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### Staying in touch with Google Hangouts

In this time where social isolation is what is best for public health, it can be hard to communicate effectively with everyone you need to in order to keep productivity high. However, Google has a very helpful and free tool that can help keep you in touch. This tool is Google Hangouts.

Google Hangouts is an easy to use video chat platform that allows multiple different users to join a call online. It uses the computers webcam to allow users to be able to see each other. This can be very helpful and keep your team in touch. Google Hangouts also has a feature that can allow users to share what their screen is showing so that the other s in the chat can see what each other are using on their screens. This can be very helpful if you want to show your colleagues what you are working on.

You can start a Google Hangouts call by having a Google Chrome or Firefox browser open and then clicking on the three by three squares on the upper right-hand corner of the Google web browser page. Once you do this you will be able to see the Hangouts logo, quotation marks and then the word Hangouts below it. Once you click on this, you will need to sign into your Google account and then you can add the Gmail accounts of the members that you would like to add to the chat. Once you do this, those that you invited will be able to join and then you will be able to talk with everyone in your chat.

You can share the screen by clicking the three dots that will bring up a few various options. One of these options will be to share your screen. If you click that, everyone in the chat will be able to see what you are seeing on your screen. You can then minimize the Google Hangouts screen and navigate your way to whatever you would like to show your team. It is important not to exit out of the chat but rather to just minimize it.

Whether you are in quarantine or just need to talk with members of your team who are geographically far away, Google Hangouts is a great, easy and free tool that can keep you connected.