

#### Manual de inducción para videoconferencias a través de la herramienta HANGOUT+ de Google

#### Objetivo:

Orientar al usuario en el uso de Google HANGOUT+ para la realización de videoconferencias.

#### Contenido:

- Introducción al HANGOUT
- Requisitos
- ¿Qué es Google HANGOUTS?
- ¿Qué necesita Ud. para usar Google HANGOUTS?
- Cómo conectarse a un HANGOUT de Google
- Sobre el manejo de la herramienta Google HANGOUTS
- Compartir la pantalla
- Cintillo identificador
- Mas espacio
- Pruebas
- Contacto

#### Introducción

En la Unimet se desarrollan en cada trimestre múltiples videoconferencias de múltiples propósitos como pueden ser: clases magistrales, invitados externos, defensas de tesis, asistencias a congresos virtuales. A través de los años la Gerencia de Redes se ha especializado en videoconferencias a través de múltiples herramientas como Skype, polycomm y HANGOUT, dependiendo del tipo de videoconferencia a realizar una herramienta presenta más ventajas que otras.

El propósito de este manual es mostrar y orientar al usuario de las ventajas que presenta Google HANGOUT después de que la gerencia de redes ha realizado una evaluación previa sobre el tipo de videoconferencia a presentar.

#### Requisitos:

Para utilizar Google HANGOUTS es requerido:

- Tener una cuenta Google (si no desea abrir una cuenta contáctenos)
- Tener un ancho de banda de 1mbps de bajada y 1mbps de subida si la videoconferencia es de 1 persona, o 2mbps bajada y 1 mbps de subida si es de 2 o más personas.
- Tener el plugin video de Google instalado.
- Tener cámara web y micrófono.

# **Google Hangout Manual**

**Guillaume Favre** 



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