



RHAM Learning Commons

How to Use Google Meet

Getting Started

1. Go to https://meet.google.com/_meet. You will be greeted by this screen.



10:05 AM • Tue, Apr 27 ? ⓘ ⚙️ ⋮ E

Secure video conferencing for everyone

Connect, collaborate, and celebrate from anywhere with Google Meet

New meeting

Enter a code or nickname



Get a link you can share

Click **New meeting** to get a link you can send to people you want to meet with

[Learn more](#) about Google Meet

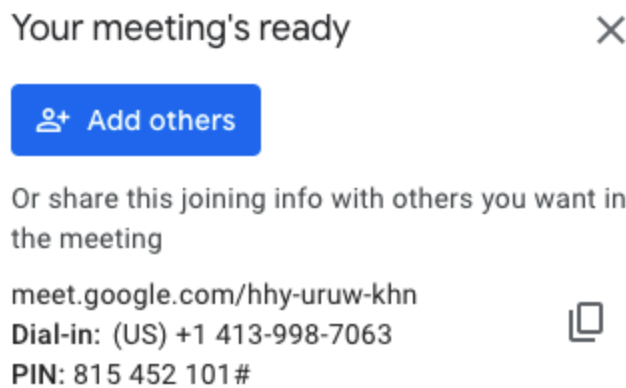
2. Click “New meeting”. You will be prompted to either:
 - a. Create a meeting for later.
 - b. Start an instant meeting.
 - c. Schedule a meeting in Google Calendar.

3. You can also enter a Google Meet code or nickname to join an existing meeting.

Note: Meeting participants can't rejoin nicknamed meetings once the final participant has left. This means if the instructor is the last person to leave a nicknamed meeting, students can't join again until an instructor restarts the nicknamed meeting.

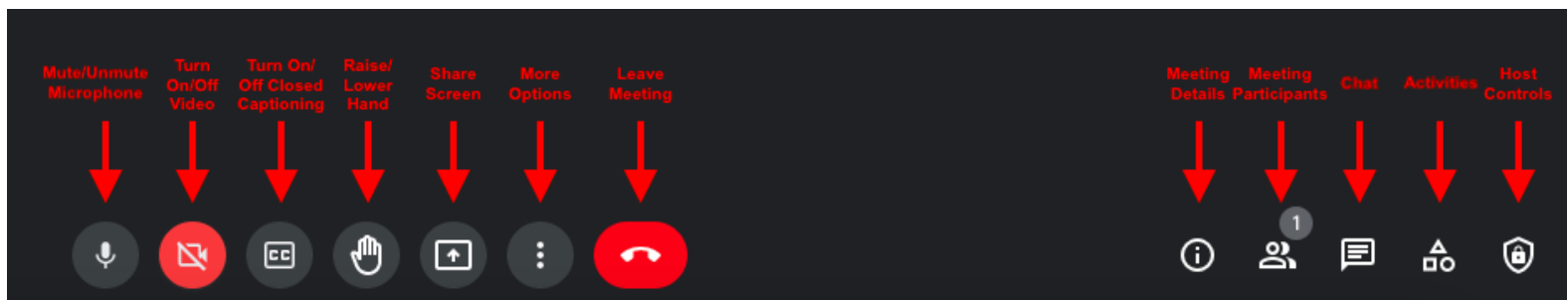
You also may be asked permission to use the computer's microphone and camera. You can click allow to both.

4. You can add participants using the blue "Add others" button or by sharing the URL or dial in number.



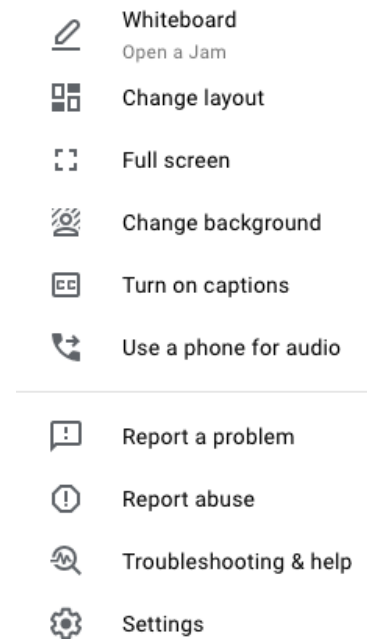
Google Meet Tools

1. See options on the screenshot below for more customizations.



2. Under the “More options” button (button in between “Share screen” and “Leave call” buttons) you can do the following:

- Start a Google Jamboard Whiteboard
- Change layout
- Make the Google Meet full screen
- Change background or blur background
- Turn on closed captions
- Use a phone for audio
- Report a problem to Google
- Report abuse
- See troubleshooting tips
- Access audio, video, and host control settings



3. Under the participants button, you can mute everyone, add new participants, and see the host controls. You will also see a list of all participants in the call.
4. Under the “Activities” button, you can access the Whiteboard, Breakout Rooms, Polling, and Q&A.
5. If you are the meeting host and end the call, you will have the option to end the call for everyone or just leave the call.

Change Tile Layout

1. Under “Change layout”, you can select from the following options (see screenshot):

