








Google+ is Google's new social networking site. *Why should you join?*

- **Privacy** - Google+ easily allows you to control who sees what content you add.
- **Sharing** - This site makes sharing content extremely easy!
- **Clean** - It is not cluttered with third party apps or games.
- **Hangouts** - A group video chat for up to 10 people with many collaborative features.

How to join Google+	
<p>Sign in <i>You may use a Google account, UMich account, or have profiles at both email addresses.</i></p>	<ul style="list-style-type: none"> • Open your favorite web browser and navigate to http://plus.google.com. • If you are not already signed in to your Google or UMich account, click  . <ul style="list-style-type: none"> • UMich <ul style="list-style-type: none"> • Enter your full UM email address in the Email box then click  . • You will be taken to a Kerberos authentication screen. Log in. • Google (Gmail) <ul style="list-style-type: none"> • Enter your full Google (Gmail) email address and password then click  .
<p>Add information</p>	<ul style="list-style-type: none"> • Fill in your name, gender and birthday then click  . • You will be asked to add people. Skip this step for now, as it can be done within Google+.
<p>Finish</p>	<ul style="list-style-type: none"> • Once you have gone through the rest of the prompts, you will be taken to your new Google+ page! 



Using Circles on Google+

Circles help you organize your contacts and control *who* gets to see *what*. For instance, an interesting work-related article might be shared with your Work circle only, a personal experience might be shared with your Friends circle and a funny joke might be shared with both.

Creating and Adding People to Circles

Create a Circle

- Click on the Circles button within the Google+ Toolbar
- Click the red "Create Circle" button on the left side of the page
- Give the circle a name (e.g., Friends) and click Save
- Your circles will appear at the bottom of the Circles page like below:



Add People to Your Circle



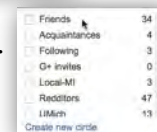
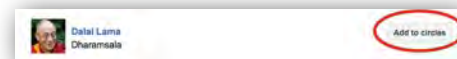
You "follow" people on Google+ by adding them to a circle. There are two main ways to do this.

- Method One*
- On the Circles page, search for a person you'd like to follow. You can:
 - Find contacts from your Gmail, Yahoo or Hotmail accounts
 - Search for names
 - Find suggestions based on other people you follow
 - Drag and drop names from the search result into the appropriate blue circle below



Method Two

- On a person's profile page, click the "Add to Circle" button
- Select the check boxes for the circles to which you would like to add that person.

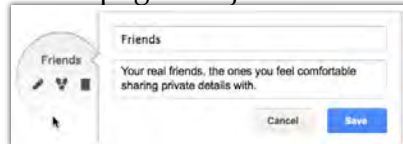


Editing and Sharing a Circle

Edit a Circle



- On the Circles page, click on a circle you'd like to edit. A display of the contacts within that circle will appear at the top of the screen.
- To edit the title or description of a circle, click on the pencil icon in the circle itself in the bottom half of the page. Adjust the text in the resulting dialog box to your liking.

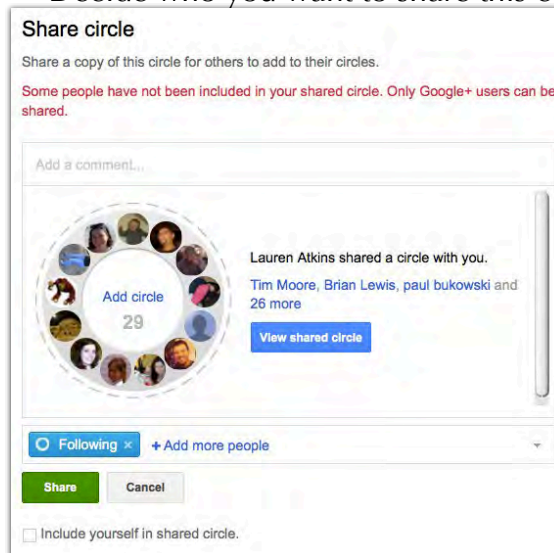


- To delete people from a circle, select their names from the list at the top and click "Remove."
- To delete a circle entirely, click on the trash icon within the circle.

Share a Circle

**Note about sharing circles:
When you share a circle, you share a list of the people who are in that circle at that time.
It does not update when people are added to or removed from the circle.*

- On the Circles page, click on a circle you'd like to share. Click the "Share this circle" button from the toolbar at the upper right of the page or the "Share" icon from within the circle itself.
- Decide who you want to share this circle with and click "Share."

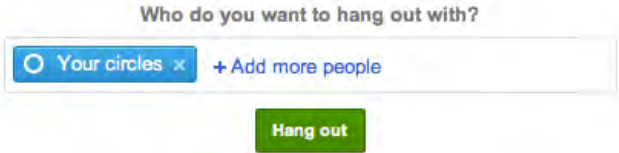




Hangouts are the best way for you to say, "I'm online and want to hangout!" Hangouts lets you:

- Visit with friends that are scrolling through the web, just like you!
- Use live video chat that puts you in the same room together!
- Coordinate plans, whether it's working on a project or meeting up for coffee.
- Maybe you're bored. Start a hangout, invite your circles, see who's around!

How to join a Google+ hangout	
Sign up / Log in	<ul style="list-style-type: none"> • Open your favorite web browser and navigate to http://plus.google.com. • If you are not already signed in to your Google account, click the Sign In button.
Find your friend/brand	<ul style="list-style-type: none"> • If you have not already added your friend or brand page to one of your circles, search for them using the box at the top of the page and add them.
Join the hangout	<ul style="list-style-type: none"> • Look for a notification on your screen indicating that your friend or brand page is currently hanging out. It should look similar to one of these images: <div data-bbox="527 933 919 1130" data-label="Image"></div> <div data-bbox="951 933 1220 1117" data-label="Image"></div> <div data-bbox="1251 933 1969 1166" data-label="Image"></div> • Join the hangout by clicking on one of the Join buttons

How to create a Google+ Hangout	
Sign up / Log in	<ul style="list-style-type: none"> • Open your favorite web browser and navigate to http://plus.google.com. • If you are not already signed in to your Google account, click the Sign In button and do so.
Start a Hangout	<ul style="list-style-type: none"> • Click the Start a hangout button on the right side of the main Google+ page.
Setup	<ul style="list-style-type: none"> • Select which circles and/or individuals you wish to hangout with by clicking the + Add more people link. <ul style="list-style-type: none"> • You can select them from the drop down menu or by typing their name and selecting them.  <ul style="list-style-type: none"> • When you are ready to being, click the Hang out button.
Hanging out	<ul style="list-style-type: none"> • Once other participants have entered the hangout, you can communicate instantly. • The following features are available via the toolbar in the top-left corner: <ul style="list-style-type: none"> • Chat: Communicate using text (useful for sending links). • Invite: Invite additional participants to your hangout. • Screenshare: Share your computer screen or a specific window. <ul style="list-style-type: none"> • <i>Note: Your camera will be disabled while screensharing.</i> • To exit screensharing, select the Screenshare button again. • YouTube: Watch YouTube videos with the other participants. • Docs: Collaborate on a new or existing Google Doc. • For a surprise, select the final button in the toolbar. • When you are finished hanging out, select the Exit button in the top-right corner.

Resources:

Google's Google+ Help page:

<http://support.google.com/plus/>

LSA Guide to Google Tools:

<http://sites.google.com/site/lsgtools>

LSA ISS Instructional Consulting Blog:

<http://www.instructionblog.com>

For additional support:

Instructional Consulting

LSA Instructional Support Services

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