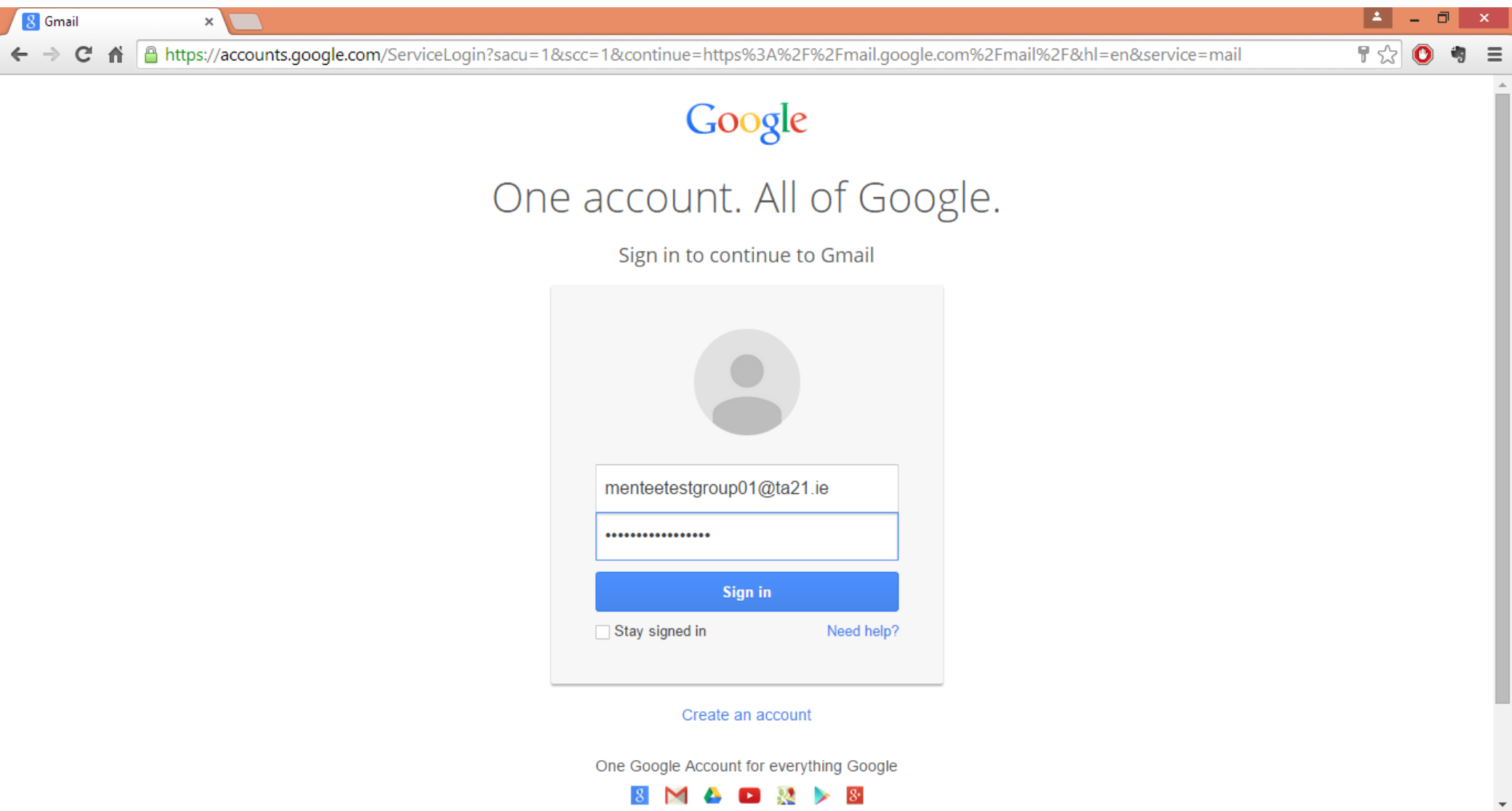


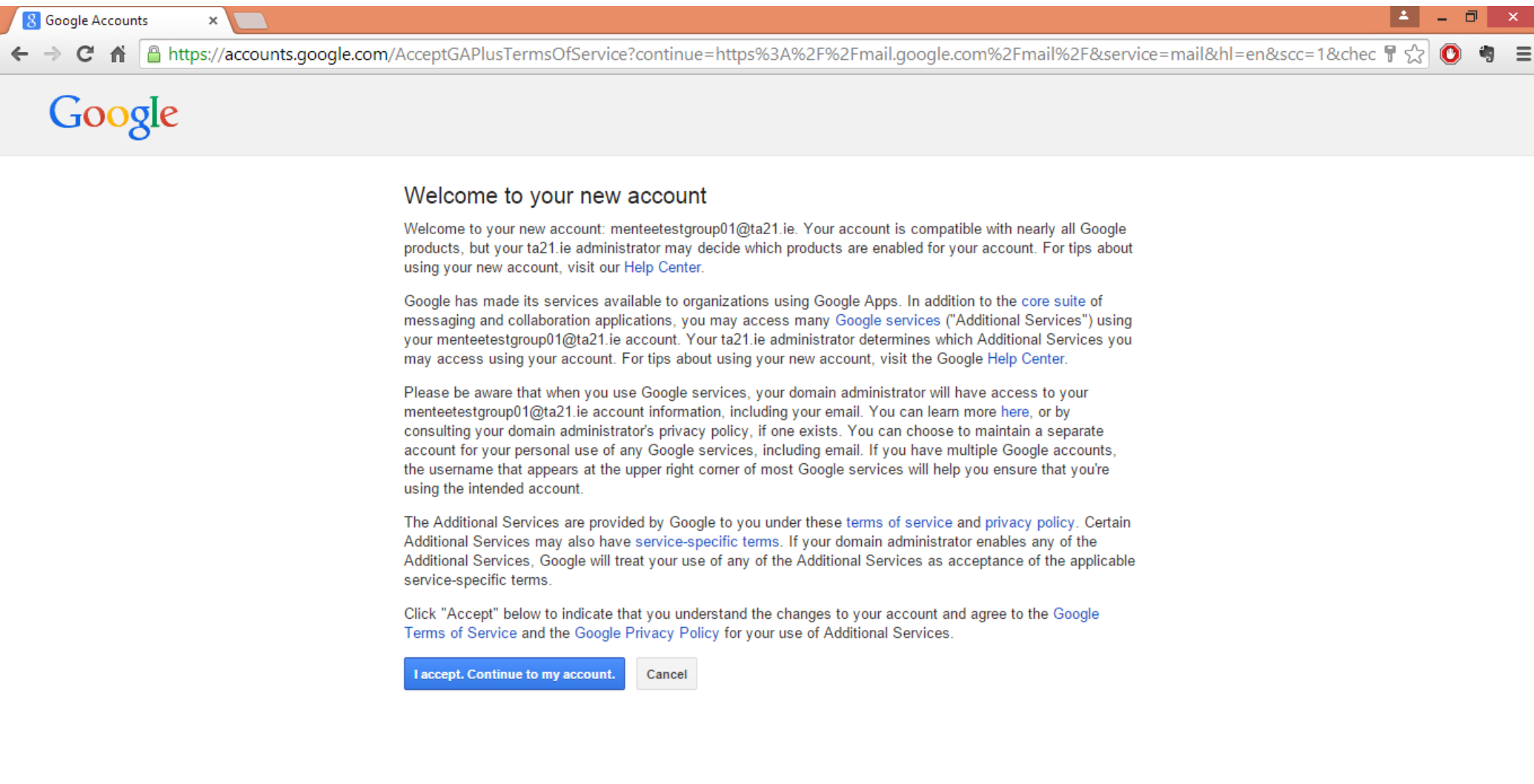
USING GOOGLE HANGOUTS TEACHERS GUIDE

Each mentor group has been given a TA21 Gmail account. The sign in details and passwords have been provided to your liaison officer. Sign students in at gmail.com **NOTE: Do not give students password for account**



The image shows a browser window with the Gmail sign-in page. The browser's address bar displays the URL: `https://accounts.google.com/ServiceLogin?sacu=1&sc=1&continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&hl=en&service=mail`. The page features the Google logo at the top, followed by the text "One account. All of Google." and "Sign in to continue to Gmail". A central sign-in box contains a placeholder profile picture, a text input field with the email address "menteetestgroup01@ta21.ie", a password input field with masked characters, a blue "Sign in" button, a checkbox for "Stay signed in", and a link for "Need help?". Below the sign-in box is a link for "Create an account". At the bottom, the text "One Google Account for everything Google" is displayed above a row of icons for Google services: Search, Gmail, Drive, YouTube, Photos, Maps, and Google Assistant.

On the first log-in you will be asked to accept the terms and conditions. Hit “accept and continue to my account”



The screenshot shows a web browser window with the Google Accounts page. The address bar contains the URL: <https://accounts.google.com/AcceptGAPlusTermsOfService?continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&service=mail&hl=en&sc=1&chec>. The page features the Google logo at the top left. The main content area is titled "Welcome to your new account" and contains several paragraphs of text explaining account compatibility, Google Apps services, and domain administrator access. At the bottom of the main content area, there are two buttons: "I accept. Continue to my account." and "Cancel".

Welcome to your new account

Welcome to your new account: menteetestgroup01@ta21.ie. Your account is compatible with nearly all Google products, but your ta21.ie administrator may decide which products are enabled for your account. For tips about using your new account, visit our [Help Center](#).

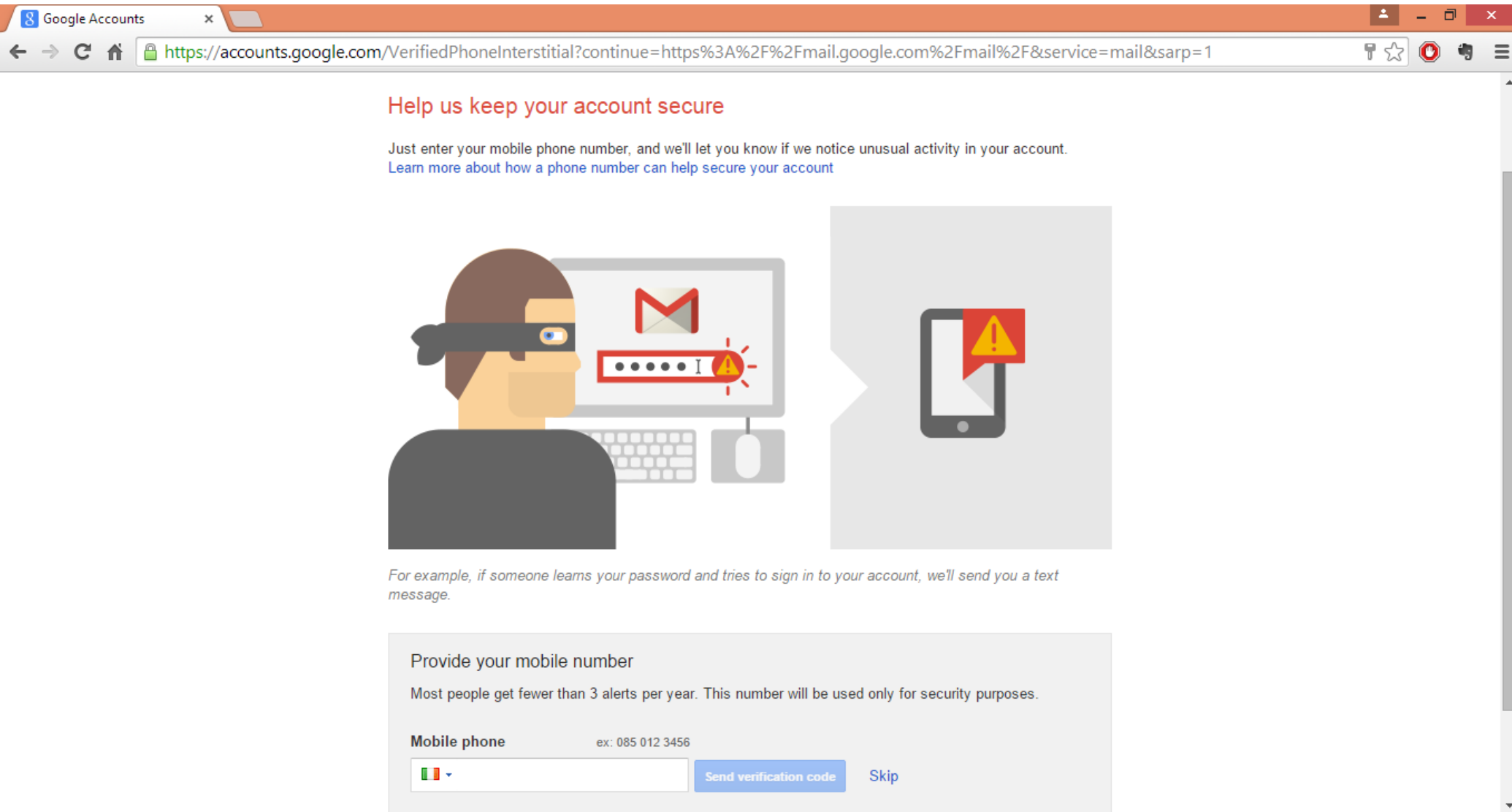
Google has made its services available to organizations using Google Apps. In addition to the [core suite](#) of messaging and collaboration applications, you may access many [Google services](#) ("Additional Services") using your menteetestgroup01@ta21.ie account. Your ta21.ie administrator determines which Additional Services you may access using your account. For tips about using your new account, visit the Google [Help Center](#).

Please be aware that when you use Google services, your domain administrator will have access to your menteetestgroup01@ta21.ie account information, including your email. You can learn more [here](#), or by consulting your domain administrator's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, the username that appears at the upper right corner of most Google services will help you ensure that you're using the intended account.

The Additional Services are provided by Google to you under these [terms of service](#) and [privacy policy](#). Certain Additional Services may also have [service-specific terms](#). If your domain administrator enables any of the Additional Services, Google will treat your use of any of the Additional Services as acceptance of the applicable service-specific terms.

Click "Accept" below to indicate that you understand the changes to your account and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#) for your use of Additional Services.

If you are signing in for the second time you may be asked to provide a second email address for security reasons. Hit the “skip” button if this happens.

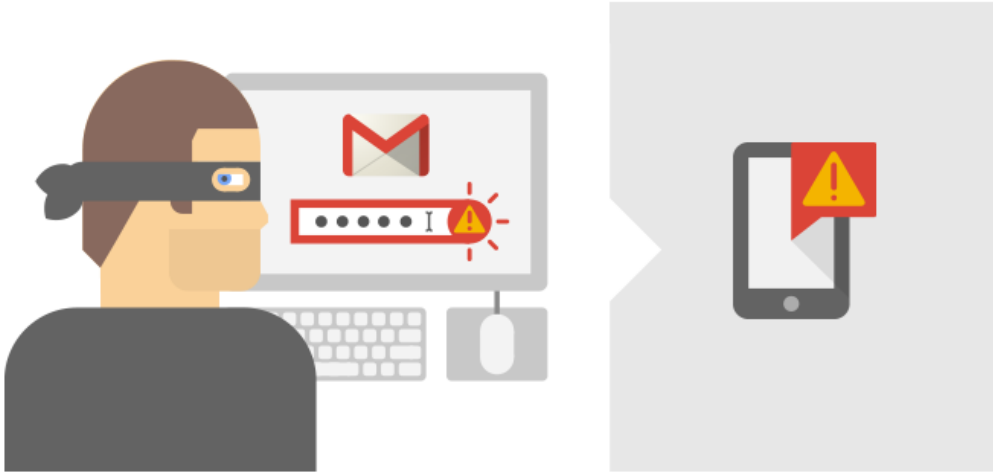


Google Accounts

https://accounts.google.com/VerifiedPhoneInterstitial?continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&service=mail&sarp=1

Help us keep your account secure

Just enter your mobile phone number, and we'll let you know if we notice unusual activity in your account.
[Learn more about how a phone number can help secure your account](#)



For example, if someone learns your password and tries to sign in to your account, we'll send you a text message.

Provide your mobile number

Most people get fewer than 3 alerts per year. This number will be used only for security purposes.

Mobile phone ex: 085 012 3456

In the chat menu on the left, enter in the assigned mentor email address. A list of TA21 mentor email addresses will be provided to your liaison officer.

The screenshot shows a Gmail inbox interface. At the top, the browser address bar displays <https://mail.google.com/mail/#inbox>. The Google logo is on the left, and the account name `menteeestgroup01@ta21.ie` is on the right. Below the search bar, there are navigation buttons for Mail, a refresh icon, and a 'More' dropdown. The inbox list shows three emails from 'Gmail Team' with subject lines like 'Tips for using your new inbox', 'The best of Gmail, wherever you are', and 'How to use Gmail with Google Apps', all dated 10:03 pm. On the left sidebar, the 'COMPOSE' button is visible, along with folders for 'Inbox (3)', 'Starred', 'Sent Mail', 'Drafts', and 'More'. A chat menu is open at the bottom left, showing a contact card for `testmentor01@ta21.ie`. The contact card includes a profile picture, a status indicator (green dot), and a phone icon. A dropdown menu is open over the contact name, listing options: 'Mail', 'Invite to chat', 'Show in chat list', 'View recent conversations', and 'testmentor01's Profile'. In the background, a progress indicator shows '10%' completion, and several onboarding cards are visible, including 'Account Created', 'Learn how to use Gmail', and 'Change profile image'. The footer contains copyright information: '©2015 Google - Terms of Service - Privacy - Program Policies' and 'Powered by Google™'. A chat icon is located at the bottom left of the page.

Once you/your students have added the mentor, you must wait for them to confirm.

The screenshot shows a Gmail inbox in a browser window. The address bar displays <https://mail.google.com/mail/#inbox>. The Google logo is visible in the top left, and the email address `menteetestgroup01@ta21.ie` is in the top right. A yellow notification box in the center reads "Your invitation has been sent successfully." Below this, the inbox contains three messages from "Gmail Team" with subjects like "Tips for using your new inbox", "The best of Gmail, wherever you are", and "How to use Gmail with Google Apps", all dated 10:03 pm. On the left, the "Compose" button and a search bar for contacts are visible. A "Setup progress" overlay is present, showing a 10% progress circle and four tasks: "Account Created" (checked), "Learn how to use Gmail", "Set a signature", and "Change profile image". At the bottom, it indicates "Using 0 GB" and is powered by Google.

Inbox (3) - menteetestgro... x

https://mail.google.com/mail/#inbox

Google

menteetestgroup01@ta21.ie

Your invitation has been sent successfully.

Mail

COMPOSE

Inbox (3)

Starred

Sent Mail

Drafts

More

Search people...

testmentor01 Inv...

10%

Setup progress

Account Created

Learn how to use Gmail

Set a signature

Change profile image

Using 0 GB
Manage

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Powered by Google™

If your mentor has been given the mentee group email address then they may have already added them for chat. You can accept the invitation in the chat menu on the left.

The screenshot shows a Gmail inbox interface. At the top, the browser address bar displays `https://mail.google.com/mail/#inbox`. The Gmail logo is on the left, and the user's email address `testmentor01@ta21.ie` is on the right. The inbox contains three emails from "Gmail Team" with subjects like "The best of Gmail, wherever you are", "Tips for using your new inbox", and "How to use Gmail with Google Apps". A large overlay box is positioned in the center of the inbox, titled "Setup progress" with a 10% completion indicator. It lists four tasks: "Account Created" (checked), "Learn how to use Gmail", "Set a signature", and "Change profile image". On the left sidebar, a chat notification for "menteeestgroup 01@ta21.ie" is visible, asking "menteeestgroup 01@ta21.ie wants to be able to chat with you. Okay?" with "yes" and "no" buttons. The footer includes copyright information for 2015 Google, a link to "Manage" storage usage, and the text "Powered by Google".

Mail More 1-3 of 3 < > [Keyboard] [Settings]

COMPOSE

Inbox (2)
Starred
Sent Mail
Drafts
More

menteeestgroup 01@ta21.ie wants to be able to chat with you. Okay?

Using 0 GB [Manage](#)

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Powered by **Google**

Last account activity: 2 minutes ago [Details](#)

When beginning a video call **do not** start it using the drop down menu from the chat menu on the left

The image shows a Gmail inbox interface. At the top, the browser address bar displays <https://mail.google.com/mail/#inbox>. The Gmail header includes the Google logo, a search bar, and the account name `mentetestgroup01@ta21.ie`. The inbox list shows three emails from 'Gmail Team' with subject lines like 'Tips for using your new inbox' and 'The best of Gmail, wherever you are', all dated '10:03 pm'. A contact card for 'Test Mentor 01' (`testmentor01@ta21.ie`) is overlaid on the screen. The card includes a profile picture, contact information, and a 'Start a video call' button. In the background, a progress indicator shows '10%' completion, and a notification says 'Account Created'. Other options visible include 'Learn how to use Gmail' and 'Change profile image'. The footer contains copyright information for 2015 Google and the text 'Powered by Google™', along with 'Last account activity: 7 minutes ago' and a 'Details' link.

Instead, click on the contact to bring up a chat window in the bottom right hand corner. Then click on the video call button in the top left of the chat window. Note; If video calling does not work for some reason, there is an option for audio only or the chat window can be used for text based communication.

The screenshot shows a Gmail interface in a browser window. The browser's address bar displays <https://mail.google.com/mail/#inbox>. The Gmail header includes the Google logo, a search bar, and the email address `menteeestgroup01@ta21.ie`. The main inbox area shows three emails from "Gmail Team" with subject lines: "Tips for using your new inbox", "The best of Gmail, wherever you are", and "How to use Gmail with Google Apps". All emails are timestamped "10:03 pm".

Below the inbox is a "Setup progress" section with a 10% progress indicator and four tasks: "Account Created" (checked), "Learn how to use Gmail", "Set a signature", and "Change profile image".

At the bottom right, a chat window for "Test Mentor 01" is open. It shows a "Start a video call" button and a text input field with the instruction "Press Enter to send your message." The chat window also displays "Last account activity: 7 minutes ago".

Footer text includes "Using 0 GB Manage", "©2015 Google - Terms of Service - Privacy - Program Policies", and "Powered by Google™".

Once they have accepted the call, the video chat should begin. Allow a few moments for the camera and audio to load.

