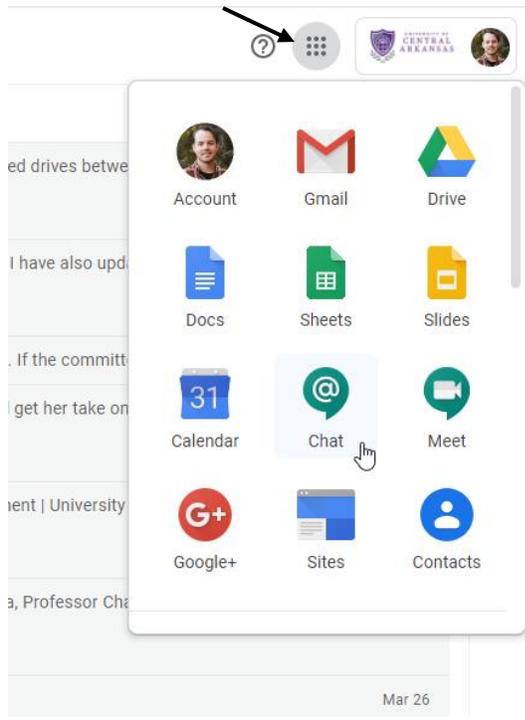
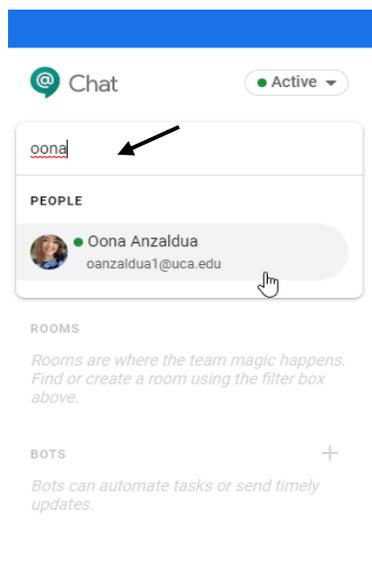


Quick Communications via Google Hangouts

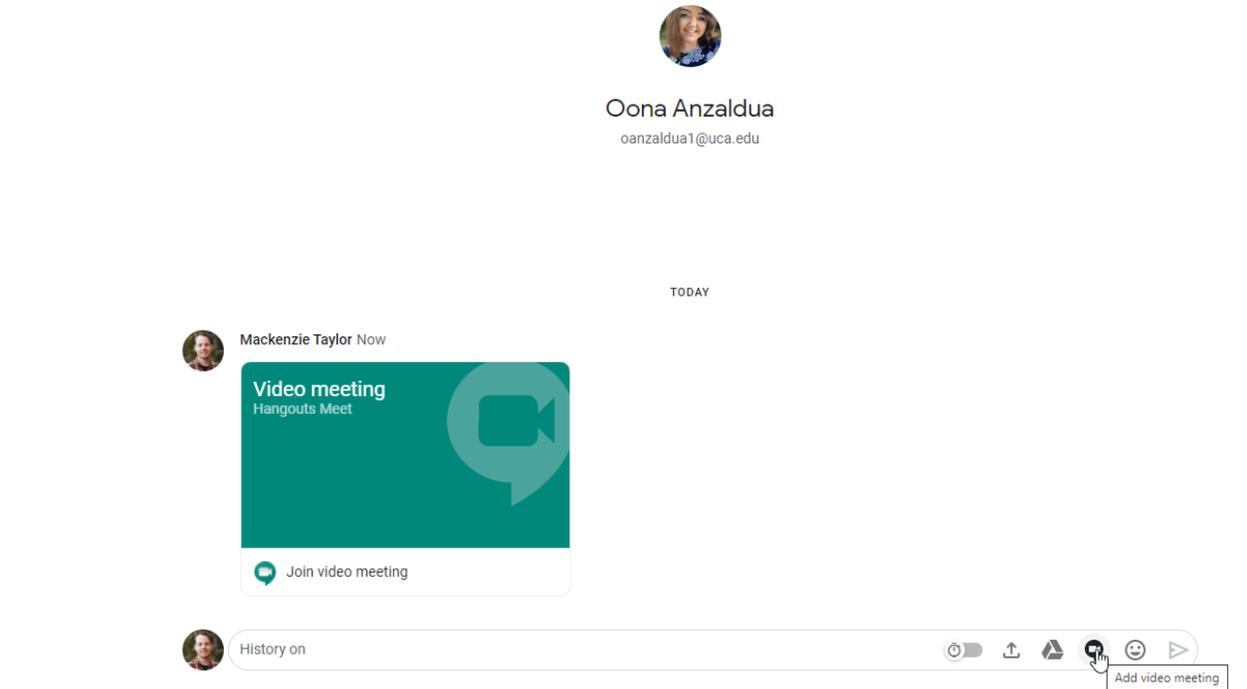
1. In the top right-hand corner of your Gmail, access the Google Apps “dots” then scroll down to **Chat**. Click on the icon to open **Chat**.



2. Once open, in the top left had part of your Chat screen, it says “Find people, rooms, bots.” In this search bar, you can search for anyone who is UCA faculty or staff. Type in their name and it will appear. Click on the name.



- When you click on their name, their chat box will pop up. At the bottom, it should have a text box and several buttons to the right of that. You will click on the “Add Video Meeting” and then enter. This will send them an invitation to meet which they will have to respond to.



- Once they accept the invitation, you will be able to complete the video call with the individual.