

Google Hangouts Cheat Sheet

For Video-Conferencing & Instant Messaging

Name: Google

Use: to video-conference or instant message

Website: [http://www.google.com/+/learnmore/hangouts/](http://www.google.com/%2B/learnmore/hangouts/)

Format: online

Devices: Mac/PC

Needs: device, webcam, speakers/headphones, & microphone

Cost: free

Skill Level: low

Video Tutorial: <http://www.youtube.com/watch?v=cu4pZirx5S0>

Steps:

1. Go to the website.
2. If needed, create an account.
3. Follow the online instructions.

Notes:

 Up to 5 participants can video-conference.