

Google Meet Tutorial - Getting Started and Recording a Lecture

Quick Access Links:

1. [Technical Requirements for using Google Meet](#);
2. [How to Schedule a Meeting and Send the Meeting Invites](#); [Screencast video](#) (0:56)
3. [How to Start a Video Meeting with Google Meet](#); [Screencast video](#) (1:28)
4. [Basic features in Google Meet](#); [Screencast Video](#) (1:31)
5. [How to Record a Meeting or Lecture](#); [Screencast Video](#) (1:20)
6. [Updated Google Meet Features](#)

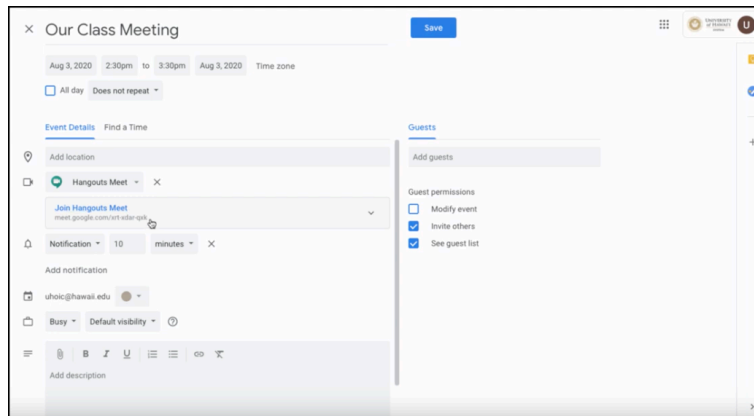
Updates: After September 30, the free access to advanced Google Meet video conference features, such as larger meetings (up to 250 participants), live streaming, and recording will not be available. Google@UH Users can still host meetings for up to 100 participants and without the 60 minutes meeting time limitation.

Technical Requirements for using Google Meet

1. To create a video meeting, you need to be signed in to your [Google@UH](#) account. Anyone inside or outside of your organization can join as a participant by selecting the link or entering the meeting ID.
2. Before you start a video meeting, make sure that your meeting and device meet the [technical requirements](#) for Hangouts Meet.
 - a. Use a supported operating system:
 - i. Apple® macOS®
 - ii. Microsoft® Windows®
 - iii. Chrome OS
 - b. Use a supported web browser:
 - i. Chrome Browser. [Download the latest version](#)
 - ii. Mozilla® Firefox®. [Download the latest version](#)
 - iii. Microsoft® Edge®. [Download the latest version](#)
 - iv. Apple® Safari®.
 - c. A built-in web camera or USB camera
 - d. A built-in microphone and speaker or USB headset
 - e. Allow Meet to access your camera and microphone the first time you use Meet.
3. Participant limits: Google Suite Education allows up to 250 participants in one meeting ([advanced features](#) available to UH accounts until September 30, 2020).



How to Schedule a Meeting and Send Meeting Invites



[Screencast Video](#) (0:56)

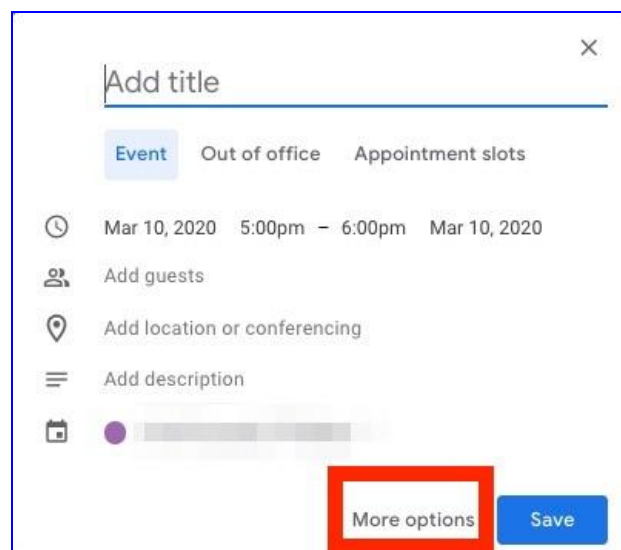
Schedule a video meeting in Calendar

When you add a guest to an event, a video meeting link and dial-in number are added automatically. Alternatively, you can click Add conferencing.

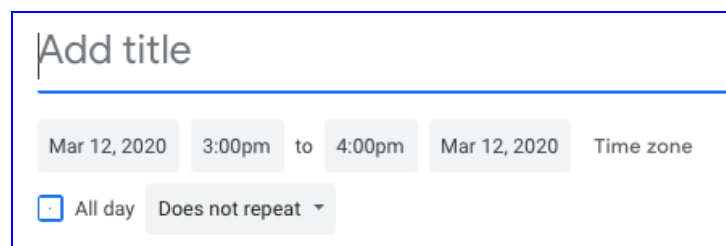
1. Go to [Google Calendar](#) and create an event.



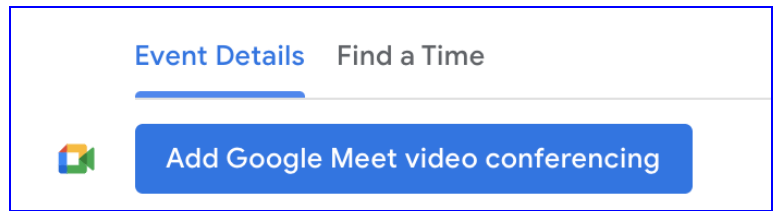
2. Select **More Options**.



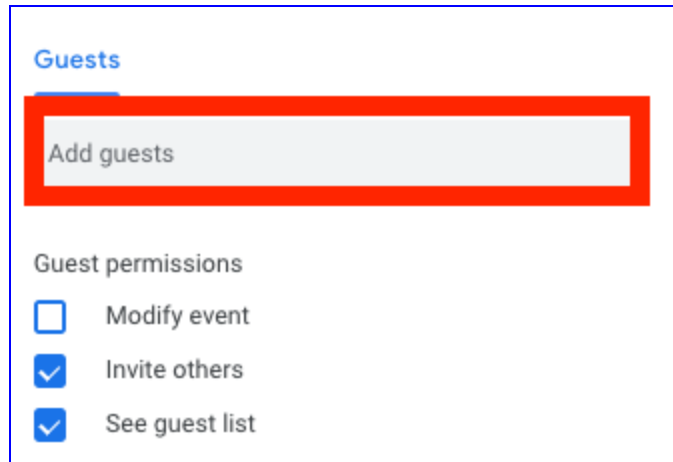
3. Enter Meeting **title**, **date** and **time**.



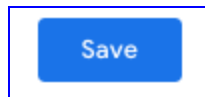
4. Select **Add Google Meet video conferencing**. A Google Meet URL will be generated for this meeting.



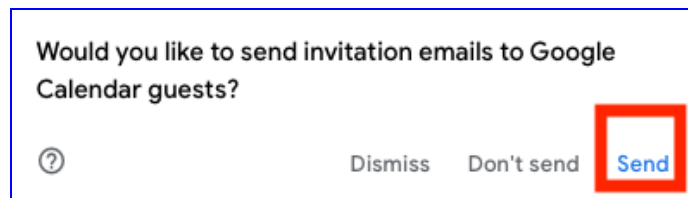
5. On the **Guests** tab, click **Add guests** and enter the email addresses.



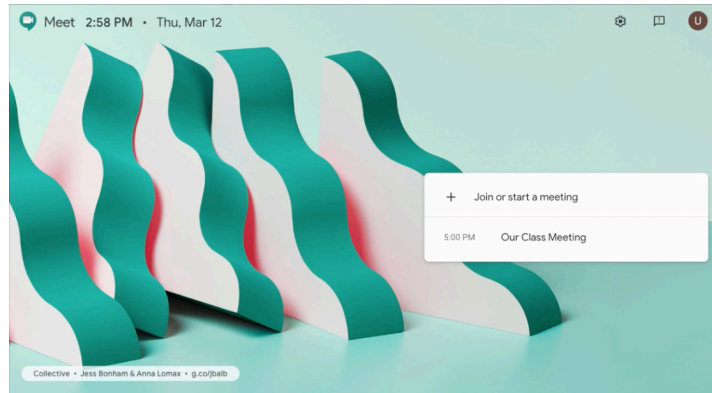
6. Click **Save**.



7. Click **Send** to send invitation emails to Google Calendar guests.



Start a video meeting with Google Meet



[Screencast Video](#) (1:28)

1. In a web browser, enter <https://meet.google.com>.

2. Click **Join or start a meeting**.

+ Join or start a meeting

3. Enter the meeting code or nickname of an existing meeting. To start your own meeting, enter a nickname or leave blank.

Join or start a meeting

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

4. Select **Continue**.

Continue

5. In the next window, you will see a preview of your video on the left. Click **Join now** on the right side of the window. (A friendly reminder, please pay attention to the background. For example, a cluttered background may cause distraction during the meeting).

Class Meeting 3/12

No one else is here

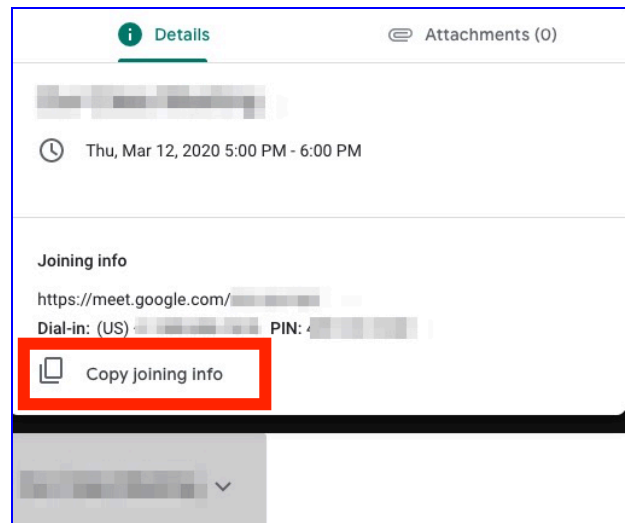
Join now

Present

Other options

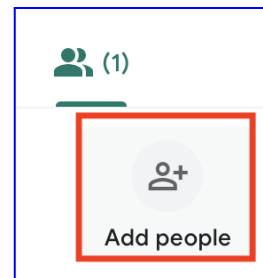
Join and use a phone for audio

- 6.** To share the meeting URL with your participants:
- Select **Copy joining info** and paste the meeting details into an email or Laulima announcement.

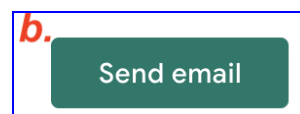
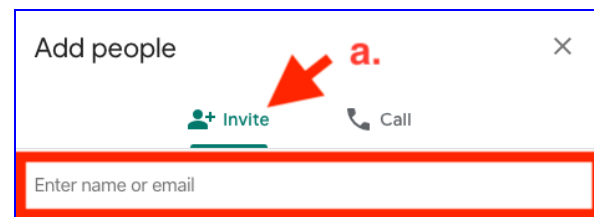


- 7.** To add someone to a meeting:

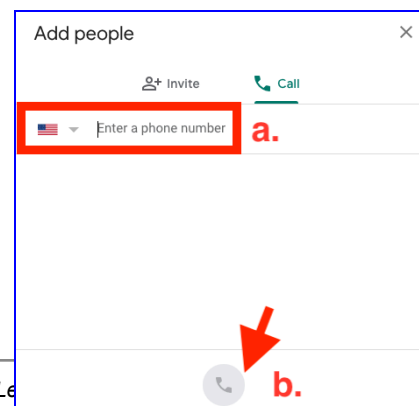
- Select **Add people** in the participant panel:



- Under the **Invite** section, enter an email address or pick from your contact list and click **Send email**.



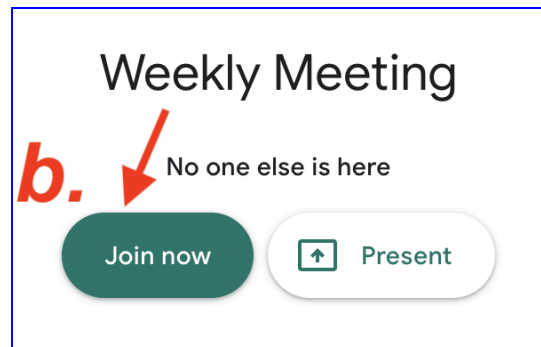
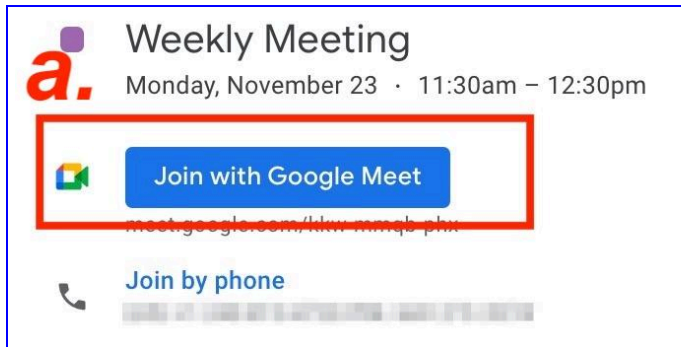
- Or, under the **Call** section, enter a phone number and press Call.



How to Join a Google Meet meeting

Join from a Calendar event

1. In [Calendar](#), select the event you want to join.
2. Select **Join with Google Meet** and in the window that opens, select **Join now**.

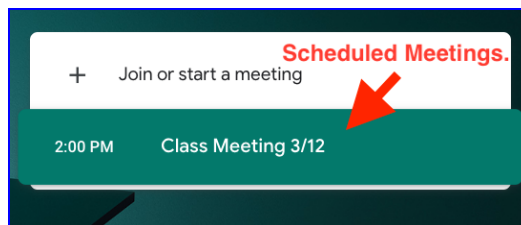


Join Directly from Google Meet

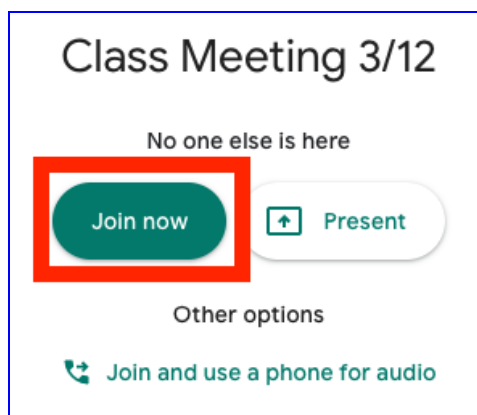
In Google Meet, you can select a scheduled event or you can enter a meeting code.

Method 1: Select a scheduled event:

1. In a web browser, enter <https://meet.google.com/>.
2. Select the meeting from your list of scheduled events.

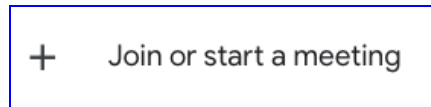


3. Select **Join now**.



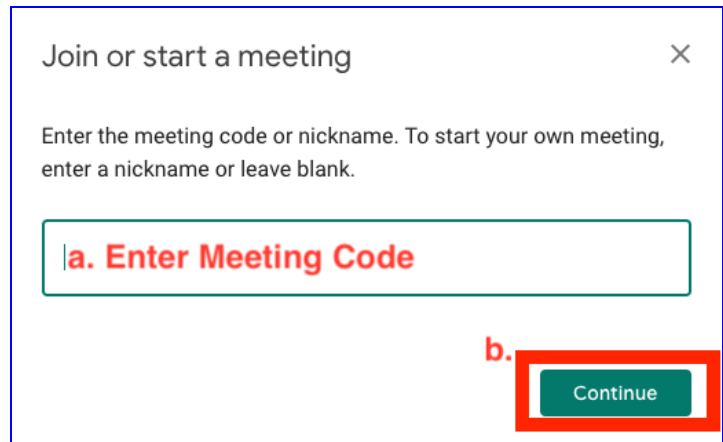
Method 2: Enter a meeting code:

1. In a web browser, enter <https://meet.google.com>.
2. Select **Join or start a meeting**.

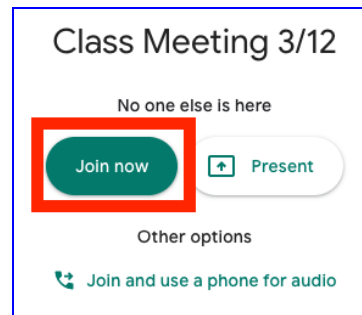


3. Enter the **meeting code** and select **Continue**.

*The “meeting code” is the string of letters at the end of the meeting link. You don’t have to enter the hyphens. For instance, the meeting code for this sample meeting (meet.google.com/ray-jsfd-kdu) is rayjsfdkdu.



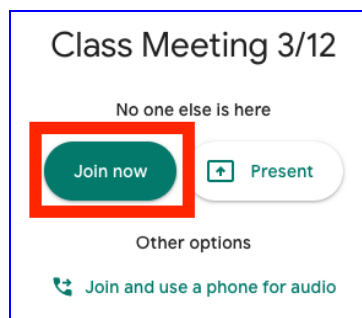
4. Click **Join now**.



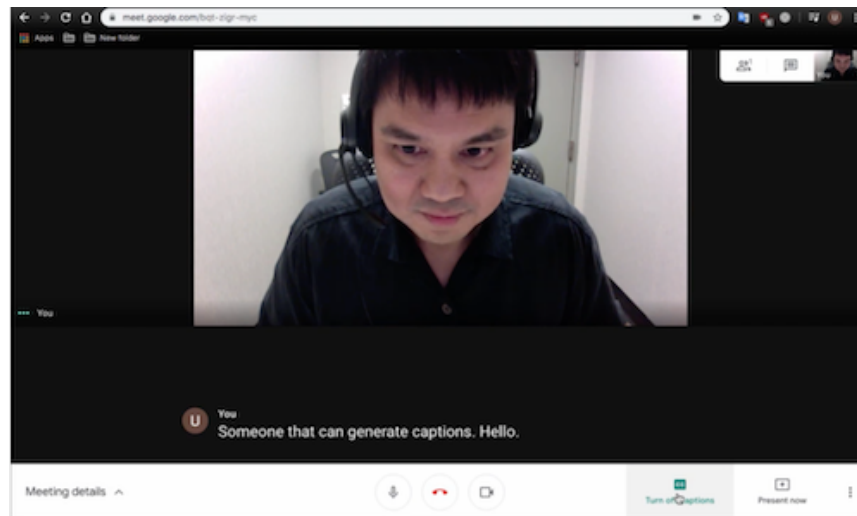
Join with a meeting link URL

Sometimes there isn’t enough time to schedule a meeting and book a room. With Hangouts Meet, you can join an impromptu video meeting by clicking the meeting link URL sent to you in a text or email.

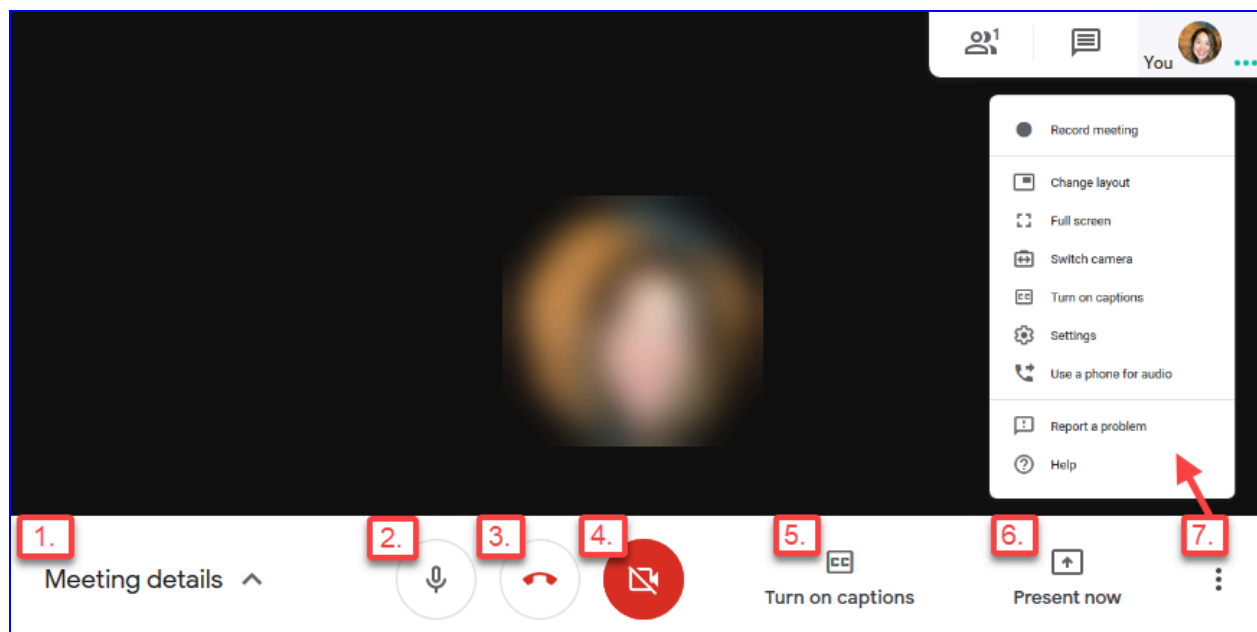
1. Click the meeting link sent to you in a chat message or email.
2. Select **Join now** to join the meeting.



Basic features in Google Meet



[Screencast Video](#) (1:31)



In the Google Meet menu bar, you can find the buttons/features below (from left to right):

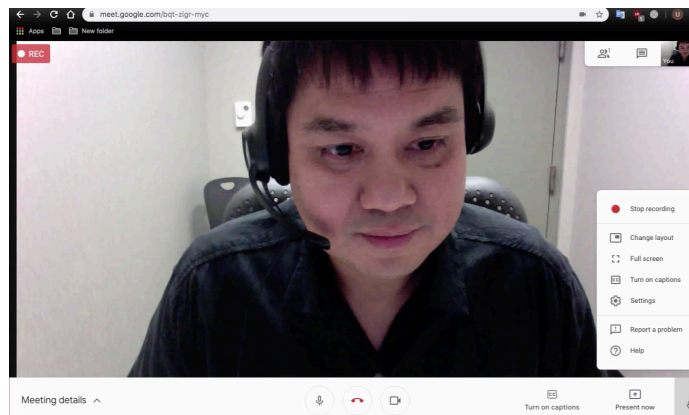
- 1.** Meeting Details and Attachments: find the details information of your meeting and share files with participants
- 2.** Audio: turn on/off your microphone
- 3.** Leave Call: leave the meeting
- 4.** Video: turn on/off your camera

5. Turn on captions: generate automatic closed captions (only you will see the closed captions, other participants need to turn on the captions on their Google Meet to view it).
6. Present now: allow you to share your entire screen or one of your windows to the participants
7. More options: additional features like Record meeting, Change layout, Full screen, Turn on captions, Settings, Use a phone for audio. Report a problem, and Help.

Note:

- Google Meet no longer allows participants to remove the host or other participants from the meeting. **Only** the meeting creator/host can mute or remove other participants in a meeting.
- The host is able to mute or remove participants from the meeting. If the host mutes a participant, the participant is able to unmute themselves.

How to Record a Meeting or Lecture



[Screencast Video](#) (1:20)

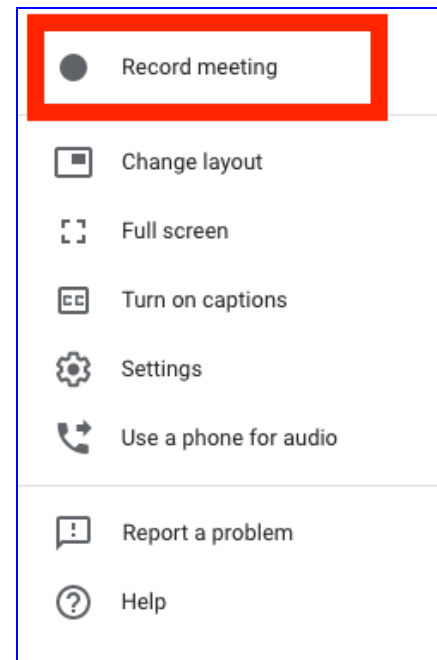
Important: Be sure to review all relevant UH policies, including the [Family Educational Rights and Privacy Act \(FERPA\) and Confidentiality of Student Records](#), especially if you will be recording synchronous sessions. Note that the U.S. Department of Education (DOE) has [FERPA recommendations addressing photos and videos](#). Reference the [UH Institutional Data Governance FERPA Guidance for Online Lectures and Recordings](#). Refrain from capturing audio or video of students that will be posted online and available for others to access or be sure to crop those segments out prior to posting your recordings online.

Note: You can use Google Meet's record a meeting or lecture feature to record live, synchronous web conferences, or you can pre-record a lecture/screencast for your students to view asynchronously. Do not forget to 1) share your screen using **Present Now** and 2) select the presentation (e.g., PowerPoint, Google Slides) that you wish to record.

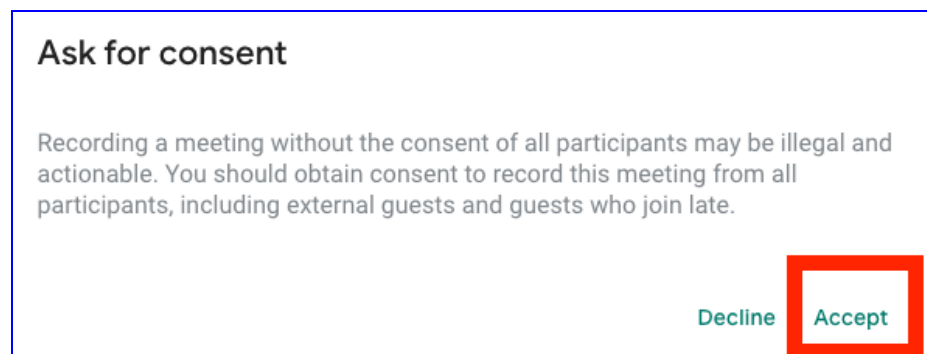
1. In a web browser, enter <https://meet.google.com>.
2. Start or join a meeting.



3. In the menu bar, select **More options > Record meeting**



4. In the **Ask for consent** pop-up window, select **Accept** to enable recording. Make sure to obtain consent from the participants before recording a meeting.

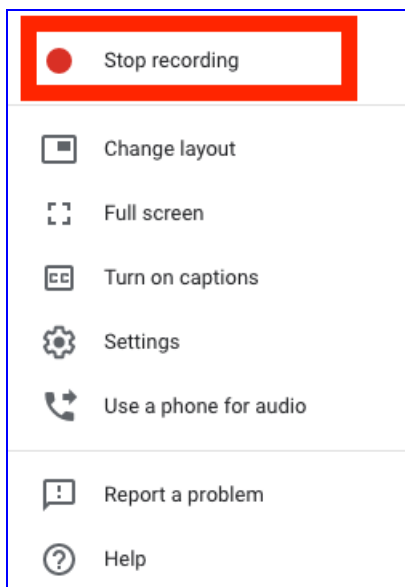


5. You will see the record icon during the recording. (Other participants are notified when the recording starts or stops.)

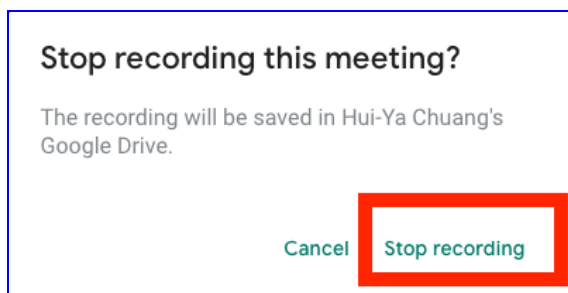


6. To stop recording: Select **More options** > **Stop recording** when you finish. (The recording also stops when everyone leaves the meeting.)



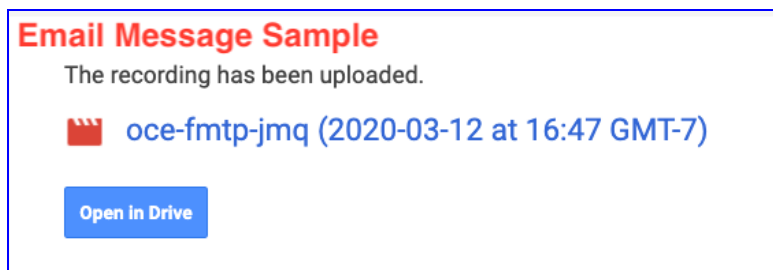


- 7.** Select **Stop recording** in the pop-up window to verify.



- 8.** Wait 10 or more minutes for the recording file to be generated and saved to your UH Google Drive under **My Drive > Meet Recordings** folder (this folder will be generated automatically upon recording your first Google Meet session). An email with the recording link will also be sent to the meeting organizer and the person who started the recording.

Important note: by default, the recording file will be saved to the host's Google Drive folder. However, if one of the participants in the meeting started the recording instead of the host, then the recording file will be saved to both the host and that participant's Google Drive folder.



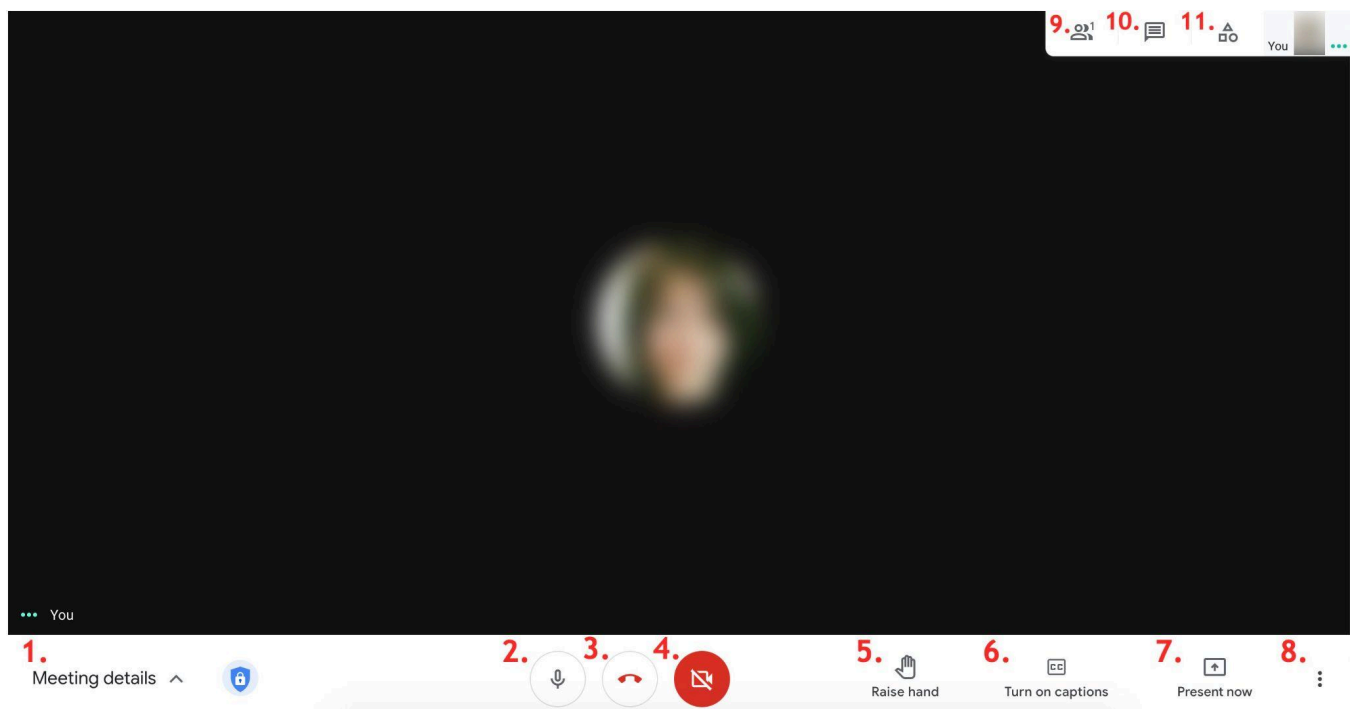
- 9.** You can then share the recording file (mp4) with your students via Google Drive or Youtube. View the [Upload and Share Video \(Google Drive or YouTube\) tutorial](#) for additional step-by-step



instructions.

Important Note: In the Google Drive share setting, you should select the **Anyone at University of Hawaii with the link**, or the **Specific People** option (requires your students to log in to the UH@Google account to view the folder/file), because these are more secure approaches. Refrain from selecting the **Public on the web**, **Anyone with the link**, or the **University of Hawaii** options as those will make your file more accessible and less secure and therefore should not be used.

Updated Google Meet Features



In the Google Meet menu bar, you can find the buttons/features below (from left to right):

- 1.** Meeting Details and Attachments: find the details information of your meeting and share files with participants
- 2.** Audio: turn on/off your microphone
- 3.** Leave Call: leave the meeting
- 4.** Video: turn on/off your camera
- 5.** Raise hand: raise hand to ask questions
- 6.** Turn on captions: generate automatic closed captions (only you will see the closed captions, other participants need to turn on the captions on their Google Meet to view it).
- 7.** Present now: allow you to share your entire screen or one of your windows to the participants



- 8.** More options: additional features including Whiteboard, Record meeting, Change layout, Full screen, Change background, Turn on captions, Use a phone for audio, Report a problem, Report abuse, Troubleshooting & Help, and Settings.
- 9.** Show everyone: open the list of current participants
- 10.** Chat with everyone: open the chat window
- 11.** Activities: additional activities including Breakout Rooms, Polls, and Q&A.

