

How to use Google Hangouts



Start a group conversation

You can use classic Hangouts chat to talk with more than one person at the same time.





- Conversations can include up to 150 people.
- Video calls can include up to 10 (Gmail, G Suite Basic) or 25 (Business, Education) people.

Everyone who wants to join a group conversation must use classic Hangouts chat .




Computer:

1. Go to hangouts.google.com or open Hangouts in Gmail.
2. Click New conversation   New group.
3. Enter or select the names, phone numbers, or email addresses of people you want to add.
4. To start a group conversation or video call, click Message or Video call.

Android:


1. Open the Hangouts app  .
2. At the bottom, tap Add  New conversation  New group.
3. Enter and select the names, phone numbers, or email addresses of people in your group.
4. Tap Done .

iPhone & iPad:


1. Open the Hangouts app  .
2. At the bottom, tap Add  New Group.
3. Enter the names, phone numbers, or email addresses of people you want in your conversation.
4. Tap Done .

Add People

1. Go to hangouts.google.com or open Hangouts in Gmail.
2. Select a group conversation.

3. At the top right of the chat box, click Settings .
4. Check "**Joining by link.**" Everyone in the group will see that you turned on joining by link.
5. Click **Copy link.**
6. Share the link with the person you want to add.
 - Anyone can join the group using the link.
 - Everyone in the group will see when someone joins.
 - Everyone will also be able to see the conversation history.
7. To turn off sharing using a link, uncheck "**Joining by link.**" If someone turns sharing by link back on, all previously shared links will work again.

Add by name, number, or email

1. Go to hangouts.google.com or open Hangouts in Gmail.
2. Select a group conversation.
3. Click People  > **Add People.**
4. Enter the names, phone numbers, or email addresses of people you want to add.
5. Check the names and click **Add people.** They will be immediately added to the group. Everyone in the group will see people who are added.