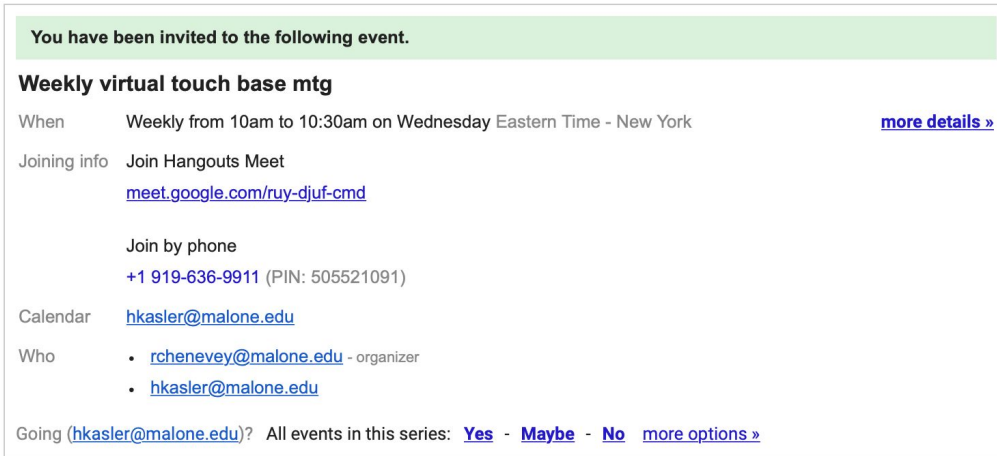


Virtual Visit Help

How To Do Your Virtual Visit

When you set up a Virtual Visit with Malone University, you will receive an email with the Google Hangout link for each meeting you have asked for. This could be with an admissions counselor, faculty, and/or coach.



You have been invited to the following event.

Weekly virtual touch base mtg

When Weekly from 10am to 10:30am on Wednesday Eastern Time - New York [more details »](#)

Joining info Join Hangouts Meet
meet.google.com/ruy-djuf-cmd

Join by phone
+1 919-636-9911 (PIN: 505521091)

Calendar hkasler@malone.edu

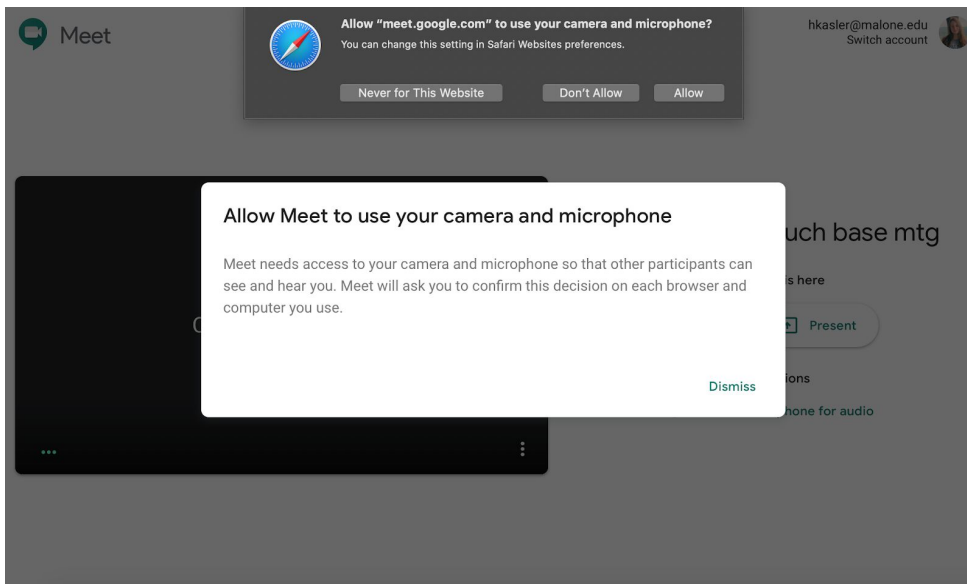
Who

- rchenevey@malone.edu - organizer
- hkasler@malone.edu

Going (hkasler@malone.edu)? All events in this series: [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

To confirm the event, please select **Yes**.

When the time comes for that planned meeting, you simply click on the link under **Join Hangouts Meet** that takes you to google hangout.



The screenshot shows the Google Meet interface. At the top, there is a notification bar that says "Allow 'meet.google.com' to use your camera and microphone? You can change this setting in Safari Websites preferences." with buttons for "Never for This Website", "Don't Allow", and "Allow". Below this, a white pop-up dialog box is displayed with the title "Allow Meet to use your camera and microphone" and the text "Meet needs access to your camera and microphone so that other participants can see and hear you. Meet will ask you to confirm this decision on each browser and computer you use." with a "Dismiss" button at the bottom right. The background shows the Meet interface with a "Present" button and other controls.

Allow your computer/device to use your camera and microphone by clicking **Allow** on the pop up and **Dismiss**.



Weekly virtual touch base mtg

No one else is here

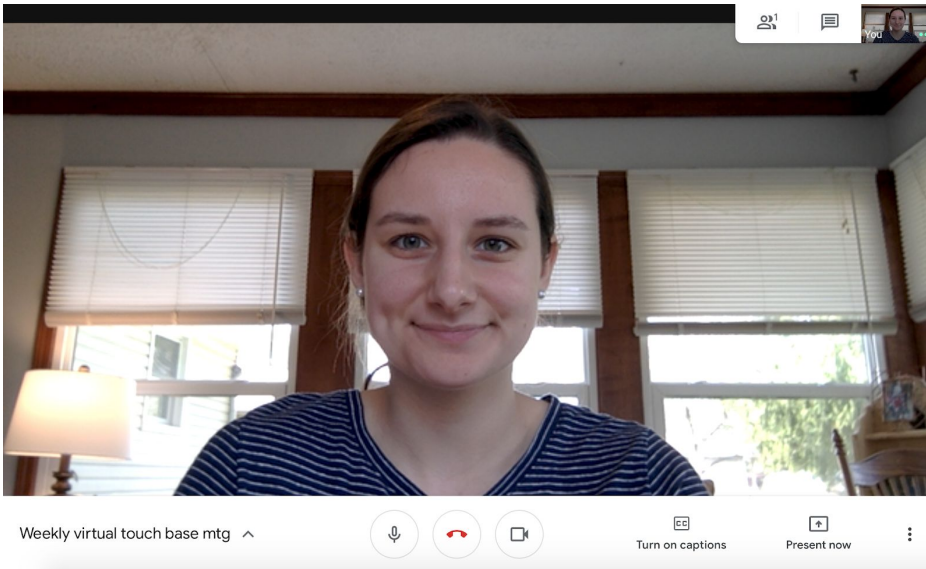
Join now

Present

Other options

Join and use a phone for audio

After allowing the camera and microphone on your device, click **Join Now** to start your face to face chat with an admissions counselor, faculty, and/or coach.



To mute your microphone, click the microphone button in the center left.

To turn off your camera, click the camera button in the center right.

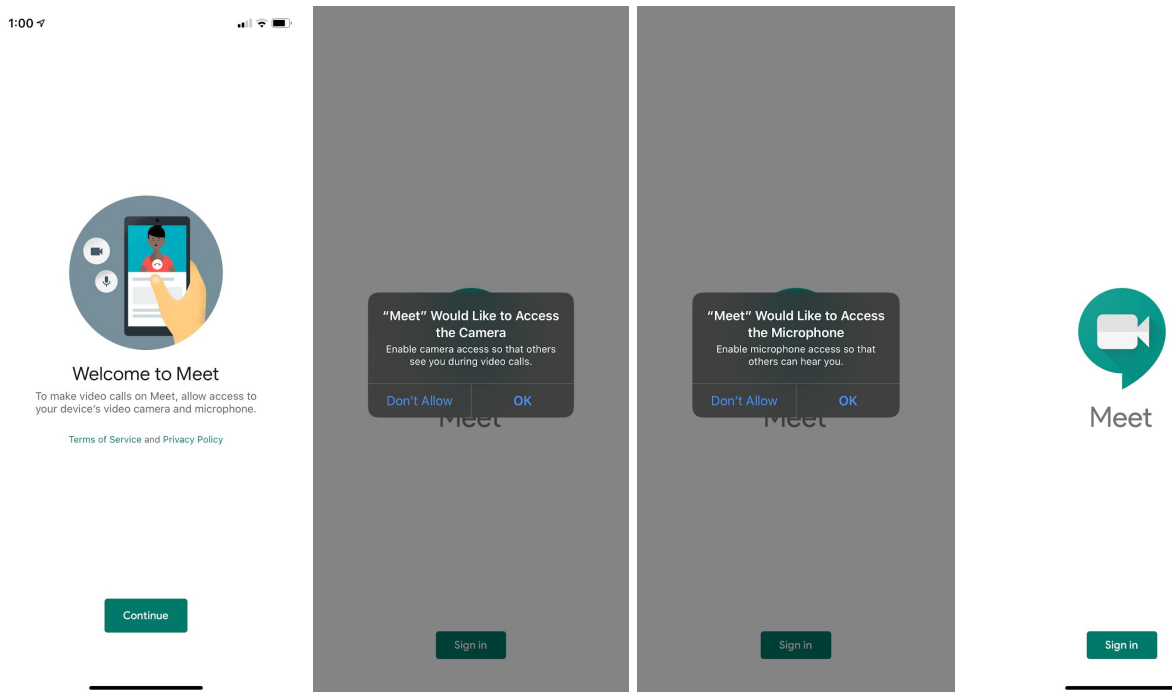
To end the call, click the red phone button in the middle.



Google Hangout App for iPhone, iPad, and iPod Touch

If you don't have a camera, laptop, or microphone, but have an iPhone, iPad, or iPod touch with iOS 11.0 or later, you can use the Google Hangouts App. If you have an Android smartphone, skip ahead to where it says **Google+ Hangout**.

Download the **Hangouts Meet By Google** app.



Once you've downloaded the app, click **Continue**.

Allow Google to access your camera and microphone by clicking **OK**.

Sign in to Google Hangout by clicking **Sign in** and using your Gmail email address. If you do not have a Gmail Account, set one up by using the following steps on the next page.

Google+ Hangout for Android



To set up Google+ Hangout on your Android phone, you must download, install, and sign-in to your **Google account** using your smartphone. If you do not have a google account, follow the steps on the following pages.

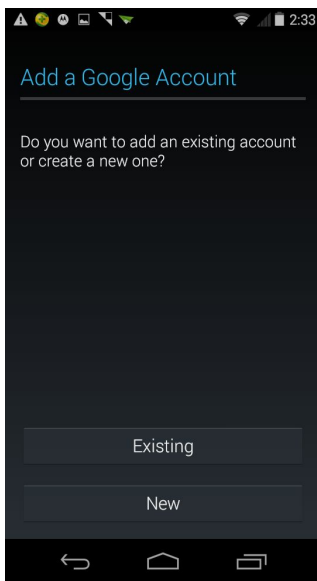
Note: Most new Android smartphones already have Hangouts as a built-in app. If your phone does not have Hangouts, you can follow the below instructions right from step 1 to download and install the app on your device. If the case is otherwise, you can skip the installation steps and jump directly to step 7.

Here's how you can install and use the Google+ Hangouts app on your Android smartphone:

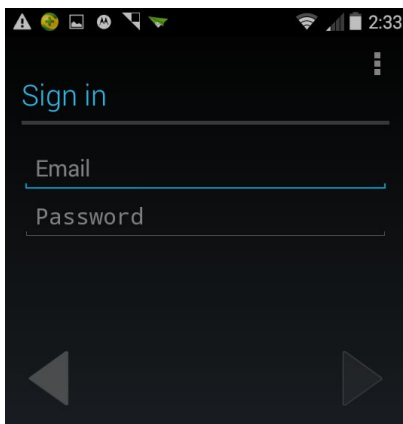
1. Power on your smartphone. Once unlocked, tap the **Menu** button to open apps.
2. Locate and tap the **Play Store** icon in order to launch the **Play Store** app.
3. On the **Play Store** interface, search the **Hangouts** app from the search box located on the top of the interface. On the **Hangouts** search results window, tap the **Hangouts** icon.
4. On the opened **Apps** page for **Hangouts**, tap the **Install** button to download and install the app.
5. Once the app is installed, tap **Open**.

Note: If your smartphone already has the app installed, you must go to the **Menu Interface** of your phone, and locate and tap the **Hangouts** icon from the displayed apps' list.

6. Once the **Hangouts** app opens up, tap the **Existing** button to sign-in to the app with your existing Google account. If you don't have an existing account, tap the **New** button, and follow on-screen instructions to make a new Google account.



7. Assuming that you already have a Google account, on the **Sign in** interface, sign-in to your account by entering email address and password in the **Email** and the **Password** fields respectively.



8. Once you are signed-in, you can start using the **Hangouts** app to share photos, text chat, video chat, etc.

Setting Up a Gmail Account

To use Google Hangouts, you'll first need to create a **Google account**. Gmail will redirect you to the Google account sign-up page. You'll need to provide some basic information like your **name**, **birth date**, **gender**, and **location**. You will also need to choose a **name** for your new Gmail address. Once you create an account, you'll be able to start adding **contacts** and adjusting your **mail settings**.

1. Go to **www.gmail.com**.
1. Click **Create Account**.
2. The **sign-up** form will appear. Follow the directions by entering the required information.
3. Next, enter your **phone number** to verify your account. Google uses a two-step verification process for your security.
4. You will receive a text message from Google with a **verification code**. **Enter the code** to complete the account verification.
5. Next, you will see a form to enter some of your personal information, like your name and birthday.
6. Review **Google's Terms of Service** and **Privacy Policy**, then click **I agree**.
7. Your account will be created.