

# Online Math Assistance with Google Hangouts






## Fall 2020 Schedule

Day	Time
<b>Mondays – Thursdays</b>	8am to 10pm
<b>Saturdays</b>	11am to 2pm
<b>Sundays</b>	1pm to 4pm and 6pm to 9pm

## Software and Hardware Requirements

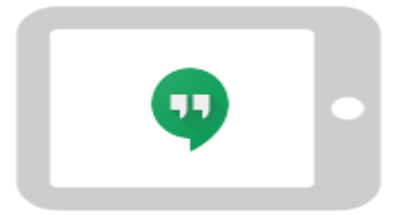
1. **Computer** with a camera and microphone.
2. **Gmail account** - Setting up an account is free.
3. **Web Browser** – Google Chrome is recommended.





## How to Use Google Hangouts on a Computer

1. Open your web Browser and navigate to [www.Google.com](http://www.Google.com).
2. **Sign in** with your Gmail username and password.
3. On the top right corner click the **App Drawer** icon , then click **MORE**.
4. Click the **Google Hangouts** icon. 
5. Click  **New Conversation**. Type in our address: **MathAssistanceArea@gmail.com**. If you have never contacted us before, Hangouts will have you send an “invite” to our address. We will accept the invite and contact you. If you already have us in your Contacts, just type in a chat message to us or begin a video call by clicking the **video call icon** .
6. You will be connected or get a return chat within a few seconds if we are available. *If we are on another call, your call will not be answered. You may leave a text message in the chat window with your name for a call back, or you can call back later.*
7. We will either give you the contact information for an available instructor (then call using the instructions in step 4, or we will have an instructor call you back on Hangouts or by the method you prefer (i.e. zoom, email, phone)
8. To hang up, click the **End Call** button .



## Use Google Hangouts on a Smartphone or Tablet



1. Download the **Hangouts app** from the App store or Google Play
2. Open the **Hangouts app** on your smart device.
3. First time callers should tap the **plus button**  to start a conversation and enter our email: **MathAssistanceArea@gmail.com**.
4. Tap the **Video Call button**  on the top of the conversation screen for a video call or type as message on “Send a message” at the bottom of the screen and tap **the paper airplane icon to send** . (if you have contacted MAA before, just tap the MAA icon in the contact list. Then type in a message and send or tap the **Video Call** button).
5. You will be connected within a few seconds if we are available. *If we are on another call, your video call will not be answered. You may leave a text message in the chat window with your name for a call back, or you can call back later.*
6. We will either give you the contact information for an available instructor (then call using the above instructions) or we will have an instructor call you back on hangouts or by whatever method you prefer (i.e. zoom, email, phone)
7. To hang up tap the **end call button** .