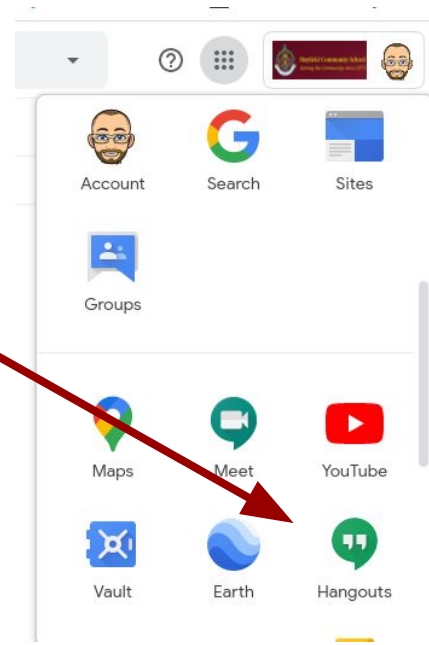
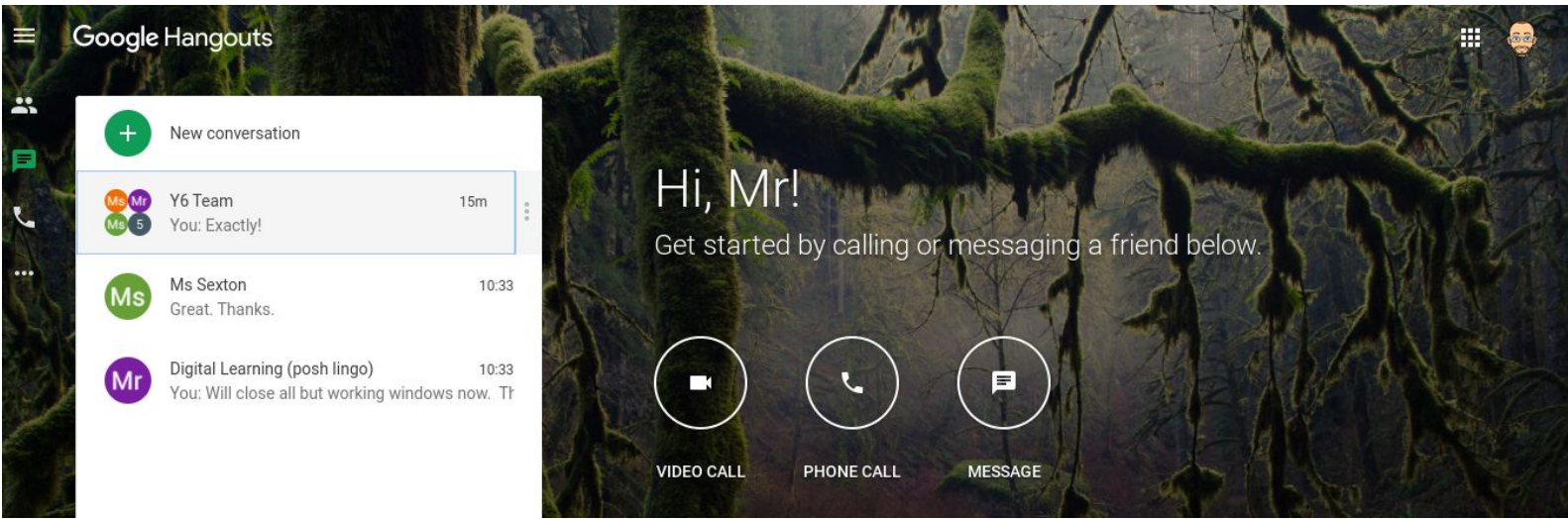


Using a Chat Group in Hangouts

1. Go to the Dock at the top right of your screen, and scroll down until you see the Hangouts Icon



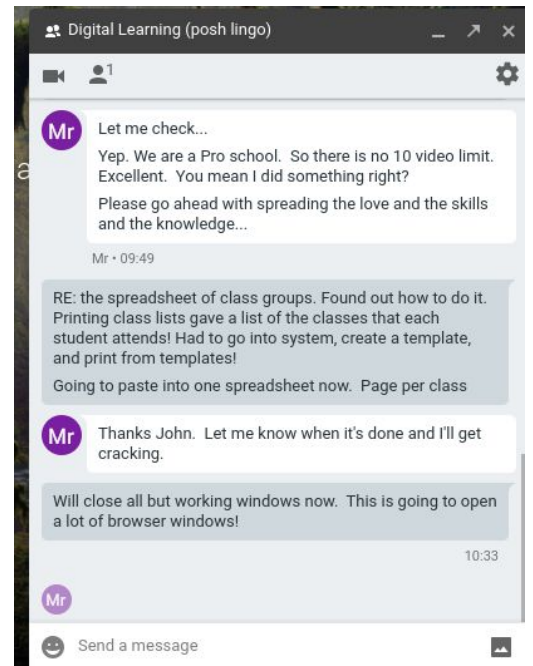
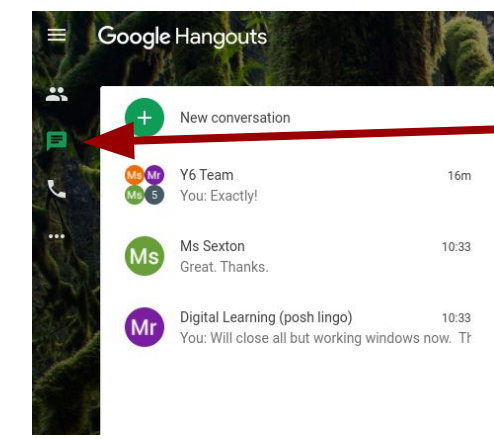
2. That brings you to the opening page of Hangouts



3. At the left side of this window is your menu, Click on the conversation icon, and you get a list of conversations you have.

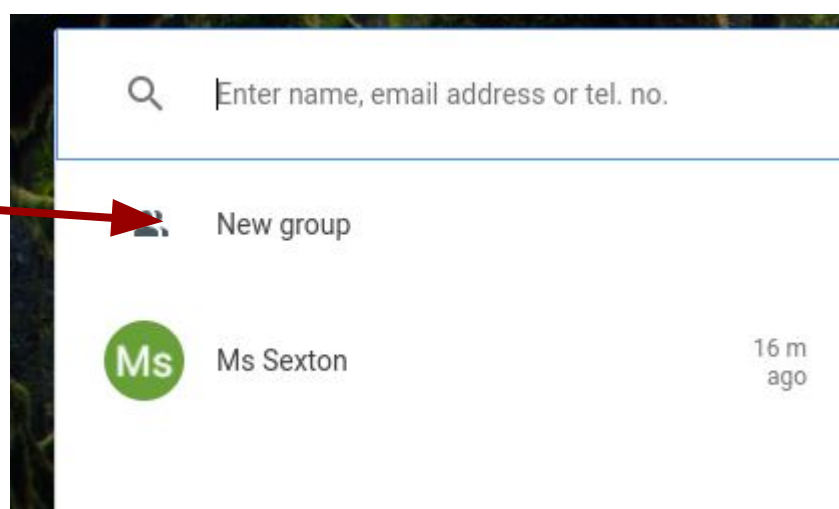
In this example you can see one 3 chats I've had active. If I click on the last one (Digital Learning) you'll see a brief chat I had with Liam.

The new window will be to the right of your screen.



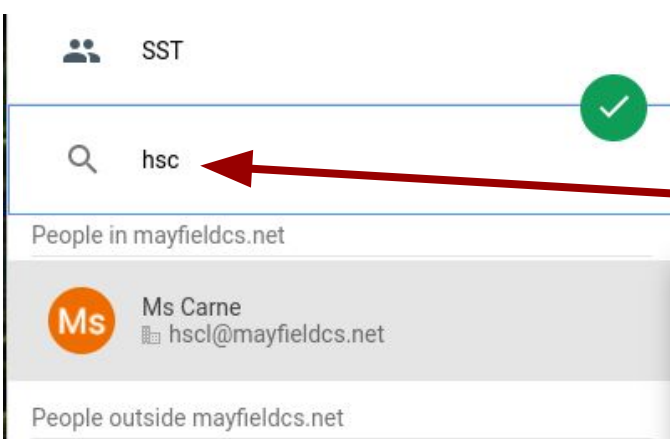
4. To create a group for yourself...
Click on 'New conversation.'

5. Click on 'New group'
Give the group a name



6. Click on the people button, and start typing in the names of the participants you want.

Click the green tick when you're done, and you'll be able to send texts to the group and have people reply in-line.



You don't need to keep the Hangouts window open in order to keep a conversation going. It works as a pop-up within your gmail screen.

Also, there's an android app, so you can have it on your phone.