



Flyers Video Conference How-to

1. Turn on TV and Computer if not already on.

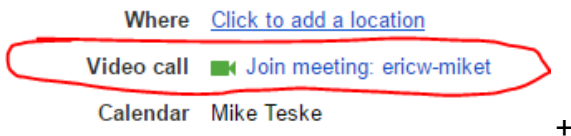
(For the best audio quality, you will want to use the video with our audio conference bridge)

2. When computer finishes booting, log in with your computer login.

3. The computer will auto-launch Google Chrome. You will need to login to Google with your @4flyers.com email address.

4. Once you are logged into Google the computer will take you to a page to make a new Hangout. If you had set a calendar entry for your meeting, you can access the preset hangout associated with your meeting.

In the Calendar entry page you will see the name of the preset Hangout. It will look like this:

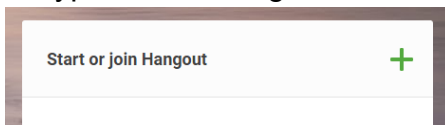


Click “Join meeting” and you will be taken to the Hangout for your meeting.

Other meeting participants can click on the same calendar entry to join the meeting.

If you have not made a Calendar entry for your meeting, please continue with the steps below.

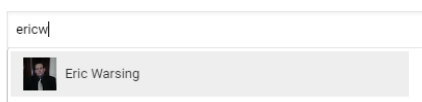
5. Type a new Hangout name in the “Start or join Hangout” entry field.



6. Once you have made a new Hangout, you will be able to invite other participants to the Hangout.

You can have a maximum of 25 participants in your video call. Click “Invite people”, a pop-up will appear to add other participants. You will need to type in the Participant's email address. e.g.

bob@4flyers.com



7. Once the invite has been sent, the other participant will get a message to join the Hangout via email and the hangouts app if they have it installed.