

Tutorial on Google Meet



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Google Meet access requirements



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- A google account to use Google Meet.
- To join a video meeting, you need the Meet mobile app or a supported web browser.
- Meet works with the current version of the browsers listed below:
 - Chrome Browser. (Recommend)
 - Mozilla Firefox.
 - Microsoft Edge.

Host a meeting using PC

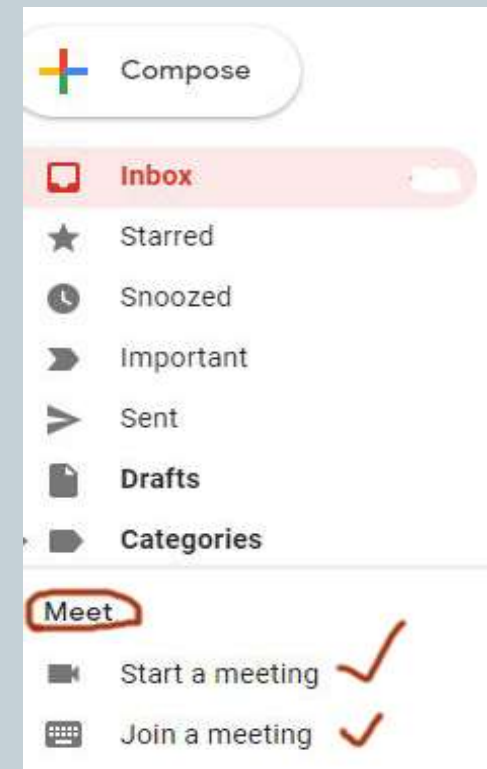


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Several way of hosting a meeting

❖ Start a meeting from Gmail

1. Open Gmail and in the sidebar, click **Start a meeting**.
2. In the Meet window, do one of the following:
 - **Start with video and audio on your computer**—Click **Join now**.
 - **Start with audio-only on your phone**—Click **Join and use a phone for audio**, then enter your number, and click **Call me and join**



Select **Start a meeting**



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Camera is off

Meeting ready

meet.google.com/irh-uyyu-prg

Join now

 Present

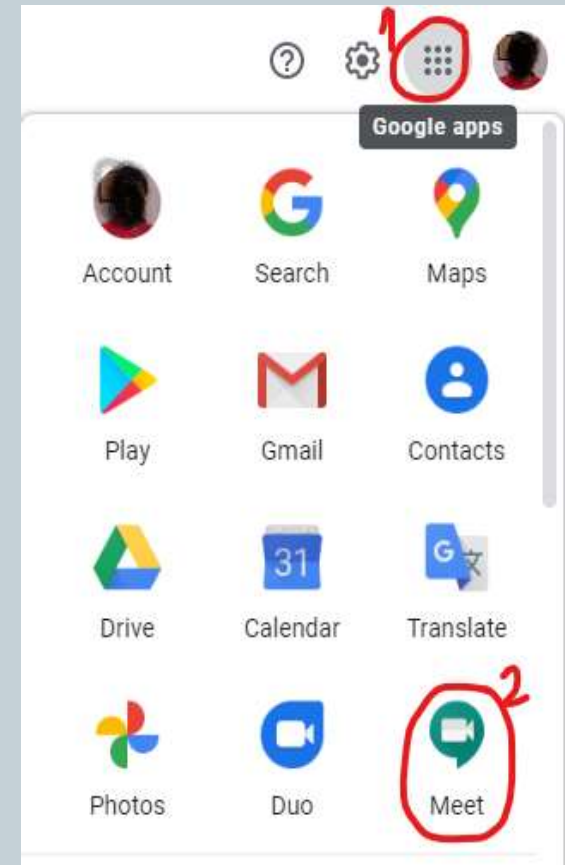
Host a meeting using PC



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- ❖ If you have already logged in gmail/google account. Browse: www.google.com at top-right corner you will find google apps icon. Click on that you will see Meet app icon, select this.

- ❖ If you have already logged in gmail/google account then brows: <https://meet.google.com/>



Host a meeting using PC



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- Student will enter code or link of a class to join.
- Teacher must click on New meeting button to conduct a class.

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.

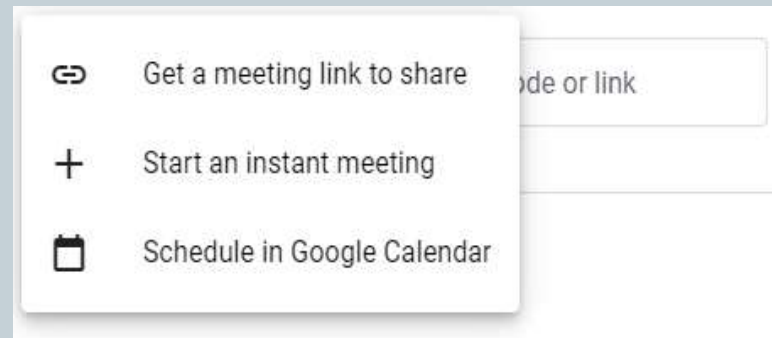
 New meeting

 Enter a code or link

Host a meeting using PC



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- If ones need to start a class right now should select Start an instance meeting.
- If you make a class schedule select Schedule in Google Calendar

✓We will describe about 'schedule' later.

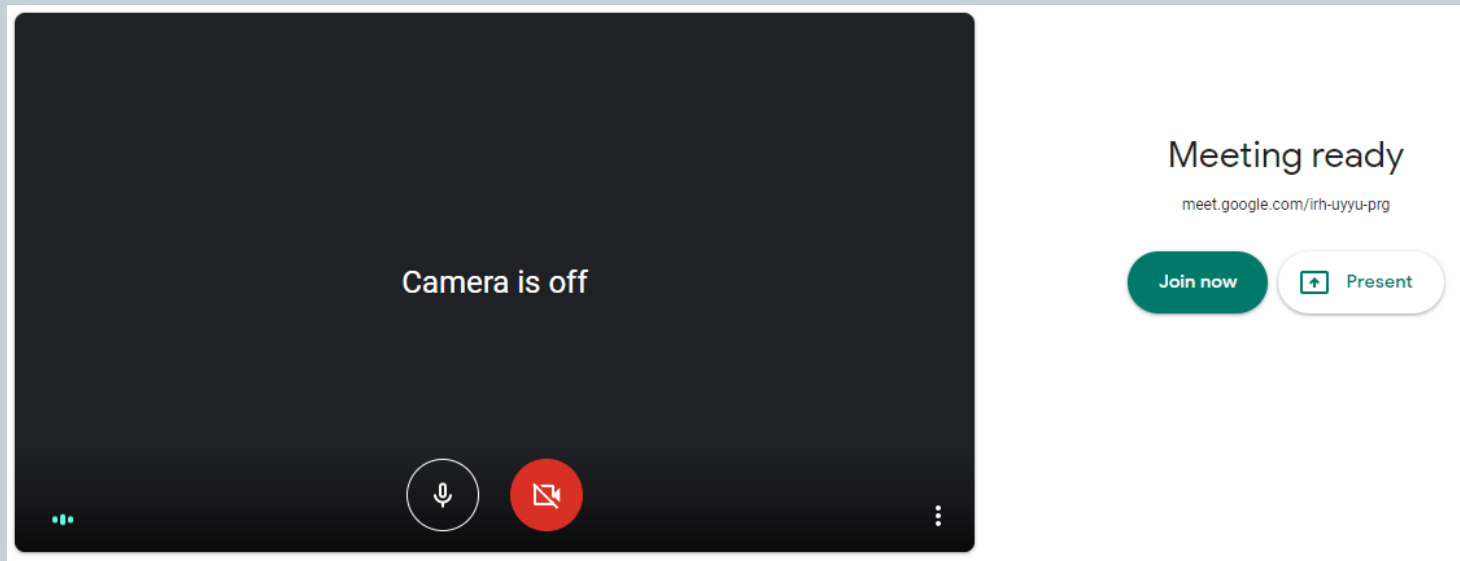
Host a meeting using PC



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After select [Start an instance meeting](#)

Now you are ready to conduct a class. Click on **Join now**



By default Microphone and camera remain on.
You can turn off by click on respective icon.

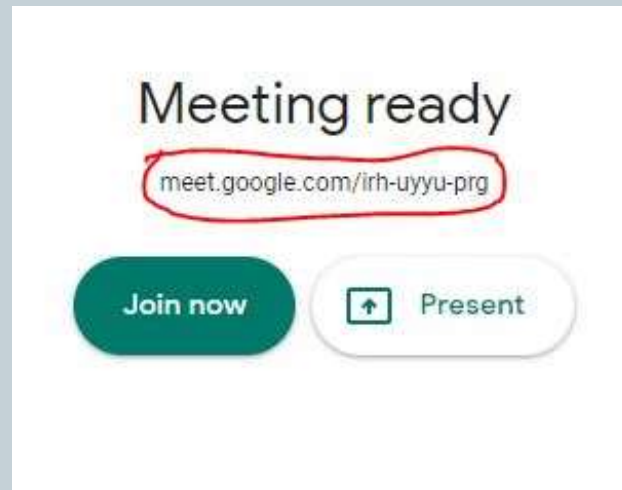
Host a meeting using PC



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Class is not started yet.

➤ To start class click on **Join now** button.



➤ Teacher have to share link: meet.google.com/irh-uyyu-prg or code [irh-uyyu-prg](#) among students.

Host a meeting using PC



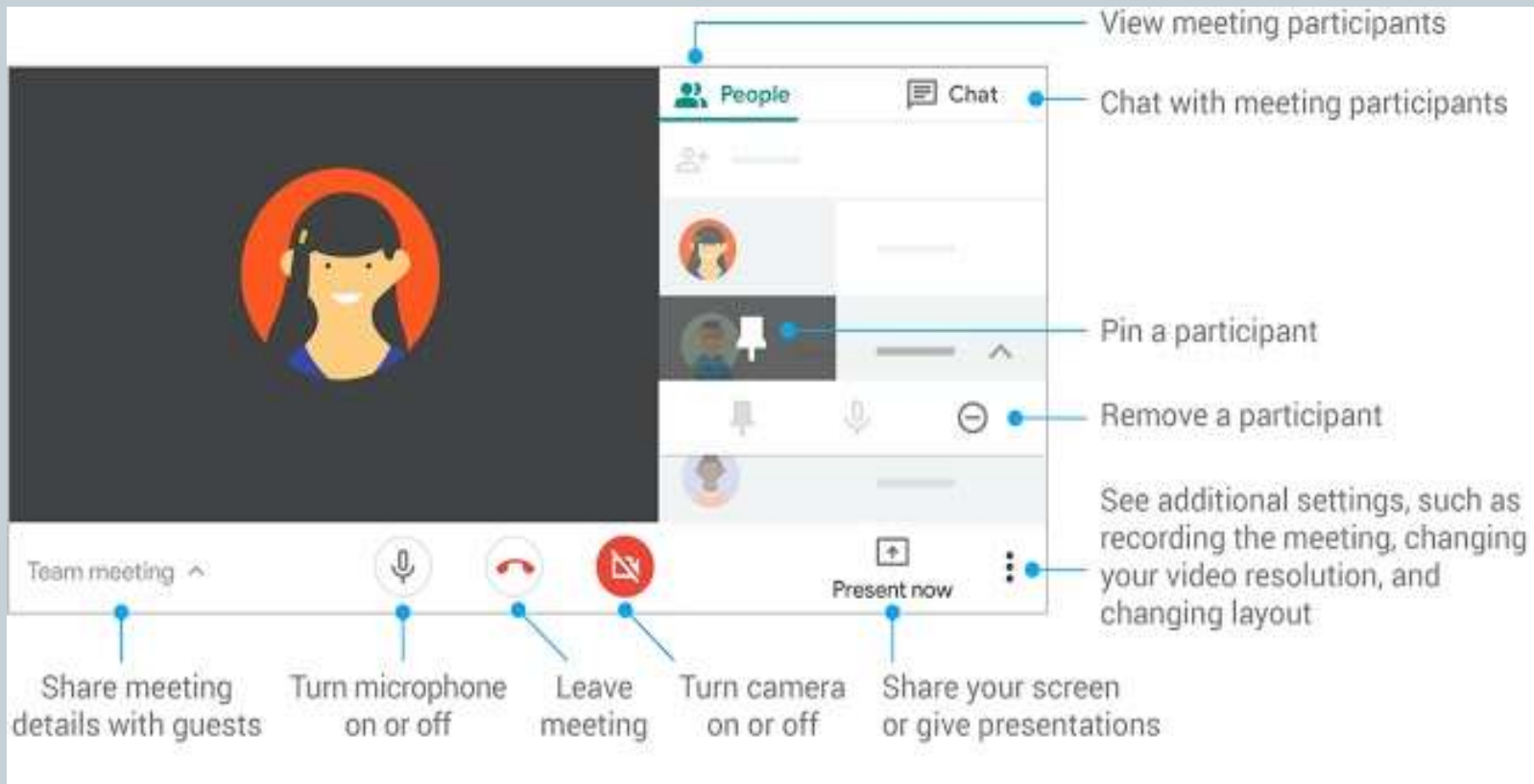
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- If you click on Present button your screen will be shared.
- We will discuss later on “share screen”

Familiar with meeting screen



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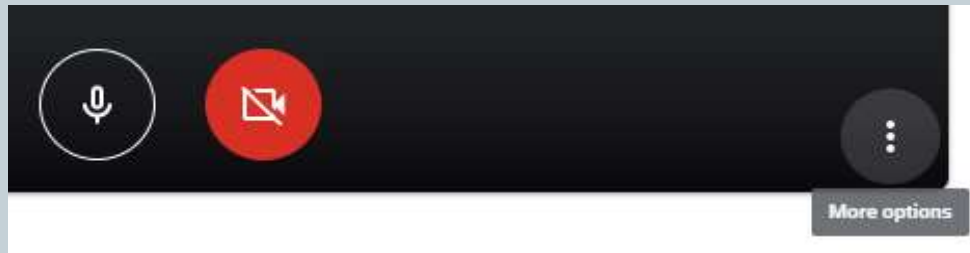


Host a meeting using PC

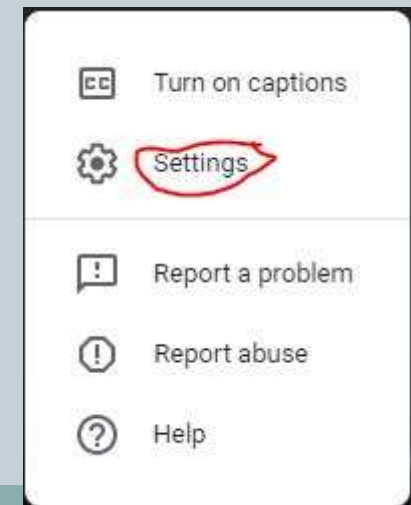


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- You can change setting before start class.
- Click on more options (...)



- Some options will appear.
- Settings is the most important.



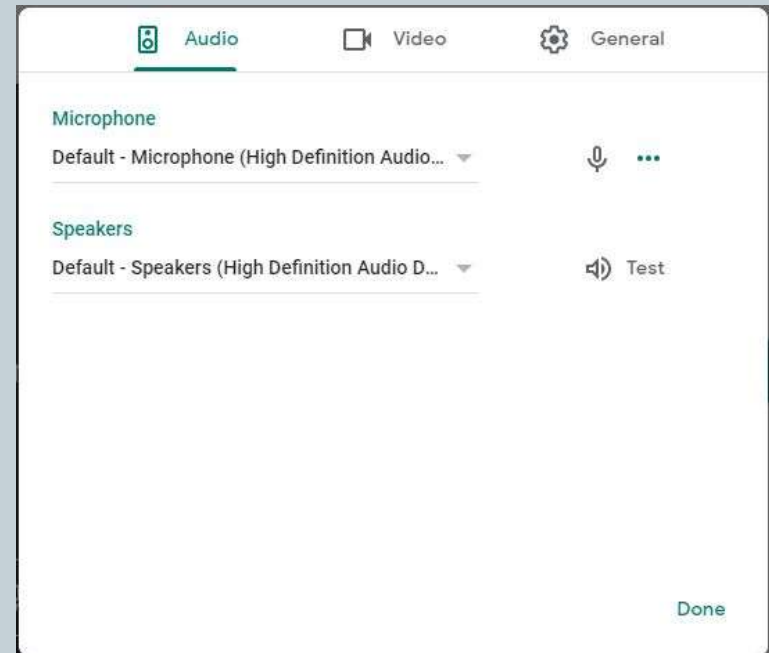
Settings



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✓ Audio

You can select proper **Microphone**, **Speaker** and then can check how it is performing.



Settings



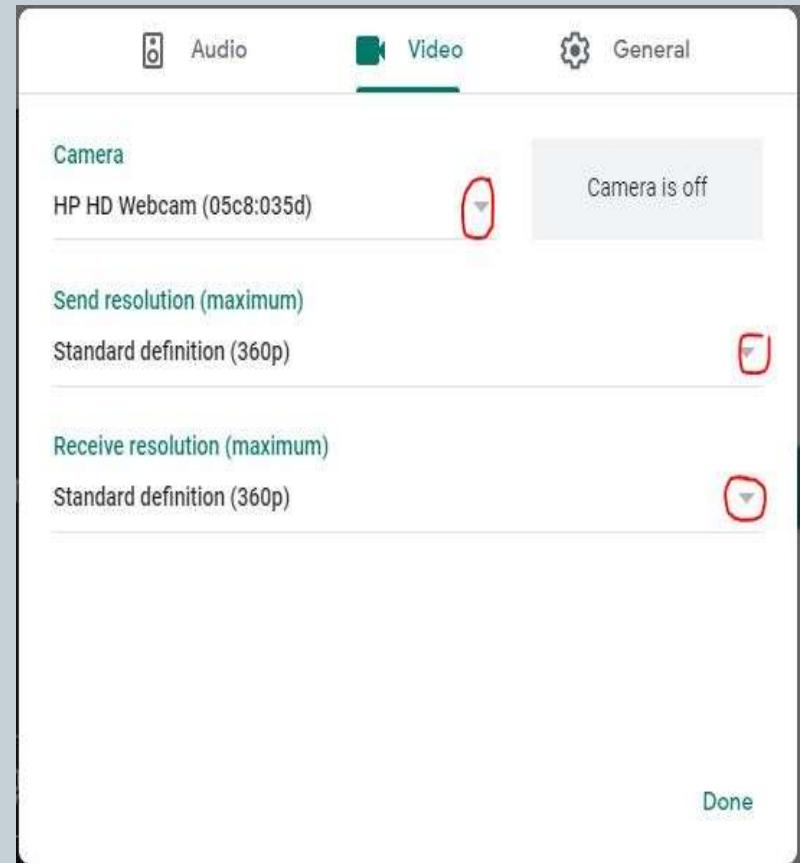
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✓ Video

Camera: Select your camera if more than one camera available.

Send resolution: select a video resolution which will be uploaded on server if you record class.

Receive resolution: select a video resolution which will be downloaded on server (if you record class).



Settings

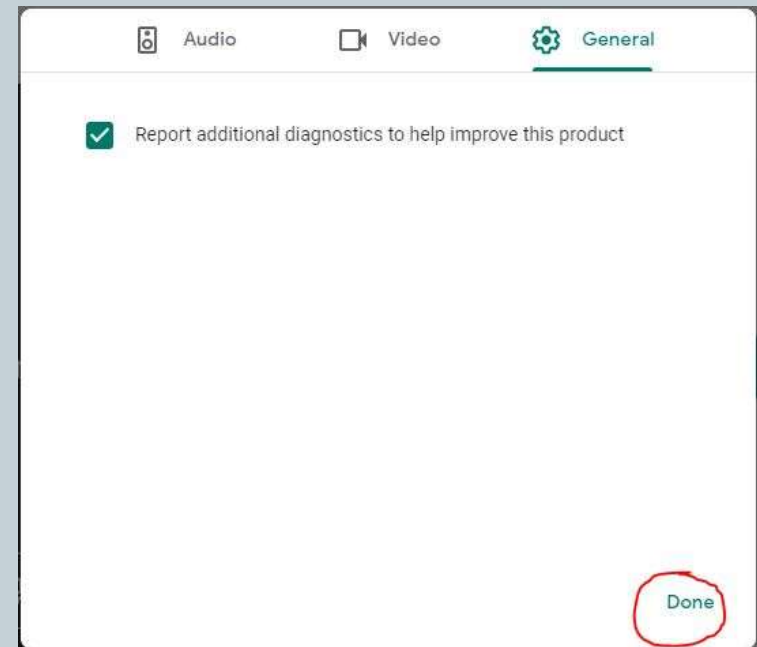


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✓ General

There is nothing important here.

Click on **Done**



Setting is completed. Now Its time to start a class

Click on **Join now**



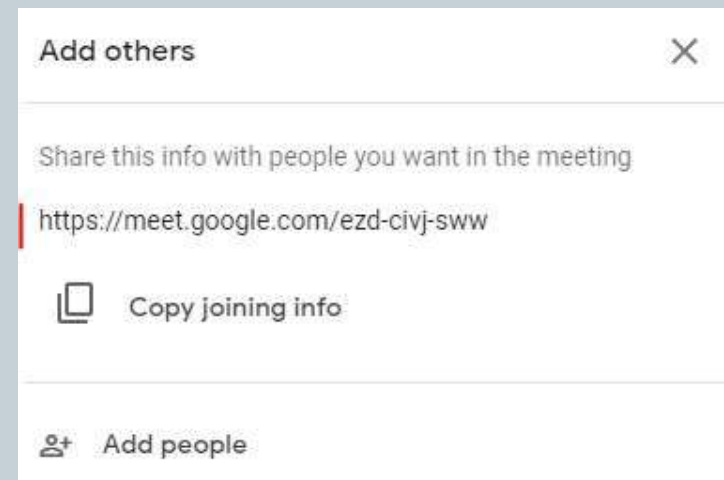
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- A pop-up will appear with a link is very important.
- You have to share this link among students.

✓ Copy this link by click on **Copy joining info.**

✓ Share link through

- Messenger
- Email
- Facebook or
- Any other message sharing software/Apps

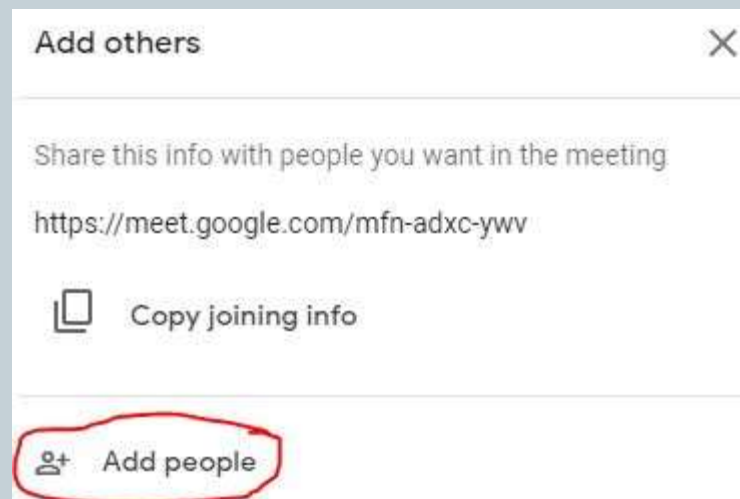


Invite Student



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- You can add student by click on Add people



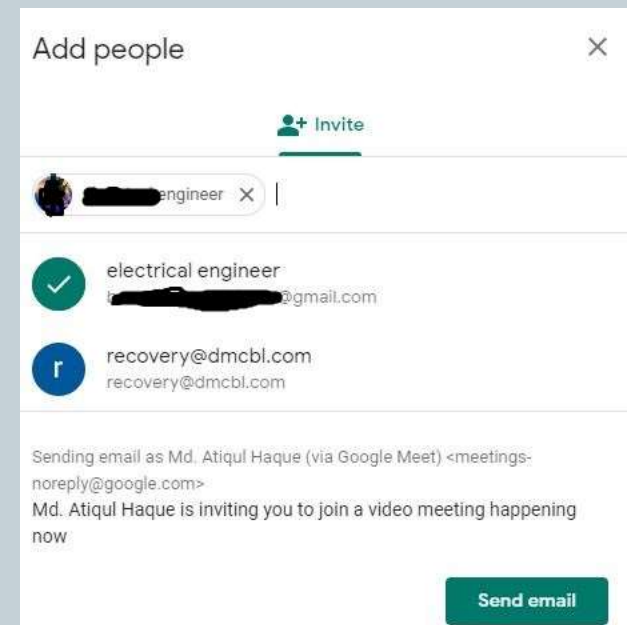
Invite Students



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➤ Select or write students email addresses.

➤ **Send email** button will appear.
Click on.

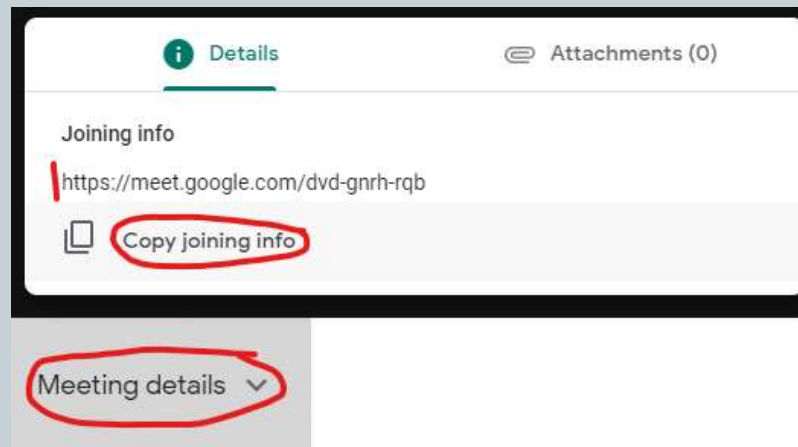


Invite Students



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➤ If you unfortunately click on outside of popup window before invitation link being copied.



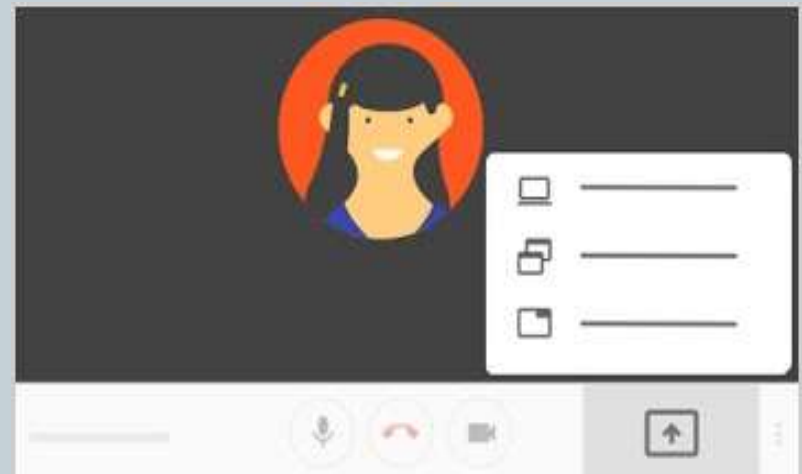
➤ Bottom-left corner there is an option **Meeting details**. Click on Meeting details the window below will appear. Copy this link and send invitation.

Share and present during meeting



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- You can present your entire screen or a specific window in a meeting to share documents, presentations, spreadsheets, and more.
- In the bottom-right corner, select Present now.



Share and present during meeting



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- 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.

Share and present during meeting



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➤ Stop presenting

- In the Meet window, click Stop Presenting.
- In the bottom-right corner, you can also click You are presenting Stop presenting.

Schedule a video meeting



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- Login to google account.
- Go to <https://meet.google.com/>
- Click on **New meeting** button
- Select **Schedule in Google Calendar**

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.

- 🔗 Get a meeting link to share
- +
- 📅 **Schedule in Google Calendar**

Schedule a video meeting



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- It's easy to schedule a Meet video meeting in Google Calendar—just create an event and add your guests to it. A video meeting link is added to a Calendar event either by inviting one or more guests to the event, or by clicking Add conferencing.

Creation a class Schedule



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× Add title Save

Jul 24, 2020 1:00am to 2:00am Jul 24, 2020 Time zone

All day Does not repeat ▾

Event Details Find a Time **Guests**

[Join with Google Meet](#) 📄 ×

meet.google.com/bgz-dkve-stc · Up to 100 participants

Add location

Notification ▾ 30 minutes ▾ ×

Add notification

suzan.duet059@gmail.com ● ▾

Free ▾ Default visibility ▾ ?

B *I* U

Add description

Guest permissions

- Modify event
- Invite others
- See guest list

Creation a class Schedule



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- Steps are as follows:
- In [Calendar](#), create an event/Class.
- Enter the name of the event ([Add title](#) field). Then enter the date, time, and other options.
- Click Add guests and enter the email of the people you want to invite.

Creation a class Schedule



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- Location: where the event will take place.
 - Add notification: You can also add reminders by email and pop up.
 - When you are finished editing your event, click the save button.
- ❖ If you want to know more about google calendar visit https://support.google.com/a/users/answer/9282963?hl=en&ref_topic=9282962



Thanks to you all