Setting up a Hangout

There are two ways to set up a hangout, either through the home screen or through an event. First let’s start with the home screen. This method is used if you need to start a hangout immediately. To do this either click on the camera on the share what’s new box or in a chat window. Then you can invite people and the hangout will start.

The second way to start a hangout is through an event. Go to the upper left hand corner to open up the guide bar and go down to events. Then click on Plan a hangout.
After that add a title, adjust the time and date, and invite people to the hangout. Then click on invite and your hangout is ready. When the time and date set comes around you’ll receive a notification through Google+ and you’ll be able to join the meeting.