**Video Connection Solutions**

After reviewing free video connection solutions, we find it optimal to utilize any one of three: Google Hangouts Skype and Facetime. These options are a part of our ongoing efforts to utilize technology to minimize expenditures. Usage will be based on the most convenient option for the remote party, however, it is preferable to use Google Hangouts or Google Meet initially.

These solutions have multiple applications, but particularly in regards to interviewing prospective employees they can allow for “face to face” communication without expense of travel. See below for requirements and instructions for each solution.

**Google Hangouts**

Requirements:

 PC or Apple with a webcam

A Google account with Hangout feature

 Chrome is highly recommended, but it will work with other browsers.

 FireFox ESR, IE 11 and Safari require Hangout plugin and user authorization

Login to Gmail.

Select Hangouts from Apps

Click on the Video Call icon

Name a Hangout if necessary

Click the Invite people button

Set to allow guests from outside the University if necessary

Invite Gmail accounts to the Hangout by typing in their Gmail address to start the session

Other features:

Hangouts and other Google Apps icons can be moved up in the Apps menu by dragging and dropping the icon.

By default users can select other users in the Hangout by clicking once on their video feed thumbnail.

Click twice on user thumbnail screens to remove highlight. This will activate the option that allows all to view the user that is currently speaking. As users in the Hangout speak, the system will then rotate to that user’s video feed.

**Google Meet**

Requirements

PC or Apple with a webcam

A Google account with Meet feature

 Chrome is the only browser capable of using Meet

To start a meeting from Chrome web browser:

Login to Gmail

Select Meet from Apps

Click on Start a new meeting

After your camera is operating, click Start Meeting

Click on Copy Joining Info and share with guests via Gmail

**Skype**

Requirements:

 PC or Apple with a webcam

 Skype installed on the computer

 Skype account created with non-Southeastern email address

(The free version of Skype does not allow accounts to be created with business or school email addresses.)

Run Skype and sign in with a Skype account

Click on add a contact and type in the contact you will video call then click on Find

After the contact is listed, click to invite the contact

Click on Contacts and hover the mouse over the contact

Click on the video camera icon that appears on the contact to start the call

After connection is established, you can then select the full-screen option

**Facetime**

Requirements:

 Apple Devices or Computer with a webcam and Facetime app

 Apple ID or phone number associated with the ID

Run the Facetime app

Sign in with an Apple ID

Enter a name, email or number

Click on the camera icon to start the call

Click on the full-screen option

**Notes and Information for departments and or proctors**

Taking advantage of the video solutions could save Southeastern money particularly regarding job interviews by eliminating travel costs for prospective employees.

Coordinate with interviewing department prior to interviews

Obtain connection type and verify connection usernames of the applicants