

## **How to Record a Google Hangout Interview:**

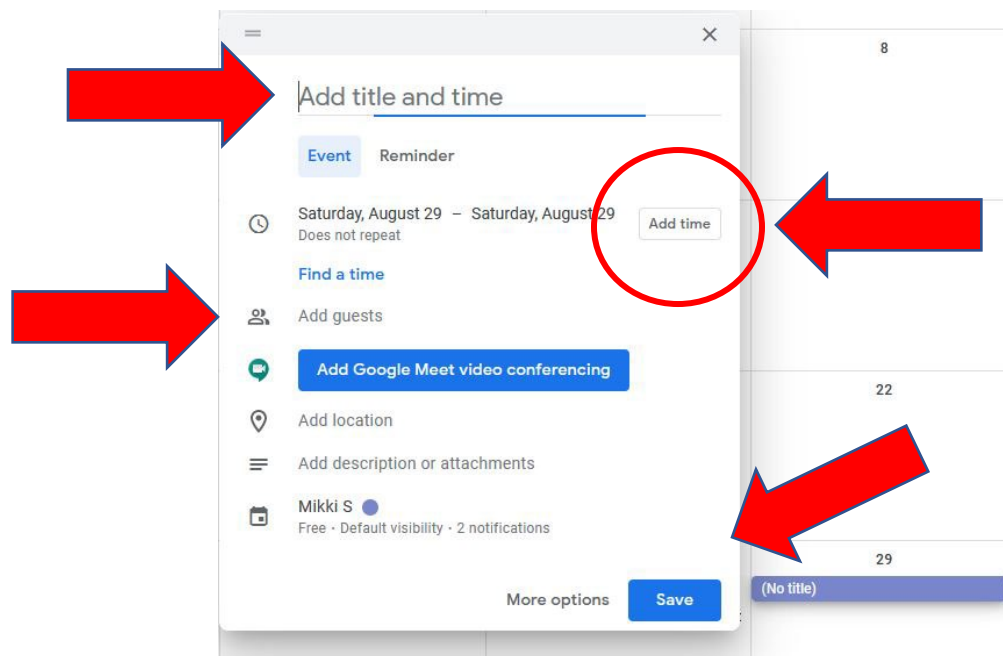
\*Unless you have a paid G Suite account, both you and the interviewee must have a Google Account to have a Google Hangout meeting.

1. To schedule a Google Hangout interview, go to your Google Calendar:

<https://calendar.google.com/calendar/r>

2. Click on the date you wish to hold the virtual meeting.

3. Give your interview a title.



4. Click on the “Add Time” button to add the time of your interview.

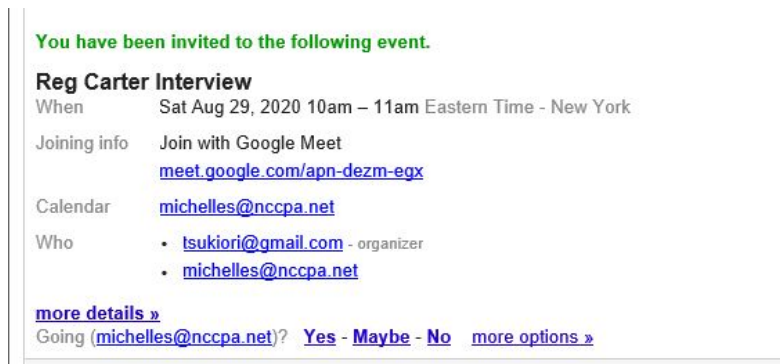
5. In the “Add Guests” field, write the email address of your interviewee.

6. Click on the blue “Add Google Meet Video Conferencing” if not already selected.

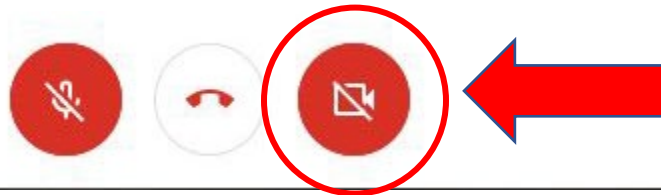
7. Click on the save button.

8. When prompted if you would like to send an invitation email to the guest email address you entered, press “Send”.

9. The Interviewee will be sent an email invitation with the link to the Google Hangout meeting.

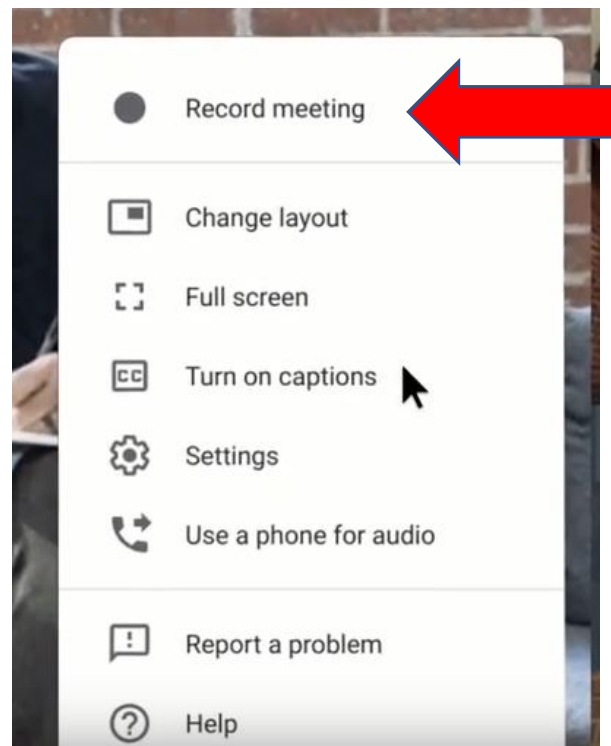
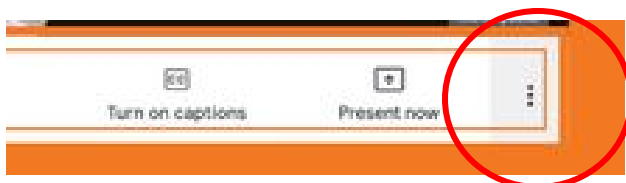


10. At the time of the interview, the host/interviewer must join first. Make sure that the webcam is on. If it is not automatically on, you may turn it on by clicking on the red camera icon in the bottom center of your screen.

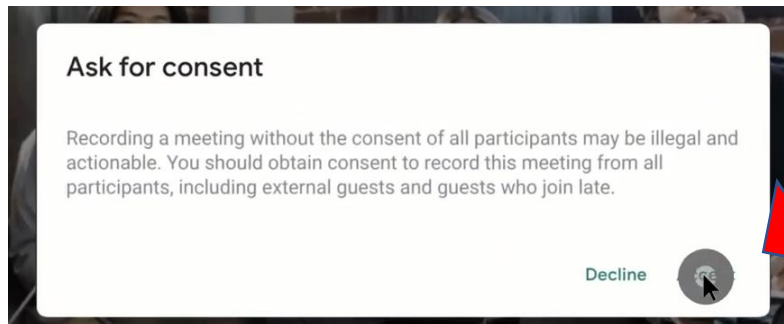


11. Once the interviewee has joined the meeting, click on the dots in the bottom righthand corner of the screen.

12. Click on “Record Meeting”.

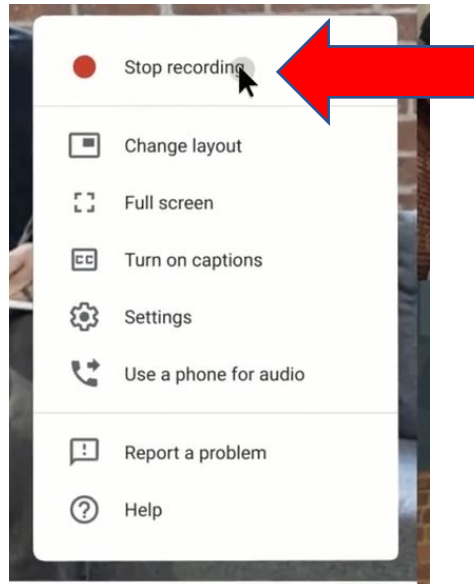


13. A message will appear that asking that you receive consent from all participants that you will be recording. Click on “Agree”.



14. When the interview is over, click again on the dots in the bottom righthand corner.

15. Click on “Stop Recording”.



16. A pop up message will ask if you are sure you wish to stop recording. Click “Stop Recording”.

17. After the interview, the interviewer will be sent an email with a link to the recording. The video may also be accessed through Google Drive: <https://www.google.com/drive/> in the “Meet Recordings Folder”.

\* It may take up to an hour for the video to finish processing and the email to be sent.

18. To download the video, click on it.

19. Click on the dots in the upper righthand corner and then select “Download”.