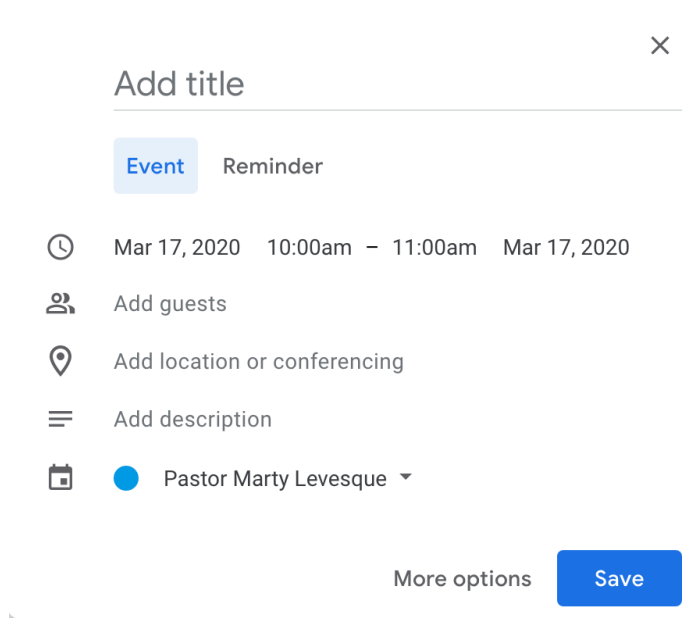


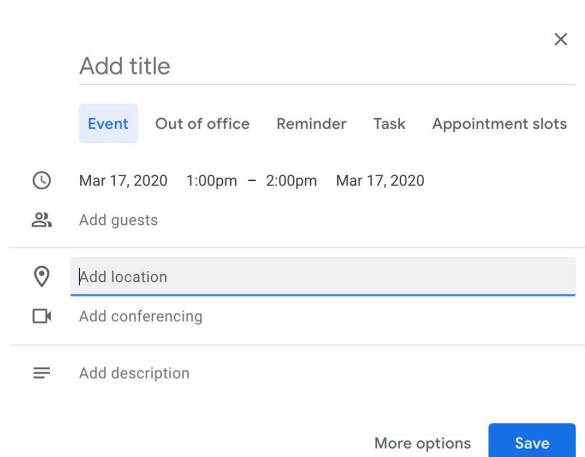
Google Hang outs: How to.

Open Google Calendar and pick a meeting time. Add your title and then click add location or conferencing.



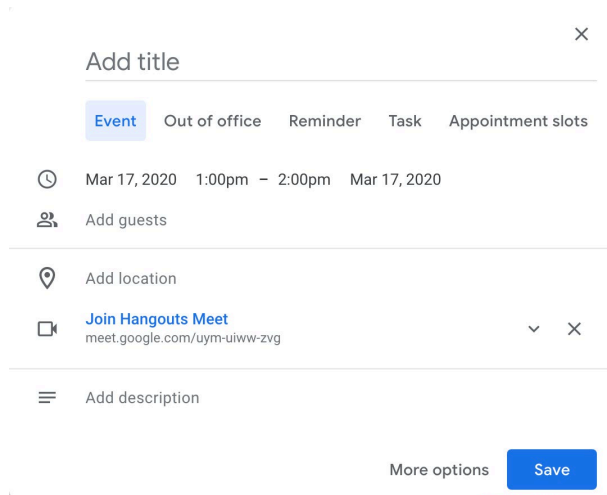
A screenshot of the Google Calendar event creation interface. At the top right is a close button (X). Below it is a text input field labeled "Add title". Underneath are two tabs: "Event" (selected) and "Reminder". The event details include a clock icon, the date and time "Mar 17, 2020 10:00am - 11:00am Mar 17, 2020", a person icon with "Add guests", a location pin icon with "Add location or conferencing", a list icon with "Add description", and a calendar icon with a blue dot and the name "Pastor Marty Levesque" followed by a dropdown arrow. At the bottom right are "More options" and a blue "Save" button.

Click the add conferencing button.



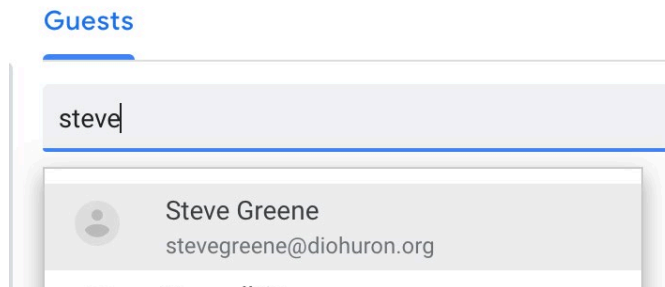
A screenshot of the Google Calendar event creation interface, similar to the first one but with the "Add conferencing" option highlighted. The "Add title" field is at the top. Below it are tabs for "Event", "Out of office", "Reminder", "Task", and "Appointment slots". The event details include a clock icon, the date and time "Mar 17, 2020 1:00pm - 2:00pm Mar 17, 2020", a person icon with "Add guests", a location pin icon with a text input field containing "Add location", a calendar icon with a square and the text "Add conferencing", and a list icon with "Add description". At the bottom right are "More options" and a blue "Save" button.

Google has now created your Hang out.



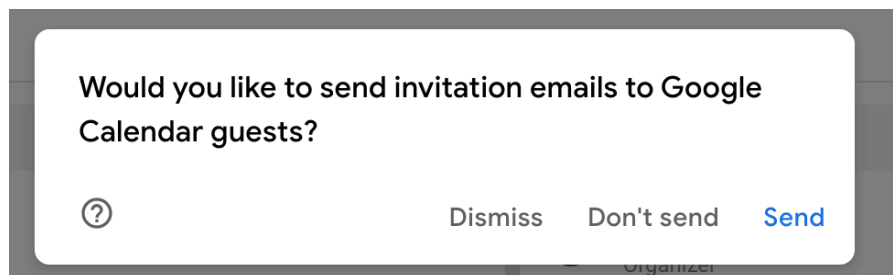
A screenshot of the Google Calendar event creation interface. At the top, there is a text input field labeled "Add title" with a close button (X) to its right. Below this, there are several tabs: "Event" (which is selected and highlighted in blue), "Out of office", "Reminder", "Task", and "Appointment slots". The event details section shows a clock icon, the date "Mar 17, 2020", the time "1:00pm - 2:00pm", and the date "Mar 17, 2020". Below the date is a person icon and the text "Add guests". Further down is a location pin icon and "Add location". Below that is a computer monitor icon, the text "Join Hangouts Meet", and the URL "meet.google.com/uym-uuww-zvg" with a dropdown arrow and a close button (X). At the bottom left is a hamburger menu icon and "Add description". At the bottom right are the links "More options" and a blue "Save" button.

Then, add the guests, those you wish to attend the meeting (input their email address).



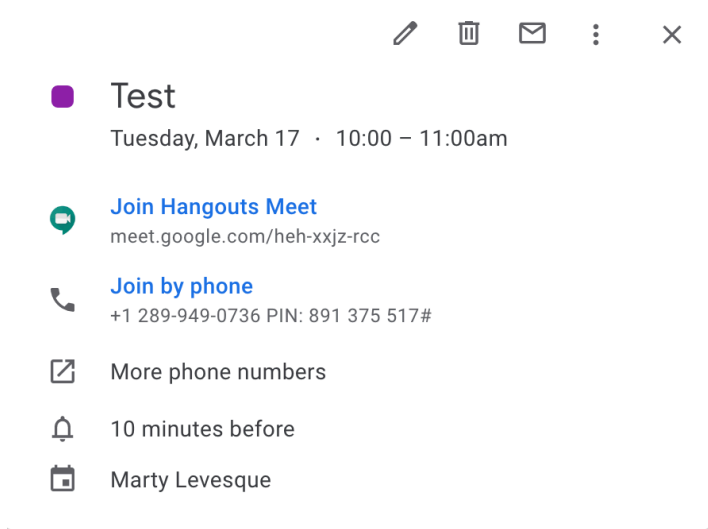
A screenshot of the "Guests" section in Google Calendar. The word "Guests" is written in blue at the top left. Below it is a search input field containing the text "steve". A dropdown menu is open below the search field, showing a search result for "Steve Greene" with the email address "stevegreene@diohuron.org".

Once you have entered all the people you wish to participate click save the event. You will be asked if you wish to send an invitation. Click send.



A screenshot of a confirmation dialog box from Google Calendar. The dialog has a white background and rounded corners. The text inside reads "Would you like to send invitation emails to Google Calendar guests?". At the bottom left is a question mark icon. At the bottom right are three buttons: "Dismiss", "Don't send", and "Send" (which is highlighted in blue).

When the time comes for the meeting click on the event in your calendar. Then hit Join Hangouts meets. This automatically opens the hang out



The image shows a calendar event window for an event titled "Test". At the top right of the window are icons for editing, deleting, emailing, a menu, and closing. The event details include the title "Test", the date and time "Tuesday, March 17 · 10:00 – 11:00am", and several join options: "Join Hangouts Meet" with the URL "meet.google.com/heh-xxjz-rcc", "Join by phone" with the number "+1 289-949-0736 PIN: 891 375 517#", "More phone numbers", a notification "10 minutes before", and the organizer "Marty Levesque".

Test
Tuesday, March 17 · 10:00 – 11:00am

Join Hangouts Meet
meet.google.com/heh-xxjz-rcc

Join by phone
+1 289-949-0736 PIN: 891 375 517#

More phone numbers

10 minutes before

Marty Levesque