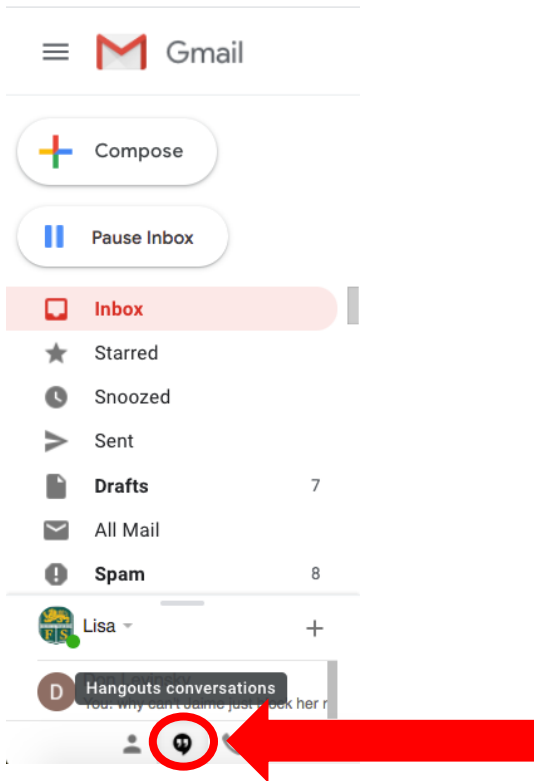


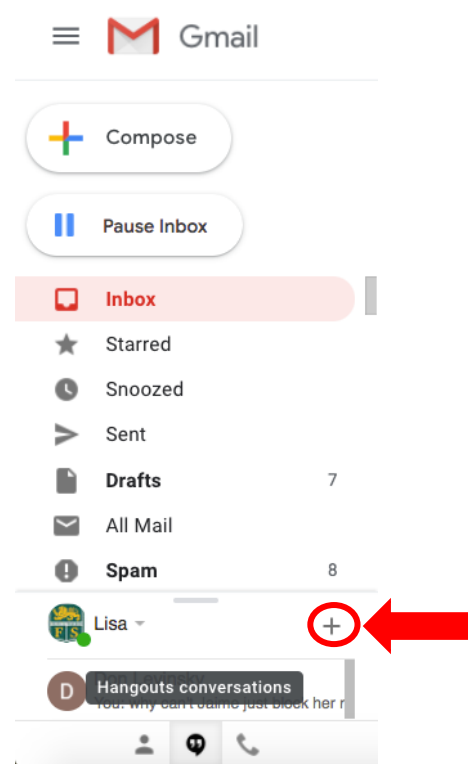
How to Use Google Hangouts from Gmail

From your Forman School Gmail account:

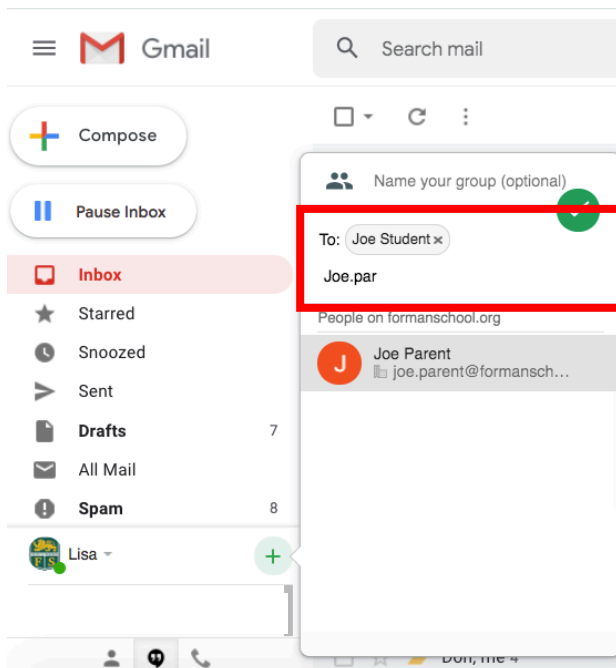
1. Click the Hangouts conversation icon



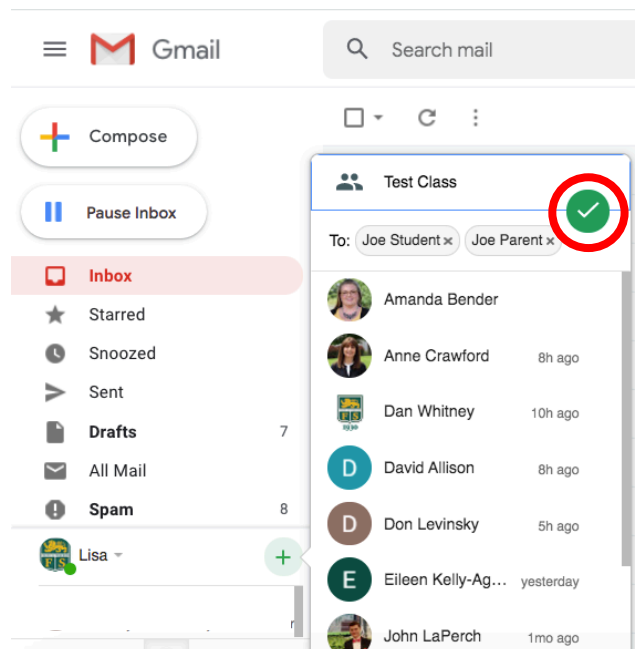
2. Click the + icon to the right of your name



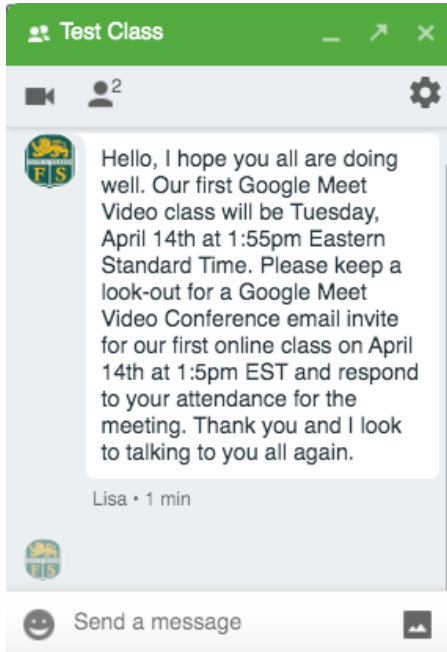
3. Start typing the students' email addresses who are in the class



4. After you have added all the students of the class to the Hangout, click the green circle with the check mark icon



5. Now you can enter the message you want to send to the students in this class. When you are finished typing the message, press Enter to send the message



6. Your students will receive a message of the Hangout in their Forman School Gmail account
Once they click on the bolded message, it will open the entire message

