Hangouts Cheat Sheet

Send messages and make video calls worldwide to several people at once.
Hold impromptu meetings on the go, virtual training classes around the world, remote interviews, and much more.

1. Start a chat or video call in Gmail.

   Gmail
   - Chat with someone
   - Find people to chat with
   - Start a video call or add other people to the chat
   - Insert images, videos, and more

2. Join a call from...

   Gmail and Inbox
   - Video call
   - Decline
   - Answer

   Calendar
   - Video call

   Your browser
   - hangouts.google.com

3. Work with video calls.

   - Add people to the video call
   - Turn your microphone or camera on/off
   - Change settings
   - Leave call
   - Group chat with guests
   - Share your screen
   - Remote desktop control
   - View someone’s video or screen