

How to install and setup Google Hangouts

This guide will take you through installing and running Google Hangouts on your mobile device.

1. Download

Go to the App Store (Apple devices) or the Google Play Store (Android devices). Search for 'Hangouts' and install the Hangouts app, which is by Google. There are two other related apps: Hangouts Meet and Hangouts Chat - we aren't using them yet so no need to download them..

For Android, accept the permissions being requested by the app

3. Starting a conversation

You should now be in Hangouts. The main screen shows your existing conversations, similar to a normal messaging app like WhatsApp.

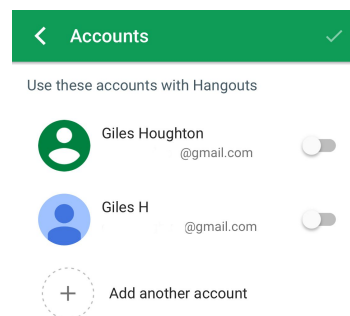
Press  to start a new conversation if you don't have an existing one with the person you want to talk to.

Enter the person's name in the top - for the children it's just their first name and last name initial, for teachers it's full name so you can find them by last name

2. Adding your account

Open Hangouts and press **GET STARTED**

If you already have personal Google accounts on your device, it will show you your existing accounts with toggle switches next to each



We have found it's easiest if you turn off your own accounts in Hangouts by turning the switches off. If you can't, it's worth checking if your child is posting in the correct account (and vice versa).

Press **Add another account**, and sign in to your @coberley.org account. You will be prompted to change this to a new password on first login.

You will need to acknowledge Google's terms to use the application.

When back on the accounts page, press the tick on the top right.

4. Using Hangouts

The main chat window is fairly similar to other messaging applications.

By entering text in the 'Send a message' field, you can send a plain text message. However children can also attach photos (good for sharing work/creations with friends and teachers). The video and call buttons at the top also let the user initiate a call with the person they are talking to.

Rest assured that children can only send messages to others in the coberley.org domain.

