

Google Meet Guide



Created by

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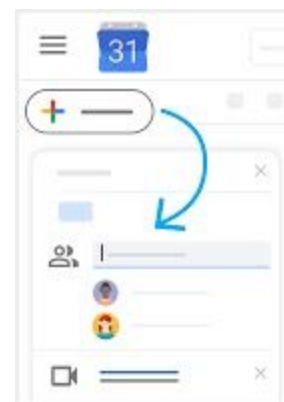
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Creating a Meeting

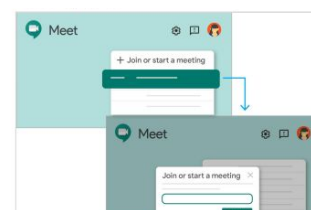
Schedule a video meeting from Calendar.

1. In Calendar, click Create.
2. Add your event details and guests.
3. Click **Add rooms, location or conferencing.**
4. Click Save.
5. Click Send to notify guests.



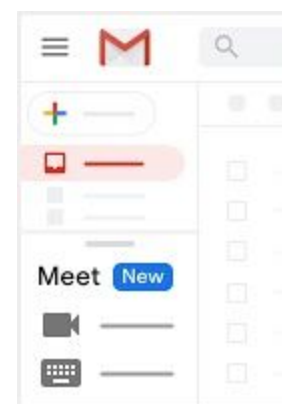
Start a video meeting with Meet.

1. Click on Meet in your “waffle.”
2. Click on Join or start a meeting.
3. Optional: Enter the nickname of the meeting you want to create.
4. Click Continue.
5. Select the settings before joining (mute your microphone, turn off your camera, present screen).
6. Click Join now.



Start or schedule a meeting from Google Meet.

1. Go to meet.google.com.
2. Click New Meeting.
 - a. Get a meeting link to share.
 - b. Start an instant meeting.
 - c. Schedule in Google Calendar.

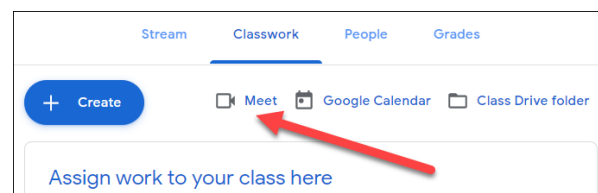


Start a video meeting from Gmail.

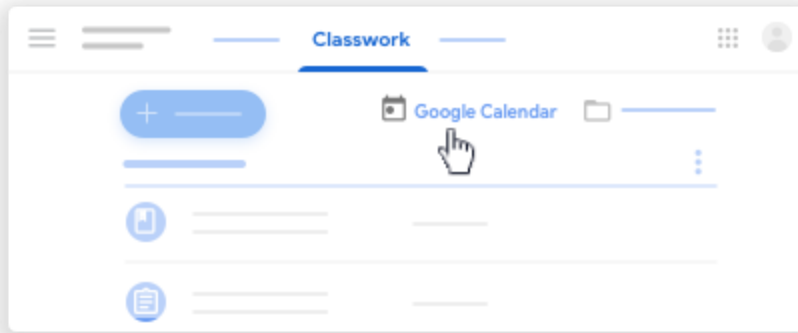
1. Open your email for your school gmail account.
2. On the left hand side, under **Meet**, click on Start a meeting.
3. Options for audio, video, and meeting information.
4. Click Join now.

Schedule a meeting with Google Classroom

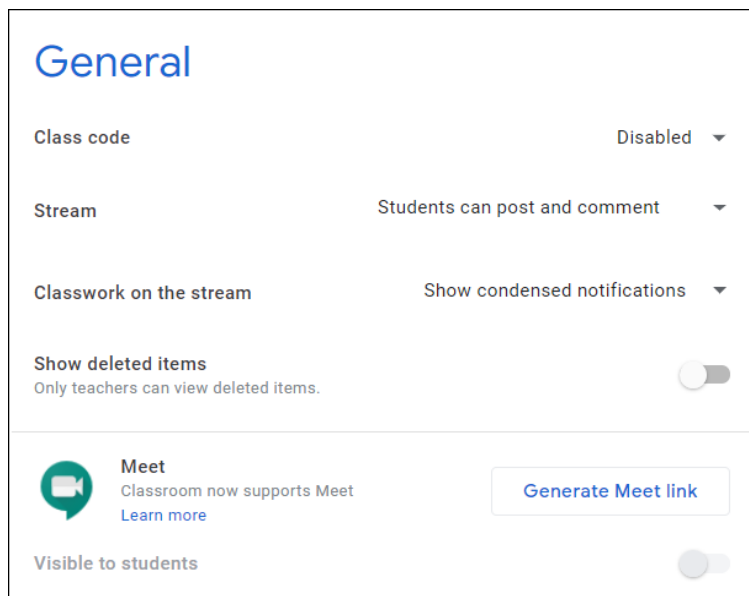
1. Open a class in Google Classroom.
2. To generate a meeting immediately, go to Classwork.
 - a. At the top of the page, click on Meet.
 - b. A meeting nickname is generated for your classroom.



- c. Click on join now and copy joining info or add people.
3. To schedule a meeting for the future, click on Google Calendar on the top of the page.
 - a. Use the same steps used earlier to schedule a meeting from Calendar.
 - b. Add to the Calendar for the class so it will also be added to students' calendars.
 - c. Set reminders, send an email, and/or post an announcement for the meeting with the meeting information.



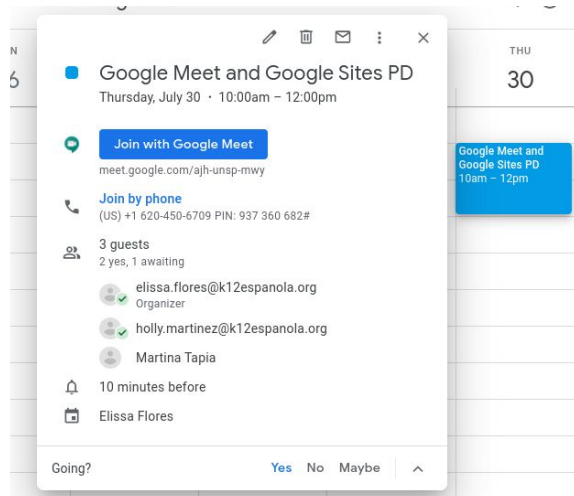
4. Locate Google Meet information.
 - a. Click on the gear in the upper right hand corner.
 - b. Scroll down under class details until you get to General.
 - c. Locate Meet and the class information. This can be shared with students and is visible to students unless this option is turned off.
 - d. The Google Meet information can be copied or reset.



Joining a Meeting

Joining a video meeting from Calendar

1. Click on the “waffle” and go to the Calendar.
2. If you have been invited to a scheduled meeting it will appear in your Calendar for the date and time it was created.
3. Click on the event and a window will appear with the option to Join with Google Meet and Join by Phone.



Joining with Meet

1. Choose Meet from the “waffle” or go to meet.google.com.
2. Click Join or start a meeting and there will be a place to enter the code for the meeting. The code can be found in the email or other announcement that was sent out containing the link to the meeting or a code.
3. Enter the link, meeting code, or nickname where prompted.

Join or start a meeting ✕

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

[Learn how to schedule a meeting](#)
Continue



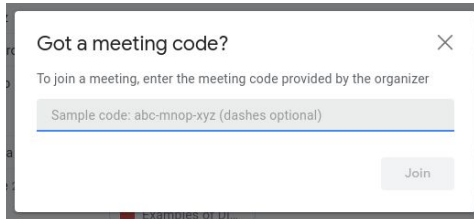
Premium video meetings. Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

New meeting

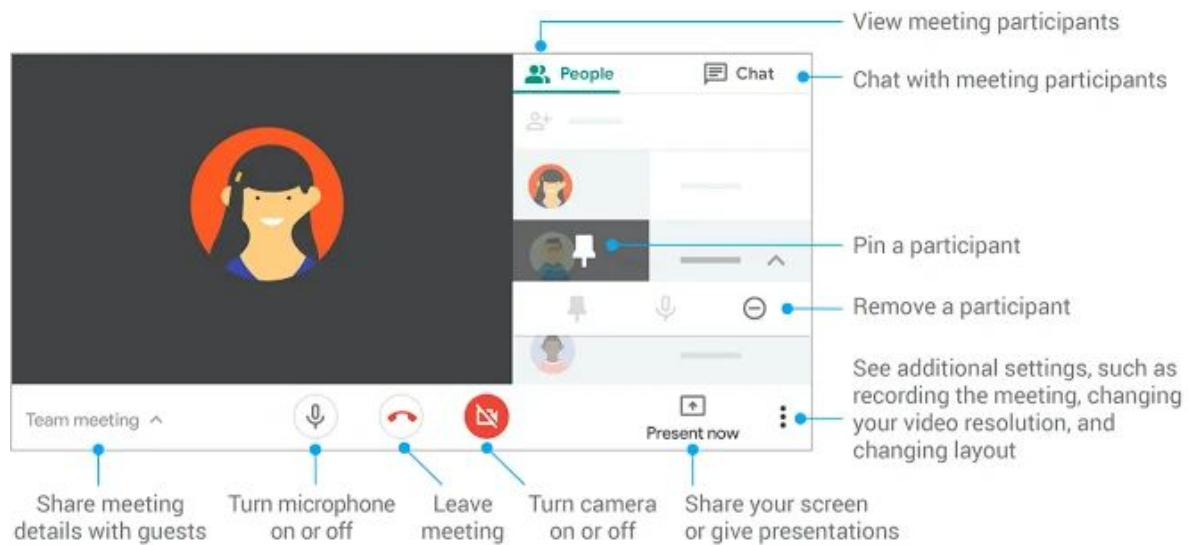
Joining through Gmail

1. Open your gmail account.
2. On the left hand side, under Meet, there is the option to Join a meeting.
3. Click Join a meeting and enter the meeting code.



Navigating Google Meet

If you have never used google meet before, you should get a pop-up notification from google asking permission to access your microphone and camera. You will need to grant permission by clicking on “Allow” for Google Meet to work effectively.



Turning on/off the microphone

1. Click on the microphone before joining the meeting to make sure you are muted.
2. After clicking Join now, at the bottom of the screen, there is a picture of a microphone. Click on the microphone to mute/unmute.

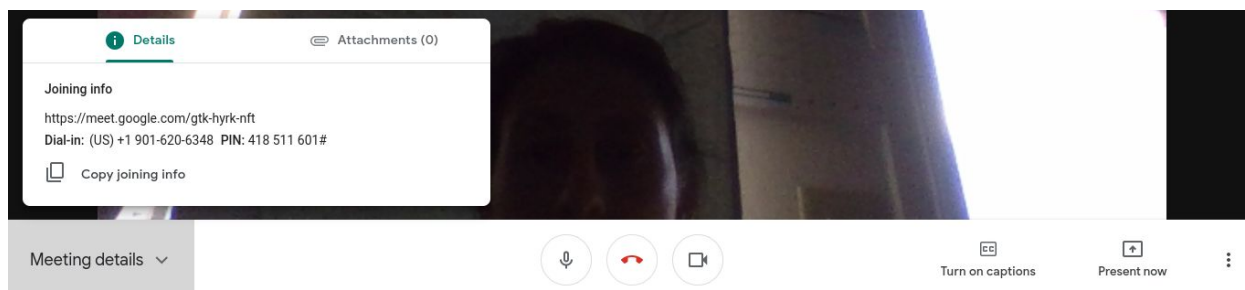
Turning on/off the camera

1. Click on the camera before joining the meeting and you can turn the camera on/off.
2. After clicking Join now, at the bottom of the screen, there is a picture of a camera. Click on the camera to turn it on/off.

Meeting Information

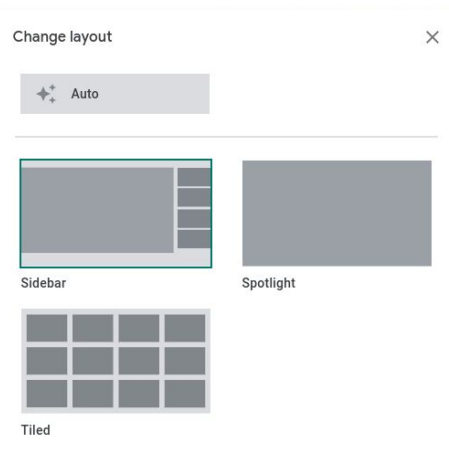
Share the meeting details.

1. On the lower left hand side of the screen, look for Meeting Details.
2. Click on Meeting Details.
3. There is an option to Copy joining info.
4. Share meeting information with an email or announcement to invite and allow more people to join.



Changing the Layout

1. Click on the three dots in the lower right hand corner.
2. Click on Change Layout.
3. Select a layout that works best for the situation or what is preferred by the facilitator.
 - a. **Auto** - Allows **Meet** to choose the layout for you.
 - b. **Sidebar** - You see the active speaker or presentation with additional participants on the side.
 - c. **Spotlight** - The presentation, speaker, or pinned feed fills the window.
 - d. **Tiled** - Shows up to 16 people when there is no presentation with additional participants on the side. As participants join, they are moved to the bottom of the screen. Move your mouse over the tile to see the participants' names.



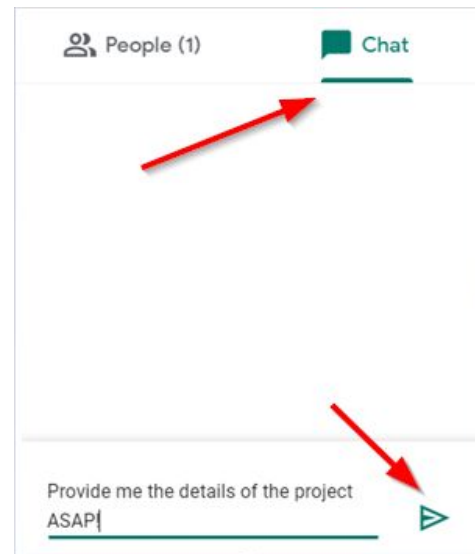
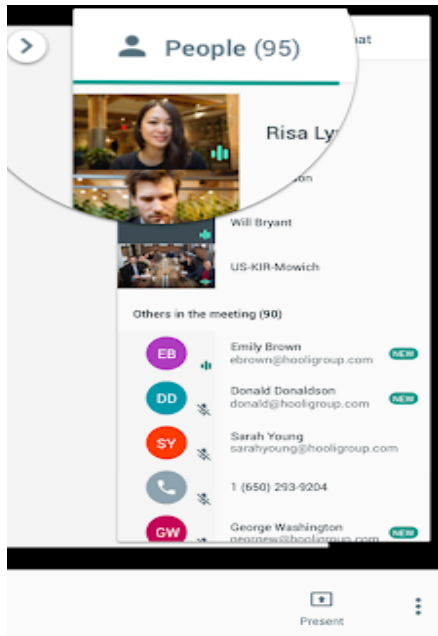
Recording the Meeting

1. Click on the three dots in the lower right hand corner.
2. Click on Record Meeting.
3. If this option is not available, you must contact the Google administrator to enable this feature. It is automatically turned off, by default.

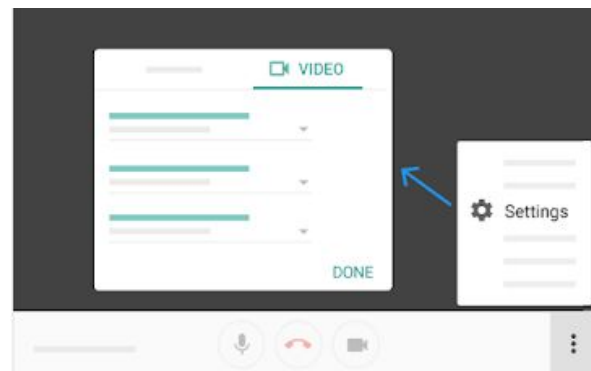
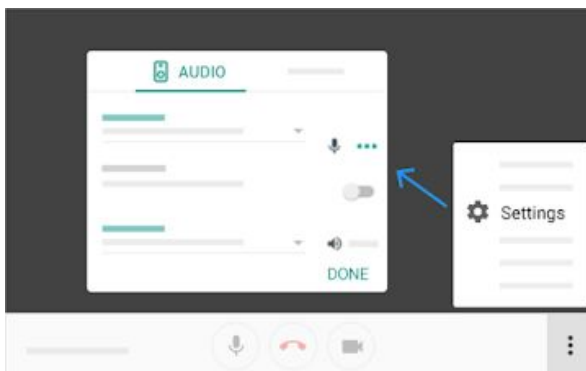
Viewing and Chatting with Participants

The number of participants will be able to be seen in the upper right side of the screen. There will be a number next to the outline of a person that displays the number of people who have joined the meeting. You can click on this outline of a person to view the list of participants.

There is also a conversation bubble that you will have to click on to begin to chat with all of the participants. Everyone in the meeting will be able to view the chats that are posted as a single thread.



Audio and Video Quality



1. Click the three dots and settings to go to open a new window with the audio and video settings.
2. Select Audio on the top of the window.
3. Choose a setting you want to change.
 - a. **Microphone** - Select your microphone device
 - b. **Speakers** - Select your speakers. To test your speakers, click Test.

4. Select Video on the top of the window.
5. Choose a setting you want to change.
 - a. **Camera** - Select your camera device. If your camera is working, to the right of the Video, you'll see your video feed.
 - b. **Send Resolution** - The image quality from your device that others see.
 - c. **Receive Resolution** - The image quality that you see from other participants.
6. Click Done.

Other Settings

- **Captioning**

1. On the bottom of the screen, click on the symbol for closed captioning and “**Turn on captions.**”

Or

2. Click on the three dots in the lower right hand corner and select “**Turn on captions.**”

- **Full screen**

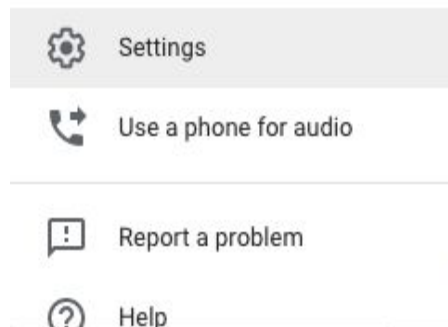
Click on the three dots in the lower right hand corner and select Full screen.

- **Use a phone for audio**

1. This option can be accessed before joining the meeting, where a phone can be used for audio instead of the speakers from the computer. A phone number can be entered or you can access the phone number to call, with the PIN.

Or

2. Click on the three dots in the lower right hand corner and select “**Use a phone for audio.**”



Presenting

Recording your meeting

This feature can be accessed from the menu that appears from clicking the three little dots in the lower right hand corner. If this option is not available, it needs to be enabled by the Google Administrator from the district or organization.

Sharing your screen

- Before joining the meeting, one of the options is to present. When you join a Google Meet to present, only your computer's window or application is displayed in the meeting. No audio or other video is sent or received.
- **Present during a meeting:**
 1. In the bottom-right corner, select Present now.
 2. Select Your entire screen, A window, or Chrome tab.
 - If you present a Chrome tab, it shares that tab's audio by default.
 - To present a different tab, at the bottom of your screen, select Change source.
 3. Select the content you'd like to share.
 4. Select Share.



- **To stop presenting:**
 - In the Meet window, click Stop Presenting.
 - In the bottom-right corner, you can also click You are presenting > Stop presenting.
- **Present, if someone else is already presenting:**
 1. In the bottom-right corner, click Present now.
 2. Select Your entire screen or A window.
 3. Select Present instead.

If another participant presents their screen, you'll get a notification that your presentation is still visible to others. You can click the buttons in the notification to end or resume your presentation.

Layouts

The choice of a layout often depends on the situation. For presenting, the best layout to choose is Sidebar. Spotlight is the best layout for participants to use to help them focus on the presentation.

During a presentation, the presenter can still view the participants with 3 options:

1. Attach a second monitor to your computer.
2. Login to Meet a 2nd time with a different device.
3. Overlay your presentation and Meet windows.

See Resources for step by step video instructions on each option.

Pin, Mute, or Remove Participants

For education accounts:

The following people can mute or remove video meeting participants:

- Meeting creator
- Calendar event owner
- Person who sets up a meeting on an in-room hardware device

Pin a Participant:

In a participant's thumb nail image, click Pin.

Remove a Participant:

Meetings organized through a G Suite account: A participant from the domain that organized the video meeting can remove another participant, if necessary.

In a video meeting, click the arrow on the participant's thumb nail and click Remove  .

Mute a Participant's Microphone:

If you have feedback or hear background noise while in a video meeting, you might want to mute other people's microphones. For meetings organized through a personal account, only the meeting moderator can mute other participants.

To mute others, click on the arrow in their thumbnail and select Mute  .

Tip: For privacy reasons, you cannot unmute another person. Ask the participant to unmute their audio. Phone participants can press *6 to unmute their phone.

Dial-in participants

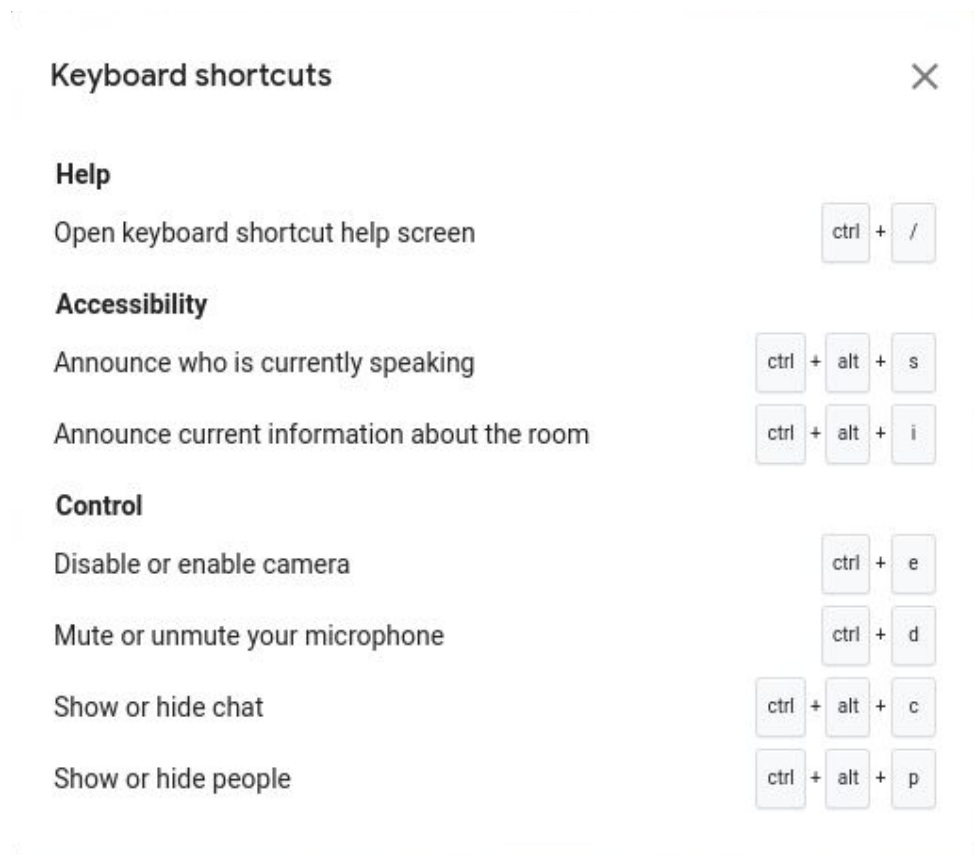
Important: Applicable for meetings organized by G Suite users only.

- Phone participants always press *6 to mute or unmute their phone.

- If someone else mutes you, you can only unmute using *6.

Keyboard Shortcuts

While in a video meeting, press **Shift + ?** and the complete list of shortcuts will appear in a new window.



Ending the Meeting



Click the icon of the telephone to leave the meeting.

Resources

- **Get Started with Google Meet:** [Google Meet Training | Teacher Center](#)
- **Hangout Meets Quick Start:**
[file:///home/chronos/u-b48c8656d46084139ae3cc8b6c8d233baf02b635/My Files/Downloads/Hangouts%20Meet%20Quick%20Start.pdf](file:///home/chronos/u-b48c8656d46084139ae3cc8b6c8d233baf02b635/My%20Files/Downloads/Hangouts%20Meet%20Quick%20Start.pdf)
- **How to Use Google Meet - Detailed Tutorial:**
[How to Use Google Meet - Detailed Tutorial](#)
- **Tips for Successful Virtual Meetings with Google Meet:**
<https://www.google.com/url?sa=i&url=https%3A%2F%2Fditchthattextbook.com%2Fgoogle-meet-elearning%2F&psig=AOvVaw1aprUP5dFgib5b3vO-DDONl&ust=1596078649757000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCLitide-8eoCFQAAAAAdAAAAABAE>
- **Google Meet: 3 Ways to See Your Students when Presenting your Screen:**
[Google Meet: 3 Ways to See Your Students when Presenting your Screen](#)
- **Google Meet Help:**
<https://support.google.com/meet/?hl=en#topic=7306097>
- **Google Meet Training and Help:** [Google Meet training and help - G Suite Learning Center](#)