

How to Use Google Meet

Training Manual



How-To: Use Google Meet for Video Conferencing with Students

Google Meet is an online meeting tool for video conferences that uses the camera and microphone on your computer or mobile device to connect you to a virtual conversation.

Schedule a Google Meet

The best way to set up a Google Meet is to schedule one using your Google calendar. Do the following:

- Make sure you are logged into your Google account. You need to be signed into your Google@megamentors account.
- Open your Google calendar.
- Click on the day you would like to schedule the meeting. Click in the time slot when you want to schedule a meeting, or click the “Create” button to create a new event.
- Add a title in the space provided and click More Options.

About Store

Gmail Images

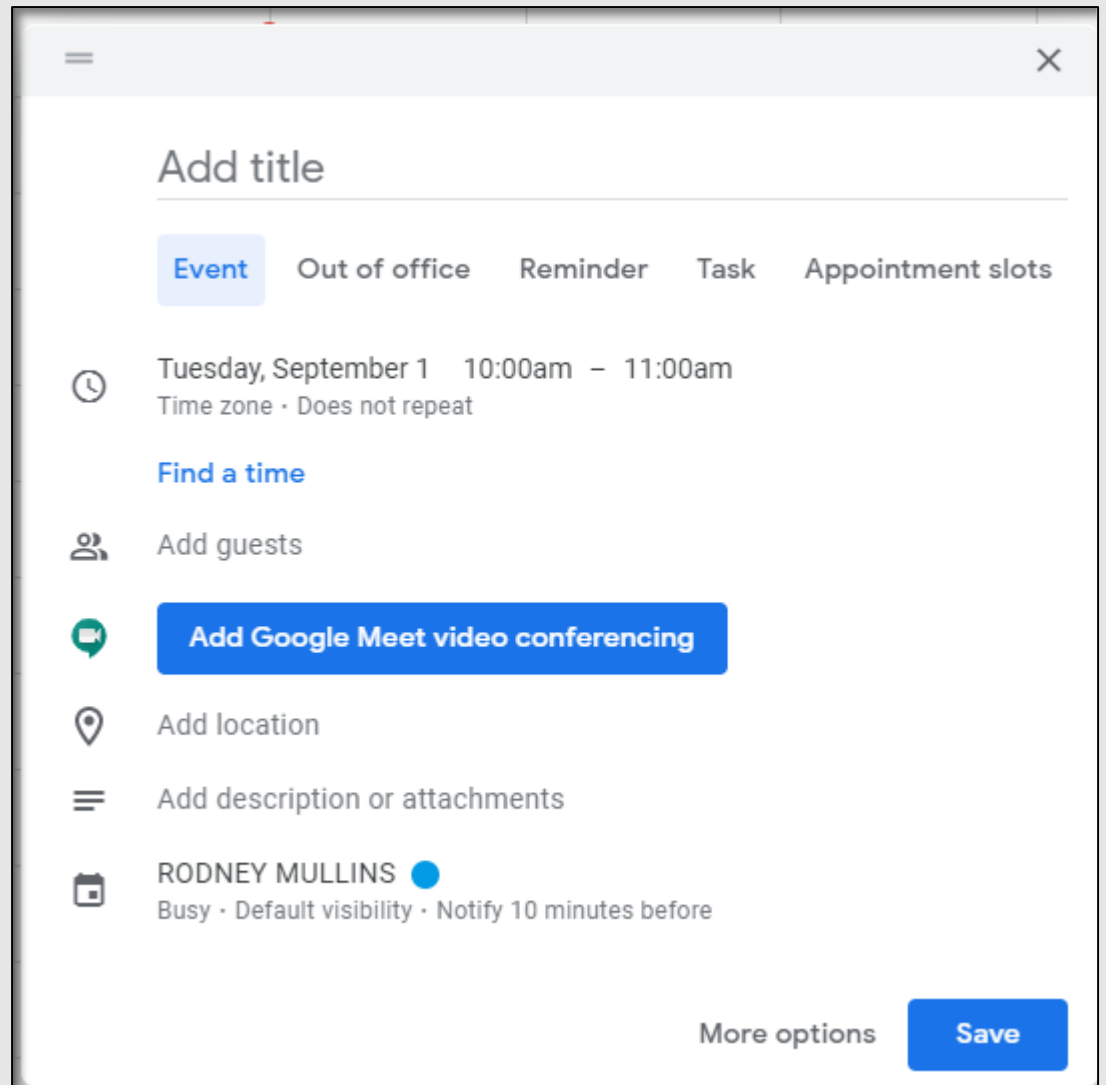


Search bar with magnifying glass icon on the left and microphone icon on the right.

Google Search I'm Feeling Lucky

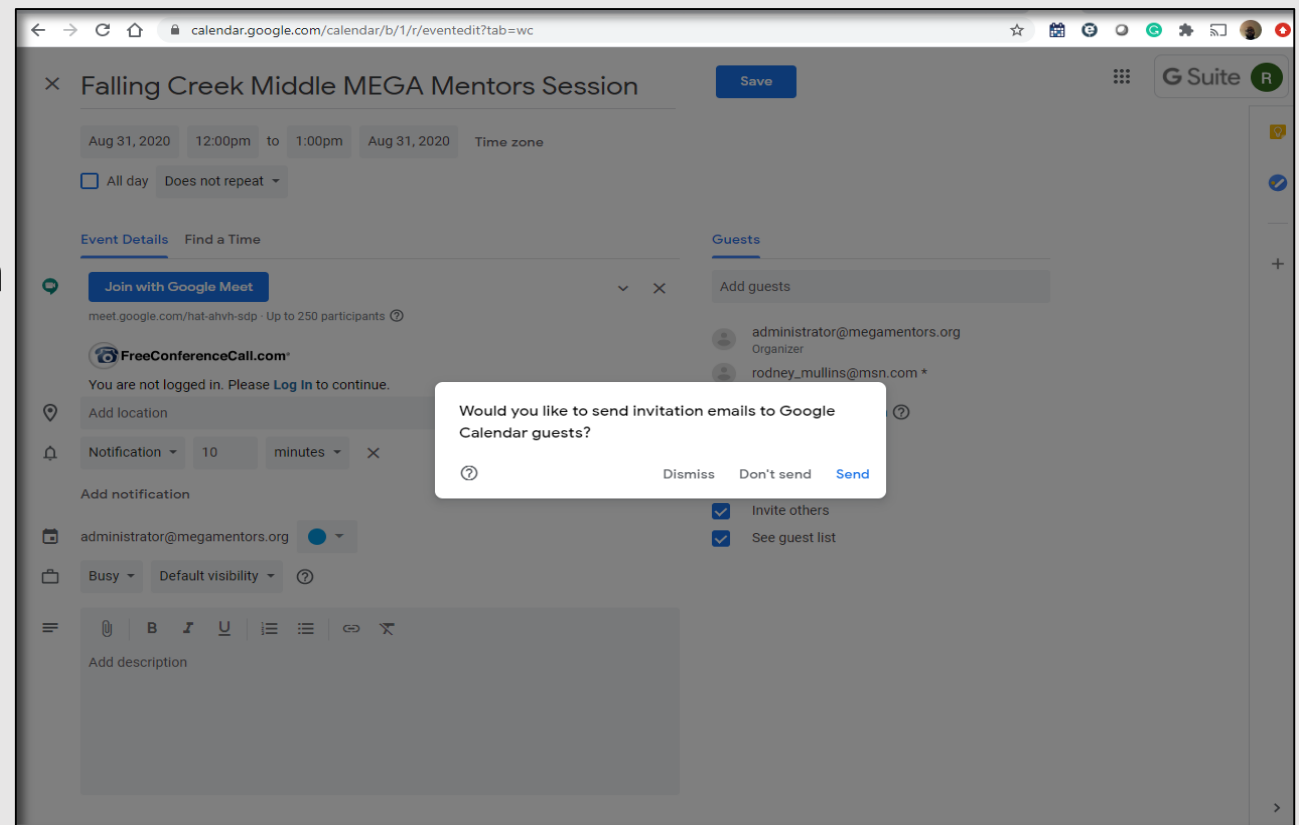
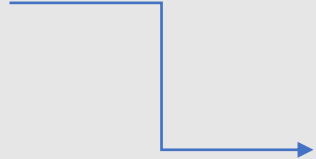
A grid of application icons for Google services. The icons are arranged in a 4x3 grid. The 'Calendar' icon is highlighted with a blue border. The icons are: Account (R), Gmail (M), Drive (G), Docs (D), Sheets (S), Slides (P), Calendar (31), Chat (@), Meet (V), Currents (C), Sites (S), Contacts (P).

- Under the Event Details, click the Add Google Meet video conferencing button. A View Details link will appear to the right with info about the meeting, including a direct link.
- Use the Add guests section to type in the email addresses of your students to invite them to the meeting.
- Click Save to save the calendar event and meeting.

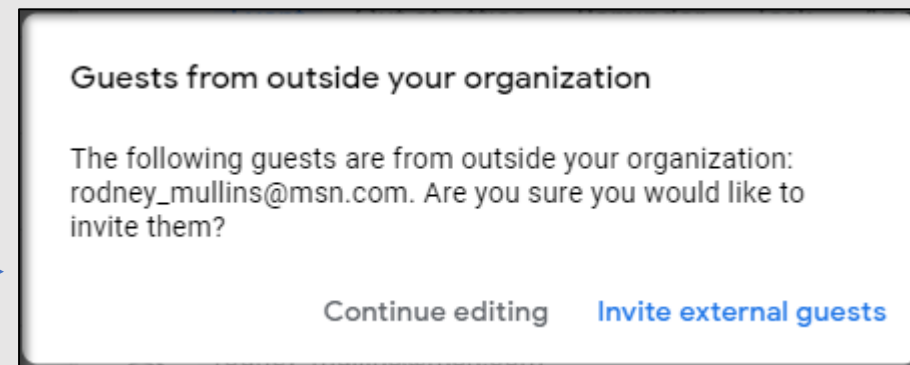


The screenshot shows a calendar event creation interface. At the top, there is a title field labeled "Add title" and a menu of event types: "Event" (selected), "Out of office", "Reminder", "Task", and "Appointment slots". Below this, the date and time are set to "Tuesday, September 1 10:00am - 11:00am" with a note "Time zone · Does not repeat". A "Find a time" link is present. The "Add guests" section is empty. The "Add Google Meet video conferencing" button is highlighted in blue. Below it are fields for "Add location" and "Add description or attachments". At the bottom, the user "RODNEY MULLINS" is listed with a status of "Busy" and a notification setting of "Default visibility · Notify 10 minutes before". A "More options" link and a "Save" button are at the bottom right.

- Once you click Save, a pop up window will appear asking if you want to send an invitation to your guests. Click Send.



- If you have invited someone from outside of Mega Mentors, you will be asked to confirm their invite. Click Invite External Guests to confirm.

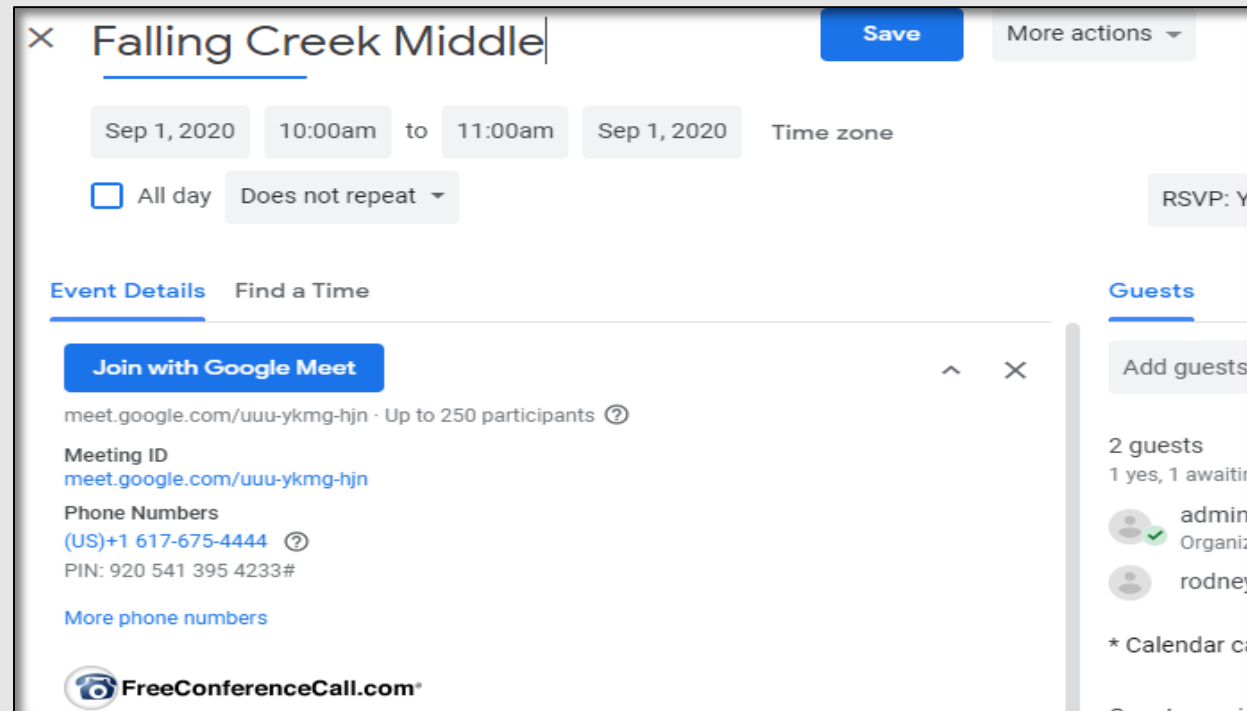


Start a Meeting

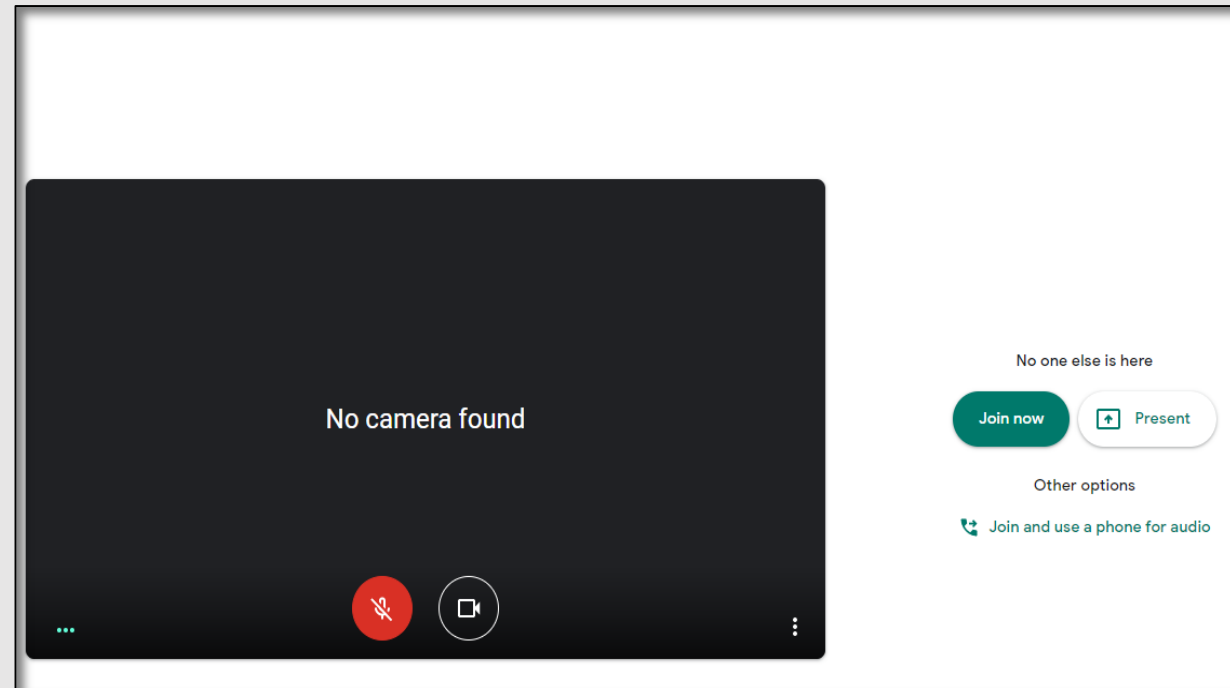
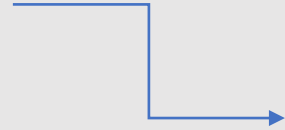
Because you selected the Google Meet option for the calendar event, a link is provided to the Google Meet that you scheduled.

- From your Google calendar, click the meeting that you set up.
- Next, click the Join with Google Meet button. You also have the option to copy the Google Meet link into a browser.

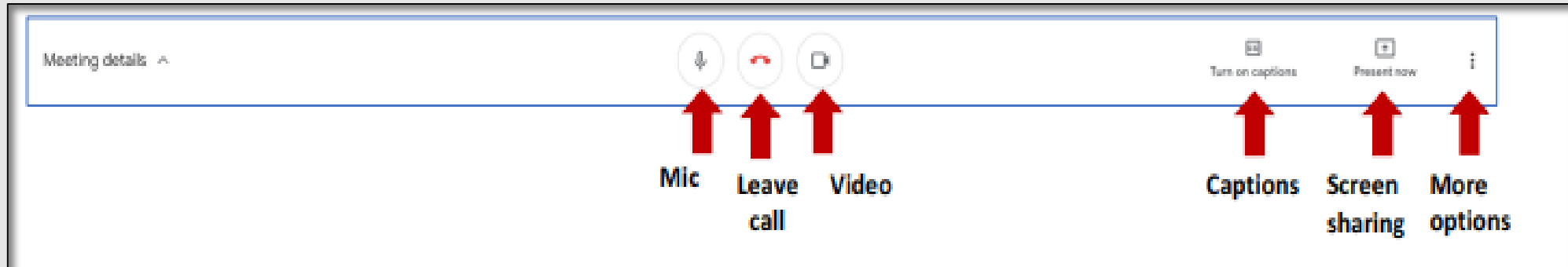
Google Meet: Be aware that different versions of Meet will vary in appearance and functionality.



- Click the Join Now button.



- Guests joining into a Google Meet will arrive at a splash screen where they can set their audio and video options before joining the call.
 - Cameras and audio settings will automatically be turned on.
 - Notify your guests of this ahead of time and establish protocols for meeting etiquette.
 - It is recommended that users at least mute their microphones before joining a meeting and to keep them muted unless they are speaking.
 - You will not be able to organize breakout sessions using Google Meet.



Mic/Video: Enables you to mute/unmute your microphone and camera, respectively.

Leave call: Enables you to leave a meeting, or, as the host, to end the meeting for all.

Captions: Enables real-time automatically generated captions.

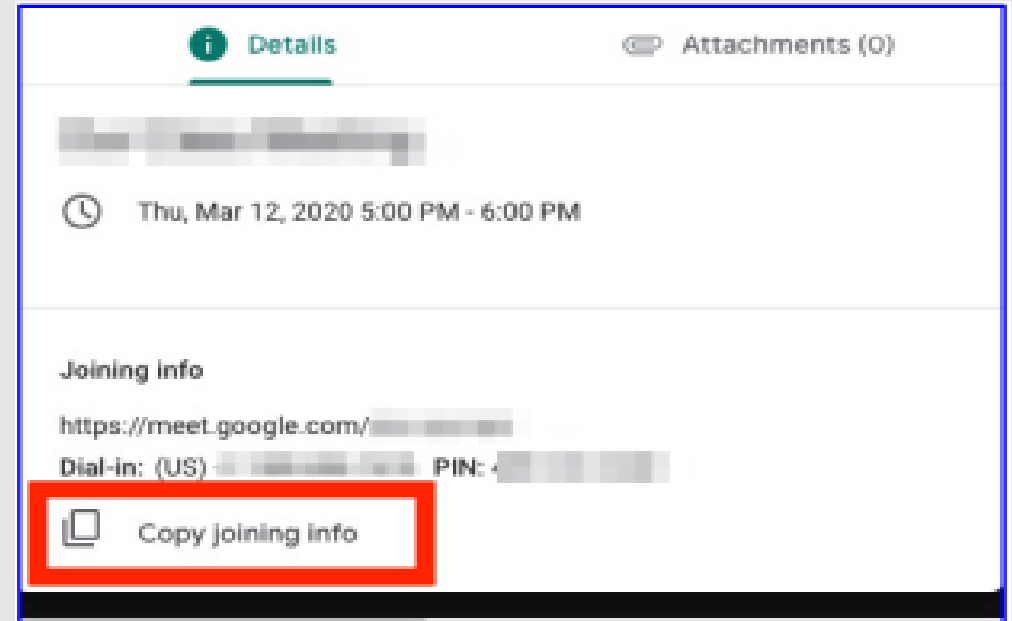
Screen sharing: “Present Now” enables you to share a screen or window with participants.

More options: Allows you to change the layout of the Meet windows, switch to full screen mode, turn on the Live Captions feature, or click settings where you can flip to a different microphone or camera.

To share the meeting URL with your participants:

Click Meeting Details drop down arrow.

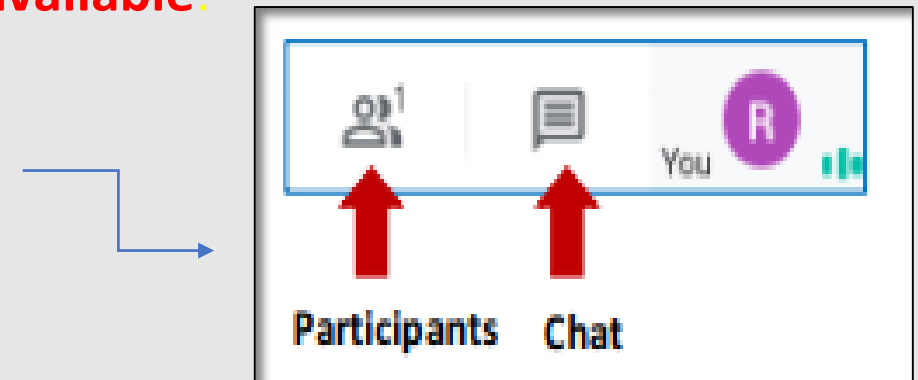
Select Copy joining info and paste the meeting details into an email.



At the top of the screen, the following tools are also available:

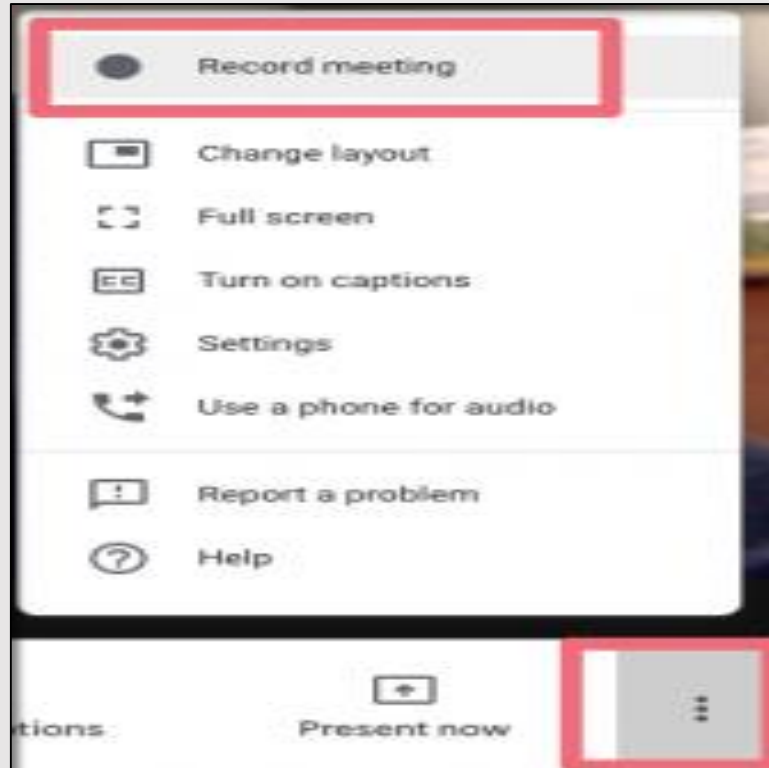
Chat: Enables participants to type and view quick notes to others.

Participants: Allows participants to see who is in the meeting (and the host may mute one or more of the participants mics/cameras, here).



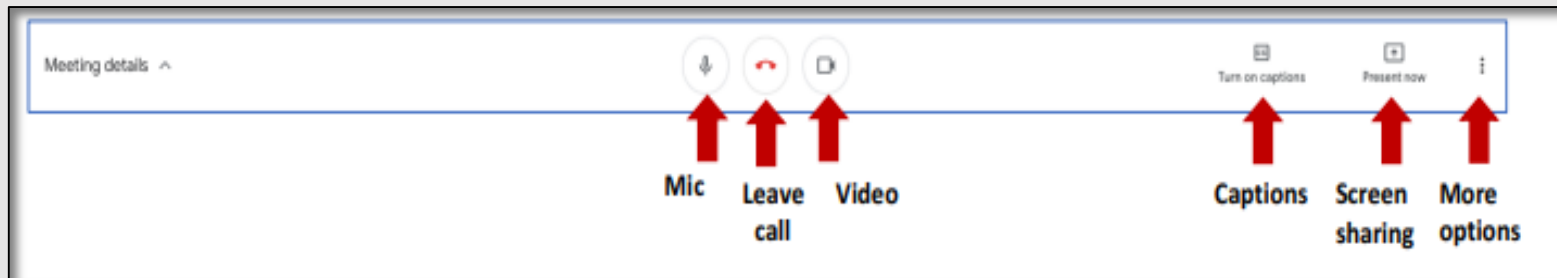
Recording your meeting

After you join your meeting, you may begin recording it by clicking the three-dot menu in the bottom right and selecting “Record meeting.” You can stop recording on the same menu. The recording of your meeting will appear in a folder called “Meet Recordings” at the top level of your Google Drive.



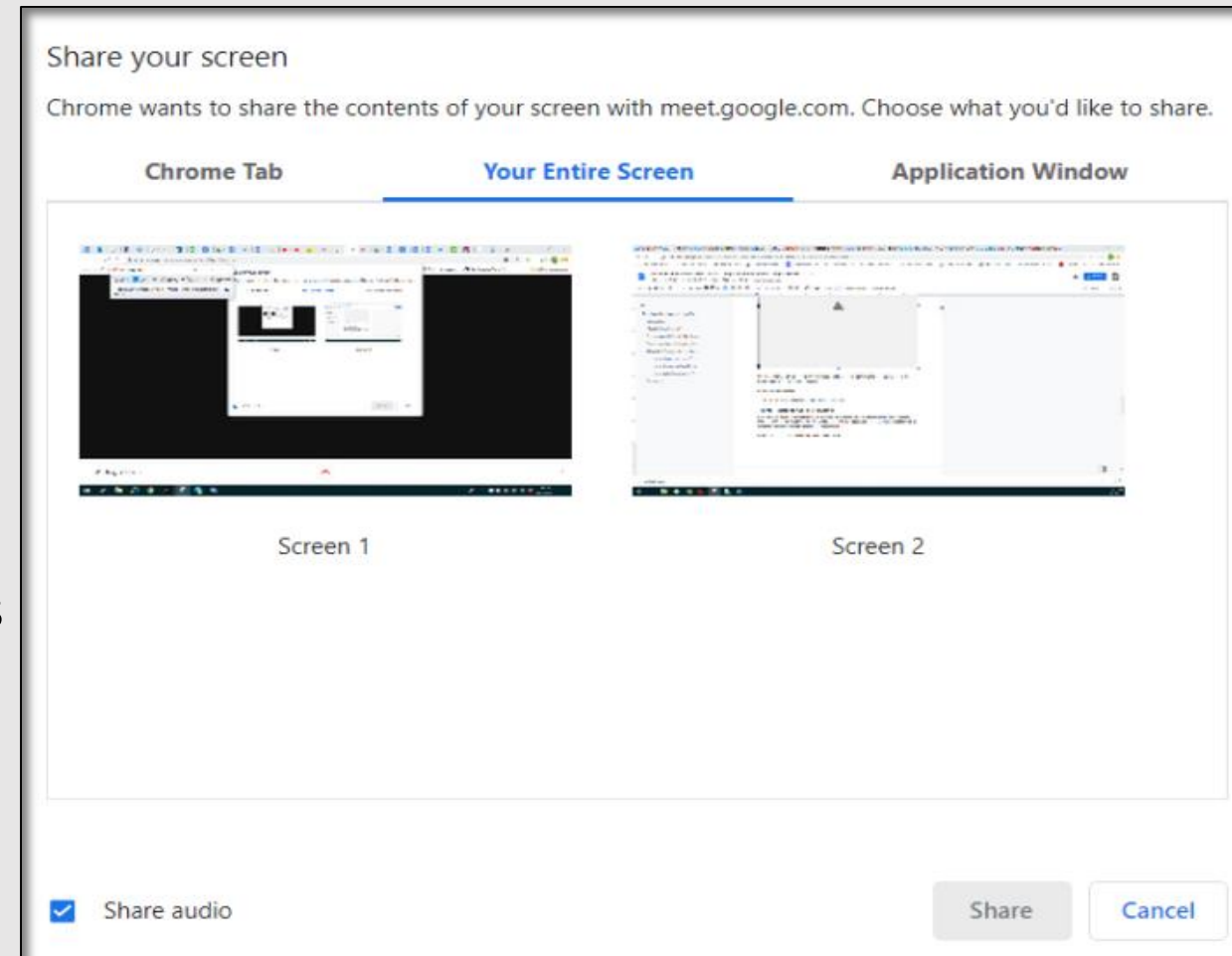
Present during a video call (Screen Sharing)

You can present your entire screen or a specific window in a meeting. While you present, you can share information such as documents, presentations, spreadsheets, and more. This assume you have joined a Google Meet session.



- In the bottom-right corner, select Present now.
- 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.

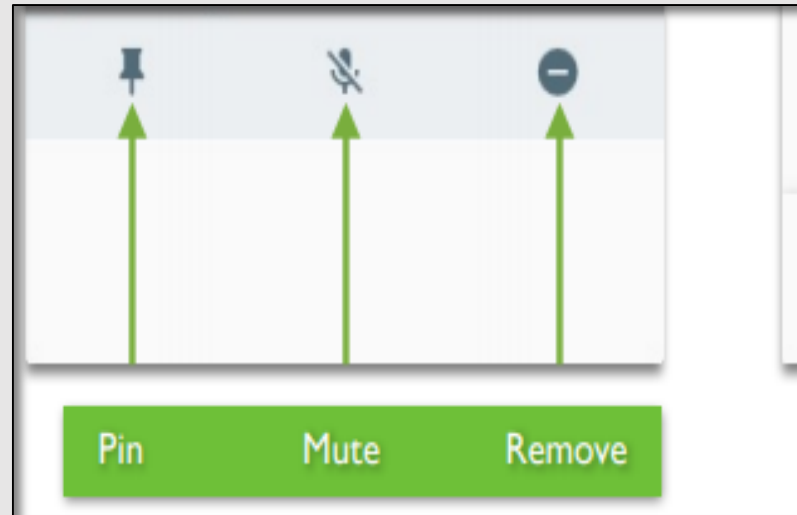
- Select the content you'd like to share.
- Select Share.
- If someone is presenting, confirm that you want to present instead.
- Once you've completed presenting your material, you can just click the option which says "Stop Presenting".



How to Mute Someone in Google Meet

When video conferencing, people may occasionally experience feedback or background noise during the call. Other times, students are purposefully disruptive. In both cases, you may want to mute participants' microphones.

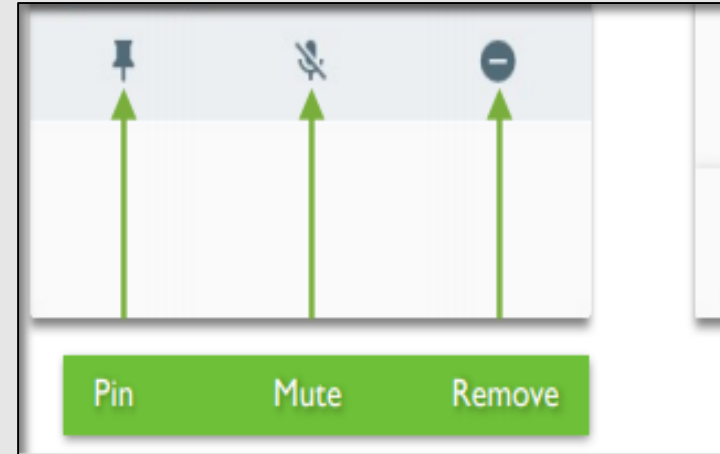
Doing so is simple: next to the individual's name, you can hover over their volume icon and click "Mute."



In order to mute or unmute yourself, you can click "Mute" at the bottom of the video window.

Remove a participant from Google Meet

1. Press the 'people's icon'.
2. Now, select the person's name that you want to remove from the meeting.
3. Then, hit 'remove icon'.
4. Tap 'remove from meeting' to confirm.



Only the meeting moderator can remove participants during a video meeting in the meetings organized through a personal Google account.

Tips:

- Do a test! Have a practice meeting before a session to make sure that everything is working correctly. Check your webcam, mic, and connectivity.
- Use a **wired** internet connection if at all possible (not WiFi or Cell).
- Close tabs or applications you don't need during the Google Meet; this can significantly improve video performance, especially on older computers.
- Don't sit in front of a bright window with the camera facing you (ideally all light sources are placed behind the camera).
- Use an external microphone. Built-in laptop mics are very poor quality. A USB mic is more suitable for conversations such as <https://www.bluemic.com/en-us/products/yeti/>
- Position the mic and webcam (if using) so that you can be seen and heard easily.
- When using Meet during class, repeat/rephrase students' questions to ensure remote participants can hear them.
- Remote participants that are causing distracting noise can be muted. To mute a participant, click the People button to the top-right, select their name from the list, and click the microphone icon.
- If microphone or other audio problems occur, the text chat feature can be used to communicate.
- Host arrives 10 minutes early
- Share meeting agenda and call's purpose in advance
- Limit background noise
- Limit distractions and provide undivided attention to the meeting participants
- Encourage all attendees to mute their phones when they aren't speaking
- Keep points clear and concise
- Outline follow-up actions prior to the call's conclusion
- Engage all attendees and encourage questions, as appropriate
- Always PROJECT the best of MEGA!!!!

Google support articles:

- [Google Meet training and help](#)
- [Google Meet cheat sheet](#)
- [Google Meet Troubleshooting](#)

Additional Resources on etiquette and remote meetings

- [The Ultimate Guide to Remote Meeting](#)
- [The seven secrets of successful virtual meetings](#)

Google Meet Training
Acknowledgement



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