

Google Meet

- Great integration with the Google Suite
- Available to anyone with a Gmail account
- Available through a web browser, phone call, or mobile device
- Functions include screen sharing, recording for future review, and captions
- Great security and encryption features
- Free video conferencing for up to 250 people

How to set up a meeting and add participants

1. In order to host a meeting you will have to create a Gmail account.
2. Open up the application through the web browser or mobile application and sign in.
3. Click on “Join or start a meeting” and enter the meeting code or nickname. To start your own meeting, enter a new nickname or simply leave the box blank.
4. You will be able to invite Gmail contacts by name, and through an email invitation or by calling a phone number.

How to schedule a meeting

1. Open the Google Calendar application.
2. Create an event, and select the guests you’d like to invite to the meeting
3. Select “Add video conferencing”
4. Save the event and send out the invitations!

Add title

Event

Out of office

Appointment slots



1 Jan 2020 12:00pm – 1:00pm 1 Jan 2020



Add guests



Add location

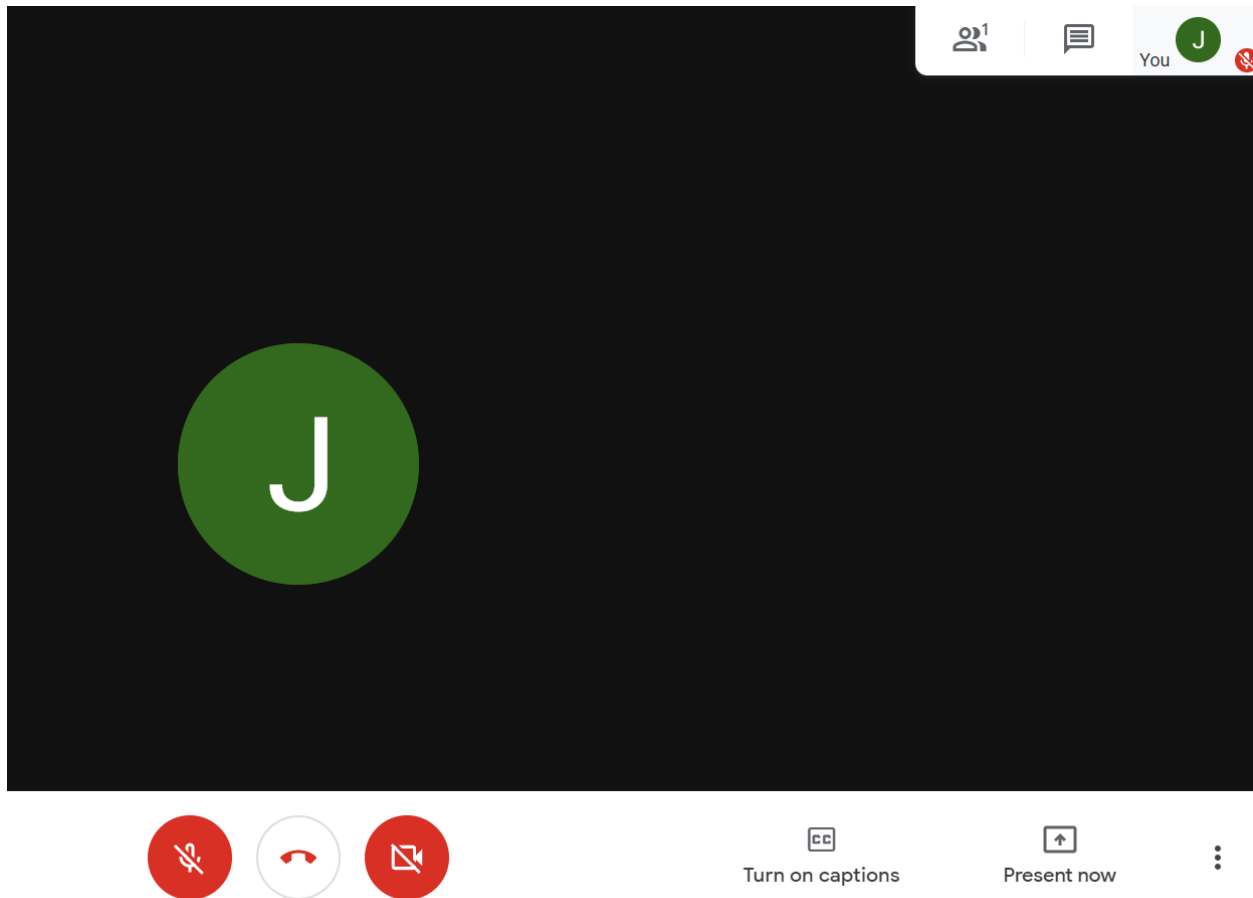


Add video conferencing

How to end a meeting

Hit the “Leave” button at the bottom of your screen.

Host functions (Mute all, share screens, play games)



Listed in order along the top:

- View participants list, and choose to mute and unmute specific people or the entire participants list
- Chat with all participants
- View your current status in the call and pin your window in the call

Listed in order along the bottom:

- Mute and unmute your own microphone
- Leave the call

- Turn your camera on and off
- Turn on captions
- Share content (A specific tab or your entire screen)
- Through this button users may record the meeting, change the meeting layout on the screen, or configure other settings