DVHS - Google Hangouts: Instant

Watch the Google Hangouts video demo that accompanies these instructions at: https://content.dodea.edu/VS/HS/orientation/google_hangouts_demo.html

Method #1: Google Hangouts Extension (preferred method)

When open, the Hangout Extension allows users to receive messages even when the chrome browser is not open. You must be logged into Chrome to see the extension.

1) To log into Chrome, click the person icon in the upper right of your browser window. If you see your name rather than the person icon, you are already logged into Chrome.

2) Follow the prompts to sign into Chrome with your student.dodea.edu Google account.

3) After logging in, click “Link data” when prompted.

4) Click “SIGN IN ANYWAY” when you get this message.

*Tip: If you log out of Chrome with your DoDEA account (this is not the same as closing Chrome) be aware that all bookmarks will be deleted.
Google Hangouts Extension continued

5) After logging into Chrome with your DoDEA google account you will see your name where the person icon was before. The extension should open automatically, if it does not, click on the green Hangout icon.

6) To message someone, click on their name. If you don’t see their name listed, click the icon. Suggestions will appear as you type the name of the person you are messaging.

7) If you have multiple conversations going, click the icon to pop the conversation out into its own window.

8) Users who are online and active will have a green dot next to their name.

1. Click the three lines in the left corner to open up options.

2. You can enter a status next your picture or icon for others to see.

3. By default all of the options are checked. We recommend leaving them checked, however there may be times that you want to make adjustments.
Method #2: Google Hangouts page

1) Navigate to https://hangouts.google.com

2) Click “New Conversation”

3) Type the name of the person you would like to message. As you type the name suggestions will appear. If the person was someone you messaged recently, that name will appear at the top of the suggestions.

4) Click on the person’s name and a chat window will open in the lower right. If you’ve chatted before, the chat window will open with that previous conversation showing.

*Tip: Keep the Hangouts page open to receive immediate notifications of new messages.
Method #3: Google Email Page

1) Navigate to your inbox:  https://mail.google.com

2) Click the icon in the bottom left corner to show chat area. See image to the right.

3) To start a new conversation, click the next to your name. Suggestions will appear as you type the name of the person you are messaging. If the person is someone you messaged recently, that name will appear at the top of the list of names under your name.

4) Click on the person’s name and a chat window will open in lower right hand of screen. Previous conversations that you have had with that person will appear in the chat window.

*Tip: Keep your email inbox open to receive immediate notifications of new messages.
Creating a Contact List in Google Hangouts

1) Navigate to Hangouts through https://hangouts.google.com or through your Gmail page

2) For each person you want on your contact list, repeat the following:
   a. Start a new conversation with them to open the conversation window
      
      
      
      
      
      Note: You don’t have to type a message here. You can close the conversation immediately if you are just building your contact list.

   b. The contact name will now appear in your contacts on the left side of the screen
   c. Hover over the student name so three dots appear next to the name
   d. Click the three dots, and choose “pin to top”
   e. Contacts pinned to the top always display on your Hangouts contact list.