# Hangouts tutorial checks

This document is a set of instructions you need to complete prior to taking part in one of our Google Hangout tutorial/seminar sessions. I’m sorry it is so detailed but our experience of video tutorials is that if one person is having problems it can disrupt the experience of all students so please help us by avoiding issues.

### 1] Google Account:

If you haven’t got a Google account (if you use Gmail, then you already have an account) then signup here

<https://accounts.google.com/signup>

## Checks done where you will take the call and with the device you will use

### 2] Choose where you will take the call.

Somewhere quiet with reliable internet connection is best. If you will be away from home/office be aware that taking a call in a public place is possible but if it has high background noise we may have to ask you to turn off your audio. This won’t make for a good experience for you.

### 3] Check Microphone, camera and speakers:

PLEASE use a headset if you have one. Hangouts tries to deal with the feedback problem (your mic picks up the sound from your speakers and makes horrid noises or degrades your sound quality) but using a headset really helps with this.

* *Mac?* Try recording and playing a video in Photo Booth (tutorial <https://www.youtube.com/watch?v=ev0FBvEUW9E>)
* *Windows?* Record and view/listen to a video using Camera for Windows 8+. (<https://support.microsoft.com/en-us/help/17444/windows-camera-app-webcams-help>)
* *Mobile device?* We advise you to use a laptop or desktop but if you must use a device, then test it out using the video record and play function.

### 4] Test your bandwidth:

Without enough bandwidth the call will be low quality at best. Please use the following to check your bandwidth is enough.

IMPORTANT: do not click any 'scan your mac/pc' buttons, just take the speed test.

<http://www.broadbandspeedchecker.co.uk/>

download of at least 0.3 Mb/s

upload of at least 0.3 Mb/s

### 5] Install a plugin

We advise you to use chrome, if you do, you can skip this step.

Use another type of browser? you need to download a plugin to get hangouts to work.

<https://www.google.com/tools/dlpage/hangoutplugin>

## Final Tasks (doesn't matter where or with what you do them)

### 6] complete the online sign up sheet

### (<https://goo.gl/forms/u2cH7SIKsTyIacpb2>) to say you want to take part in the video conferencing event

### 7] respond to an invite you will receive in hangouts.

To accept, go to [hangouts.google.com](http://hangouts.google.com)

login with your gmail account

then click the three dots left hand column > Invitations

## On the day

### 8] Log on to hangouts early!

Log on to hangouts (hangouts.google.com) at least 15 minutes before the seminar/tutorial is due. I will take you through some housekeeping tasks before the call to try and ensure everyone gets the most out of the call.