Important Information

Start from your Google+ screen. If you don’t see the icon (+your name) in the upper left corner of your M+Google Mail, you may need to activate your Google+ account. (NOTE: Google+ requires the use of Google Calendar and you must have a mobile phone number for the verification process.)

Completed On Air broadcasts are automatically made public by default—though this can be changed later.

For more information on Google Hangouts visit:

Go To Your Google + Page

1. Click +your name in the upper left of your M+Google Mail screen.
2. Click Start a hangout button on the right side of your screen.

Enable Hangouts On Air

3. Click Enable Hangouts On Air check box.
4. Click Start verification process.
5. De-select the four preferences for your YouTube channel. You may choose to allow these but it is not recommended.

Note: You may not see this screen at this step.

Account Verification

6. Select your country.
7. Enter your mobile number.

Note: You need to have a mobile phone to receive the text. Google does not offer an alternate verification option.
8. Click Submit.

Note: Your code will be sent via text.
9. Enter the code you received via text.
10. Click Verify
11. Note that you now have a YouTube channel attached to your UMICH email account.

12. Return to the Google + Hangout browser window and click I’m verified! Check my account again.
   
   **NOTE:** Hangout has opened in new window behind current browser.

13. Click Okay, got it!
   
   **NOTE:** This video is broadcast both on your Google+ stream and on your YouTube channel.
14. Select the I agree checkbox.

15. Click Continue.

16. Add People

17. Name Your Hangout

**Note:** You must name your Hangout because the YouTube recording needs a title.

18. Click Hang out.
19. Click the **Start broadcast** button.

20. Click **OK**.

**Note:** It takes about five seconds to confirm the start of the broadcast.

21. Click the **End broadcast** button.

22. Return to the browser window with your YouTube channel and click **Video Manager** from the drop-down menu (or icon) next to your name.

**Note:**
- You may need to open YouTube again in another browser.
- Look for Video Manager if you don’t see this exact screen.
23. Click ✎

**Note:** You may need to refresh several times to see the most recent recording.

24. Click the drop-down from the **Public** menu and select **Unlisted**.

**Note:**
- Changing to **Unlisted** removes it from YouTube search (open to the world).
- You may share the link and people can view without logging in.
- The **Private** setting prevents the video from playing (requires your YouTube login).

25. Click **Save Changes**.

26. Click on the name of your recording.

27. Copy the URL of your recording

**Note:** Share the full link.

example:  
www.youtube.com/watch?v=xxxxxxxxxxx

not:  
http://youtu.be/47LTB4vWHKI

(mobile devices can’t access the link without www.youtube.com)