

Tech Tips for Seniors

Google Calendar and Hangouts

Press the back arrow < to return to the menu.

- Install Calendar and Google Hangouts on your mobile device or computer. If you are using a computer, it is ideal to use Google Chrome as your browser. You will need to have a Google account to do this.
- Before you begin, it would be helpful to create a separate file with the E-mail addresses of a list the people you want to include in a group video session. Each E-mail address must be separated by a comma and a space.

- With Calendar, you will be setting a day and time for your video call and inviting people to join the call.
- Open the Calendar app and an hour-by-hour listing for that day will appear on the screen.
- You can select a time of the day to start your call or select days or weeks ahead for the call. Click the name of the month at the top of the page to view the full month's calendar and slide the calendar to see future months.
- Pick a day for the call, and in the timeline for that day click or tap on the line representing the time for the call to begin. A new event will appear in blue on the screen.
- Tap on that event and a list of options will appear on the screen. There you can give the event a name, modify the start time for the call if needed, add

conferencing (select Hangouts), invite guests (using their E-mail addresses), and indicate how you want to notify your guests. When all of the criteria are entered, tap or click the Save button at the top of the screen.

- If you want to invite more than one guest for your call, copy and paste that list of addresses in the area where you can add guests.
- Calendar will inform recipients about the upcoming call and send an E-mail reminder to your guests a few minutes before call is to begin.
- A few minutes before the call is scheduled to begin, open your E-mail app and tap the line: Join Video Call. Look at the camera on your device and wait for each guest to join the call. Here is what that E-mail may look like:

You have been invited to the following event.

Test

When Sat Apr 4, 2020 2pm – 3pm Eastern Time
- New York

Video call Join Hangouts
[Join video call](#)

Calendar [teengleman@icloud.com](#)

Who

- [teengleman@gmail.com](#) - organizer
- [teengleman@icloud.com](#)

Going ([teengleman@icloud.com](#))? [Yes](#) - [more details »](#)
[Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

- When your guests join the session, a video of each of them will appear on your screen and your face will appear on their screens.