# Stay Connected with Google Hangouts

Stay in touch with your friends and fellow students remotely through Google Hangouts. Follow these steps to use Google Hangouts on multiple devices and ensure you have the right settings.

## Get messages:

You can control who can send you messages. Learn how to change your invite settings.

When you select your Hangout window:

- The message will be marked as read. This means that the message will no longer appear as bold and your profile image shows up under the last message sent in the conversation.

- If you close or minimize your Hangout window, your profile photo will not appear.

- People can also see the type of device you use and if you're online.
  Learn how to change these settings.

### Android Phone or Tablet Users

1. On your Android phone or tablet, open the Hangouts app.
2. At the bottom right, tap Add and then New Conversation.
3. Type and select a person's name.
4. Enter your message. You can also add emojis, photos, or a sticker.
5. Tap Send.

### iPhone or iPad Users

1. On your iPhone or iPad, open the Hangouts app.
2. At the bottom right, tap Add.
3. Type and select a person's name.
4. Enter your message. You can also add emojis, photos, or a sticker.
5. Tap Send.

### Computer
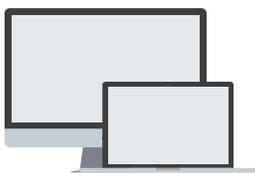
1. On your computer, go to hangouts.google.com or open Hangouts in Gmail.
   *If you have the Hangouts Chrome extension, Hangouts will open in a new window.
2. At the top, click New conversation Create.
3. Enter and select a name or email address.
4. Type your message. You can also add emojis and photos.
5. On your keyboard, press Enter.

# Stay Connected with **zoom**

Keep up on your school work and stay in touch with your classmates and friends remotely with Zoom. Follow these intructions to make sure you're ready to begin connecting.

1. To start using a Zoom room, click a Zoom link, either within a Canvas course or by using a direct URL.

   **NOTE:** If it's the first time you've used Zoom, you may need to download and install the Zoom application to your computer or mobile device. To do so, after clicking the Zoom link, click download & run Zoom (as pictured below). After installing, you may need to click the Zoom link again or refresh the page.

   If nothing prompts from browser, download & run Zoom.

2. When the room opens,  you will be prompted to choose an Audio preference. Typically, you would choose **Join Audio Conference by Computer**.

   Join Audio Conference by Computer

   *You can also use this time to test your audio by choosing **Test Computer Mic & Speakers**.*

3. By default, Zoom will open with video turned on in full-screen. If you want to exit full-screen, click the button in the top-right of the video.

   Exit Full Screen

4. Explore the menu bar at the bottom of the Zoom room.
   *If you are a participant (instead of a meeting host), you may not see all of these buttons.

   Mute · Stop Video · Invite · Manage Participants · Share Screen · Chat · Record · Breakout Rooms · End Meeting
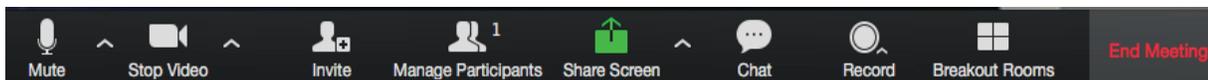
   **Audio settings:** Mute/unmute your microphone or control audio levels.
   **Video settings:** Turn video on/off or fine-tune video settings.
   **Invite:** Add others to the Zoom room by sending an email with the direct URL to the room.
   **Manage Participants:** Control permissions for users currently in the Zoom room.
   **Share Screen:** Share application windows on your computer's desktop and control screen sharing settings.
   **Chat:** Open the parallel text chat window for participants in the room.
   **Record:** Record your Zoom meeting either to your computer or to cloud storage (Pro accounts only).
   **Breakout Rooms:** Add participants to smaller groups where they can discuss topics apart from other participants.

5. To access more detailed settings, click the **Settings** button on the applicaiton window.

   Settings

6. To exit a Zoom room, choose the **Leave Session** or **End Meeting** button. Only the room host can end the session for all participants. Other participants will see a **Leave Session** button.

   End Meeting