Summary: The video conferencing software is Google Hangouts: a free multiuser, multiplatform software. More info: http://www.google.com/+/learnmore/hangouts/

Requirements:
1. Internet connection or wifi and PC or MAC.
2. Gmail or Yahoo account (**MAKE SURE REGISTERED AGE >18**).
3. Google Chrome and plugin installation (Google+) or Google Hangouts app for iphone/ipad.
4. Camera, microphone and speakers.

Installation steps:

1. Register a new Gmail account at www.google.com
2. If there is an ipad/iphone available Google hangouts is available as a free app to download.
3. If a PC or MAC is being used, install google chrome and go to the google hangouts address as stated above to install plugin.
4. Once this is done login to hangouts using your gmail account.
5. Type in the email and press the video icon to start video conference at mutual time or send invite.

How to join a hangout:
- **One to one conferencing** - answer their call or look in gmail for invite (email

 or Left hand column-click more) or look under hangouts logo
- **Multiconferencing**
  1. look in gmail account for invite (L hand column-click more or email) or under hangout requests in drop-down options under hangouts logo.
  2. If "Google Party" started look in gmail account or under live parties from hangouts icon in browser.

Here's how you start a Hangout

1. Select the people you want to have a Hangout with. Here are three ways to find people:
   ◦ Find people by scrolling through your Hangouts list.
   ◦ Click the + button at the top of your Hangouts list and type a name, email address, or phone number.
   ◦ Search for a Google+ circle using the search box at the top of your Hangouts list.
2. Click the grey check mark next to the person's name or the circle.
3. Repeat the first two steps to add additional people.

Click the message button or the video call button .

Troubleshooting/tips:

- Can create a "circle" to do multi invites at one particular time.
- If a conversation has already started, members of that conversation can invite more. Cannot call into conversation without an invite.
- Check for invites in hangout requests or email.
- Audio troubleshooting – speakers need to be away from microphone to avoid the reverberation. Ie extend the speaker cords away from the computer or have a microphone with long connection away from speakers. Or turn down sound of speakers. Laptops are usually ok as long as multiusers are not in the same room.
- If it logs out during a call, just press again on the invite – and wait for your connection to reset, and unmute your speaker.
- PLEASE mute your computer or your microphone if not talking, it helps prevent feedback and reverb. If someone mutes you, you have to unmute to speak again.
- If you are the 4th + site to join the hangout please unmute yourself by pressing the microphone icon if you want to speak.
  https://plus.google.com/%2BRonnieBincer/posts/AZ8YMmEiGkc for explanation.

- Other questions - https://**support**.**google**.com/**hangouts/**
  Available in multiple languages.
  Also forums available for personalized questions.