

VIRTUAL VISIT GUIDE WITH GREEN SCHOOLS NS



Introduction:

So you're having a virtual visit with Green Schools NS! Thanks for joining us in our efforts to reduce our ecological footprint. Let's start by learning more about how to connect using Google Hangouts, a free video conferencing tool.

A teacher with a GNSPES account must be the one to start the Google Hangout. Contacts who are outside the GNSPES system, such as Green Schools NS, have different security settings. Those with outside accounts are blocked from adding a GNSPES user to a Google Hangout for privacy and security reasons. Therefore, if you are using a GNSPES account you must be the first one to join a Hangouts call.

Don't have a Google Account? Don't worry! You don't need one. All you need is the Google Chrome web browser and a link that can be sent to you via email. Unfortunately other web browsers like Safari, Explorer, and Firefox are may not be compatible with Google Hangouts. Download Chrome for free [here](#).

If Google Hangouts will not work for you, check the last page of this guide for troubleshooting.

Use one of the following methods to start a Google Hangout:

1. Use Google Calendar to join a scheduled Google Hangout
2. Use a Contact to start a Google Hangout
3. Use Google Hangouts from your Google inbox
4. Join a Google Hangout without a Google Account
5. Troubleshooting

1. Use Google Calendar to join a scheduled Google Hangout:

- A simple way to start a Google Hangout is using Google Calendar. When participating in a virtual visit with Green Schools NS, an Engagement Officer will create a Calendar event to schedule the Hangout. Participants will receive an invitation to an event. There you can access a link to the video call. When you receive the email invitation, click “Yes” to accept.

- Use the Google Chrome web browser to log in to your Google Account.

- There are nine little squares at the top right-hand corner of the browser window. Click this icon to see more Google Apps like Drive or Mail. Select the “Calendar” app.

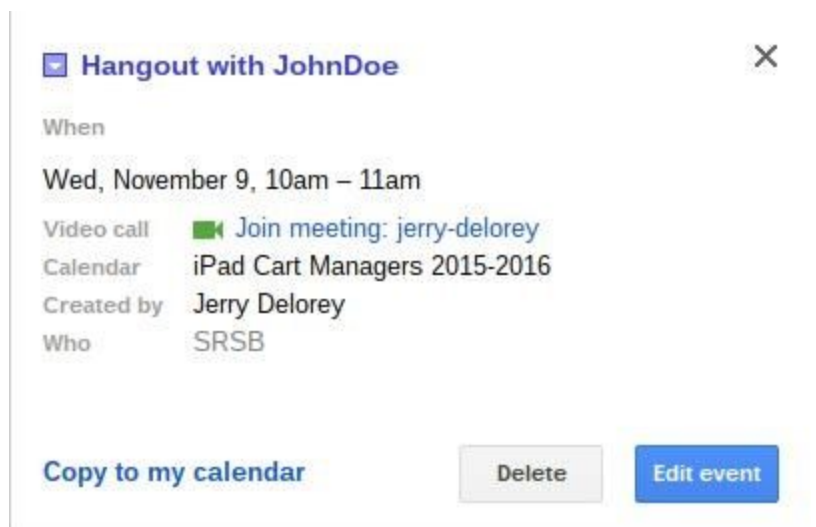
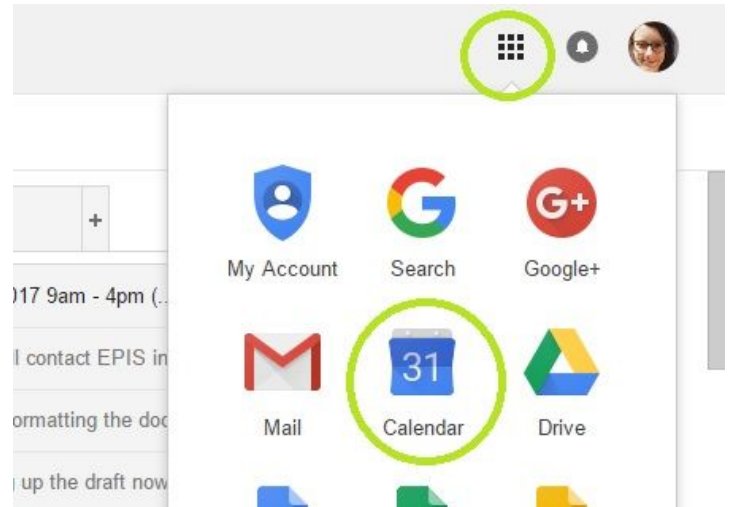
- The shared event will appear in your Google Calendar, and on the calendars of the event creator, and other guests.

- At the scheduled time, use Google Chrome to join the hangout by clicking on the shared event in your Google Calendar. Alternatively, open the email invitation.

- Click the hyperlinked words: “Join Meeting” or click on the green video icon beside those words. This will automatically open the “Hangouts” window where the video call will take place.

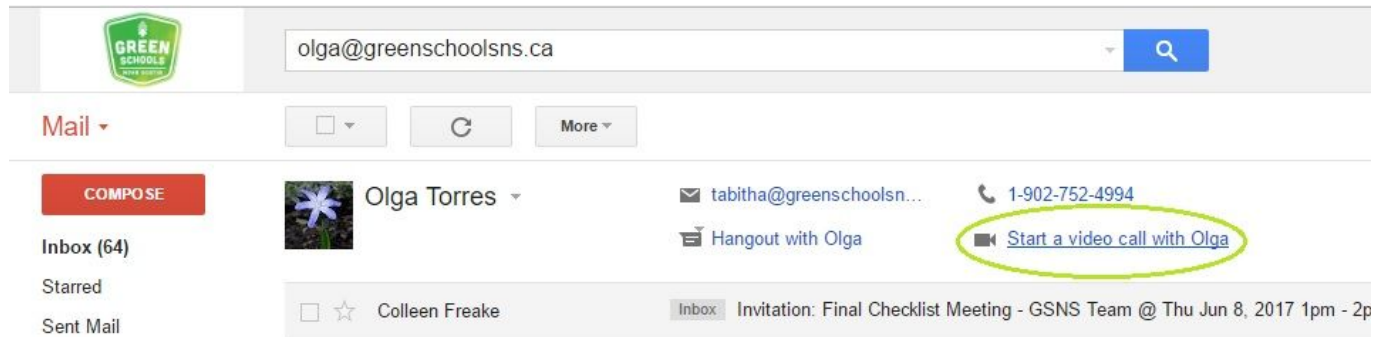
- When you are ready to join, click the green “Join” button.

- Remember, if you are using a GNSPES account you must be the first one to join a Hangouts call for privacy and security reasons.



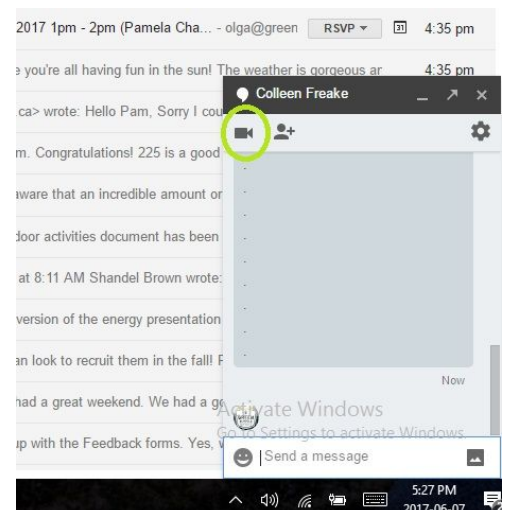
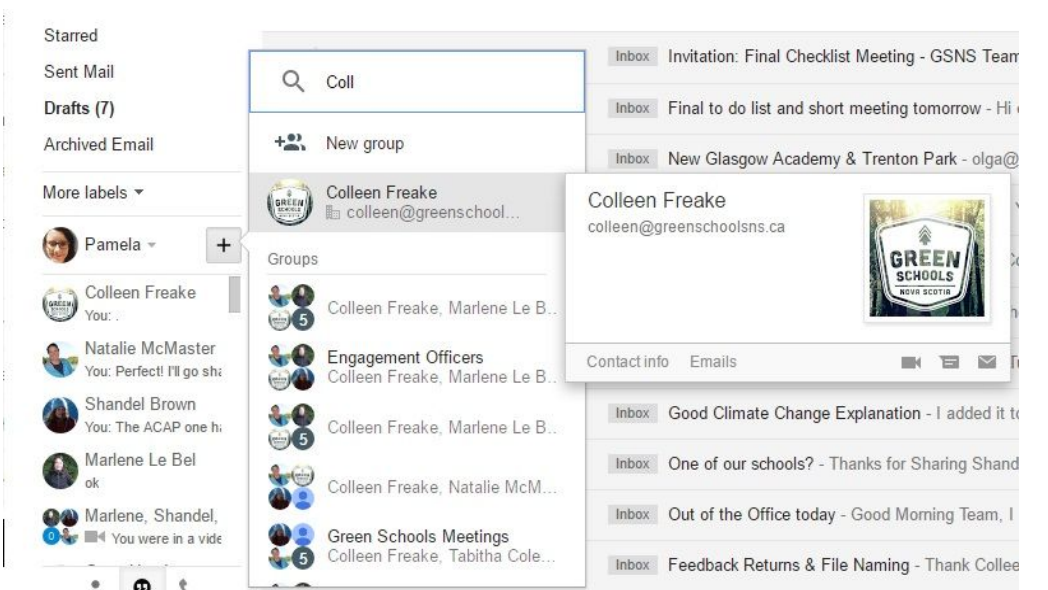
2. Use a Contact to start a Google Hangout:

- If the person you want to call appears in your Google inbox you can find the contact by searching for them. When their name comes up as you see in the image below, you can select the option to “start a video call” and initiate a Google Hangout this way.



3. Use Google Hangouts from your Google inbox:

- Hangouts can be used from your Google email inbox (similar to Facebook Messenger). You must sign into Hangouts first.
- Click on the “+” icon in the Hangouts chat box that appears on the left hand side of your Gmail inbox. From there you can search for a contact and start a conversation.
- A chat window will pop open where you can say hello. From that chat window you can click the video icon, highlighted in the image here. That will open a video call window.
- If you are a GNSPES account user you must be the first to join a video call. To do that, click the video camera icon in the chat box to initiate a video call and click “Join”.



4. Join a Google Hangout without a Google Account:

- Open the email invitation from the host of the Google Hangout.
- Click the “Video Call” link, or the green video camera icon.
- This will open the Hangouts call.
- The person hosting the Hangouts call can always send a link to the call in case of technical difficulties.
- If you use a GNSPES account you must be the first person to join the call using this link.

Hangout with JohnDoe

When Wed Nov 9, 2016

Video call https://plus.google.com/hangouts/_/gnspe.ca/jerry-delorey

Calendar iPad Cart Managers 2015-2016

Who

- jerry.delorey@gnspe.ca - creator
- jerry.delorey@srsb.ca

Going? [Yes](#) - [Maybe](#) - [No more options »](#)

5. Troubleshooting:

- Many school-linked e-mails/internet services block outside accounts from initiating a video call. The teacher, student, or school contact with the secure account must use the strategies above to join the video call before anyone else.
- If you are using a mobile device such as a tablet or iPad you must have the Google Hangouts App installed on the device before joining a video call.
- Green Schools NS Engagement Officers can email a link to a Hangout once a Calendar event has been created. If you are having trouble joining a call at any time, call or text your Engagement Officer to ask for the link to the Google Hangout.
- If you cannot connect using Google Hangouts for any reason, there are other video conference tools like Skype and Facetime which are also possible for virtual visits with Green Schools NS.