

## Google Meet for Beginners

Learn how you can safely meet up with your coworkers or family with Google Meet! Google Meet is a conferencing program in Google Suites. Users can meet on various devices and only need to have Google accounts. Meet uses the same protections that Google uses to secure information and safeguard privacy. Meet video conferences are encrypted in transit and an array of safety measures are continuously updated for added protection. Learn how you can use Meet for your next call!



### By the end of today's class, you will be able to:

- Access Google Meet through Gmail account
- Start a conference call
- Join a meeting
- Customize video settings, interact with participants, or share your screen

\*Note: Before using Google Meet, be sure that your device has a camera or microphone. You are able to participate in a call without a camera or mic but you will not get very far if you are hosting.\*

### Access Google Meet through Gmail account

1. Log into your Gmail account Log in to your Gmail account and click on the overflow icon in the top righthand corner. A drop-down menu should appear.

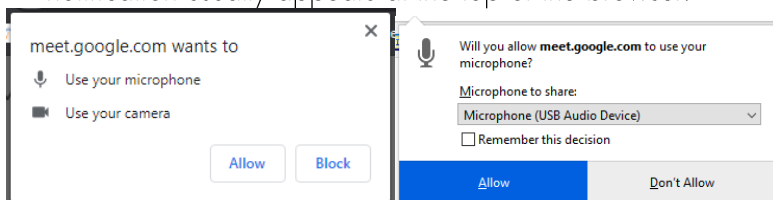


2. Click on the Google Meet icon.



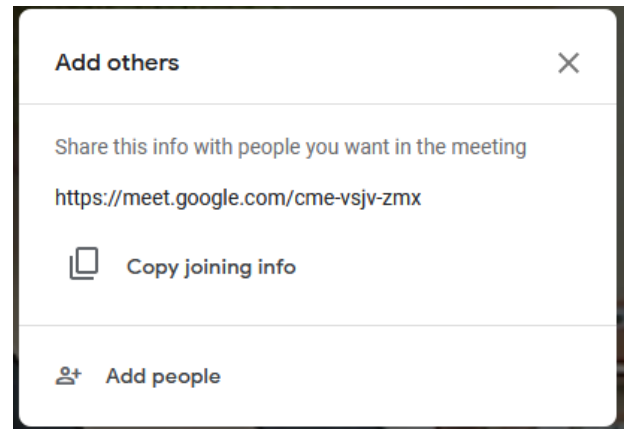
### Start a Conference Call

1. Click on *Start a Meeting*
2. Depending on your browser, you will need to give it permission to access your camera and microphone. A notification usually appears at the top of the browser:



3. Click *Join Now*. Once in Google Meet, you should see yourself on the screen. If you don't see yourself, you may not have given the browser permission to access your camera.

4. There are two options for adding people –
  - a. Copy the link provided and paste it in an email or direct message
  - b. Click on Add People and add the emails of people with whom you would like to speak. If you have a free Meet account, you may only use Meet with other Google users. With a corporate account, anyone who receive the code can join



## Join a Conference Call

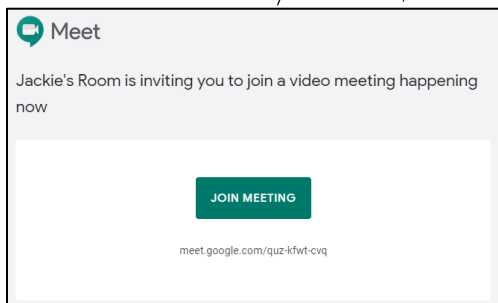
Before joining a call, be sure to get your devices ready. If you are on a computer or laptop, check to see if your device has a camera and microphone. Many Windows computers do not have built in cameras and microphones, you may need to get a webcam and headphones with a microphone.

If you are using a mobile device such as your phone or tablet, be sure to download the Google Meet app to your device. The app is free of charge. You will need to sign in to your Gmail account.

## Here are a few way to join a call –

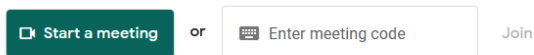
### Email

If you are sent an invitation in your email, click on *Join Meeting*



### Meeting Code

If the person who has created the conference call, open Meet through your Gmail account (see above), type in the meeting code, then click Join.



### Click on Link

If you have been sent a link through email or a direct message, click on the link. Depending on what device you are on, the link should allow you to join a call immediately

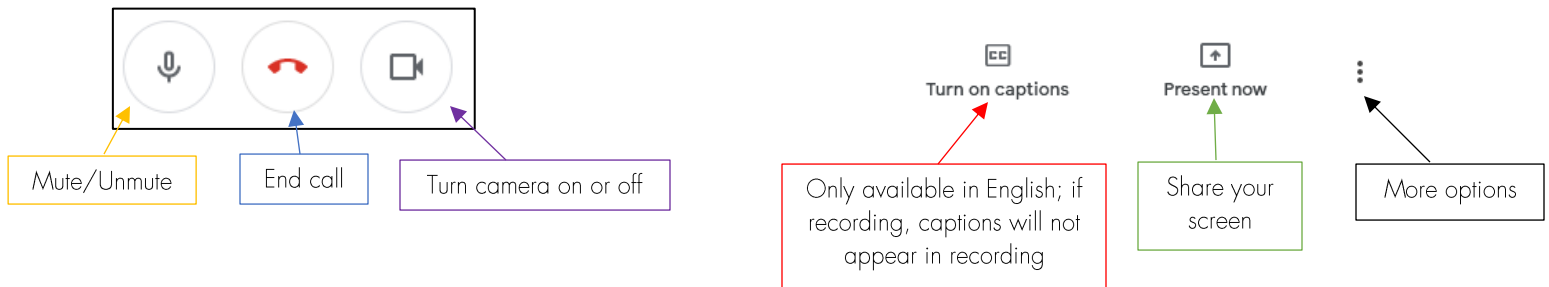
To **Leave** a meeting, simply click on the red telephone icon. If you're on a mobile device, tap the screen and you should be able to see the icon



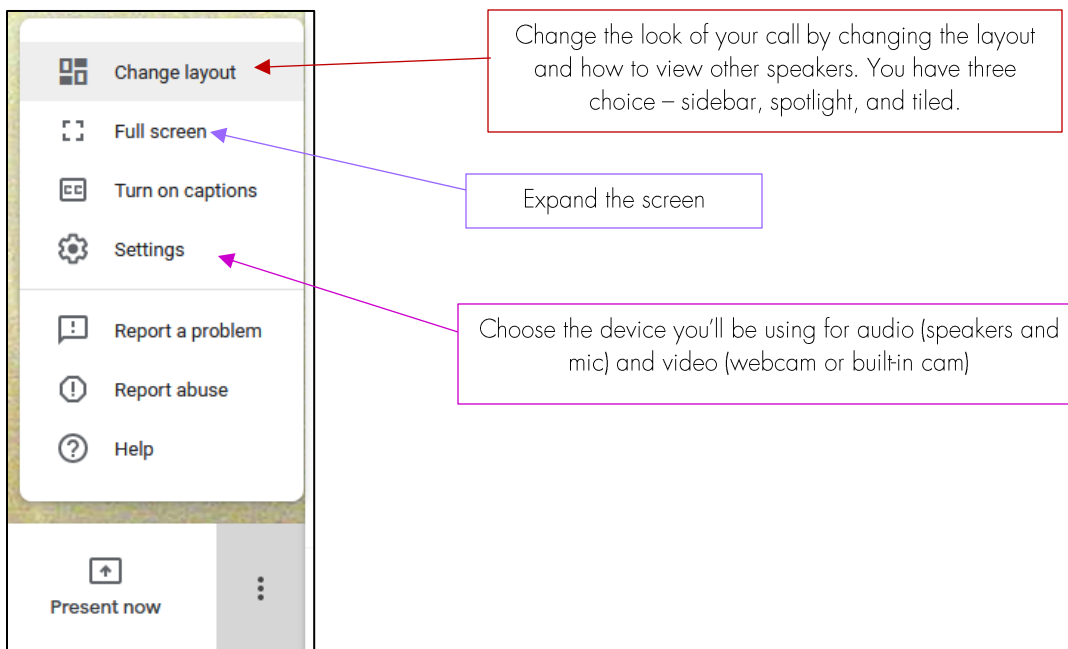
## Customize Video Settings, Interact with Participants, or Share Your Screen

- Video Settings

Quick Video Settings (located at the bottom of the video)



For more advanced settings, click on the More Options icon on the far right.



- Apart from speaking to your participants directly, you can also chat with them. This chat function is very helpful when you want to minimize the noise level in your call. At the top right, click on the chat icon. Once you've typed out your message, click on the send button which look like a paper airplane.
- To share your screen, click on *Present Now*. You will be given the option to either share your *Entire Screen* or a *Window*. If you choose *Entire Screen*, your audience will be able to see all your open programs, browsers, and desktop. If you choose *Window*, you can limit their view to one program or *Window*. For example, if you have a PDF open and choose that window, your audience will only be able to view the PDF when you view the PDF. To stop presenting, click on *You Are Presenting* then click *Stop Presenting*.