



## Google Hangouts Meet Video Call User Guide

Bancroft staff will be using **Google Hangouts Meet** to participate on video calls with families and their loved ones. **Google Hangouts Meet** is a free online video conferencing tool available through the Google Suite applications. You do not need a Gmail account to join a Google Meet video call.

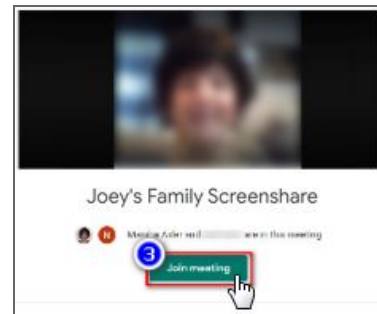
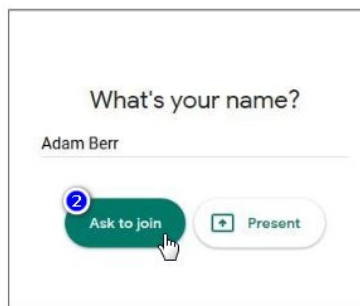
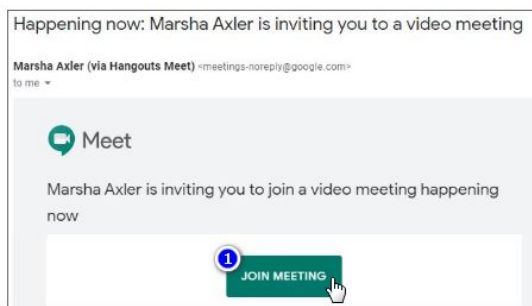
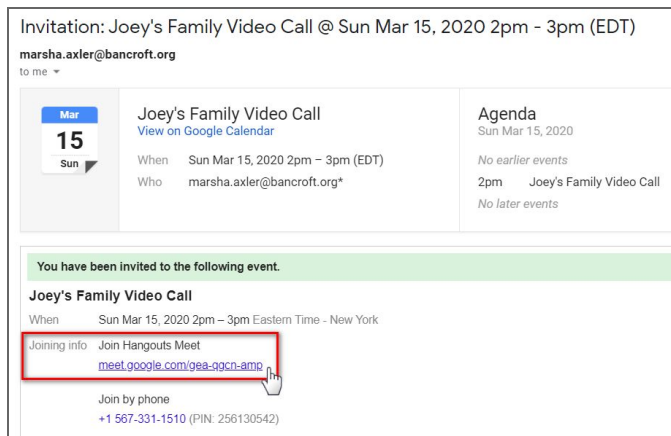
### Joining a Video Call

You will receive an email to join a Google Hangouts Meet.

Click on the **Join Hangouts Meet** link contained within the email to join a video call.

If you are only joining by phone, click on the **Join by Phone** link. No need to join by phone if you are using your computer's audio during the video call.

Follow the steps below to join the video call:



**Join a video call via mobile phone:** Click on the Invite link and the video chat will open in the Google Meet app. You will be prompted to download the Google Meet app from the App Store.

### Google Meet features include:

**Chat:** To send chat messages during a video call, click on the **Chat box** on the upper right of the screen and type your message. Click **Send**. Chat messages are visible to all participants on the call.

**Mute:** Mute when experiencing feedback or background noise. Click on the microphone icon to mute.

**Captions:** Click on the **Turn on Captions** on bottom right side of screen to display text of the conversation.

**Present Now:** Share another screen from your computer, i.e. photographs, video.