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Note: The contents of this document are subject to change without notice. Please contact [helpdesk@concordia.ab.ca](mailto:helpdesk@concordia.ab.ca) for more information

## Connecting Remotely to Concordia Services

In the event that you have to work from home, you can access most of Concordia's services through our web portal, [home.concordia.ab.ca](https://home.concordia.ab.ca)

Services that can be accessed from this portal include (1) email, (2) Online Services, (3) Moodle, (4) payroll information, and (5) Alfresco, among other things. A snapshot of the page is provided below.

**CONCORDIA UNIVERSITY OF EDMONTON**

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### INSIDE CUE

- 1 Email
- 2 Online Services
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- Help Desk
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- 4 myAvanti (Payroll Self-Service)
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- Faculty & Staff Documents
- Health and Safety

**BSIDES** Calgary 2020

Two CUE MISSM Students will Present at the BSides Calgary 2020 Conference >

POSTED ON: MAR 9, 2020

The Department of Information System Security and Assurance at Concordia University of Edmonton is proud to announce...

♦ FACULTY OF MANAGEMENT

**Information about Coronavirus in Alberta >**

POSTED ON: MAR 9, 2020

Alberta Health Services states that the risk for all Albertans is still considered low. They continue to monitor the...

These Concordia services can also be accessed using the following alternative URLs:

Staff and student email	<a href="mailto:mail.google.com">mail.google.com</a>
Online Services	<a href="https://onlineservices.concordia.ab.ca/">https://onlineservices.concordia.ab.ca/</a>
Moodle	<a href="https://courses.concordia.ab.ca">courses.concordia.ab.ca</a>
Avanti (Payroll Information)	<a href="https://myavanti.ca/concordia">https://myavanti.ca/concordia</a>
Alfresco	<a href="https://documents.concordia.ab.ca">documents.concordia.ab.ca</a>

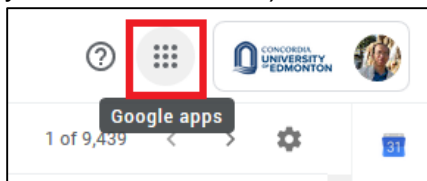
## Using Google Hangouts

Google Hangouts is a communication tool that is part of the Google suite of products that Concordia University of Edmonton uses. It's two main products, Google Hangouts meet and Google Hangouts Chat, is aimed at enterprise communication, combining audio and video conferencing capabilities.

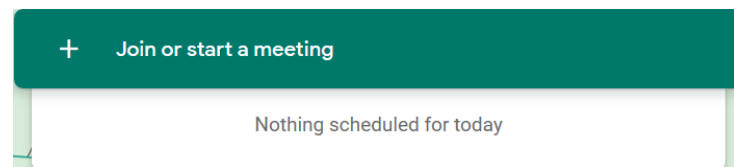
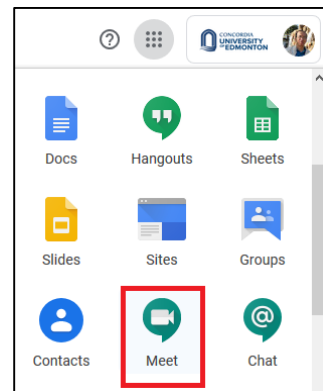
### Setting up a Hangouts meeting

Google Hangouts uses your computer's audio and video settings to conduct an entirely audio, or a full video meeting session.

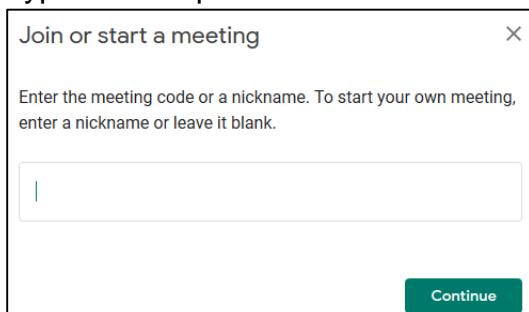
1. With your email Inbox open, click on the apps icon (from the upper right-hand side of your Inbox window).



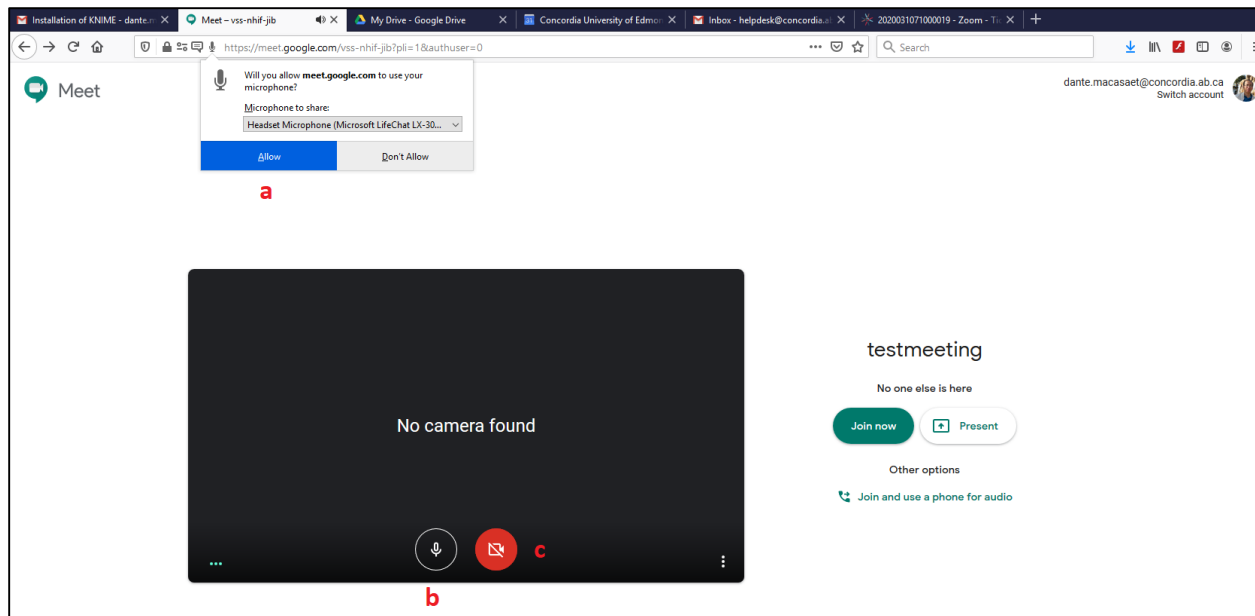
2. Scroll through the list, and click on the **Meet** icon.
3. Click on **Join or start a meeting**.



4. Type a descriptive name for the meeting you are setting up, and click on **Continue**.

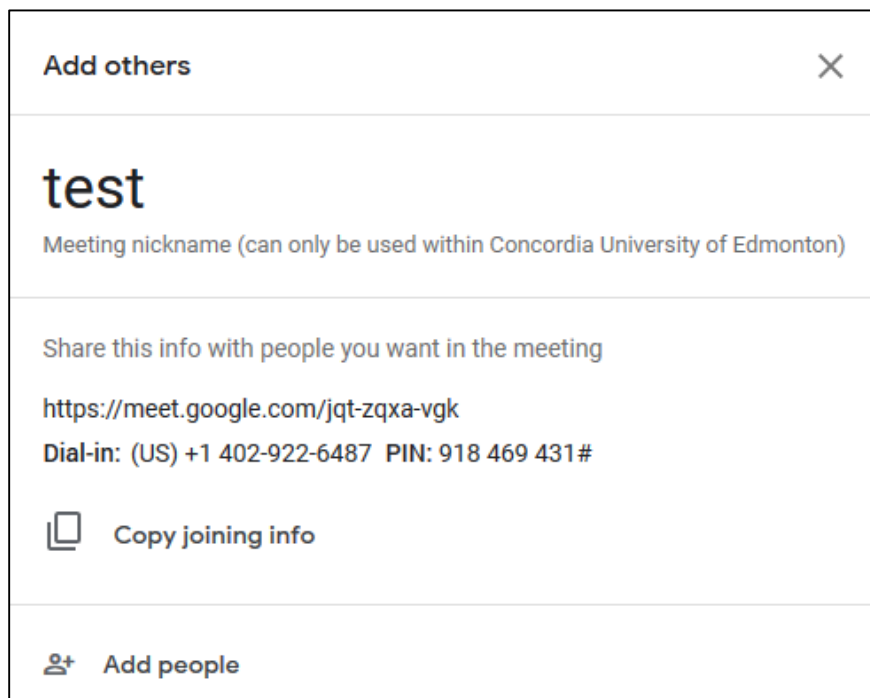
A screenshot of the 'Join or start a meeting' dialog box. It has a title bar with a close button (X). The text inside says 'Enter the meeting code or a nickname. To start your own meeting, enter a nickname or leave it blank.' Below this is a text input field. At the bottom right is a green button labeled 'Continue'.

5.
  - a. If a message pop-up asking to allow microphone to share, click on **Allow**.
  - b. To toggle your microphone from ON/MUTE, click on the microphone icon.
  - c. If a camera is available on your machine, you can toggle your camera ON/OFF using the camera icon.



6. Click on **Join now**.

7. To add people to the Meeting session, click on **Add people**.

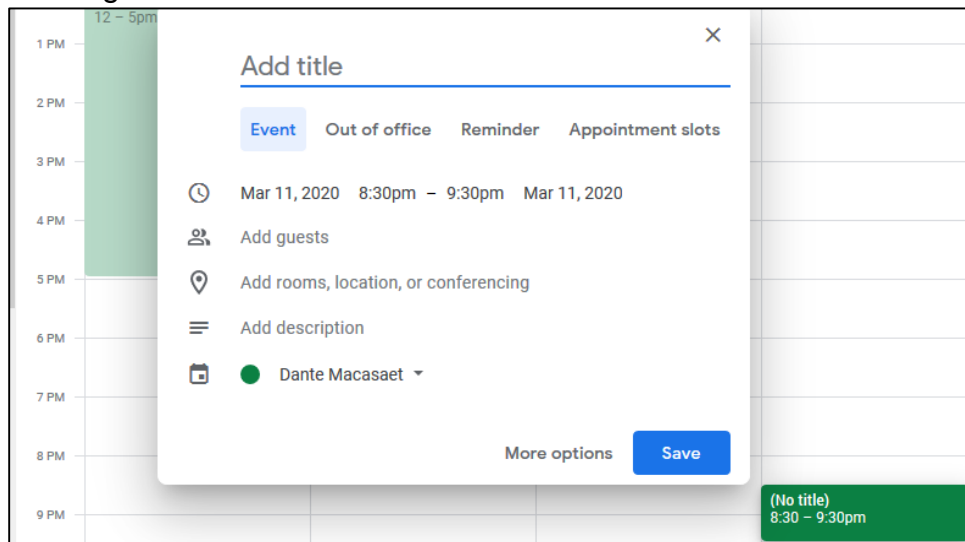


8. Type-in the name(s), or select from the suggested list of CUE staff you want to include in your meeting, and click on **Send invitation**.

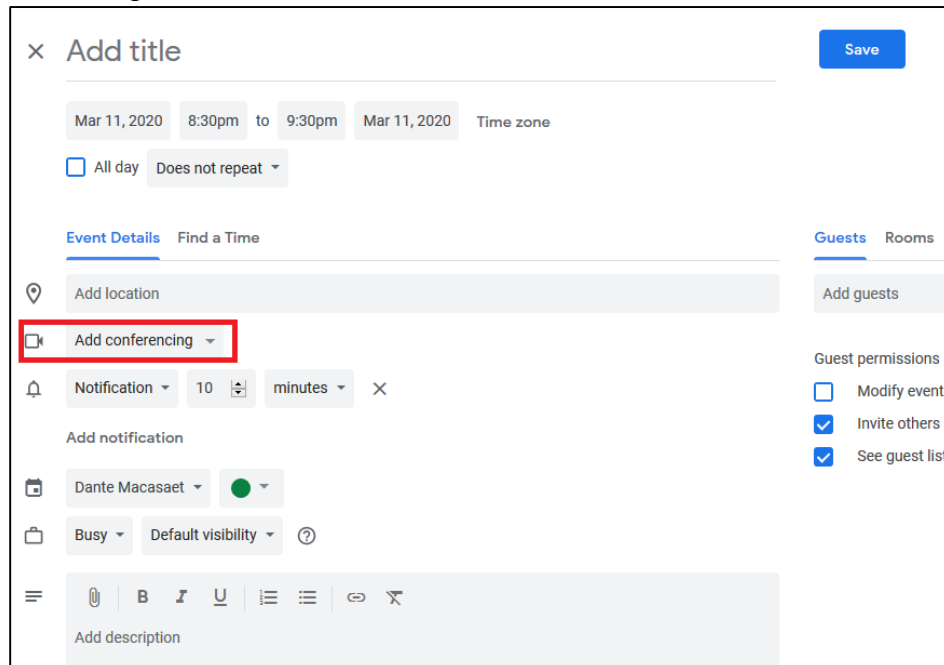
**Note:** Instead of adding people in the meeting, the meet URL can also be shared (via email) with other individuals whom you want to participate in the meeting.

## Adding Hangouts Meeting to Calendar/Scheduling a Hangouts Meeting

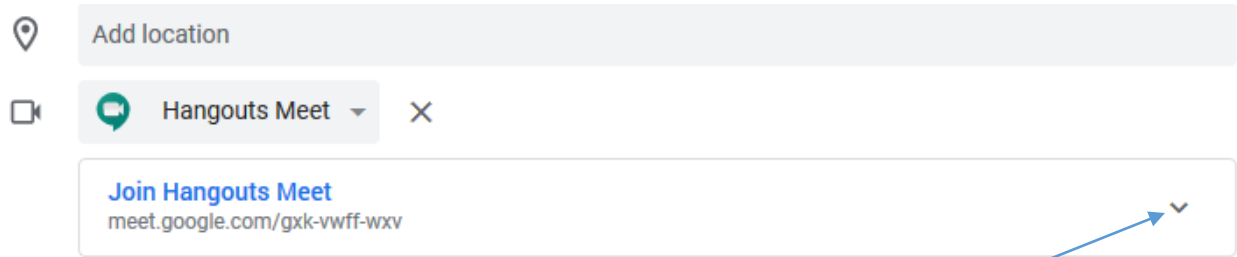
1. From your calendar, click on a time slot from which you would want to schedule a meeting.



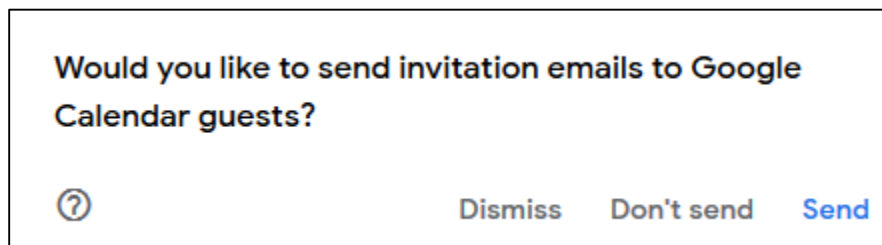
2. Click on **More options**.
3. Type-in the details of the meeting you are scheduling, including all the invitees to your meeting.



4. To integrate Hangouts Meeting into your invite, click on **Add conferencing**, and choose **Hangouts Meet**.



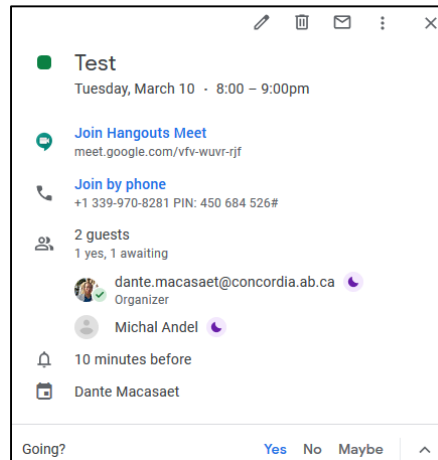
5. A Hangouts meet URL will become available. Click on the drop down arrow to get additional information.
6. Click on **Save**.
7. A pop-up similar to the one shown below will appear.



8. Click on **Send** to send the invitation to your meeting to all your meeting participants.
9. The meeting schedule will be added into your calendar.

## Accessing your Scheduled Hangout Meeting

1. Go to your calendar, and click on the scheduled meeting.
2. Click on **Join Hangouts Meet**.

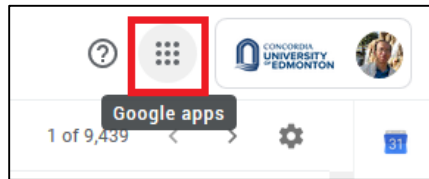


3. Allow for the use of at least a microphone during your meeting. Click on **Allow** to use the microphone on your machine so that you can project audio to your audience.
4. For your audience to see you during the presentation, click on **Allow** for the video device on your machine to be shared, as well. This will also facilitate the screen-sharing option.
5. If you want to record your session, click on the *More Options* icon (3 vertical dots), and choose **Record meeting**. To stop recording the meeting, click on the *More options* icon again, and choose **Stop recording**. All recorded meetings will be saved to your Google drive.
6. To do your presentation, and make it visible to your audience, click on **Present now**. You have the option to share your entire screen or only a window on your screen for your presentation.
7. To finish your presentation, click on **Stop presenting**.

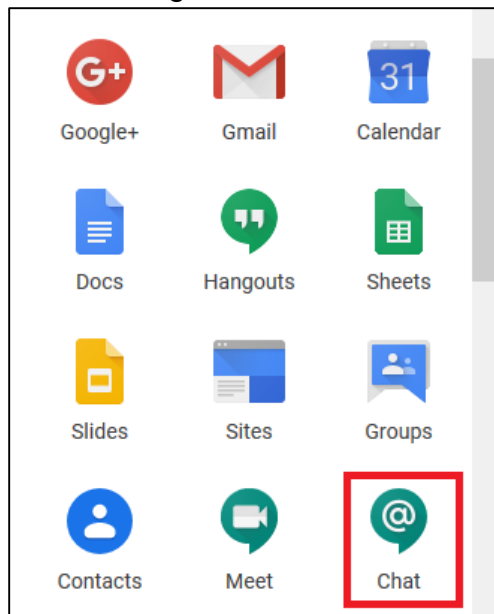
## Using Google Hangouts Chat

Google Hangouts Chat, the newer version of Google Hangouts, is another option for collaborative conversations/discussions.

1. With your email Inbox open, click on the apps icon (from the upper right-hand side of your Inbox window).

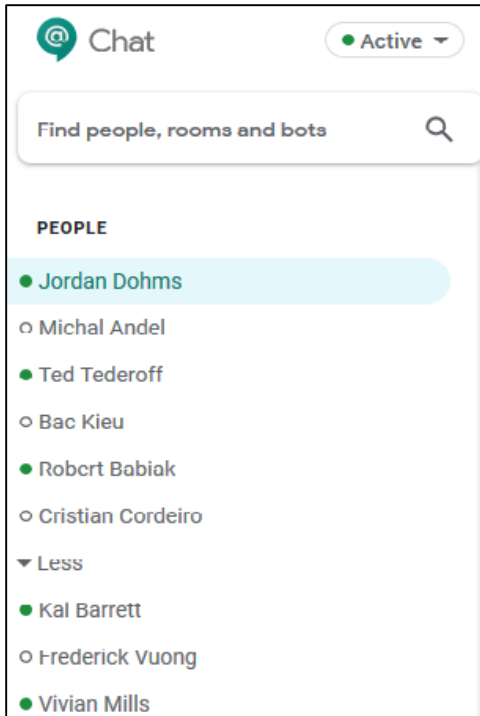


2. Scroll through the list, and click on **Chat**.



3. On first use, you may get a prompt message indicating, "*To be notified when new messages arrive, turn on desktop notifications*". If this a feature you would like enabled, click on **Turn on desktop notifications**, and click on **Allow notifications**.
4. A list of contacts you have had chats with in the past will be listed on the left-hand side of your screen, with current messages displayed on the middle part of your screen.





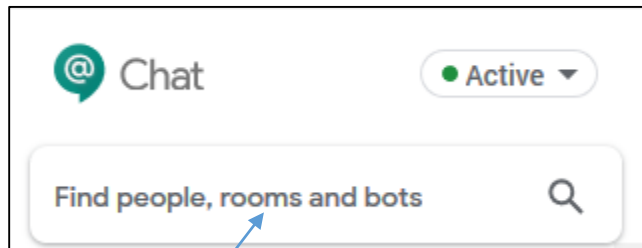
5. To access the chat history for any individual, click on the person's name from the left-hand side list.
6. To send messages to the currently selected contact, type-in your message in the chat box located at the bottom of your chat history.



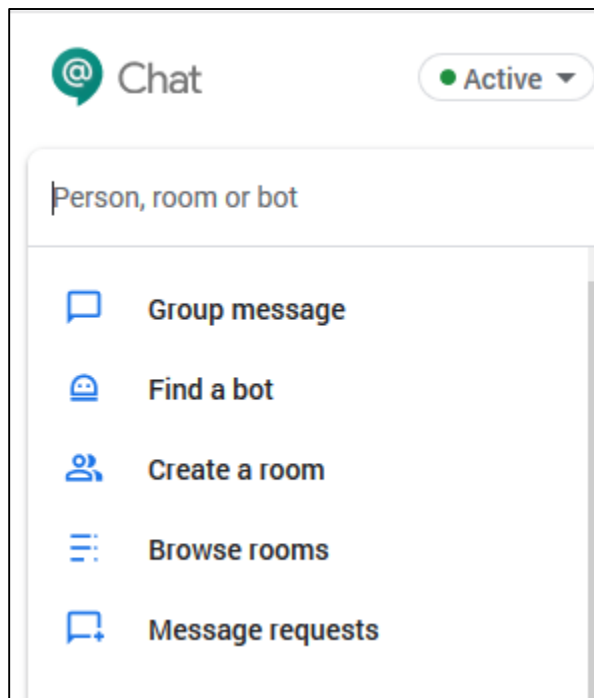
- a. Type your message here
- b. Toggle history – switches from keeping all messages to deleting messages after 24 hours
- c. Upload a file
- d. Adding a Google Drive file
- e. Using video meeting – uses Hangouts Meet
- f. Adding emojis
- g. Send

## Creating Chat Rooms

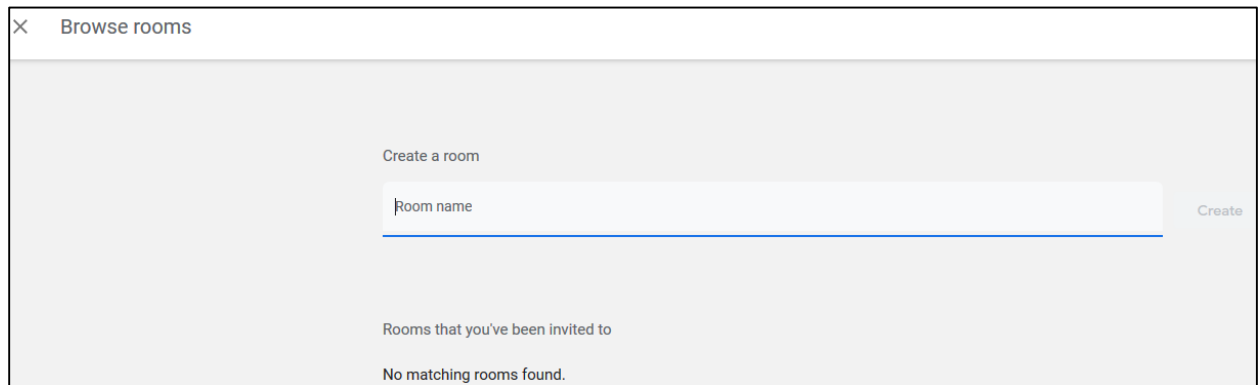
Google Chat rooms allows you to create a collaborative environment for invited members only. Colleagues and team members can read and type messages at any time or email messages direct to the room for others to read later. Multiple rooms can also be created with different members for the discussion of various endeavors.



1. Click on this area, or press **CTRL + K**

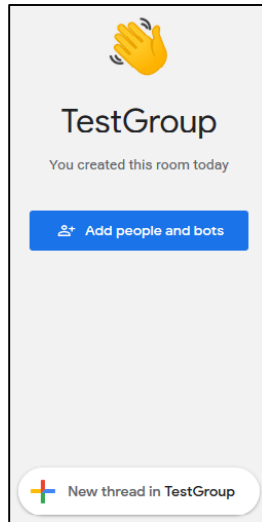


2. Click on **Create a room**.





The screenshot shows a 'Browse rooms' dialog with a close button (X) in the top left. The main content area is titled 'Create a room' and features a text input field labeled 'Room name' with a blue underline. To the right of the input field is a 'Create' button. Below the input field, the text 'Rooms that you've been invited to' is displayed, followed by 'No matching rooms found.'



3. Type-in a room name, and click on **Create**.



4. Click on **Add people and bots**, and type-in the (partial) names of the contacts you would want include in the group chat.  
To notify your contact of their inclusion into the chat room, keep the check mark next to **Notify people via email**, and then click on **Send**.

Add people, groups or bots to "TestGroup"

 Michal Andel 

 Bac Kieu 

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☒ **Notify people via email**  
Invitations will not be emailed to groups of more than 100 members

[Cancel](#) [Send](#)

5. To separate topics of discussion within the room, use different conversation threads. Click on **New thread in *groupname***.

