

# Google Hangouts for Video Conferencing

## Hangouts vs. Meet

While Google Hangouts and Google Meet can both be used for video calls with multiple participants, the two services have important differences:

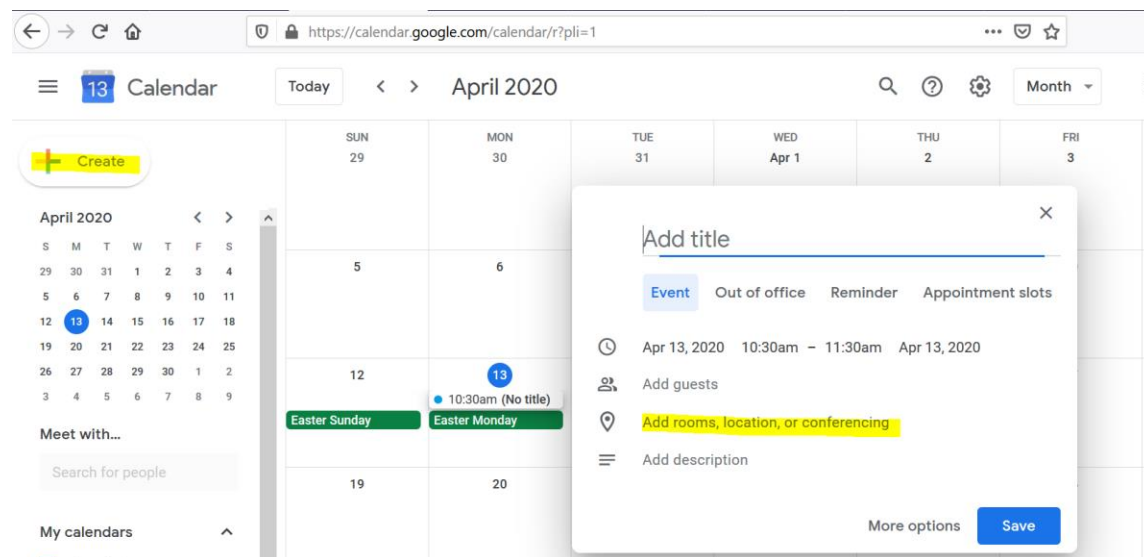
- Hangouts is a free product and anyone with a Google account may join or create a Hangouts; Meet is part of the G Suite, which is a paid account, and while anyone can join a Meet when invited by a G Suite member, only G Suite members can create Meet conferences.
- Hangouts does not support dial-in numbers; Meet provides a dial-in audio-only number.
- Hangouts participants must have a Gmail account to join the video call.
- Hangouts supports calls with up to 25 participants; a Meet call supports up to 100 - 250 participants (depending on whether you have the Basic or Enterprise version).

## Creating a google account

For information on how to create a google account, please visit this [page](#).

## Setting up a Hangouts

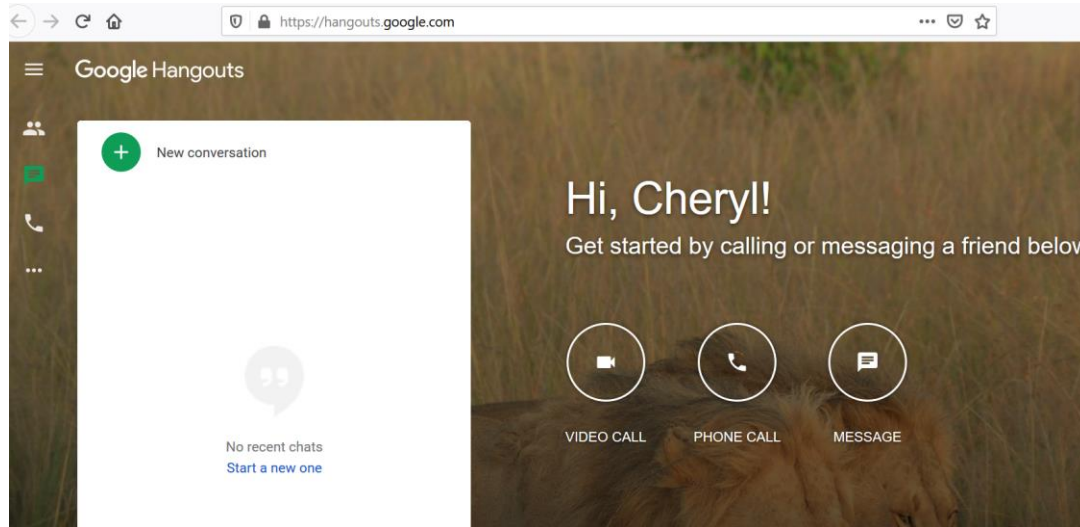
To schedule a Hangouts meeting for the future, you will go to your Google calendar at [calendar.google.com](https://calendar.google.com).



- Click the “Create” button in the top left corner; you will then fill out the details of the meeting (title, description, date and time).
- To invite people to your meeting, click “Add Guests,” and write in the emails of all guests you’d like to invite.

- To set up the Hangouts, click “Add Locations or Conferencing” and then click the “Add Conferencing” line. This will set up a Hangout.
- Save your calendar invite - this will send the invite to all guests.
- Guests will click the Hangouts link in their calendar invite to access the meeting.

To use Hangouts to immediately call someone, visit [hangouts.google.com](https://hangouts.google.com).




- Click “Video Call.”
- Once your camera opens you will be prompted to either invite people by email, or you may copy and paste the link. You must keep the Hangouts window open as you wait for people to join your call.

To mute participants

- Navigate to the “People” tab
- Find the name of the individual you wish to mute
- Click the downward facing arrow next to their name; three buttons should appear
- Select the middle button (a crossed-out microphone) to mute them

To remove a participant

- Navigate to the “People” tab
- Find the name of the individual you wish to mute
- Click the downward facing arrow next to their name; three buttons should appear
- Click Mute 

[Visit the Google Hangouts Help Center](#) for more guidance.