

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 google 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
- Select "Google Hangout" for the appointment location

Hi KARI,

The following appointment has been scheduled with you:

Campus ID:

Scheduled By: STUDENT NAME

Meeting With: KARI MAAS and STUDENT NAME

Date: 3/15/2020 9:30 AM CDT

Location: Google Hangout (Please check your email for a link to our Google Hangout at your designated appointment time.)

Reason for Meeting: Course Selection

Instructions: NOTE: Students who are more than 10 minutes late for an appointment will be required to reschedule. If you need to CANCEL your appointment, please do so at least 12 hours in advance through Starfish.

Description: I want to discuss my Fall 2020 course options

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

