Google Hangouts lets you send messages, make voice and video calls, and share photos. Hangouts sync automatically across devices, so you can start on your computer and continue to your phone.

What you can do with Google Hangouts:

- Send Hangouts messages
- Make video calls
- Make phone calls
- Send text messages
- Share photos, locations, and stickers

What you’ll need:

- A Gmail account
- Access to your computer’s mic and camera
1. Getting Started with Hangouts on a Computer

Access Hangouts by going to [hangouts.google.com](http://hangouts.google.com)

Click the buttons below to make video calls, phone calls, or send messages to your contacts.

You can also access hangouts through gmail. Go to your inbox, click the hangouts icon on the bottom left side of the screen you’ll see all of your conversations. Click the Phone icon to see all of your past calls.
2. Start a Conversation or Video Call

To start a messaging conversation, you must first invite the person you want to message. To invite someone to message you, click the “Message” icon and then type their name, email address or phone number.

This will then come up on the right side of your screen. Leave the invitation message provided or type your own.

Then click “Send Invite”

You will have to wait until they accept your invitation in order to have a conversation.
To video chat with someone, when their name comes up on the left side of the page, hover over it with your mouse and click the camera icon.

The video chat will show up in a separate window like the one below.

It is important to know what all of the buttons do.

- Add people to the call
- Message people in the call
- Mute your Microphone
- Disable video
- Hang up
- Share your screen / full screen mode
3. Phone Calls

Almost all calls to the U.S. and Canada are free from all countries where Hangouts calling is available. Calls to destinations outside of the U.S. are at low rates, but calling isn’t available to all locations.

Click the Phone Call button and type the name or number you want to call.

You’ll see here that there is a balance of $0.00. This is because some calls, such as international calls, cost money. To add a balance to your account click the plus button, pick your amount and fill in your billing information.

When you go back to your account, you will see your new balance instead of the $0.00.
When you want to make an international call, click this flag and choose the country you want from the drop down menu.

Congratulations! You’re ready to use Google Hangouts!