

Tips for Connecting Remotely

Use this guide to learn how to use video calling during isolation and beyond


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Tips for connecting over video from your computer or phone

This guide will help you set up:


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Set-up a [Google Account](#) to use [Google Hangouts](#) or [Google Duo](#)

Page 1

A Google Account (Gmail) is a Google email address that gives you access to other online tools. This page is about how to set up a Gmail Account.

1. Go to [gmail.com](#).

Click "Create account."

2. Follow the instructions to create an account. Enter your first and last name. Choose a username and password.

3. Fill in your telephone number and a recovery or back-up email address(optional). Next, enter your birthday and gender.

4. Read through the privacy and terms. Press "I agree" at the bottom of the page to continue.

Google
Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below. In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.



You're in control of the data we collect & how it's used

5. Awesome! Your Google email account, "Gmail," has been created.

6. Next, you can use your Gmail address to make a video call with [Google Hangouts](#) or [Google Duo](#)



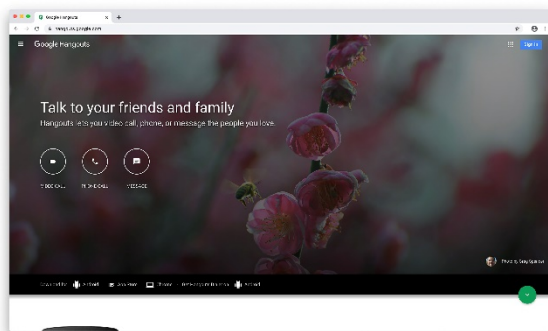


Learn How to Use [Google Hangouts](#)

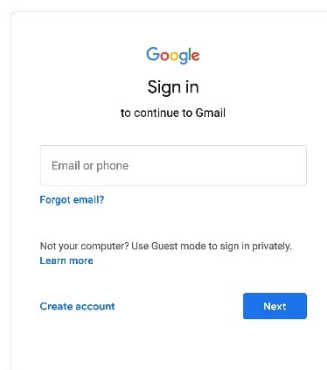
Page 2

Google Hangouts is a free video calling platform by Google.
This page is about how to make a video call on your computer.

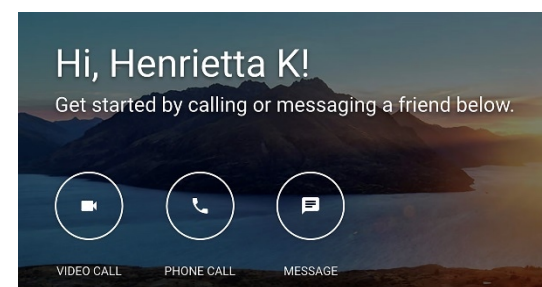
1. Go to hangouts.google.com



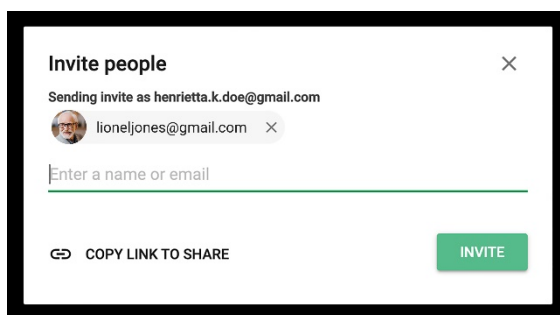
2. Sign into your Google Account.
Follow the directions to create a new account if you don't already have one.



3. On your Google Hangouts homescreen, select "Video call."



4. Enter the name or email of the person you'd like to call and select "Invite." Your friend will also need to have a Gmail address to accept your video call.



5. Once your friend accepts the video invitation, they will appear in the video call.



6. To add more people to your Google Hangout, click the "Add people" icon and enter their names or emails. When they accept the invitation, they will also appear in the video call.



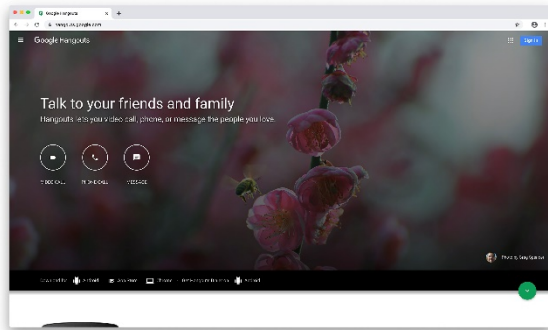


Learn How to Use [Google Hangouts](#)

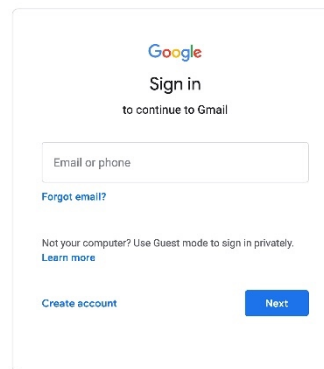
Page 3

Google Hangouts is a free video calling platform by Google.
This page is about how to accept a video call on your computer.

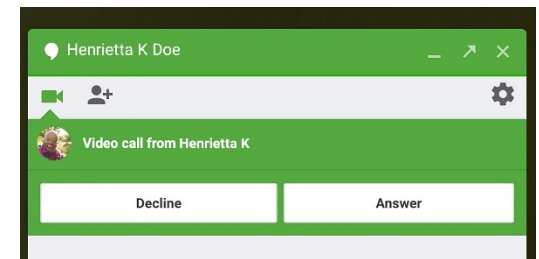
1. Go to hangouts.google.com



2. Sign into your Google Account.
Follow the directions to create a new account if you don't already have one.



3. When someone invites you to a video call, an invitation will appear in your Google Hangouts with the option to "Decline" or "Answer." You can also have them email you a link to the call.



4. Once you click "Answer," or open the email link, your video call will appear!





Learn How to Use [Google Hangouts](#)

Page 4

Google Hangouts is a free video calling platform by Google.
This page is about how to download the app and sign in on your smartphone.

1. Go to either your [Apple App store](#) for iPhone or [Google Play Store](#) for Androids to search and download the Google Hangouts App.



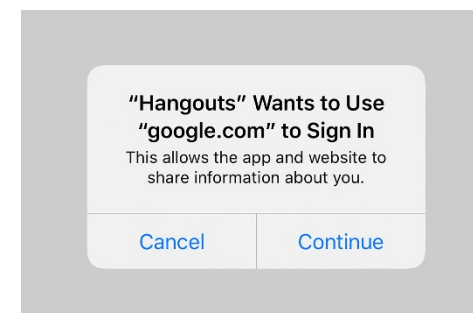
2. Once downloaded, open the app and click "Get Started."




Welcome to Hangouts
Messaging, voice, and video calls

GET STARTED

3. Google Hangouts will then ask permission to use your Google Account information to sign in. Press "Continue."



4. You will be asked to sign into your Gmail Account. If not already signed in on another device, please enter your email address and press "Next."


Sign in
with your Google Account. You'll also sign in to Google services in your apps & Safari.

Email or phone

[Forgot email?](#)

Next

5. Then enter your email password and press "Next."



Welcome

 henrietta.k.doe@gmail.com

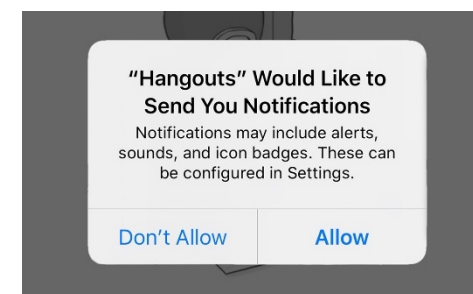
Enter your password



[Forgot password?](#)

Next

6. You will be asked to give Google Hangouts permission to send notifications to your phone. Press "Allow."





Learn How to Use Google Hangouts

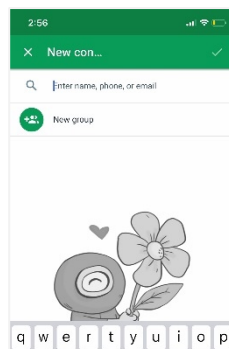
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Google Hangouts is a free video calling platform by Google.
This page is about how to make a video call on your smartphone.

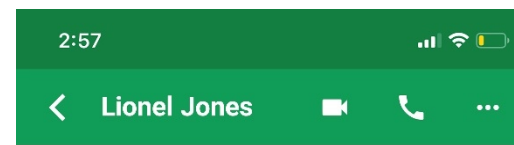
1. On your Google Hangout home screen, click the plus sign in the bottom right hand corner to make a call.



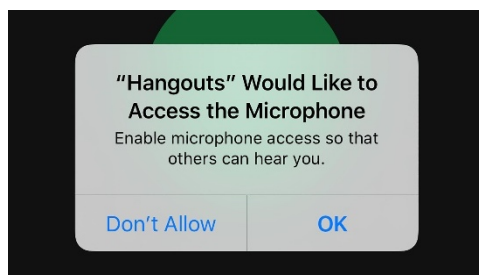
2. Search your Google Hangout contacts to find the person you would like to call or add their email or phone number directly.



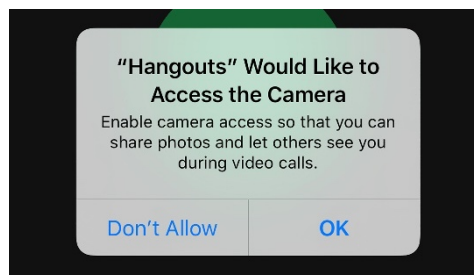
3. Click their contact card to open a conversation with them. You can either send them a message, audio call, picture, or video call from this screen. Click the video icon in the top right corner to make a video call.



4. Hangouts will then ask for permission to access your phone's microphone. Press "Ok" to continue.



5. Hangouts will also ask for permission to access your phone's camera. Press "Ok" to continue.



6. Your video call will then start!



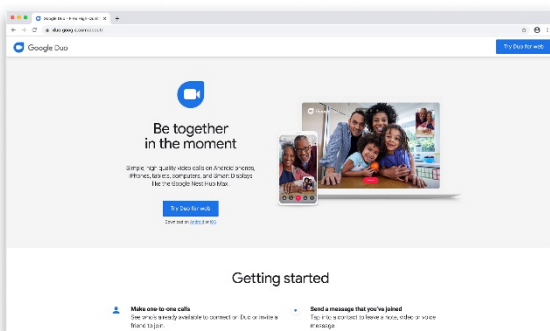


Learn How to Use Google Duo

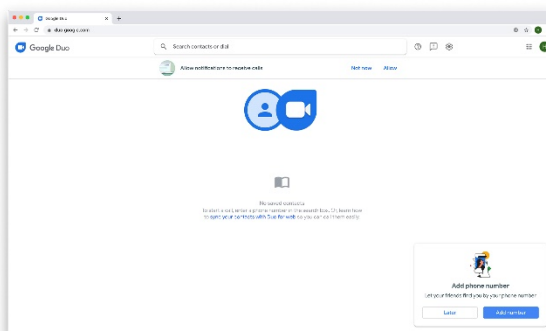
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Google Duo is a free video calling platform by Google.
This page is about how to make a video call on your computer.

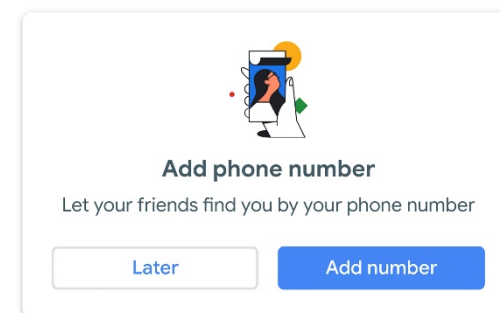
1. Go to duo.google.com. Click “Try Duo for web” in the upper right-hand corner.



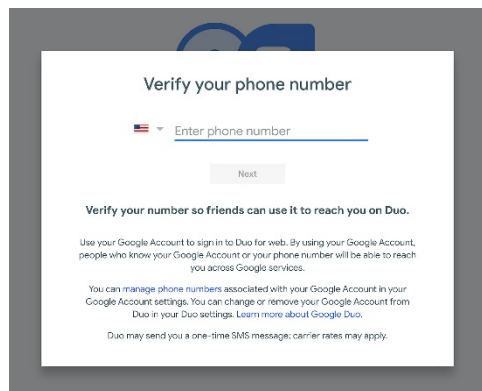
2. You will be taken to the Google Duo home page.



3. Select “Add number” in the lower right-hand corner.



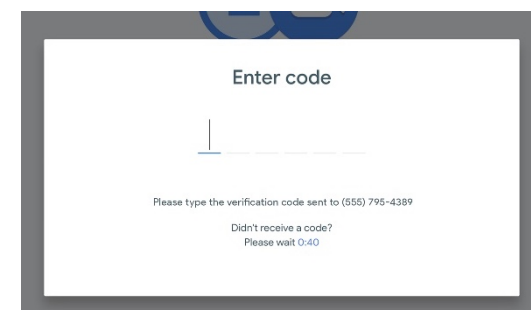
4. Type in your phone number. Press “Next” to continue.



5. The phone number you entered will receive an automated text message with a 6-digit verification code.

Your Google verification code is 803792.

6. Enter the code into the verification screen.



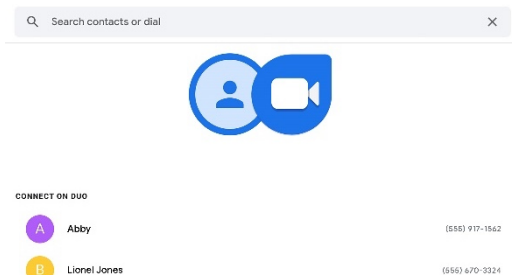


Learn How to Use Google Duo

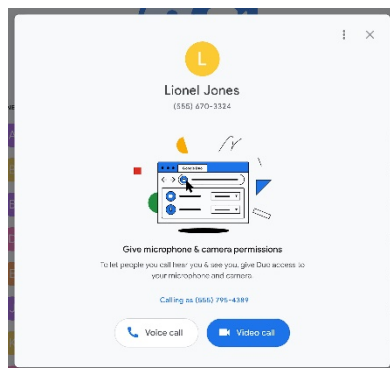
Page 7

Google Duo is a free video calling platform by Google.
This page is about how to make a video call on your computer.

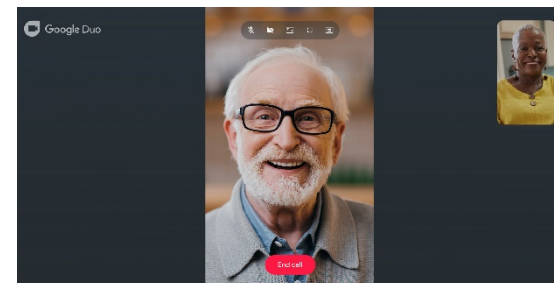
- 7.** When your phone number is verified, you will return to the main screen. You will now be able to search through your contacts to connect with others that have a Google Duo Account.



- 8.** Once you find a person to call, you can double click their profile to see your call options. You can either choose to "Voice call" or "Video call" that person.



- 9.** The video call will automatically pop-up on your screen once your friend answers!





Learn How to Use [Google Duo](#)

Page 8

Google Duo is a free video calling platform by Google.
This page is about how to make a video call on your smartphone.

1. Go to either your [Apple App store](#) for iPhone or [Google Play Store](#) for Androids to search and download the Google Duo App.



2. Once downloaded, open the app. You will immediately be asked to enter your telephone number. After completing, press "Next" to continue.

Verify your number

Your contacts will video call you using your phone number.

United States (+1)

3. The phone number you entered will receive an automated text message with a 6-digit verification code.

Your Google verification code is 803792.

4. Enter the code into the verification screen.

Verification code

Please type the verification code sent to +1 555-795-4389

Didn't receive a code?
Please wait 01:00

5. Once the number has been verified, read through the privacy and terms. Press "I agree" to continue.

High quality video calling with Duo

By continuing, you agree to our [Terms of Service](#) and [Privacy Policy](#).

[Learn more](#)

[I agree](#)

5. Google Duo will then ask to have access to your phone's audio, camera, contact, and notification features to enable video calls. Press "Give access" to continue.

Get started

To make video calls, give access to your microphone, camera and contacts. Plus let Google Duo send you notifications so that you know when someone is calling.

[Learn more](#)

[Give access](#)

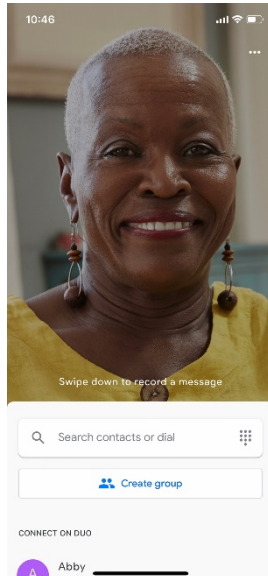


Learn How to Use Google Duo

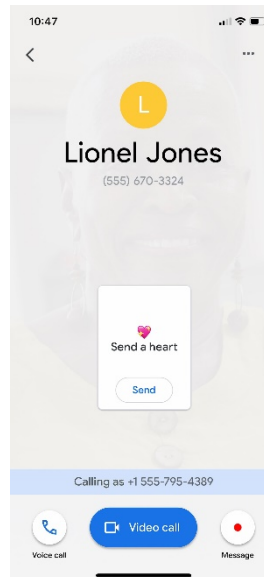
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Google Duo is a free video calling platform by Google.
This page is about how to make a video call on your smartphone.

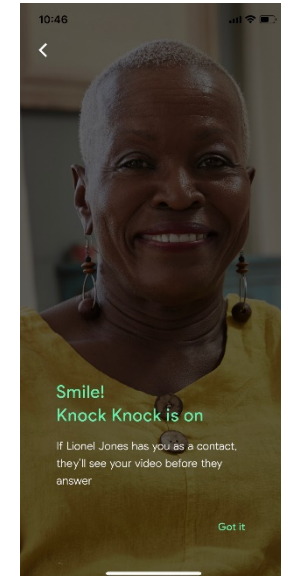
- 7.** You will then come to Google Duo's main screen. You will be able to search through your contacts to connect with others that have a Google Duo Account in the search bar on the bottom of your page.



- 8.** Once you find a person to call, you can double click their profile to see your call options. You can either choose to "Voice call" or "Video call" that person.



- 9.** The video call will automatically pop-up on your screen once your friend answers!





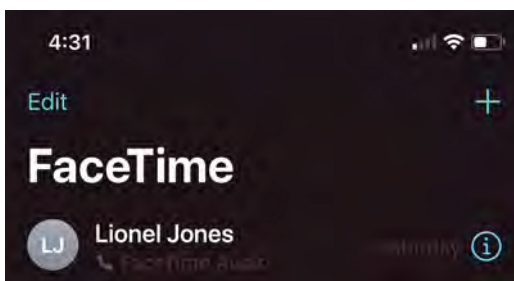
Learn How to Use FaceTime and Group FaceTime

FaceTime is a free way to make video calls on iPhone, Mac, or iPad, and Group FaceTime makes it easy to chat with multiple people at the same time. This page is about how to start a FaceTime or Group FaceTime call from your iPhone.

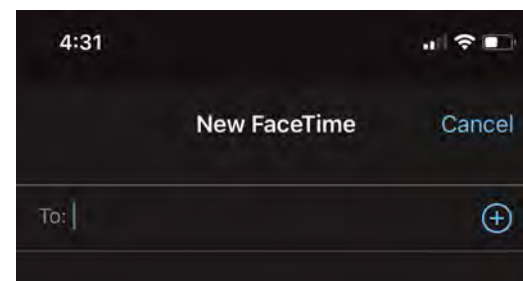
1. Open the FaceTime app.



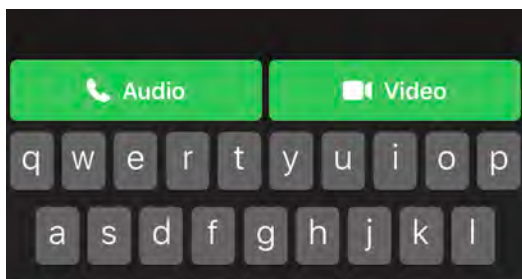
2. To start a new call, click the plus icon in the upper right-hand corner of the screen.



3. Type in the names of the person or group of people you want to call or hit the plus sign to select their names from Contacts.



4. Once you select their name, you will click "Video" call. Select "Audio" if you want to talk without video.



5. The call will automatically start on your screen!



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