# Student Guide to Google Meet

## Google Meet Table

| | **Google Meet** |
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| **What is it?** | An easy to use and start video meeting tool that has chat, video, and screen sharing. |
| **Where do I find it?** | There are multiple ways to access Google Meet:<br>● Schedule directly from your OU calendar.<br>● Click on the Apps icon in your OU email account and select Meet.<br>● Visit https://meet.google.com/ |
| **What should I use it for?** | Any appointment that you'd normally take in a face-to-face format.<br>● Individual and group sessions (up to 100 participants)<br>● Appointments<br>● Screen sharing<br>● Meetings |
| **What can I do with it?** | **Start video meetings.** Meet makes it easier than ever to start and join video meetings from mobile devices, computers, or a conference room.<br><br>**Invite people inside or outside your organization.** Schedule a meeting using Google Calendar or invite people after you join the call.<br><br>**Schedule meetings.** All meetings scheduled with Google Calendar can include a Meet video link.<br><br>**Start an instant meeting.** On your phone, open the mobile app or, in your browser, go to https://meet.google.com/ , start a meeting, and then invite others to join.<br><br>**Share your screen.** While in a meeting, you can share your screen to present slides or other information on your desktop.<br><br>**Chat.** An open chat space for all participants to use. Everybody can see all chat prompts and responses. |
| **How does it work?** | Google Meet User Guide |
| **What kind of hardware do I need?** | Minimum Requirements:<br>● An internet connection and speakers<br><br>Preferred:<br>● A webcam with an integrated microphone, OR<br>● A microphone, OR<br>● A smartphone, OR<br>● Speakers, using the Chat option to communicate |

| What doesn't it work with? | Any non-[Google Chrome](#) web browser |
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## Google Meet Quick Launch Options

There are different ways to quickly launch a Google Meet session, including entering the direct URL into Google Chrome, from your OU email account, your OU email calendar, or from a mobile device.

## Entering the Direct URL into Google Chrome

1. Access the Google Chrome web browser. If you don't have Chrome, you can download it for free at [https://www.google.com/chrome/](https://www.google.com/chrome/).

2. Enter [meet.google.com](#) into the Address bar (if you're not logged into your OU email, you will be prompted to login to your account).

3. Select **+ Join or start a new meeting**
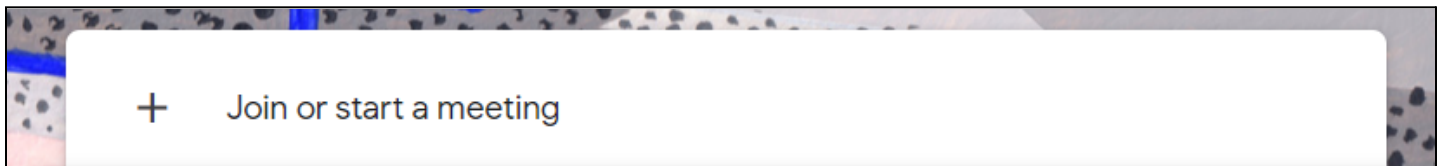


4. A popup window will appear, prompting you to give your meeting a nickname or leave this field blank. Click **Continue**.
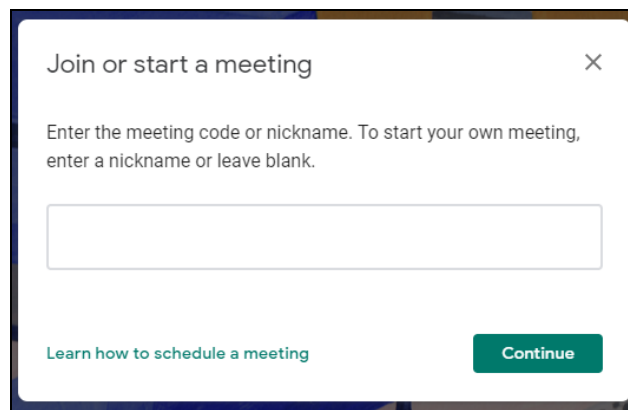


5. Click **Join now** to enter the meeting.
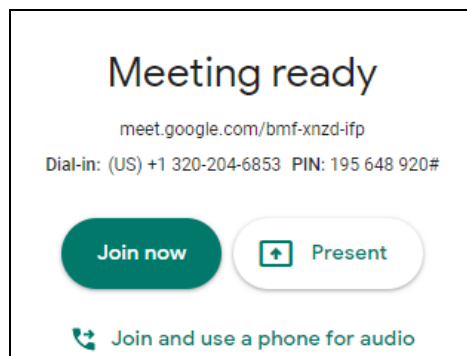
6. You also have the option to mute your microphone or disable your webcam before entering your meeting by clicking on the microphone or webcam buttons. You always have the option to toggle these features at any time during the meeting.
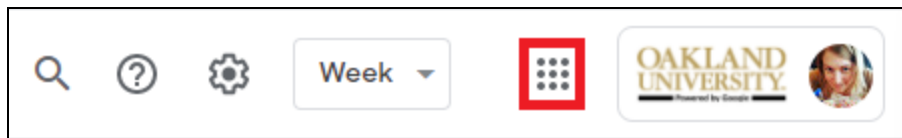


5. Once inside the meeting, you can copy the meeting link, which can then be shared with participants.
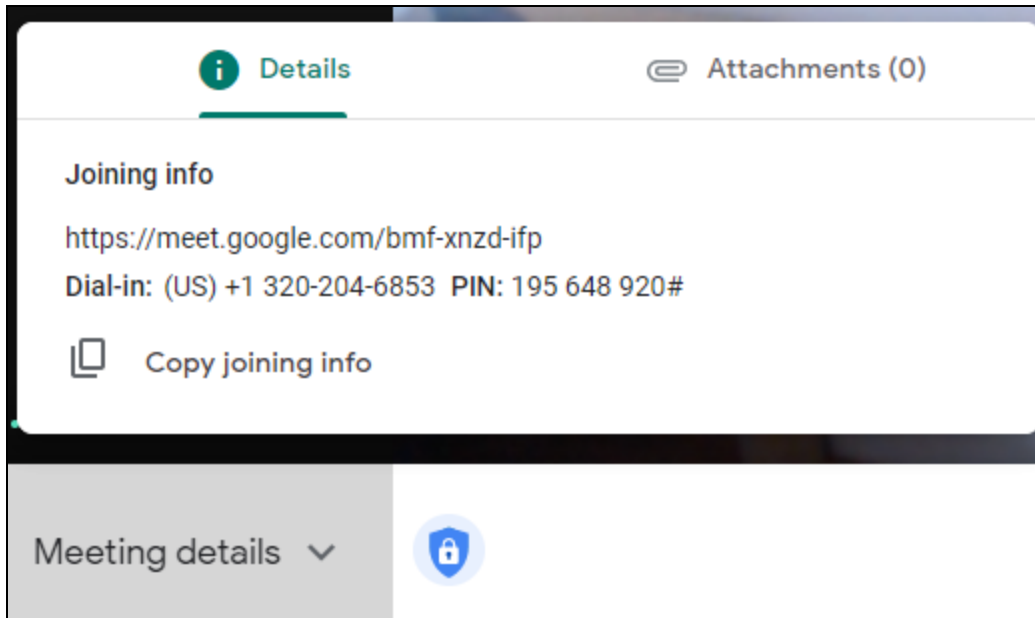


## Quick Launch Meet - OU email

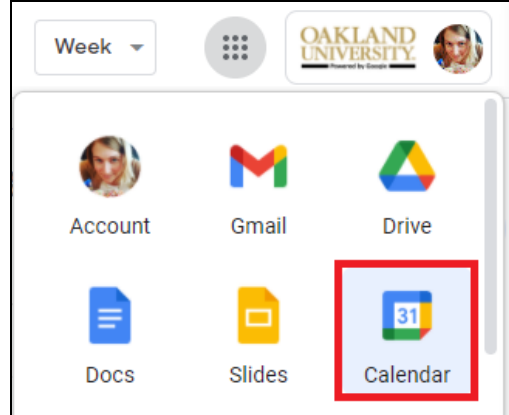1. Click on the **Google apps icon** in the upper right corner of your OU email inbox.



2. Select the **Meet app** from the list. You may have to click on 'More' at the bottom of the list to see Meet
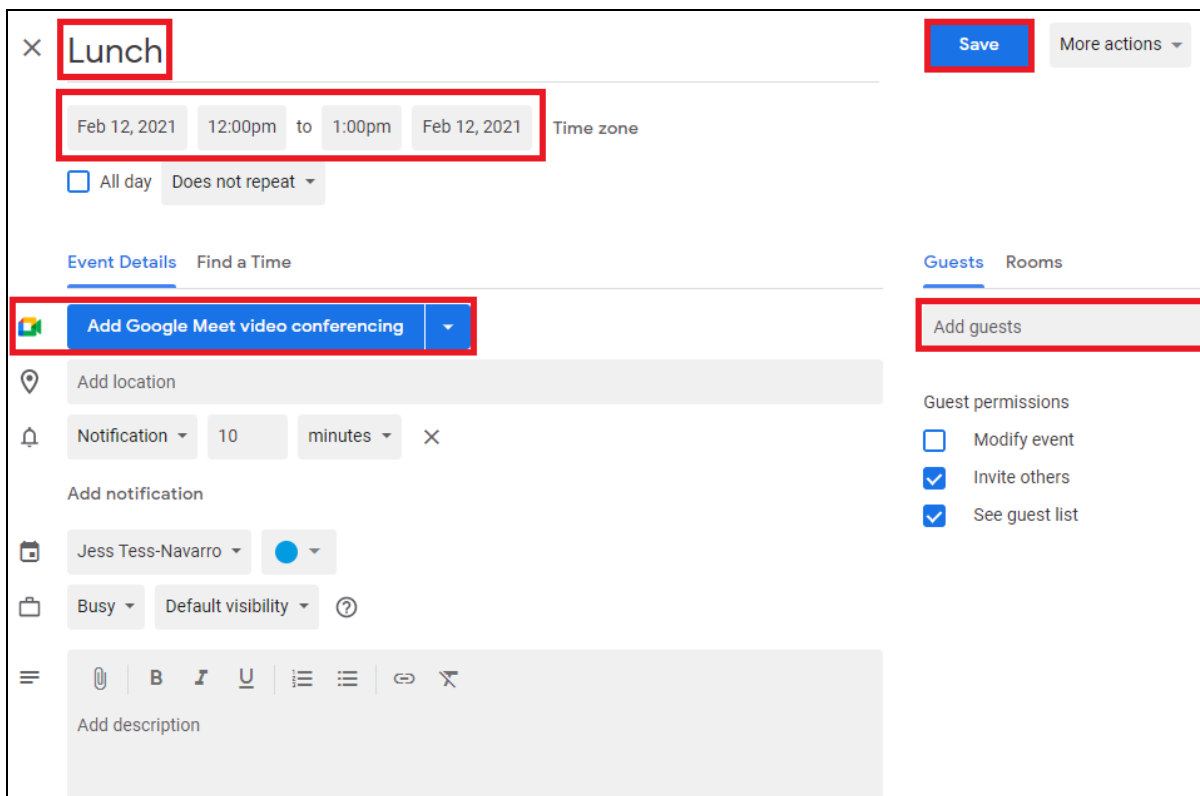


3. Follow Steps 3-5 above.

# Quick Launch Meet - OU email Calendar

1. Click on the **Google apps icon** in the upper right corner of your OU email inbox. Select **Calendar**.
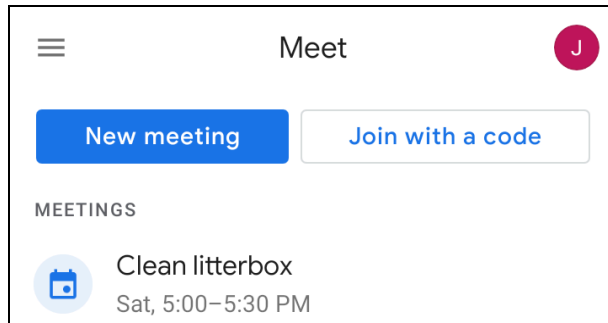


2. Schedule your meeting:

   1.1.   Enter the meeting name
   1.2.   Enter a date and time
   1.3.   Add guests
   1.4.   Update **Add Google Meet Conferencing**
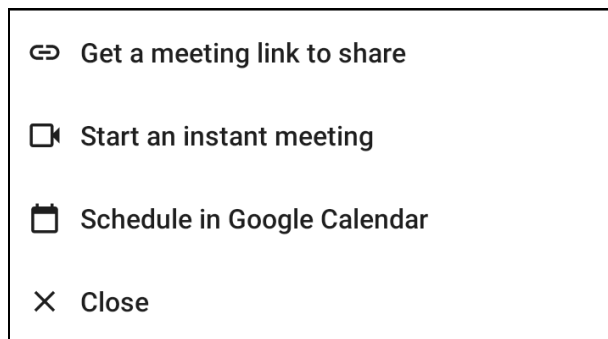   1.5.   Click Save



3. Follow [Steps 3-5](#) above.

## Quick Launch Meet - Mobile Device

1. Download the Meet app from Google Play Store (Android)  or App Store (iPhone).

2. Login to your OU email account.

3. Click **New meeting**.



4. Click **Start an instant meeting** from the options.



## Hardware Recommendations

## Webcams

There are a variety of quality 1080p webcams on the market. Most laptop devices come with an integrated webcam/microphone, however not all desktop computers have them. Additionally, some older laptops do not have a built-in webcam. View some options below:

|  | Ausdom Web Camera HD 1080P | Logitech c615 1080P | Logitech c920 1080P | Google Chromebook |
|---|---|---|---|---|
| Pros | ● Long USB cord<br>● Affordable 1080P option | ● Best picture/sound<br>● Compact | ● Great picture/sound<br>● Can be used to capture entire room (along with an area mic for room audio) | ● Affordable computing option<br>● Works with Google Meet |

| Cons | ● Lower video quality<br>● Grainy video | ● Short USB Cord is not ideal for desktop machines<br>● Would need to purchase USB extension cord | ● Cost | |
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