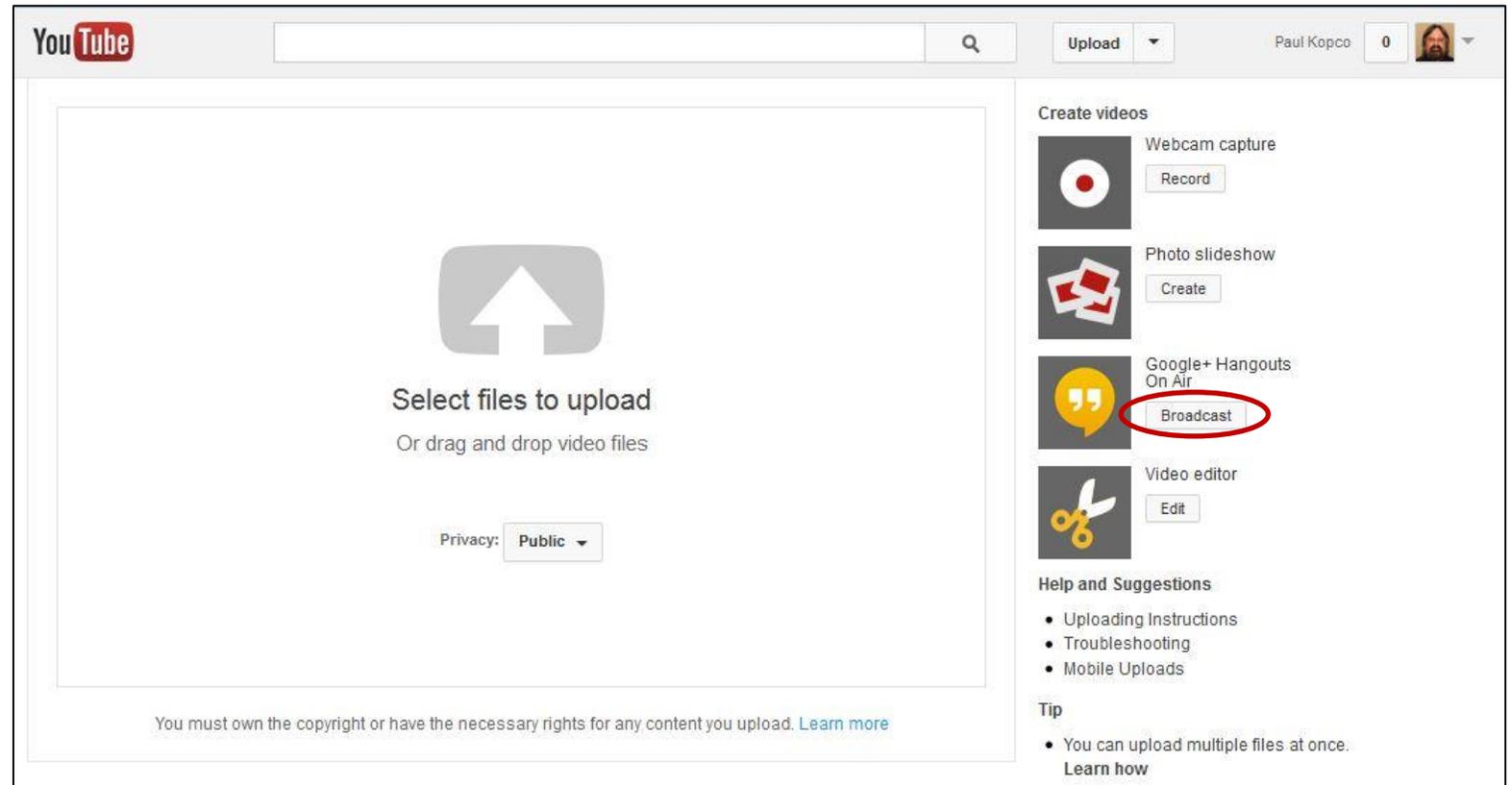
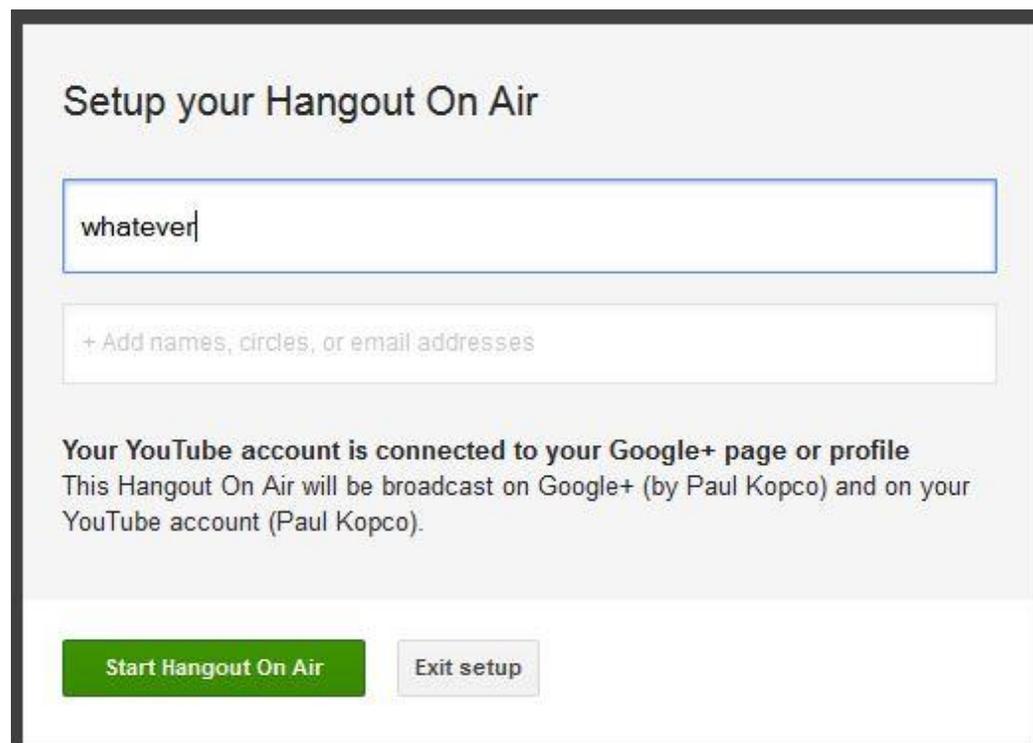


How to start and record a Google+ Hangout video conference via YouTube

Sign in to your YouTube account. Click the “Upload” button at the top of the screen. You will see this screen. Click the “Broadcast” button next to the “Google+ Hangouts On Air” icon.



Name your session and click the green “Start Hangout On Air” button.

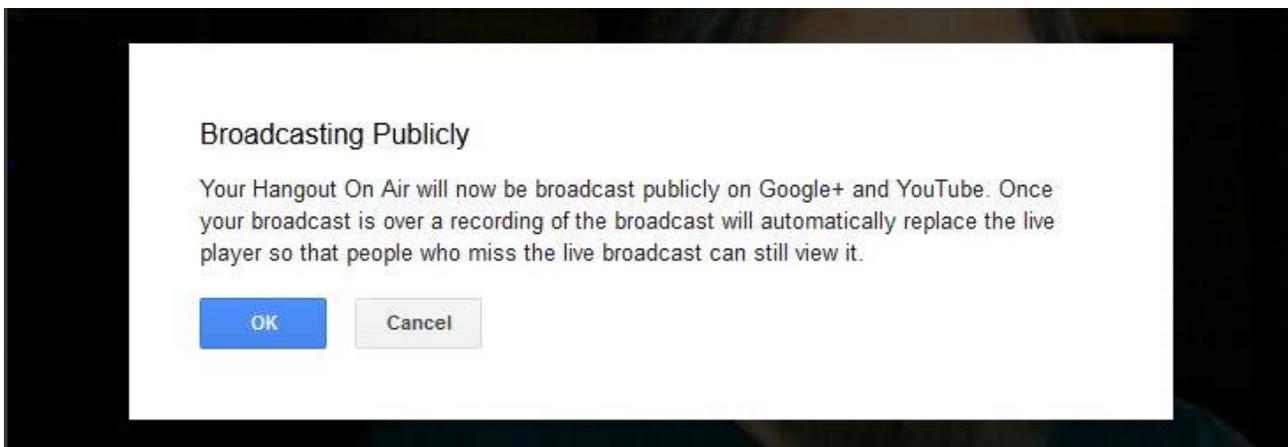


You will see your image in your webcam. The large image will show the person who is talking. Small images of the other participants will show at the bottom of the screen.

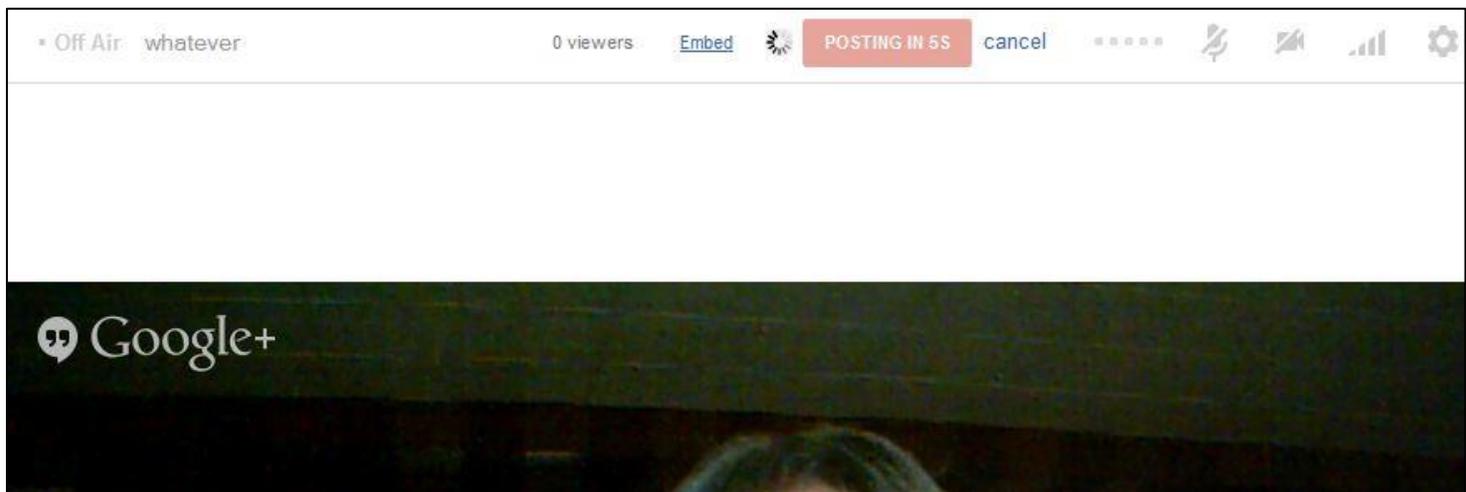
• Off Air whatever 0 viewers [Embed](#) **START BROADCAST** [Microphone icon] [Mute icon] [Signal strength icon] [Settings icon] [Share icon]



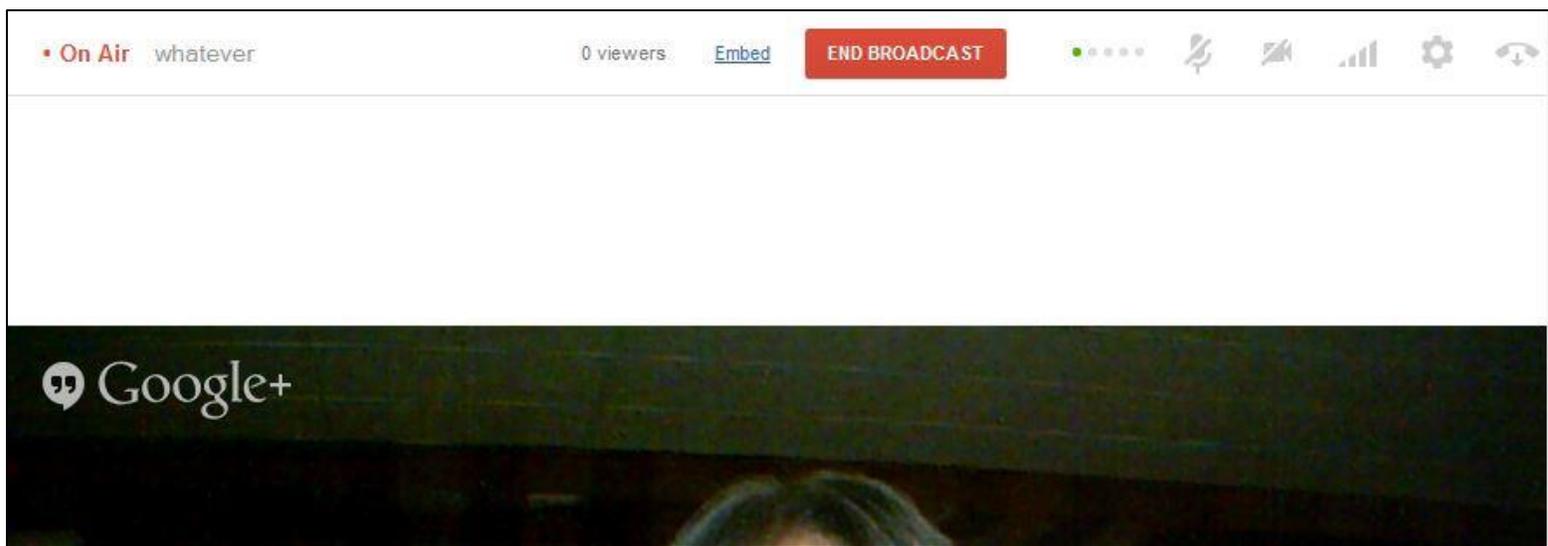
You will see a notice informing you that your video session, or Hangout On Air, will be broadcast publicly on both Google+ and your YouTube channel. Of course, unless you notify someone to be watching, no one will actually be seeing it live. It further informs you that your session is being recorded. Click the blue “OK” button.



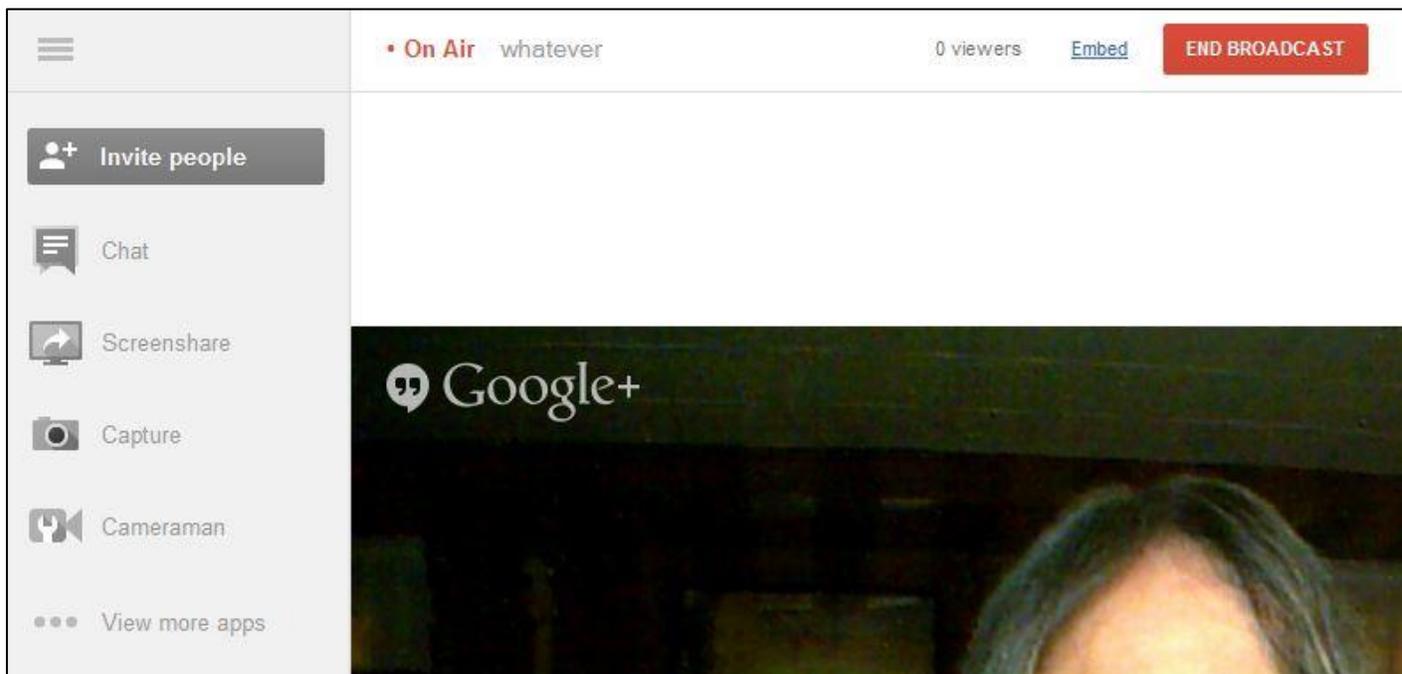
You will see a countdown in the red box at the top of the screen – the top left corner still says “Off Air.”



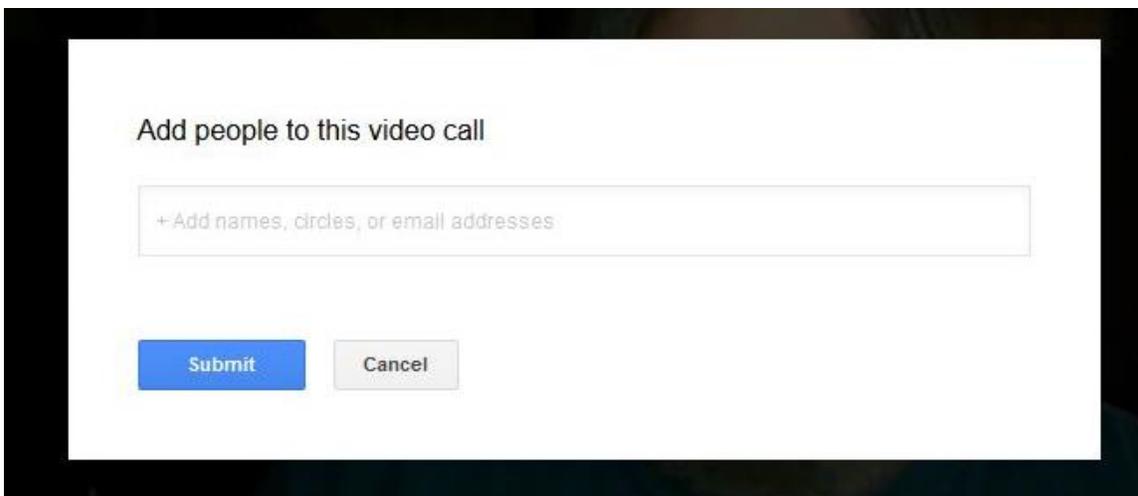
When your session is live, the red box will change to say “End Broadcast” to use when you’re finished and the upper left text will say “On Air.”



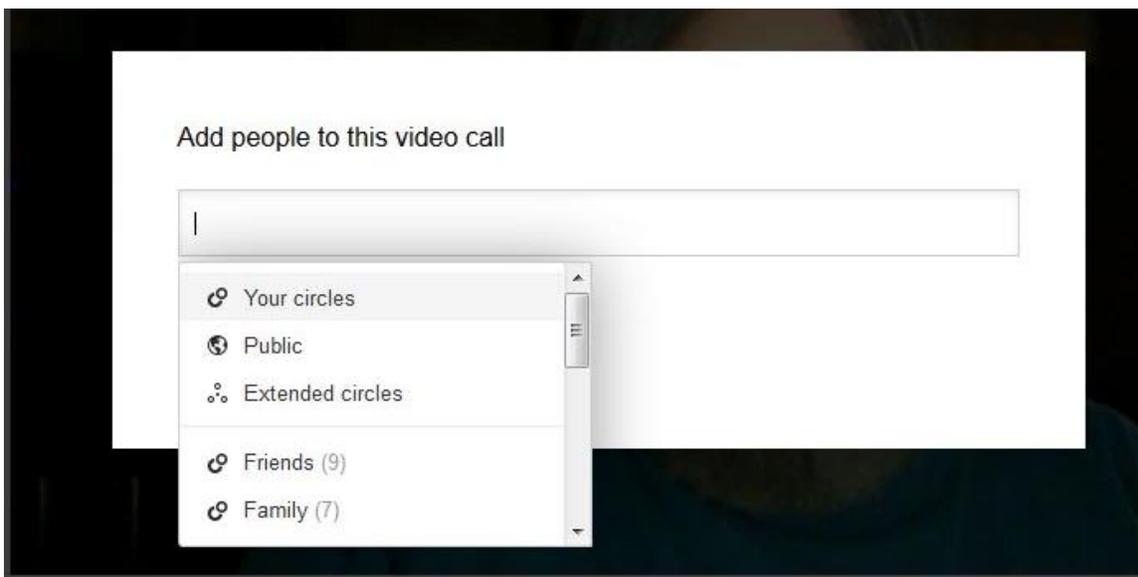
On the left side of the screen is a sidebar. The first option says "Invite People." Click that to begin adding people to the session.



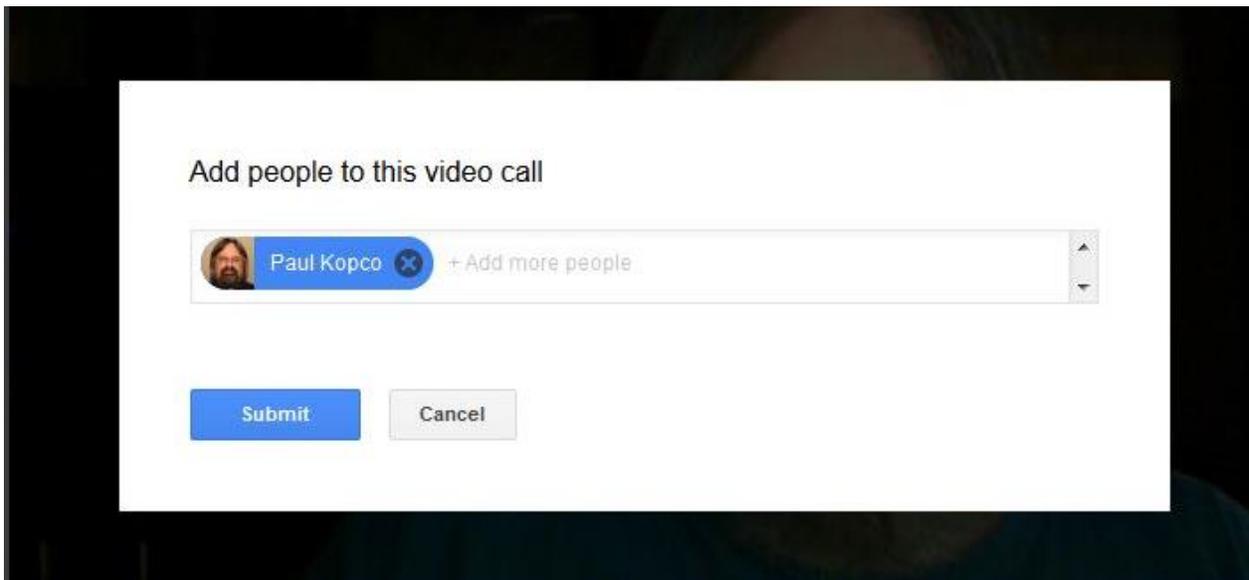
You will see this screen to begin adding participants. They must have a Google account to be added.



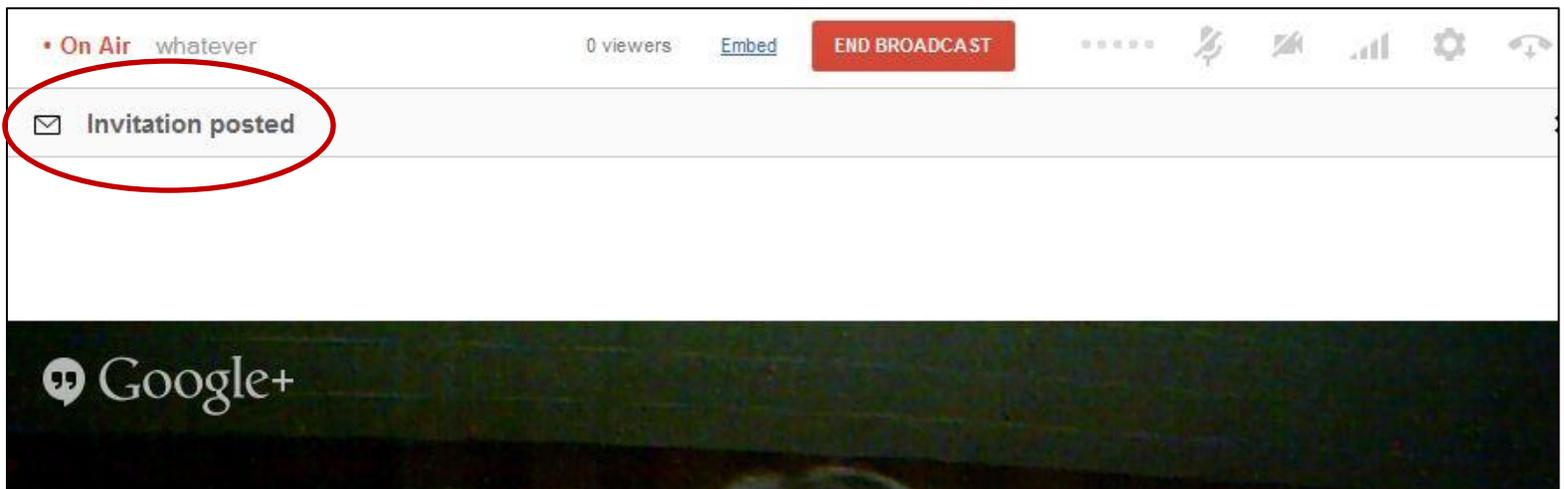
If all the participants are already in a circle, you can just type the name of the circle and they will all be added at once.



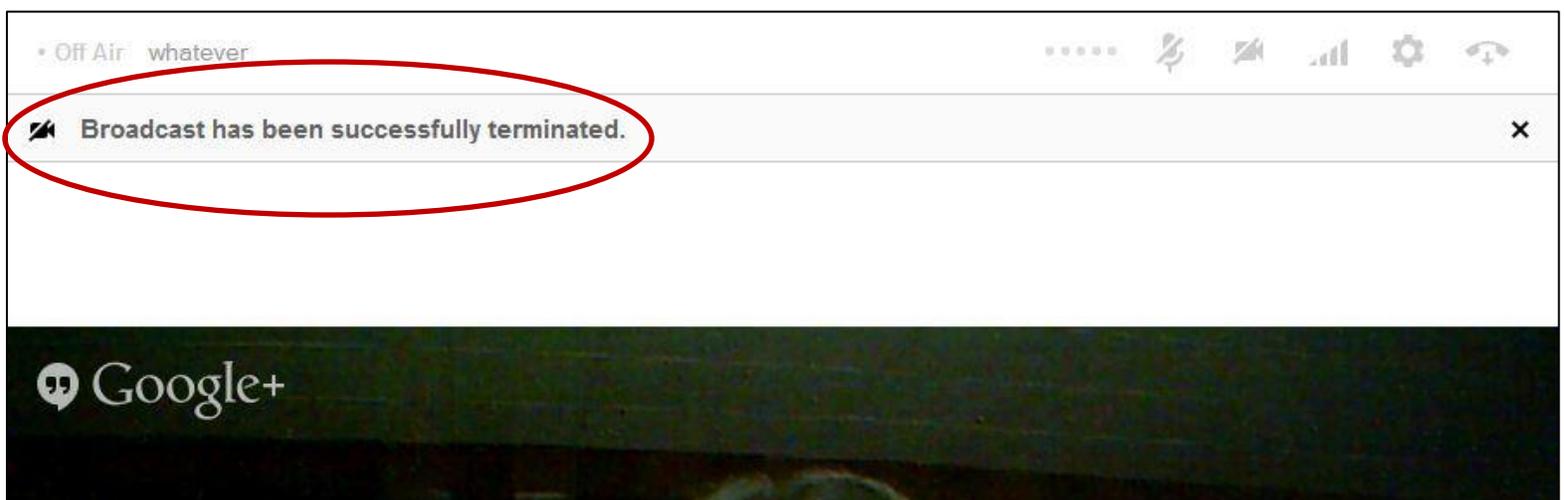
As you add individual participants, a button will show with their name.



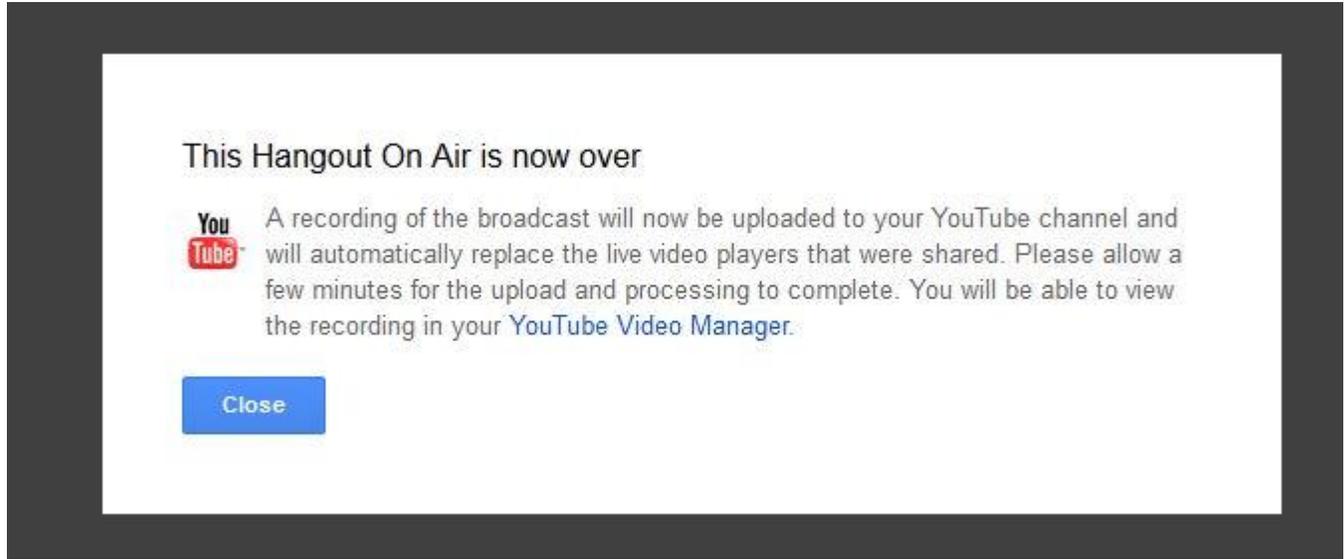
When you are finished adding participants, click "Submit." You will see an "Invitation posted" notice at the top of the screen.



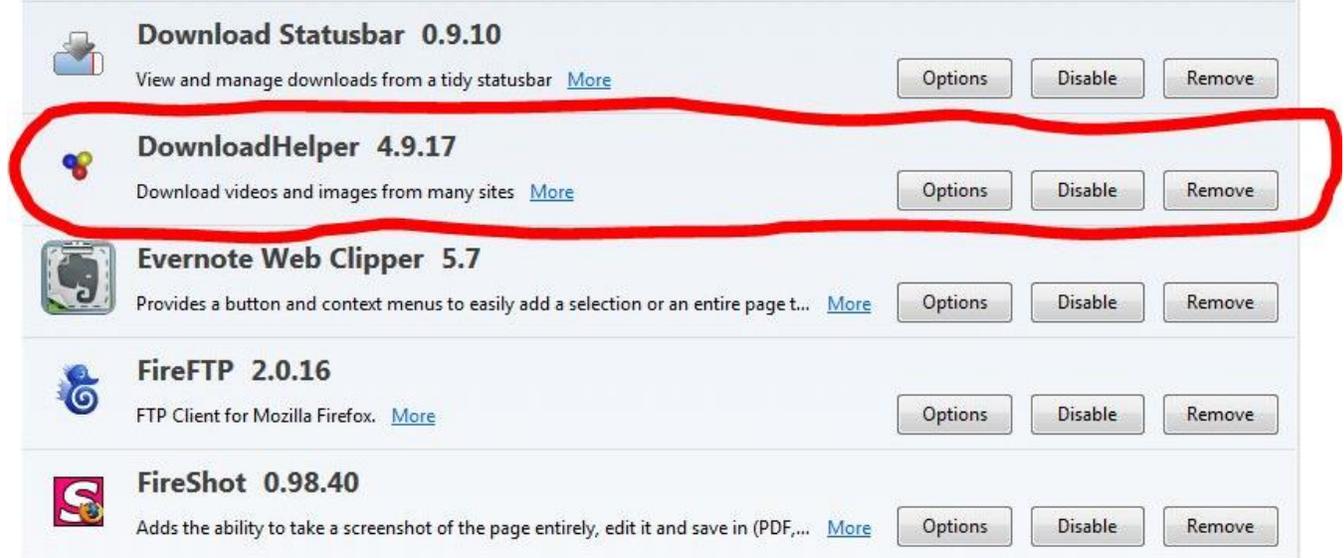
As your participants respond to their invitations, their small pictures will show at the bottom of the screen and the "0 viewers" text at the top will increment. When they have all responded, you can carry on your video conference. Whoever speaks will appear in the large image. When you view the eventual recording, however, the small pictures of the participants at the bottom of the screen will not be visible – only the large image of each current speaker. When you are finished with your session, click the red "End Broadcast" button at the top of the screen and you will see the following:



You must also click the icon on the upper right which looks like a telephone handset with a downward-facing arrow. You will see a pop-down that says "Exit." Click that and you will see the following notice:



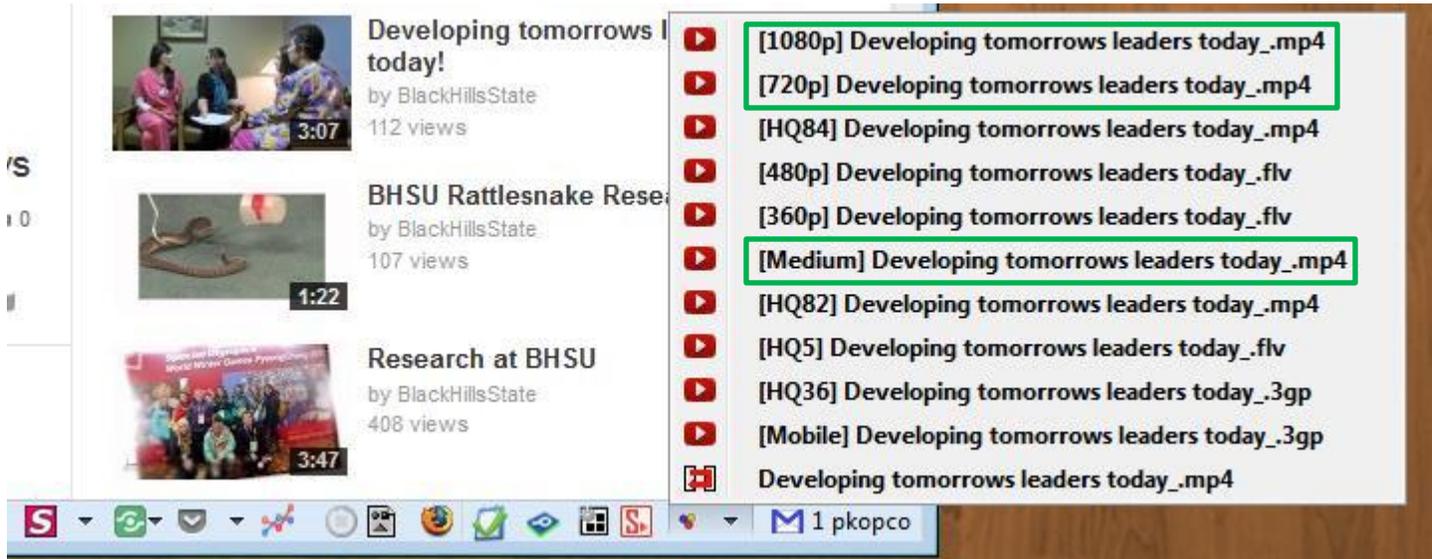
Click "Close." If you wish to download the YouTube video of your session, you can use many add-ons to most major browsers for this purpose. I use Firefox and I install the following add-on:



Once this add-on is installed you see an icon consisting of tiny red, yellow, and blue balls that rotate whenever a downloadable video is in the browser window.



When your session video (or any other video that is of the proper format) is displayed in the browser window, the balls will rotate. When that happens, click on the downward facing arrow in the bottom icon and you will see a pop-up box listing the various available formats for the video to be downloaded. I always choose one that ends with “.mp4” which is high-quality and will play on both Windows and Mac computers with their already built-in video players. If the video is available in HD, you will see [720p] or [1080p] preceding the name of the video ([1080p] is higher quality than [720p], but [720p] is still considered High Definition). Choose one if you intend to download an HD version of your video.



If you do not see either [720p] or [1080p], or you don't need High Definition for your purposes, choose the one that starts with [Medium] and ends with “.mp4” for the best quality and compatibility. The options that end with “.flv” (Flash video) normally will not play in the players that come with Windows and Mac computers, requiring you to download an optional player (I recommend a player called “VLC” – Google it). Ignore “.3gp” – that is a very low-quality cell phone video format.