How to use Google Hangouts for a Special Session

The Office of Undergraduate Research invites all UWF students and faculty to share and celebrate their research and other scholarly work in a virtual Symposium on Thursday, April 16, 2020. This invitation is extended to the entire UWF community and is not limited only to those who had previously submitted an abstract to present. The virtual Symposium will be hosted via OUR’s social media platforms, including Twitter, Facebook and Instagram. Students and faculty are invited to post their research on social media, tag OUR(@UWFOURSE) and use the hashtags #UWF_SymposiumVirtual and #uwfscholars20 so we can share it with the entire campus community.

This is your opportunity to get creative! Some ways you might post your research include a Prezi of a poster with a recorded audio presentation, a short documentary of a research topic, photos of you doing research with the text of the impact of that experience or a video recording of a short musical performance.

OUR provides below some detailed instructions on how to use Google Hangouts to host a special session such as oral presentations, roundtable discussion or artistic performances.
How to access and use google “hangouts” to set-up a video meeting using Gmail.

You will need to start by signing into your UWF student, faculty, or staff email account through Google’s Gmail.

Ex: students@students.uwf.edu or staff@uwf.edu

Please match the numbers in order to reference this step-by-step helpful guide to help you download Google’s hangout.

1. Once inside of your inbox you will need to select the small 3 row dotted grid in your upper right-hand corner of your inbox.

2. Once you click this you will be presented with different applications to select. Scroll until you see “Hangouts”, and then select the hangout application.

3. You will be prompted by this welcome screen.
4. Once you are inside of the hangouts app, you will be able to select your intention.
   1. Video Call
   2. Phone Call
   3. Message

5. From here you will choose “Video Call”.

6. Once you select video call you will be prompted to join or start a meeting.
   1. You may create your own meeting here by entering a title in the provided box.
      a. Ex: 2020 OUR Symposium Discussion for EDF 6223
   2. Your students may join this meeting by placing the name of the meeting in the box, or you will receive a link that they may access as the meeting via also.

7. From here you are able to see who is already in the meeting, and you are also able to now join the meeting.
8. You will now join the meeting. You will be given a screen prompt that allows you to add more participants, the link will also be displayed again, and a call-in number will be provided.

9. In the bottom left-hand corner you may add attachments for your viewers.
10. If you would like to record your meeting you would do so by clicking the bottom right-hand corner.

11. You are able to see who is in your meeting by clicking the people symbol in the upper right-hand corner.

12. Share your meeting time and meeting link with OUR (email at our@uwf.edu so we can advertise and share your presentation.)