

Google Hangout Instructions

You will need:

- Access to your UW-Madison google apps account. You can find instructions on how to set up your UW-Madison goggle apps account (known as G suite) [here](#).
- An updated Chrome browser
- A webcam or camera phone

Getting Started

Access your UW-Madison Google Apps Account via your NetID.

If you're logging in for the first time, you'll see a [welcome message](#). Since the University does not have Gmail enabled, portions of the message that mention email do not apply to UW-Madison Google Apps.

More information on [logging in](#) and [moving between apps](#) can be found in the KnowledgeBase (KB).

How to schedule a google hangout:

- Schedule an advising appointment through Starfish
- In the appointment "description" please indicate that you will need to meet via Google Hangout. If you don't indicate this in the appointment description, we will assume that you are planning to attend an in-person advising meeting

Hi KARI,

The following appointment has been scheduled with you:

Campus ID:

Scheduled By:

Meeting With: KARI MAAS and

Date: 5/22/2019 1:30 PM CDT

Location: 438A Psychology 4th floor of Brogden (Please wait)

Reason for Meeting: Other

Instructions: NOTE: Students who are more than 10 minutes late will be dropped from the meeting.

Description: Google Hangouts

To make changes to this appointment, please go to Starfish.

How to access google hangouts on the date/time of your appointment:

- Log into your Wisc email account
- Look for an email invitation from your advisor
- Open the email and join the meeting

