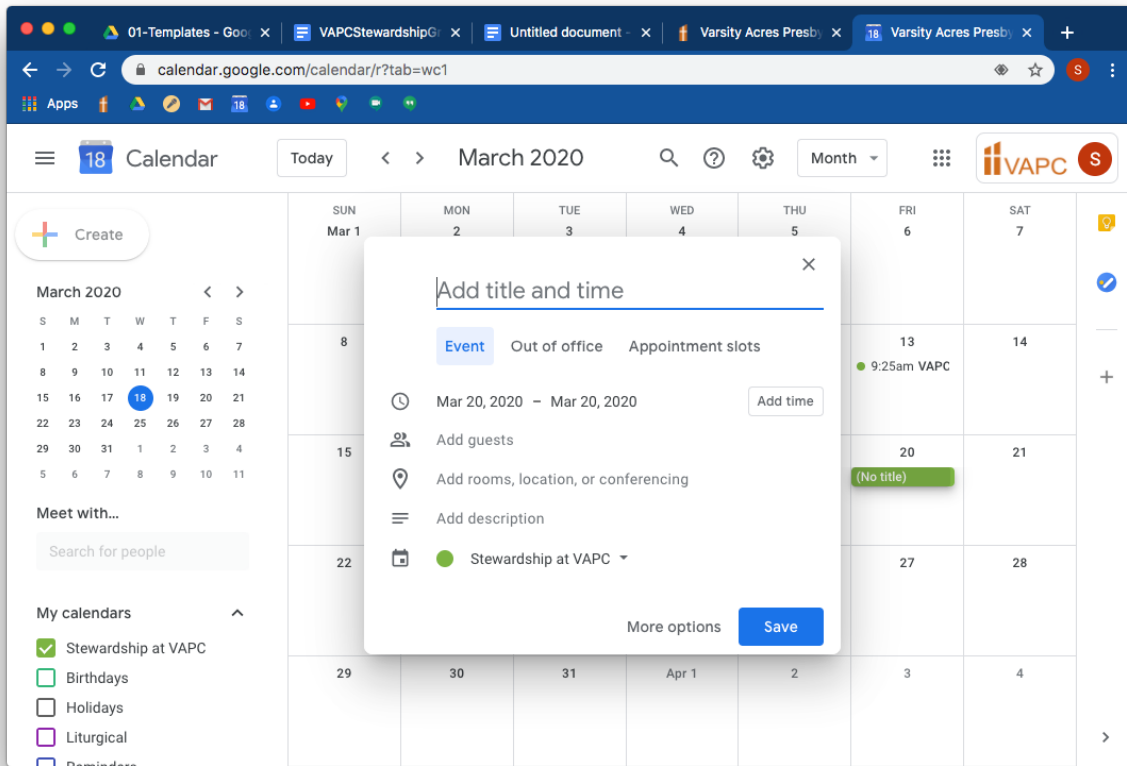


5. From the Calendar select the day on which you want to schedule the video conference.



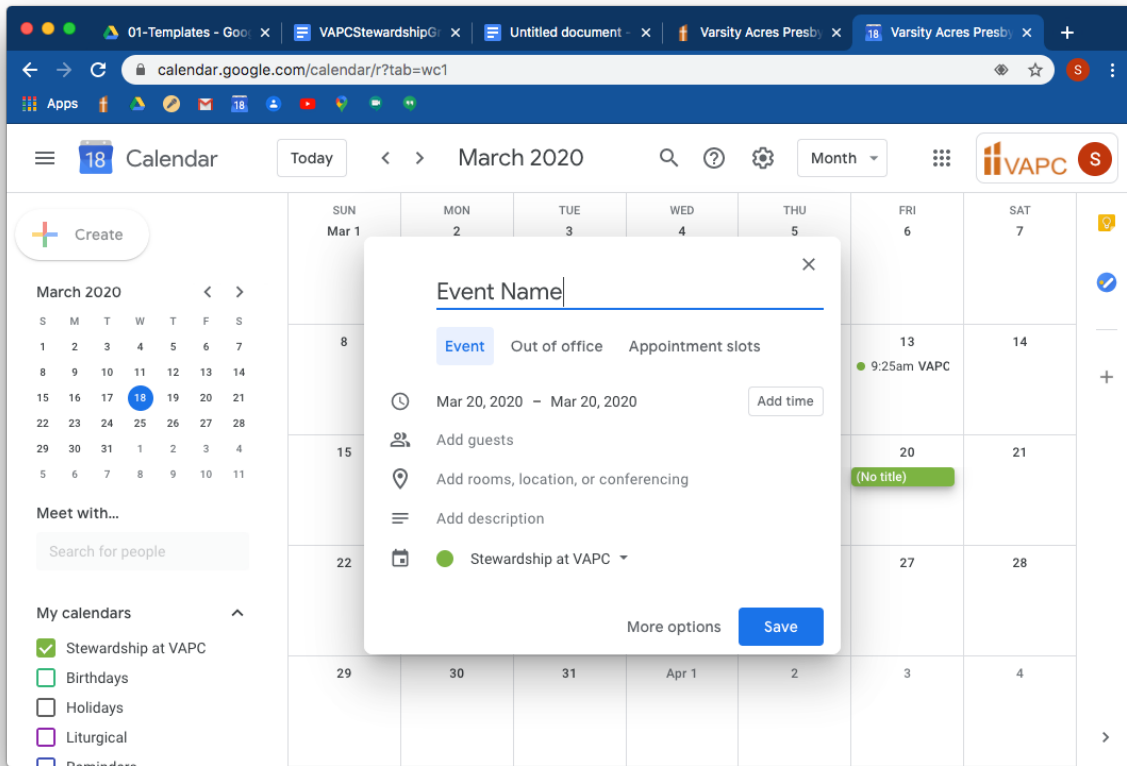


6. A pop-up box will appear with all of the event details.



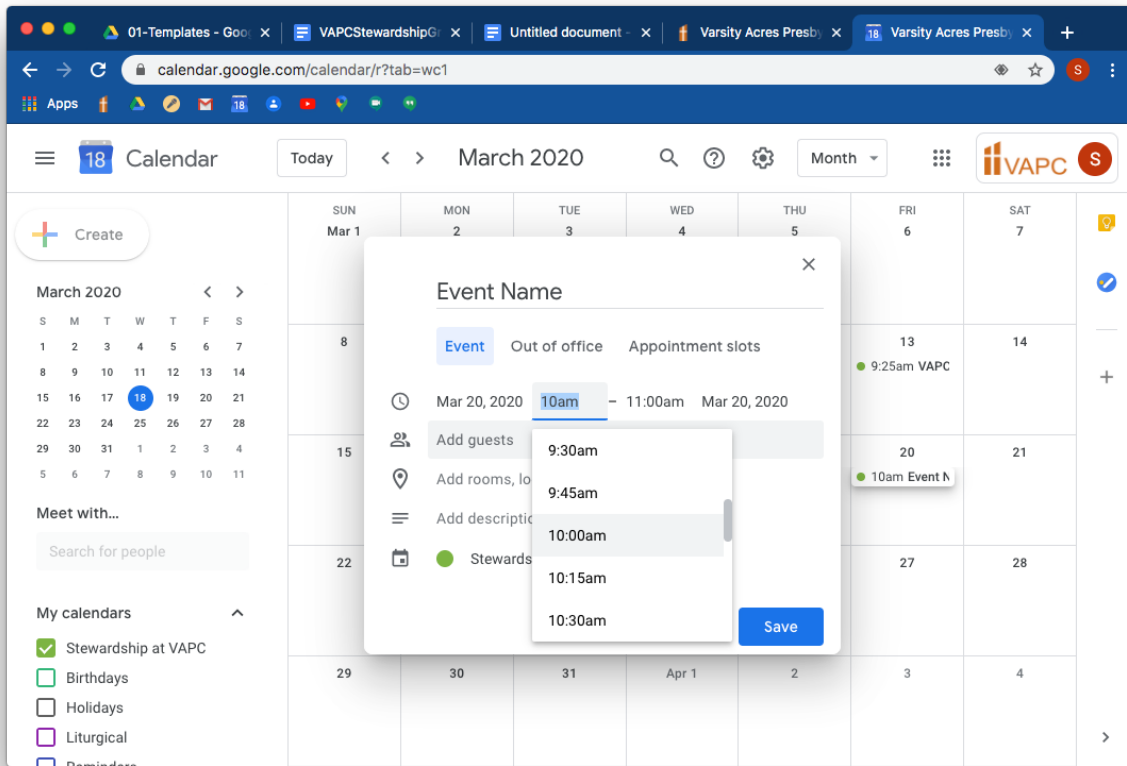


7. Enter the event name.



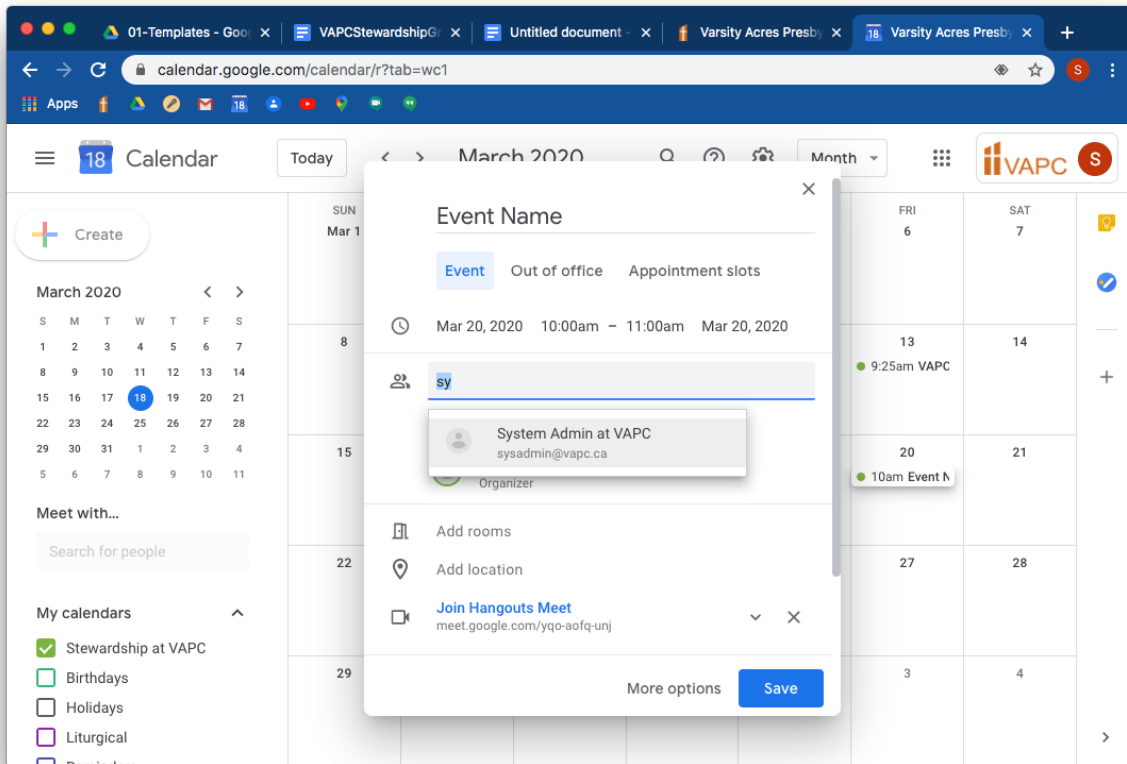


8. Select the start and end time.



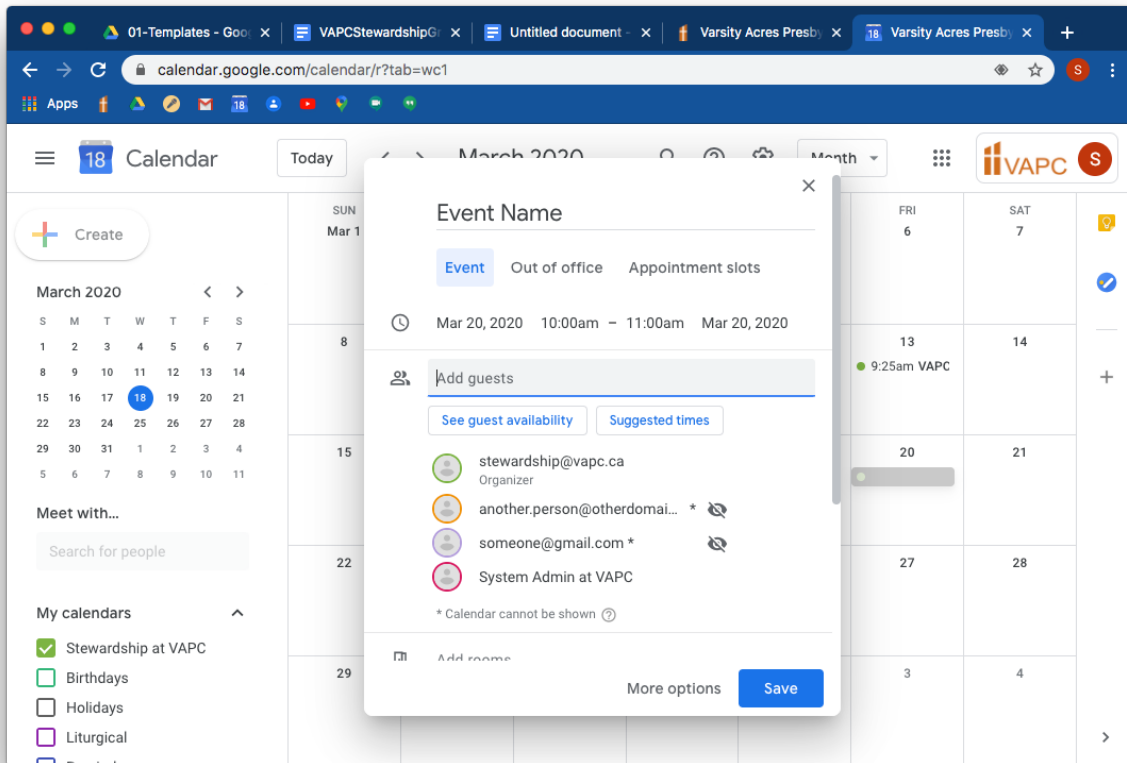


9. Add invitees by adding their email addresses. If they are registered Google accounts (@vapc.ca or @gmail.com) then their profile should pop up. If they are not registered Google accounts it will still accept the email.



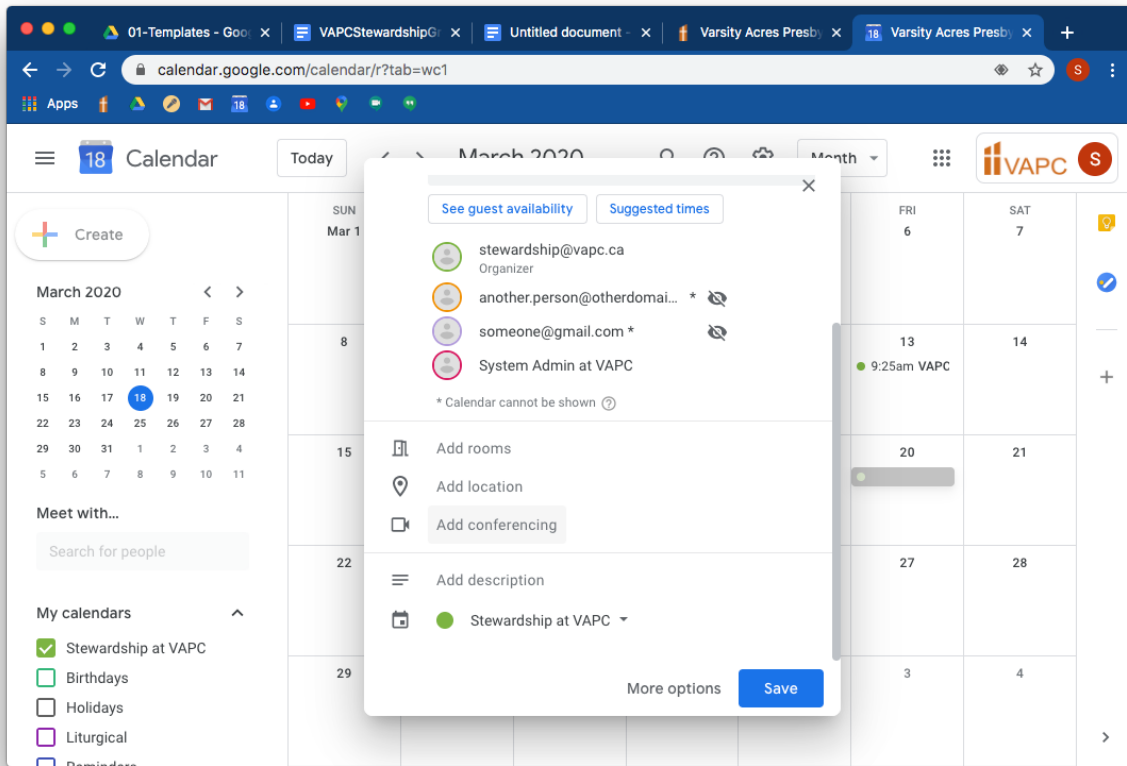


10. The example below shows the types of guests that can be added (@vapc.ca, @gmail.com and @otherdomain.com email addresses).



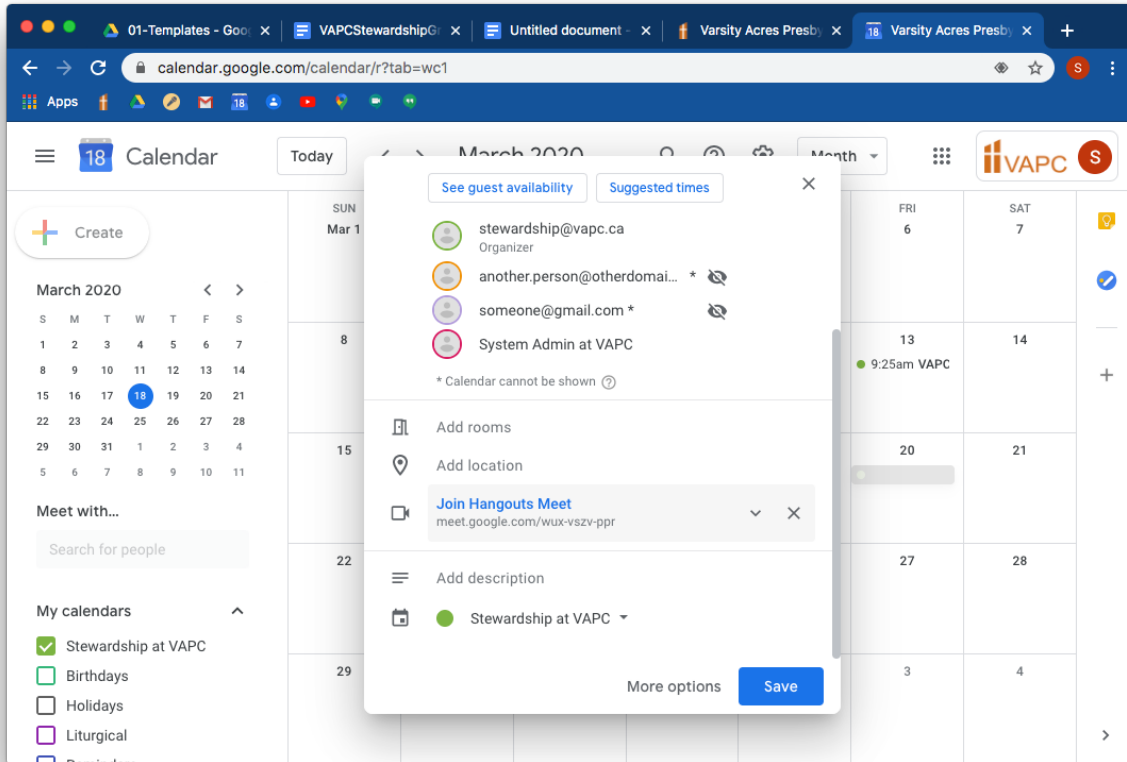


11. Scroll down in the pop-up window and click on 'Add conferencing'.



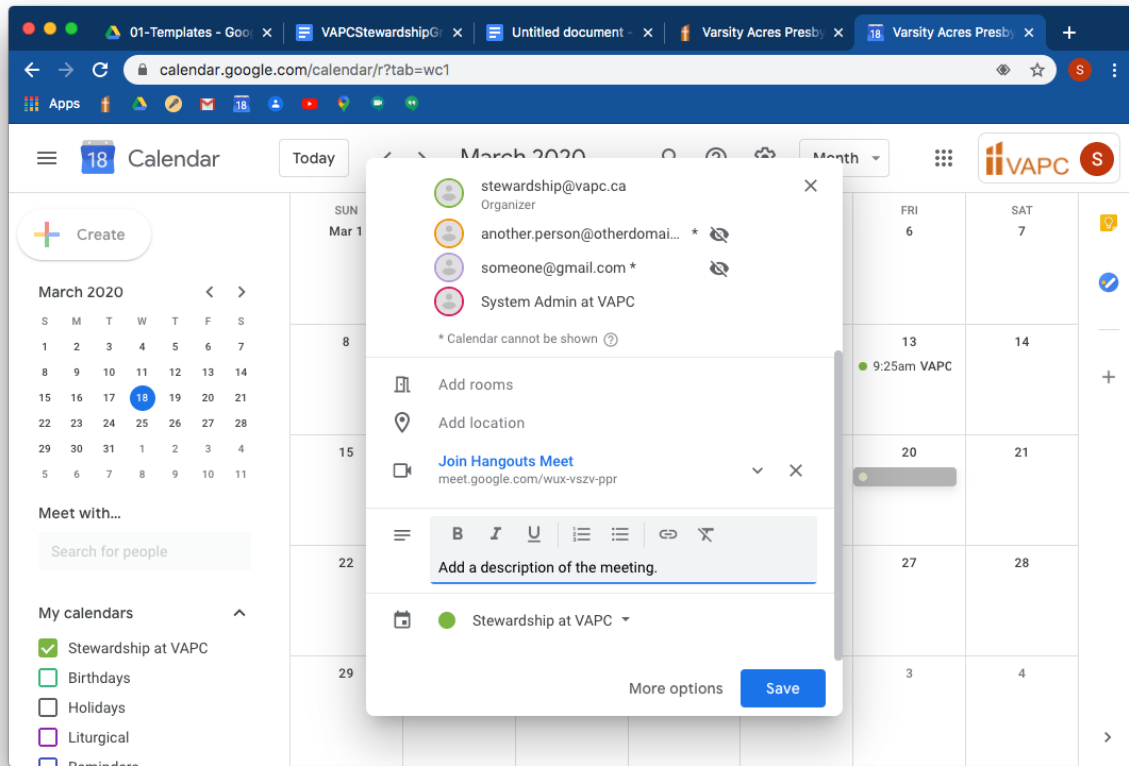


12. A 'Join Hangouts Meet' link will appear which has the link information that can be further shared outside the meeting invite. This link will be included in the body of the invitation email. When the recipient accepts the invite, this link will be in their calendar entry.



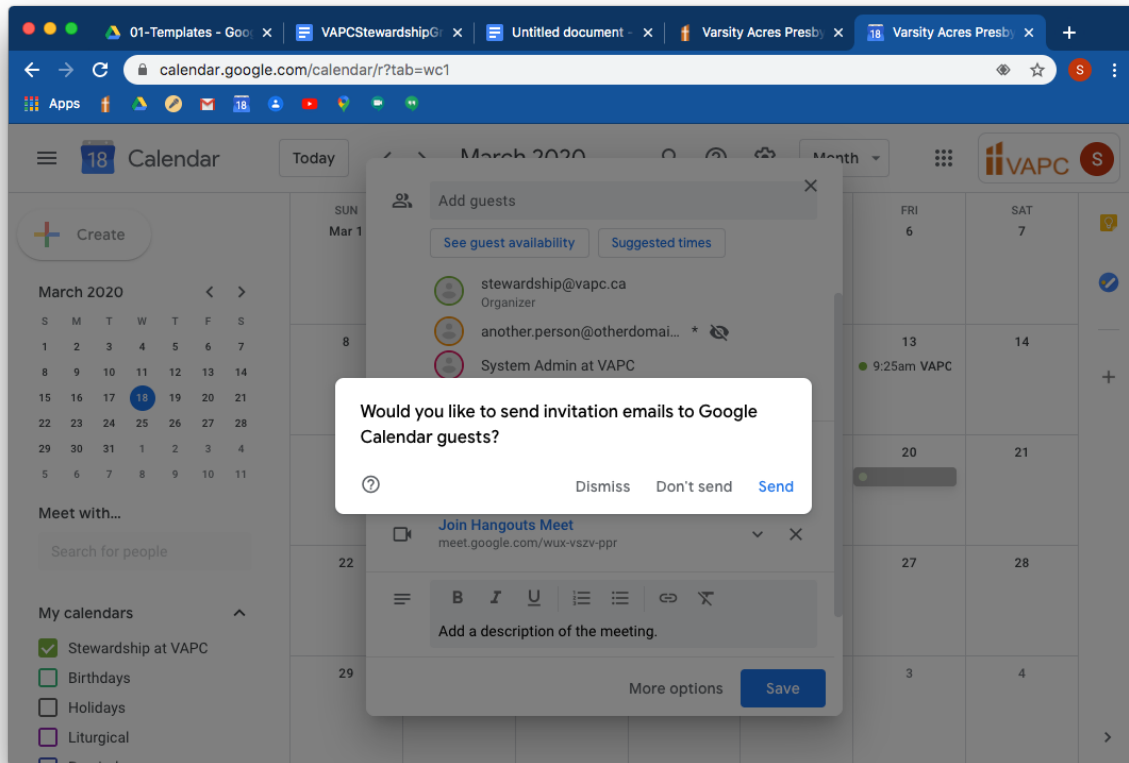


13. Add a description such as an agenda. Review all of the information, then hit 'Save'.



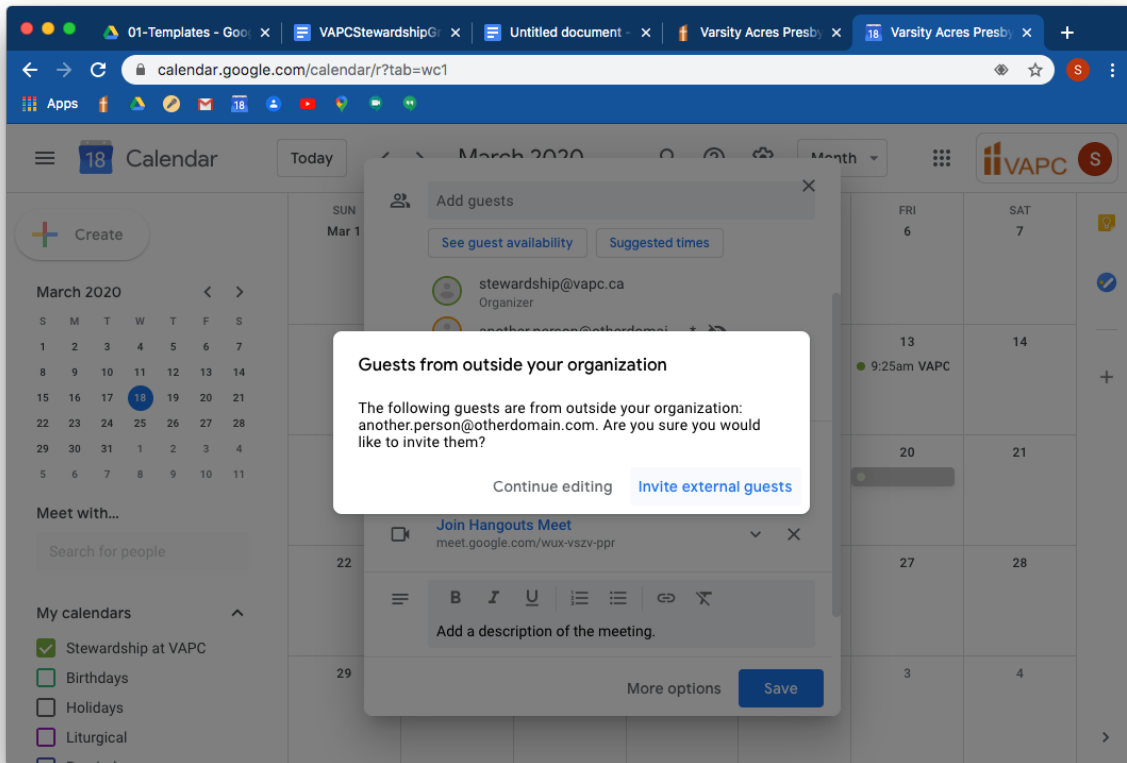


14. You are asked to confirm you are ready to send the invitation. If you need to make another change then select 'Dismiss'. If you are ready then select 'Send'.



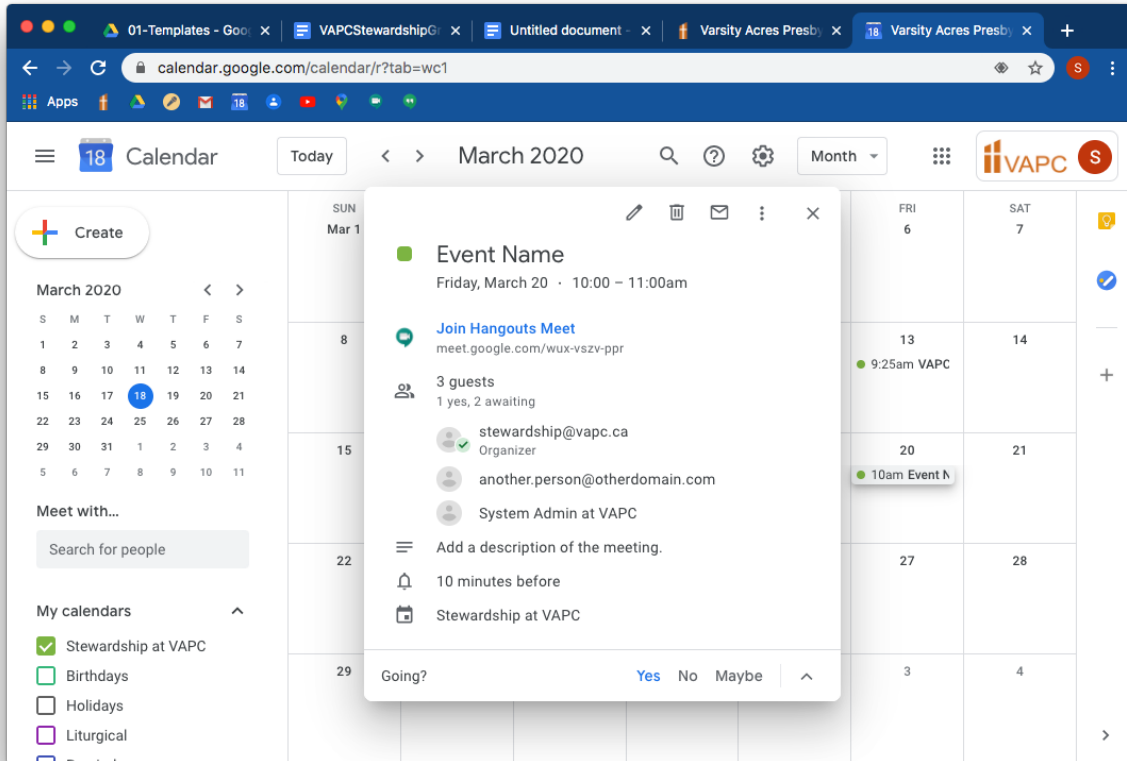


15. If you are scheduling this video conference from an '@vapc.ca' account, then you are asked about inviting external guests. Select 'Invite external guests'.





16. When you open up the event in your calendar application, the 'Join Hangouts Meet' link will be embedded in the invitation.



17. As the host, if your invitees are experienced you can join the video conference a few minutes before. If you have inexperienced invitees (maybe their first time) then it is best to join the meeting 15 minutes before to help them iron out any technical issues they might have.
18. With 'Google Hangouts Meet', for folks that are not part of the '@vapc.ca' domain, the host will have to 'admit' these users separately into the video conference. The host also has the ability to 'not admit' and can also remove people from the video conference for any reason. These features are not available on the basic version of 'Google Hangouts'.
19. If you think it would be of value to have an @vapc.ca account, please contact 'stewardship@vapc.ca' or 'sysadmin@vapc.ca'.