

# Tech Tip:

## How to Use Google Hangouts

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1. Go to **hangouts.google.com** or open Hangouts from Gmail.
2. At the top, click **New Conversation +**
3. Select a person from the **Hangouts list or search** for a name, email address, or phone number.
4. If you want to chat with a group, click **"New Group"** and then enter a series of names, emails, or phone numbers.
5. Click the **ICON** for video call, phone call, or text message.
6. **Chat it up** with the person or group!
7. When you're done, click **END CALL**.
8. You can also do this from your phone using the **Google Hangouts APP!**