

How to take a class (two-way simultaneous type) —with Google Meet—

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How to join a meeting with Google Meet

From here, we will show you how to attend a meeting on Google Meet.

There are two types.

- ① How to join from a web browser
- ② How to join a meeting on mobile

How to join from a web browser

Ref.

<https://support.google.com/meet/answer/9303069>
(Google Meet Help, Join a meeting)

Here is a brief explanation of "How to use Google Meet Video Conferencing". Join the meeting via your browser.

There are three main ways to join a video conference on Google Meet:

- ① Join a meeting from Meet
- ② Join a meeting from a Google Calendar event
- ③ Join a meeting with a meeting link URL

For Windows and Mac users, please refer to the Google Chrome web browser.

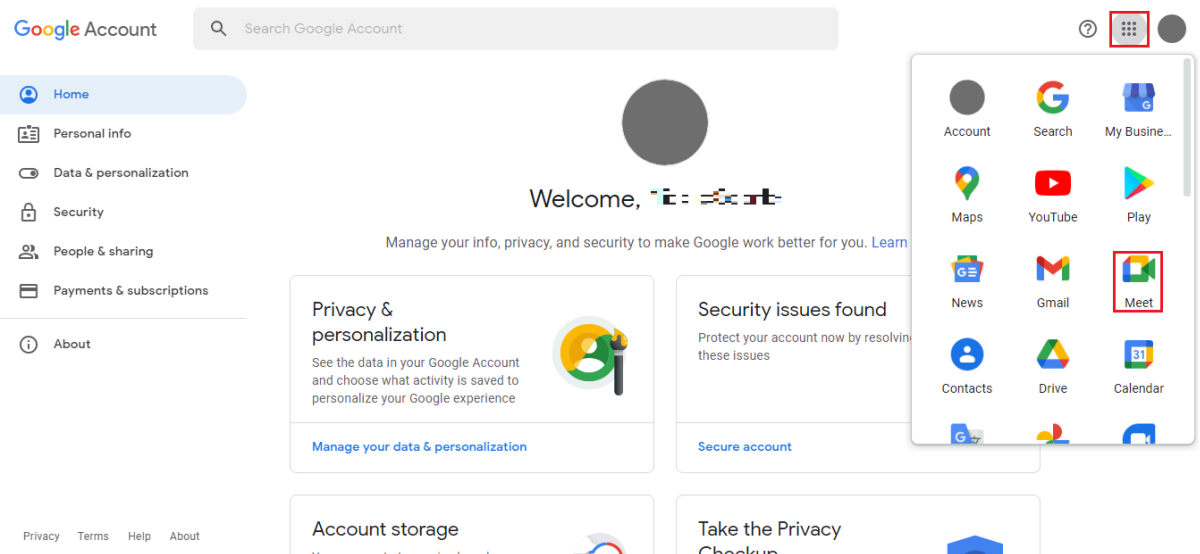
1. Join a meeting from Meet

1.1 Log in to your Chiba University G Suite account at <https://myaccount.google.com/> and click the red frame icon "**Meet**". If you're already logged in to your G Suite account, go to <https://meet.google.com/> with your web browser and go directly to Google Meet.

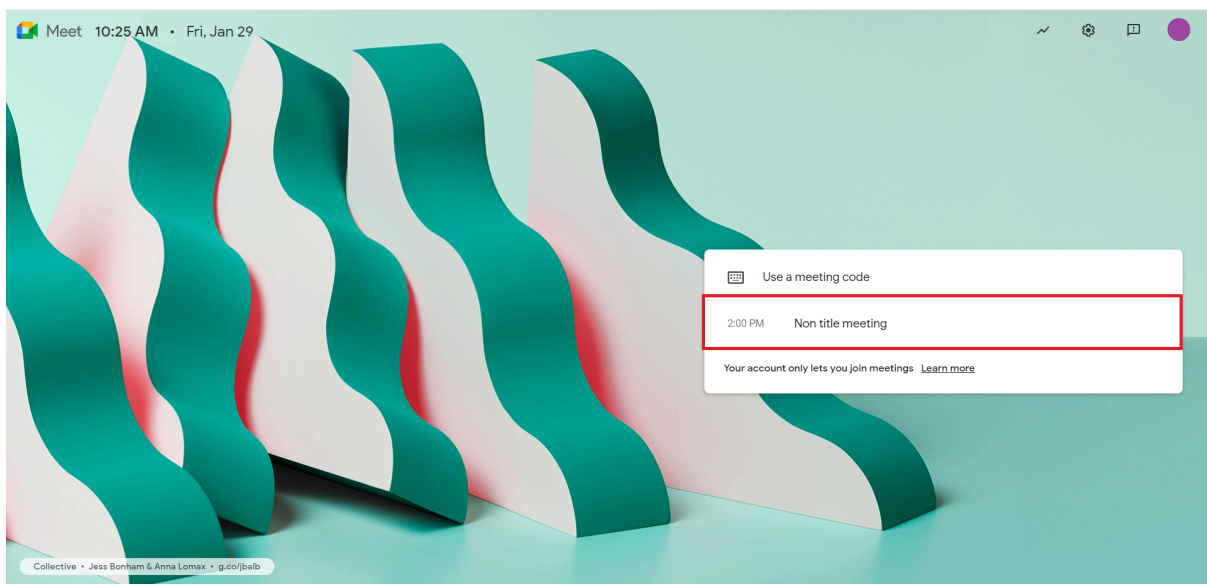
Chiba University G Suite Account

Account: [Student ID number]@student.gs.chiba-u.jp

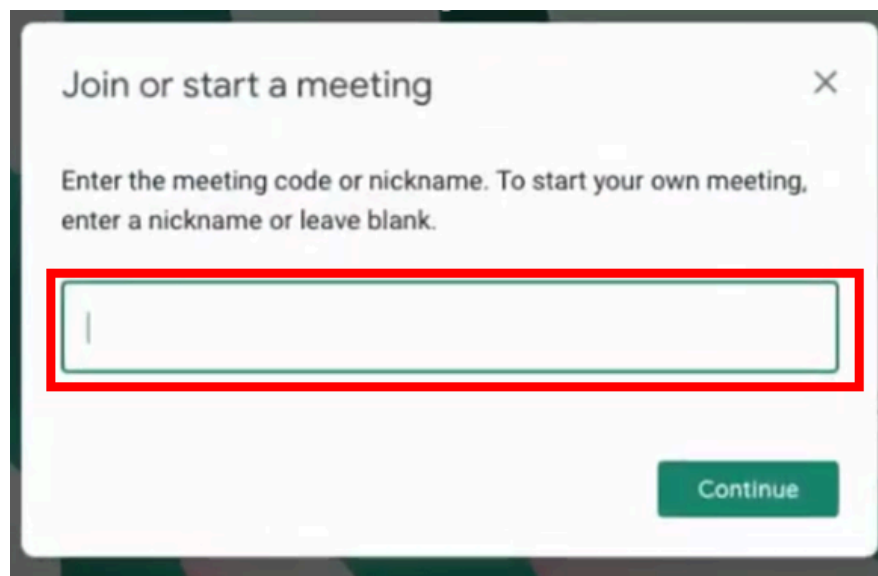
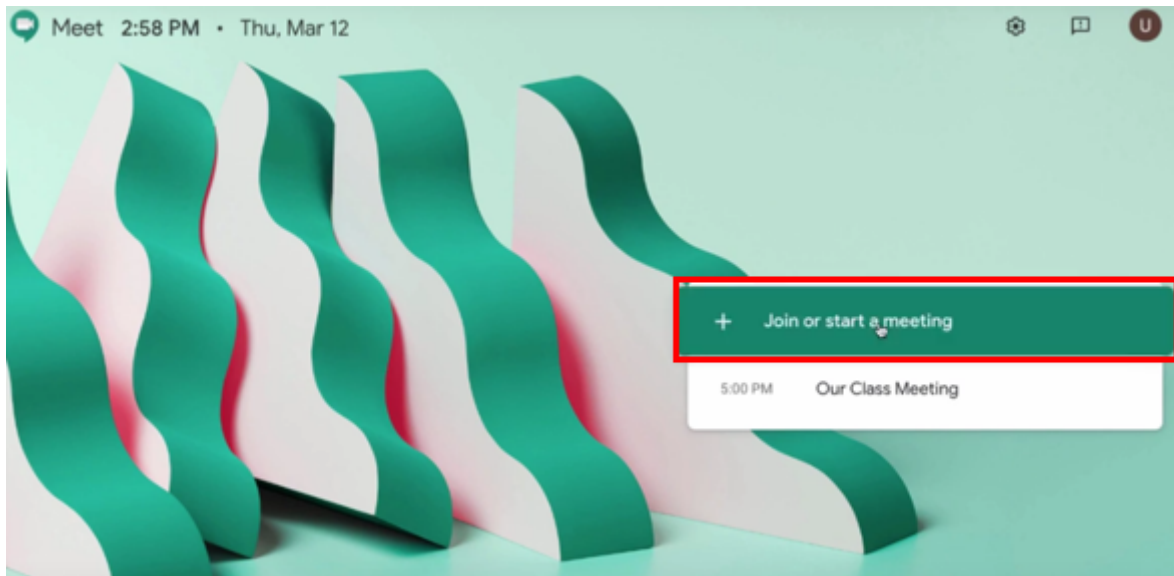
Password: The password you decided when setting



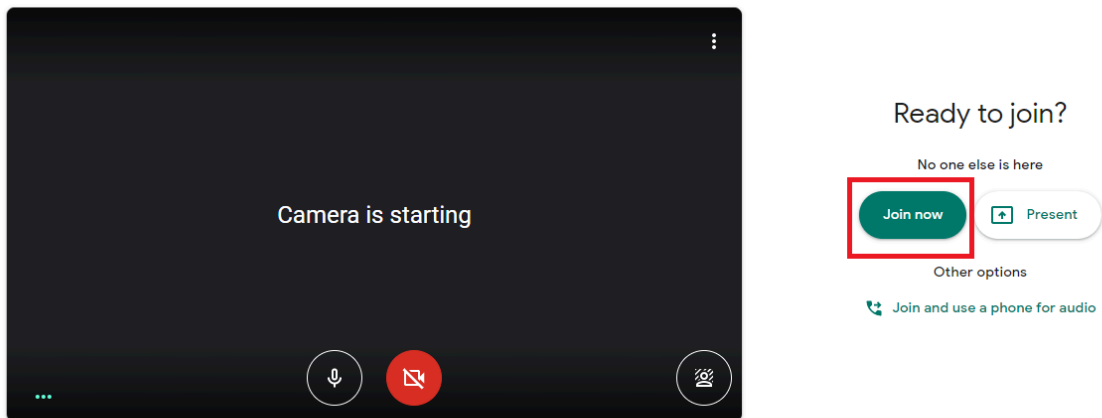
1.2 Shows upcoming meetings. (Google Meet only shows meetings scheduled in Google Calendar.)



- Alternatively, enter the "**Meeting Code**" or "**Nickname**". The meeting code is the string at the end of the meeting link. You don't have to enter a hyphen.

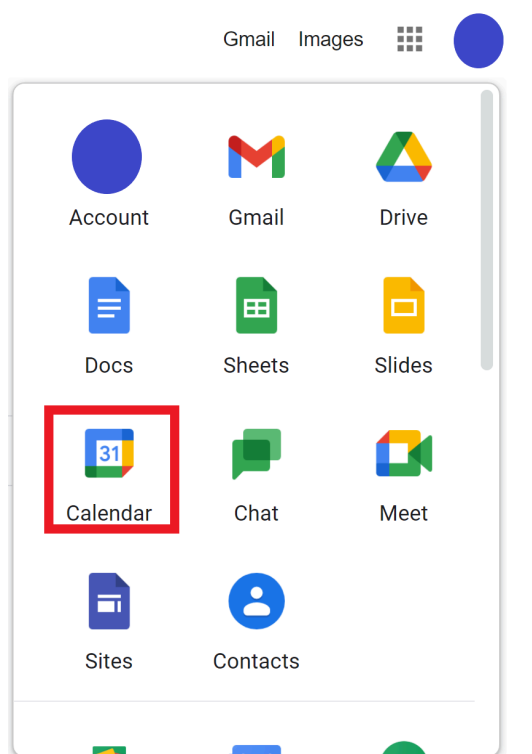


1.3 Click "Join Now".

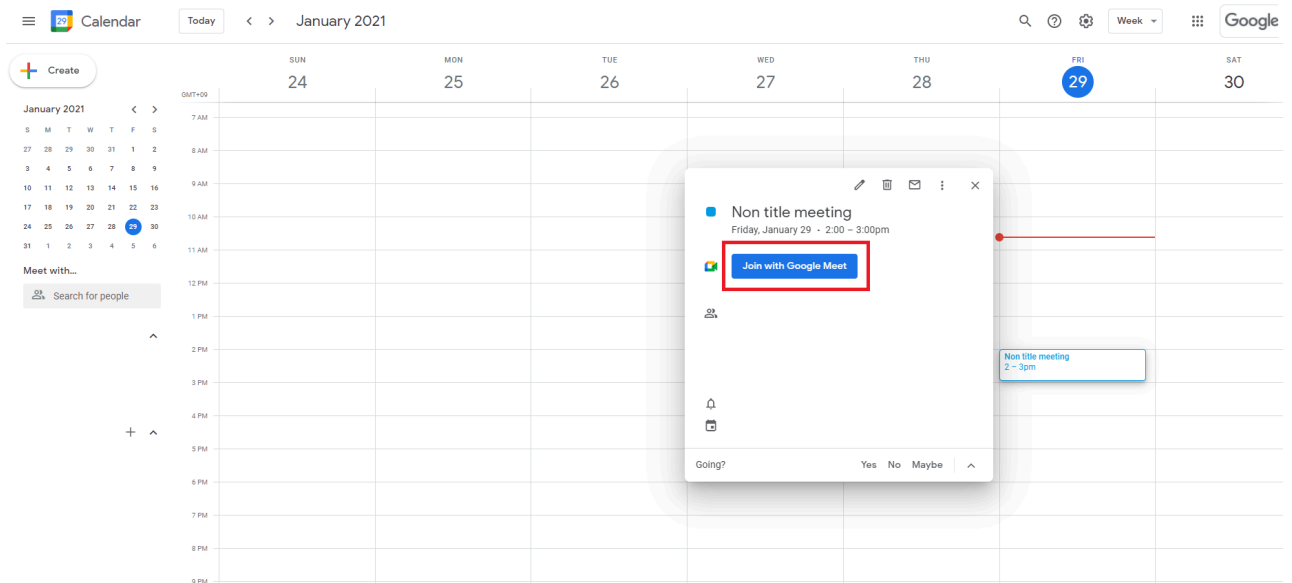


2. Join a meeting from a Google Calendar event

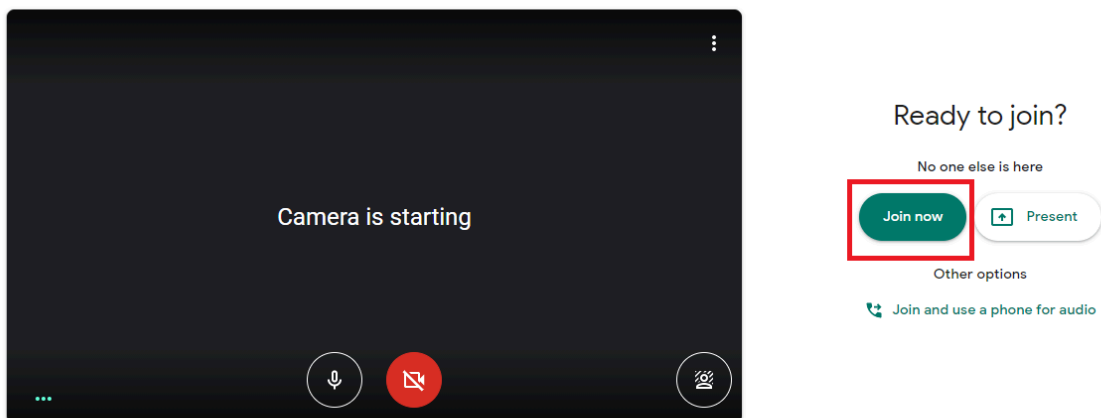
2.1 Click the icon "Calendar" in Google Chrome.



2.2 Click on the appointment you want to attend, and click "Join with Google Meet" in the pop-up (red frame).

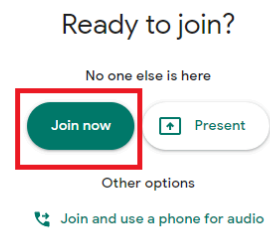
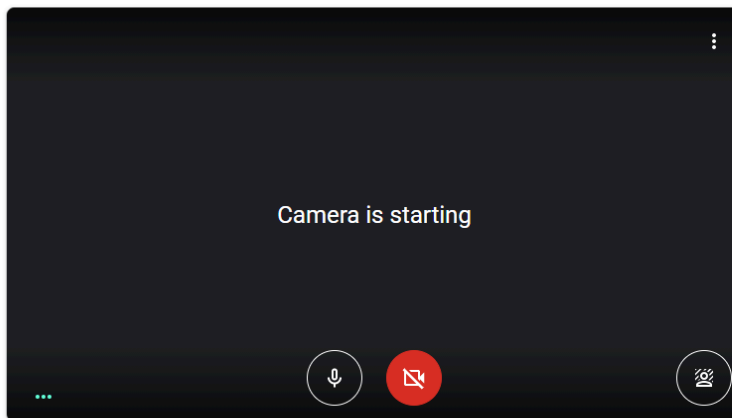


- Click on the "Join Now" button.



3. Join a meeting with a meeting link URL

- 3.1 Click on the meeting link that was sent to you by chat message or email.
- 3.2 Click on the "Request to join" button. You will automatically be able to join the meeting after you have given your consent.



How to join a meeting on mobile

Ref.

<https://support.google.com/meet/answer/7291339>

(Google Meet Help, Download the Meet app)

Google Meet allows you to participate in the meeting with your smartphone or tablet.

First, you will need to prepare your G Suite account, which you will need to apply for in Moodle. To get a G Suite account, you will need to apply for one in Moodle, see the following URL You can also log in with your personal Google account, but you may not be able to join the meeting.

About the implementation of media classes at Chiba University (For students) G Suite

<https://sites.google.com/faculty.gs.chiba-u.jp/mfc/students/gsuite?authuser=0>

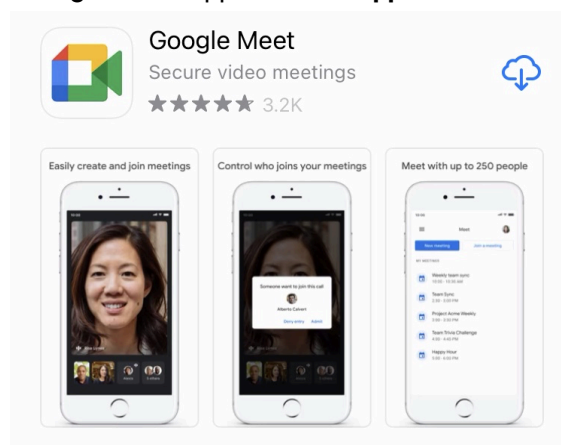
Chiba University G Suite Account

Email address: [Student ID number]@student.gs.chiba-u.jp

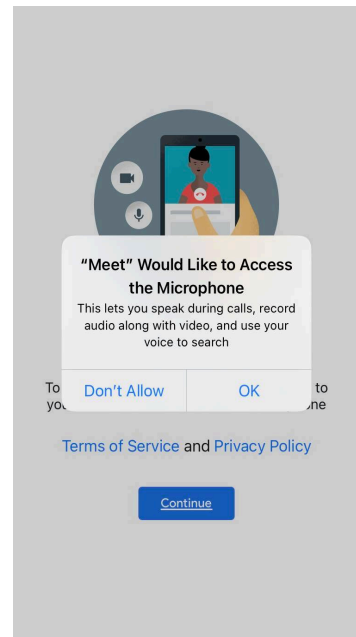
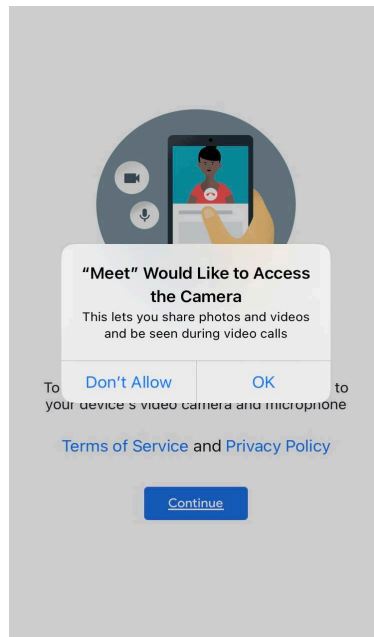
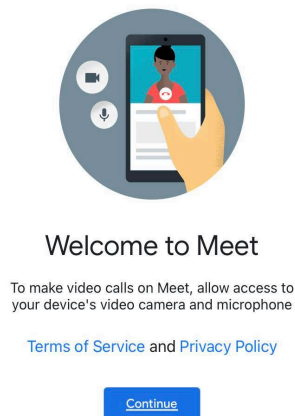
Password: The password you decided when setting

1. iOS

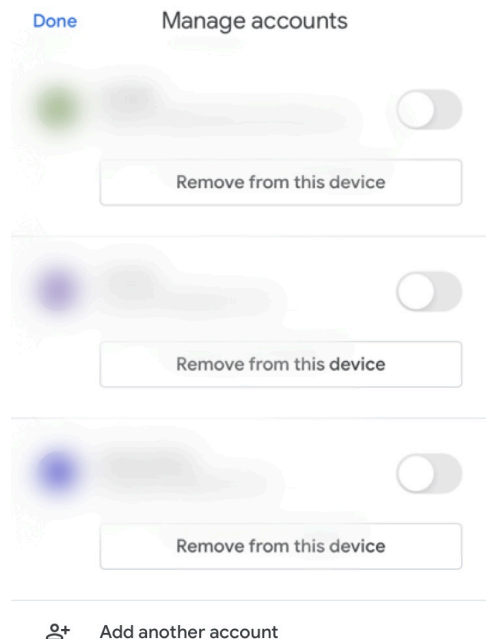
1.1 First, download the "**Google Meet**" app from the "**App Store**".



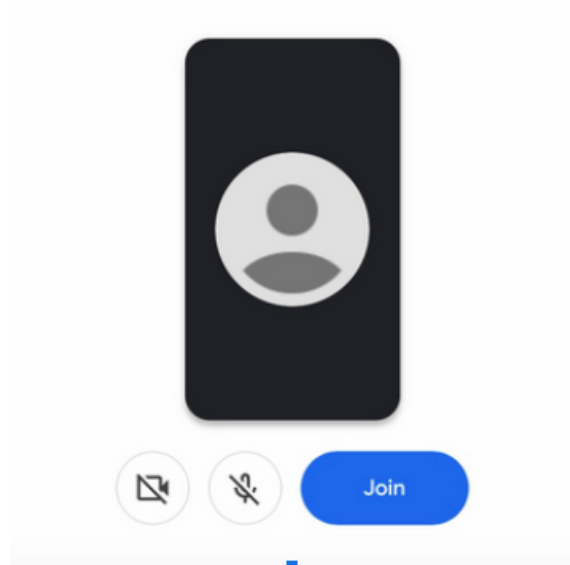
1.2 After the download is complete, open the "**Google Meet**" application. The following screen will be displayed at first, tap "**Continue**". You will see a request for microphone and camera access, select "**OK**" for each. (We will be using the microphone and camera for two-way communication in the meeting.)



1.3 Next, log in with your G Suite account. Follow the on-screen instructions and enter the required information. If you have already logged in to G Suite on your device, you can skip entering your account information, but if you are using a G Suite account for the first time, please go to **"Add another account"** and enter the necessary information.

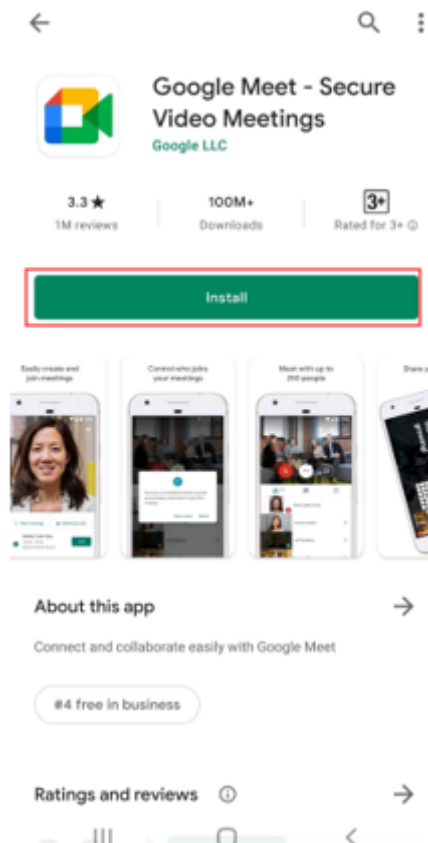


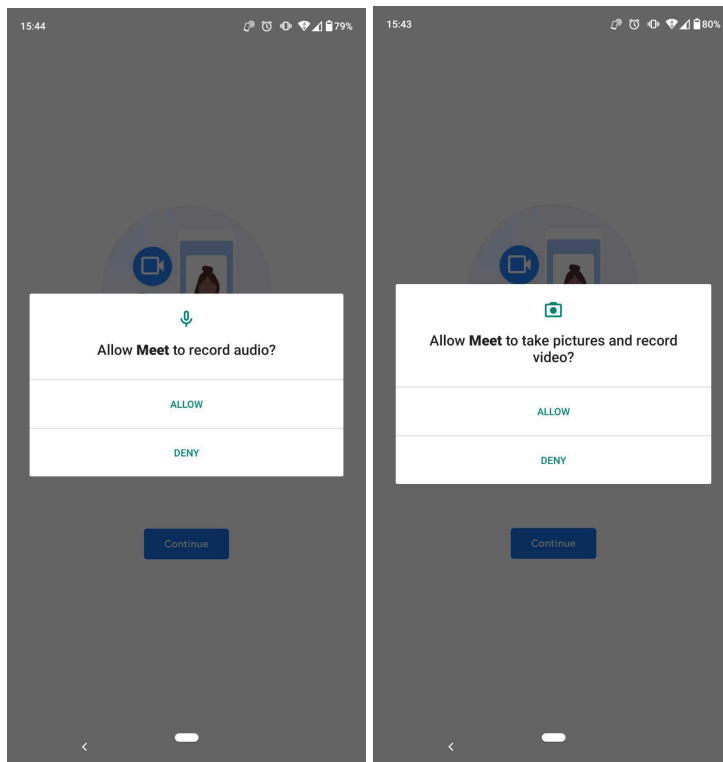
1.4 If you can log in, you will see the following screen. (The next time you start up the application, this screen will be displayed.)
 If you have been given a Meeting Code by the meeting organizer, please enter the Meeting Code from the **"Meeting Code"** button.
 You can turn on/off the camera and microphone before joining the meeting, so please use them at your discretion.



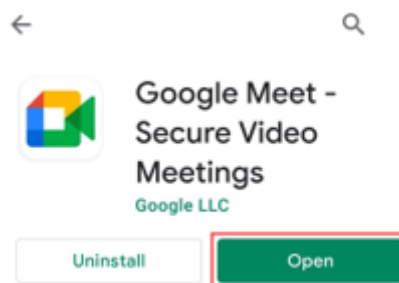
2. Android

2.1 First, download the "Google Meet" app from "**Google Play**". Tap the "**Install**" button, and then Tap the "**ALLOW**" button.





2.2 After the download is complete, open the "**Google Meet**" application. At first you will see the following screen, tap "**Continue**".



2.3 Please refer to steps 3 and 4 for iOS.

Settings for your microphone and camera

Ref.

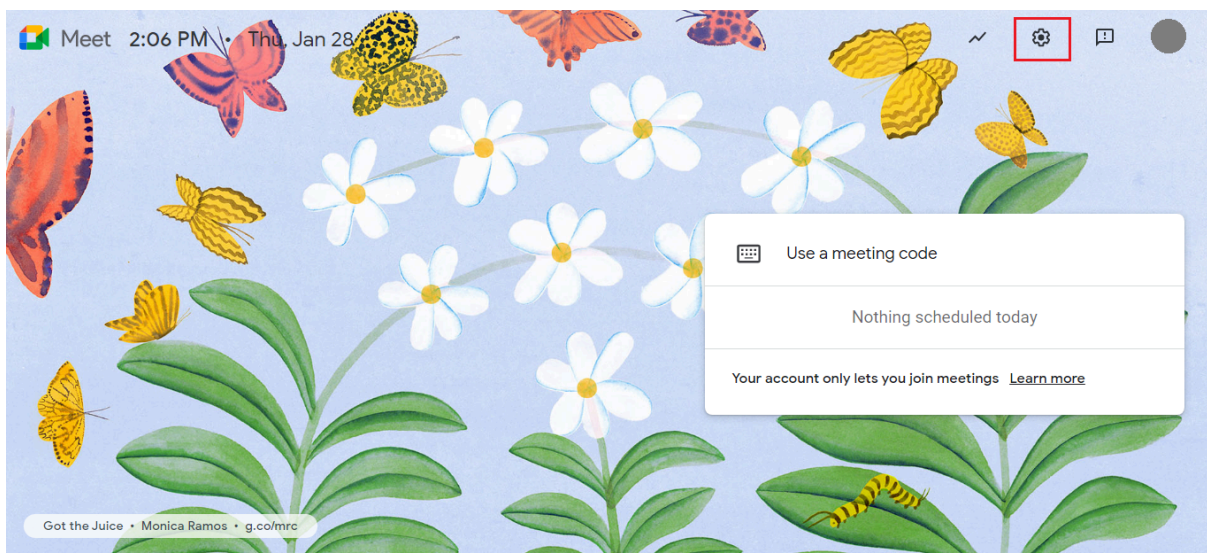
<https://support.google.com/meet/answer/9302964>

(Google Meet Help, Change your computer's video and audio settings)

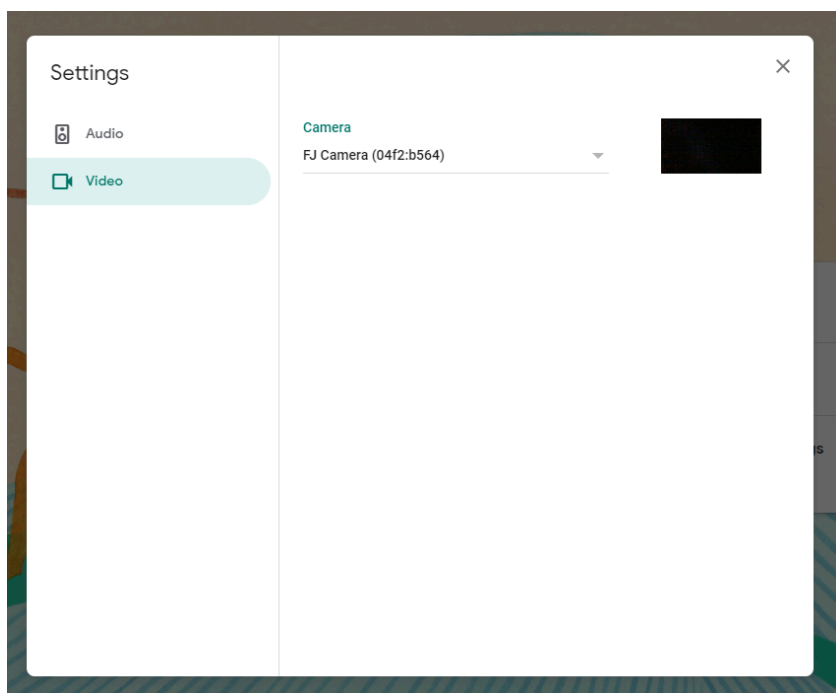
From here, we will explain how to check the operation of the camera, speaker, and microphone as a preliminary preparation for using Google Meet.

Checking for your devices (camera, microphone and speaker) on Google meet

1. Launch the Google Meet.
2. Once started, click the **“settings”** icon in the upper right.



3. Click **"Video"** in "Settings". (Camera operation check)
 - 3.1 If the image from the camera is displayed, the camera setup is complete.



(Screen when "Video" is opened)

3.2 If a device different from the one you want to use is selected, click  and select the device you want to use.

3.3 If you do not know which device you want to use by looking at the device name, it is recommended to disconnect the connected audio / camera device from the PC and check the audio / camera device name of the PC itself.

- If there is a problem such as the image is not displayed → [Troubleshooting issues \(P. 12~14\)](#)

4. Click "**Audio**" in "Settings". (Check the operation of the speaker and microphone)

4.1 Click "**Test**" in "Speakers".

- Speaker setup is complete when you hear the ringtone.
- If you don't hear the ringtone. → [Troubleshooting issues \(P. 14~15\)](#)

4.2 Click "**Test Microphone**".

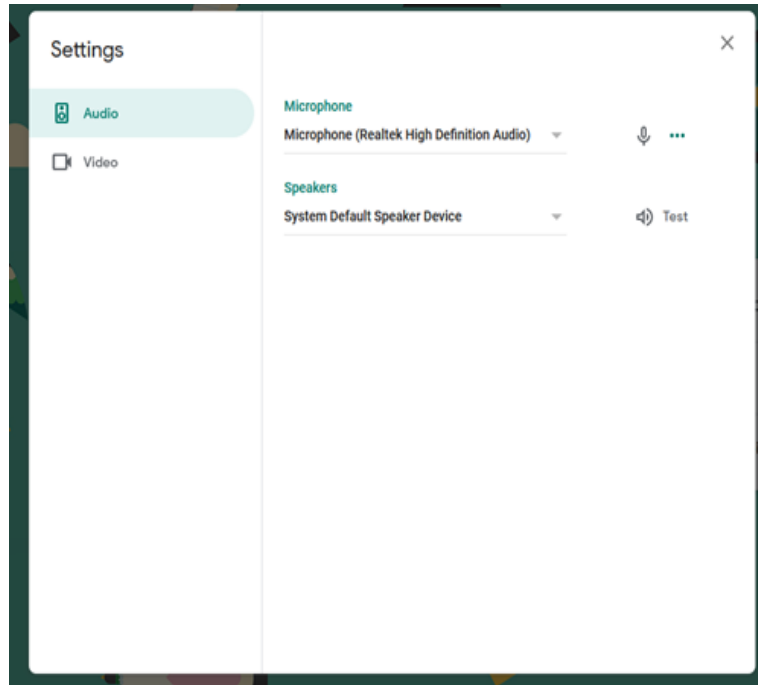
- Speak into the microphone.
- If the dot to the right of the microphone icon moves in a wavy pattern, the microphone setup

is complete. 4.3 If a device different from the one you want to use is selected, click  and select the device you want to use. (The contents of the setting change are automatically saved)

-

4.4 If you do not know which device you want to use by looking at the device name, it is recommended to disconnect the connected audio / camera device from the PC and check the audio / camera device name of the PC itself.

- If there is a problem such as not hearing the sound→[Troubleshooting issues \(P. 15~17\)](#)



(Screen when “Audio” settings are opened)

The functions of each device are as follows

- Camera A device for showing yourself on the screen of the other party
- Speaker A device for listening to the other party's voice
- Microphone A device for sending your voice to the other party

Troubleshooting issues

Ref.

<https://support.google.com/meet/answer/7380413>

(Google Meet Help, Troubleshoot issues with Google Meet)

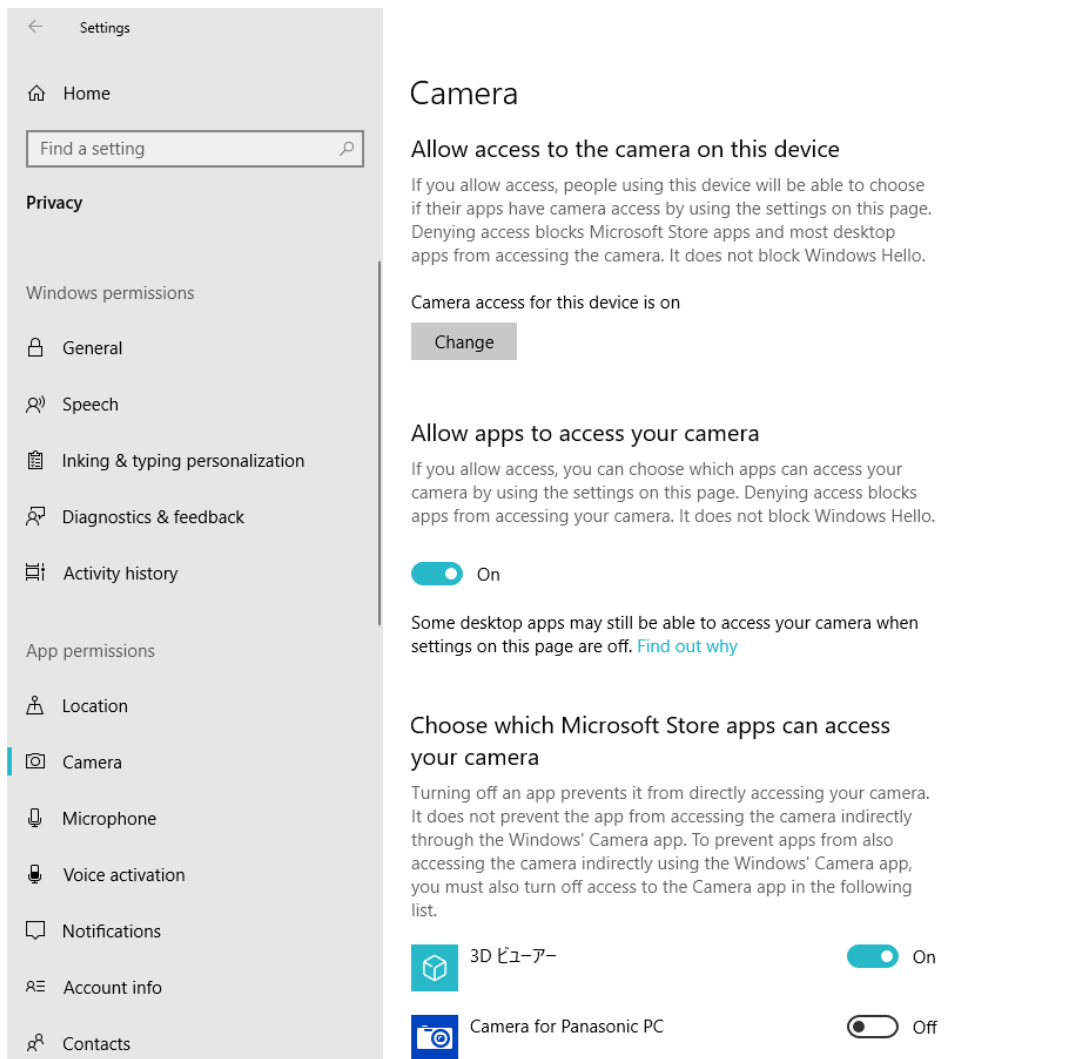
Here, we will explain how to deal with problems for each device.

Problems with your camera

1.1 Privacy settings (Windows)

- Open Windows “Settings”
- Click “Privacy”
- Click “Camera”

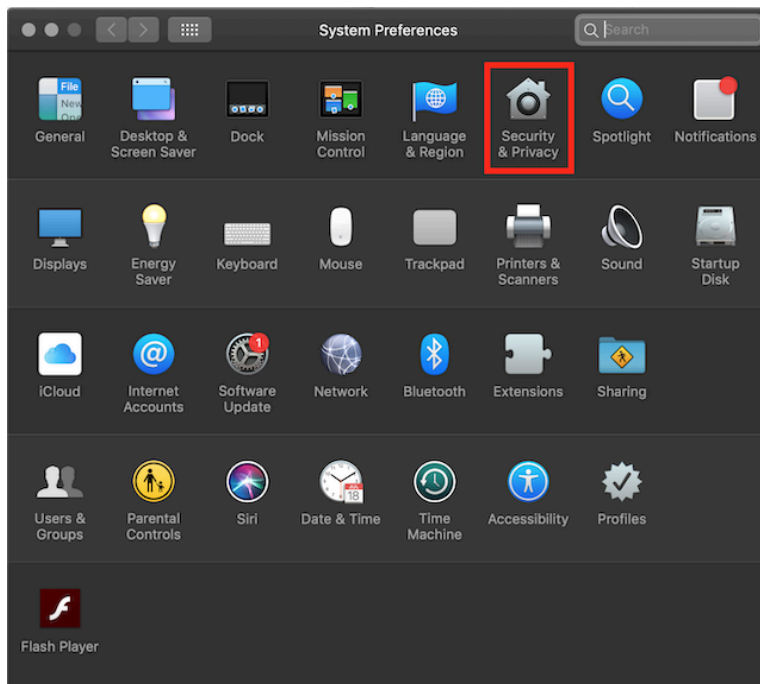
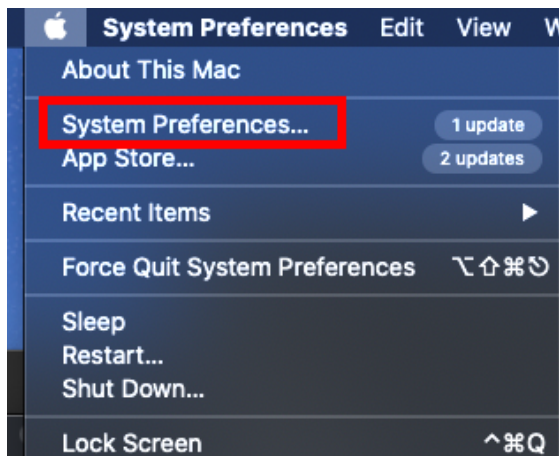
- Turn **On** "Allow apps to access your camera"



(Camera settings in Windows "Privacy")

1.2 Privacy settings (Mac)

- Open "**System Preferences**" on Mac
- Click "**Security & Privacy**"
- Click "**Camera**"
- Put a check mark in "**Browser using Google Meet** "
- Setting change cannot be applied while Google Meet is running. Please close Google Meet once before applying this setting.





(Camera settings in Mac "Privacy")

1.3 If the camera is not equipped on your computer

- Prepare an external webcam.
- Use your smartphone's camera as a webcam. (It is necessary to install apps and software on each smartphone and PC.)

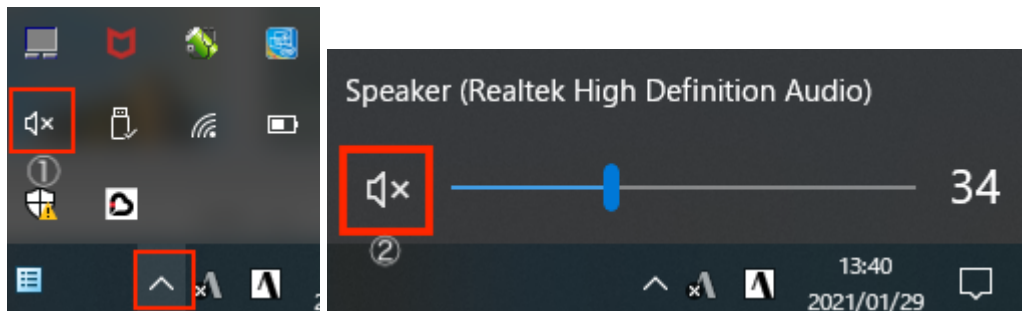
Problems with your speaker

For speakers, you do not need to change the "Privacy" setting.

If there is a problem, it is possible that the PC has muted the speaker audio.

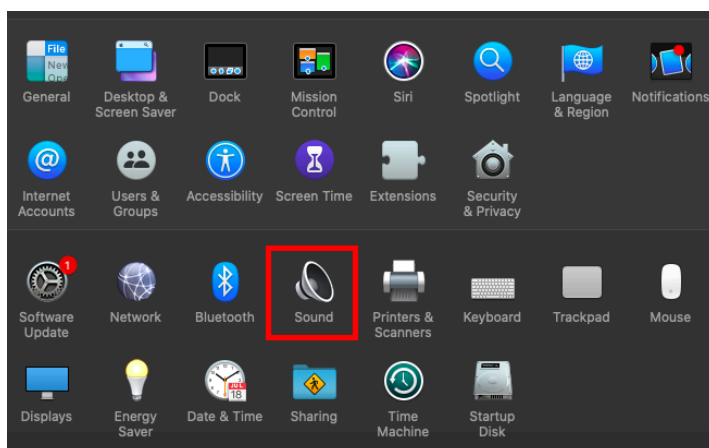
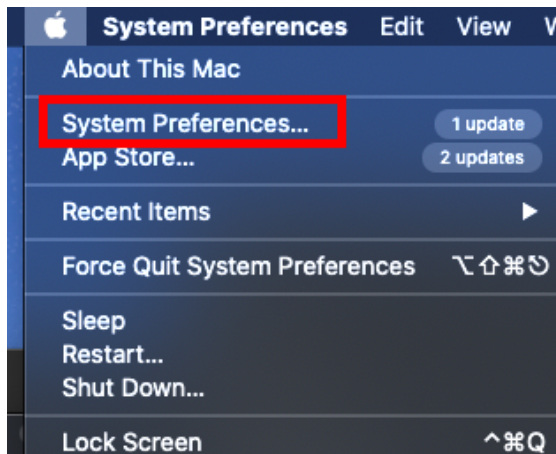
2.1 How to unmute (Windows)

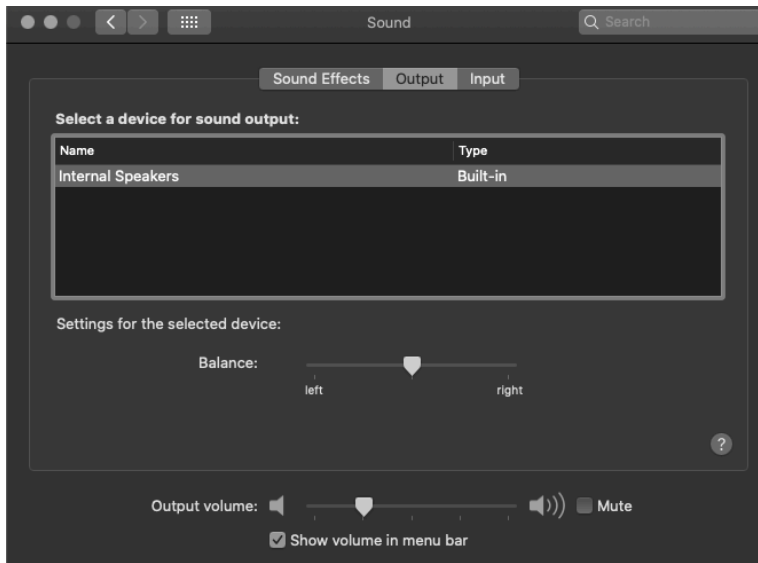
- Click the speaker mark (①) on the taskbar.
- Click the displayed speaker mark (②).



2.2 How to unmute (Mac)

- Open "**System Preferences**" on your Mac
- Open "**Sound**"
- Click "**Output**"
- You can unmute the speakers by setting their volume

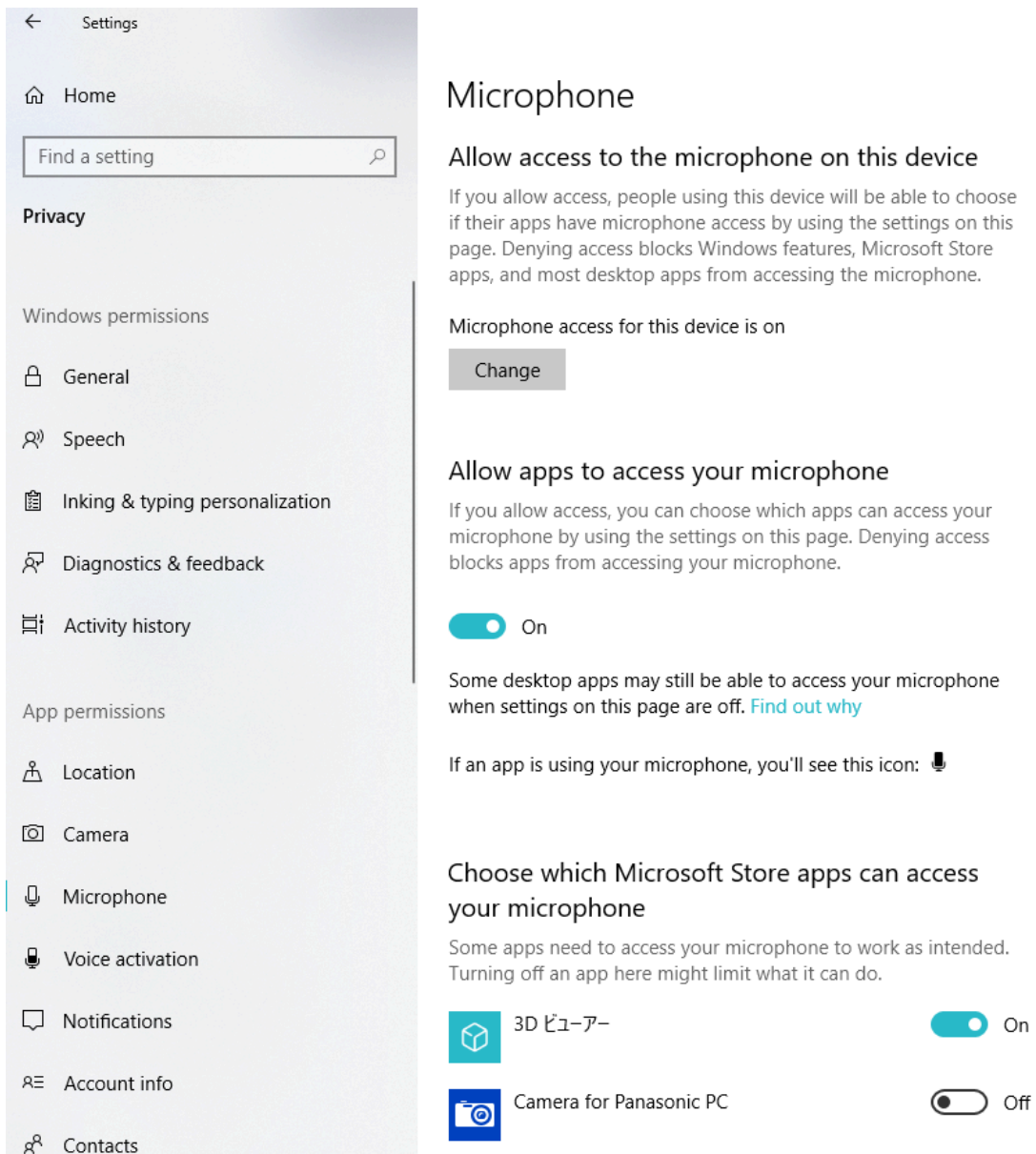




Problems with your microphone

3.1 Privacy settings (Windows)

- Open "**Privacy**"
- Open "**Microphone**"
- Turn on "Allow apps to access your microphone"



(Microphone settings in Windows "Privacy")

3.2 Privacy settings (Mac)

- Open "**System Preferences**" on Mac
- Click "**Security & Privacy**"
- Click "**Microphone**"
- Put a check mark in "**Browser using Google Meet** "



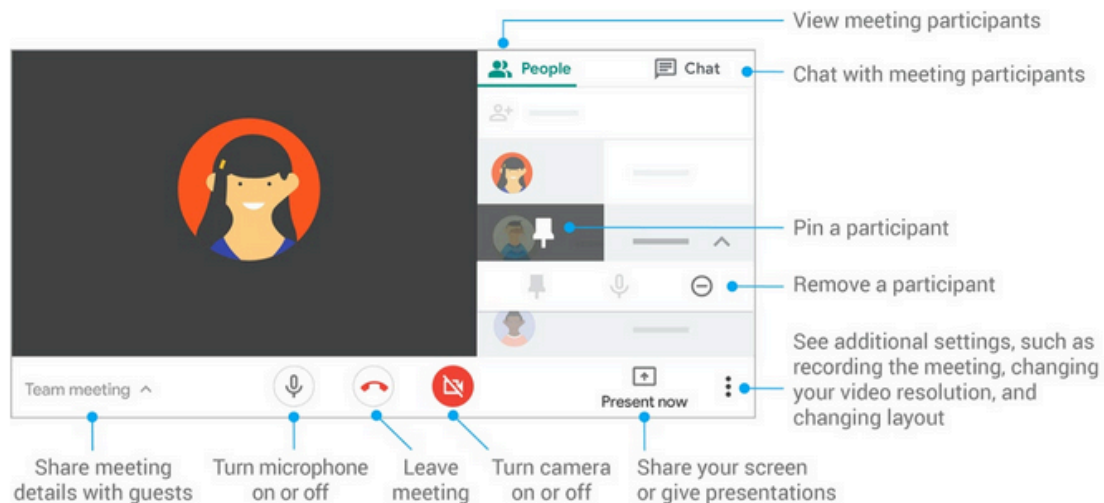
(Microphone settings in Mac "Privacy")

3.3 If the problem was not solved by checking privacy settings

- Is the mute button on for the headset or microphone you are using?
- Are the terminals plugged in halfway?
- Is the shape of the terminal correct?
- If you are using a Bluetooth device, have you checked the pairing connection and the battery level?

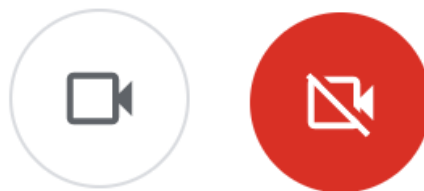
Operations during meeting

This section explains the operations during a conference. You can use various functions on the screen during a conference.



Control panel

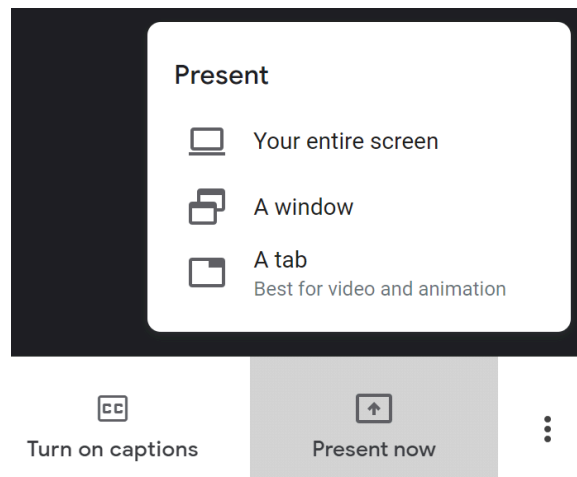
1. If you click on the **"Camera ON/OFF"** icon, you can turn the camera on or off.



2. If you click on the **"Microphone ON/OFF"** icon, you can turn the camera on or off.



3. If you click on the **"Present now"** icon, you can share your own materials in a meeting.



Click on the **“Present now”** icon, select **“Your entire screen”**, **“A window”**, or **“A tab”** (only visible if you are using Chrome as your browser), and then select **“Share”**. If another user is in a pinned view, confirm that you want to be the pinned view instead.

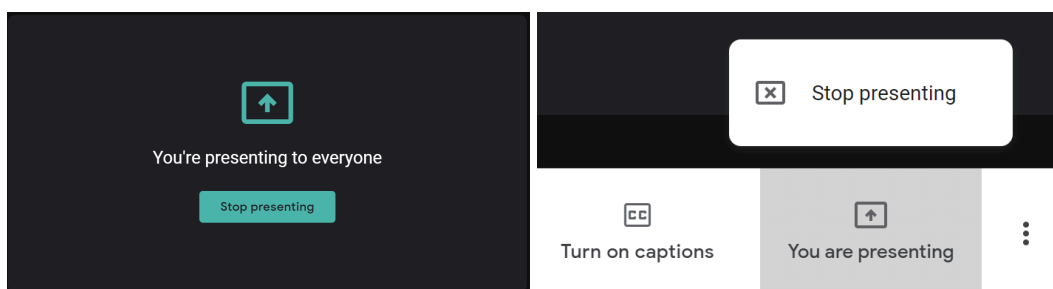
If you select **“Your entire screen”**, all your screens will be shared.

If you select **“A window”**, you can share only certain applications (such as Word).

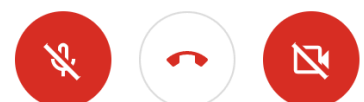
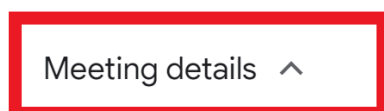
If you select **“A tab”**, the audio for that tab will be shared by default.

When the camera is turned on, your image will be shown to the participants even while the screen is in fixed view.

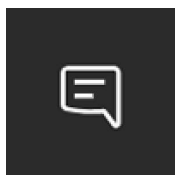
There are two ways to end sharing. The first is to click **“Stop presenting”** in the Meet window. Second, Click on the **“You are presenting”** icon, and then select **“Stop presenting”**.



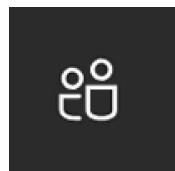
4. If you click on the **“Meeting details”** icon, you can view the URL and Google Calendar attachments you need to join the meeting.



5. If you click on the **“Show Chat”** icon, you can chat with the users participating in the meeting.



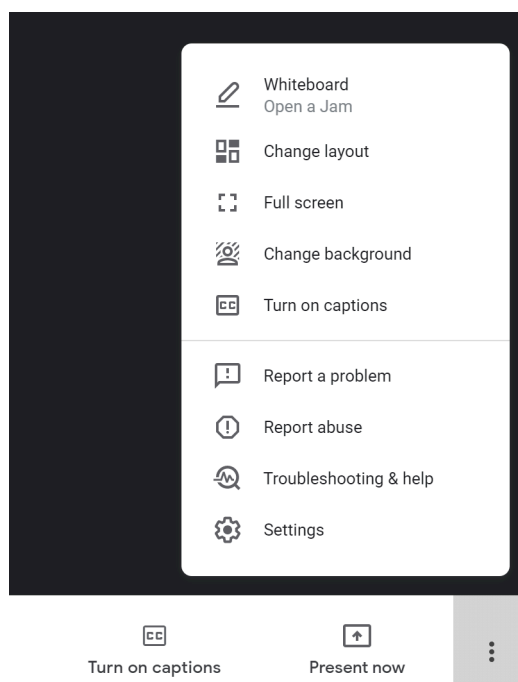
6. If you click on the **“Show Participants”** icon, you can see who is joining the meeting.



7. If you click on the **“Hang up the phone”** icon, you can leave the meeting.



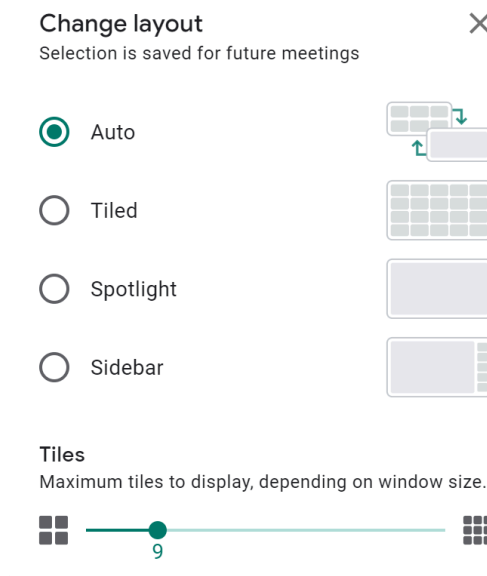
8. If you click on the **“Other operations”** icon , you can open the settings for captions, etc.



How to change the layout of your screen

1. Click on the **“Change layout”** button.

2. There are three types of layouts (Tiled, Spotlight, Sidebar).



How to change to full-screen display

Click on the **“Full screen”** button.

How to turn on Captions

Click on the **“Turn on captions”** button.

How to share your screen

Ref.

<https://support.google.com/meet/answer/9308856>

(Google Meet Help, Present during a video call)

Follow these steps depending on your OS.

- For Windows → **Skip step A, follow step B**
- For Mac → **Follow both A and B**

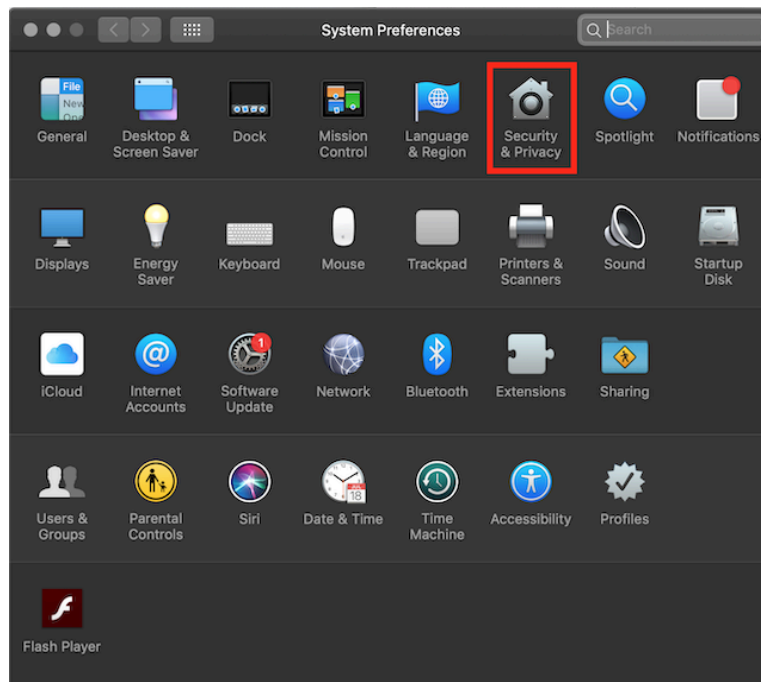
Step A. Allowing recording your screen on Google Meet and allowing accessibility

When sharing the screen, please allow the screen recording of the browser application used for security and privacy in advance.

(You can set it during the meeting, but please note that depending on the browser, you may need to close the browser once.)

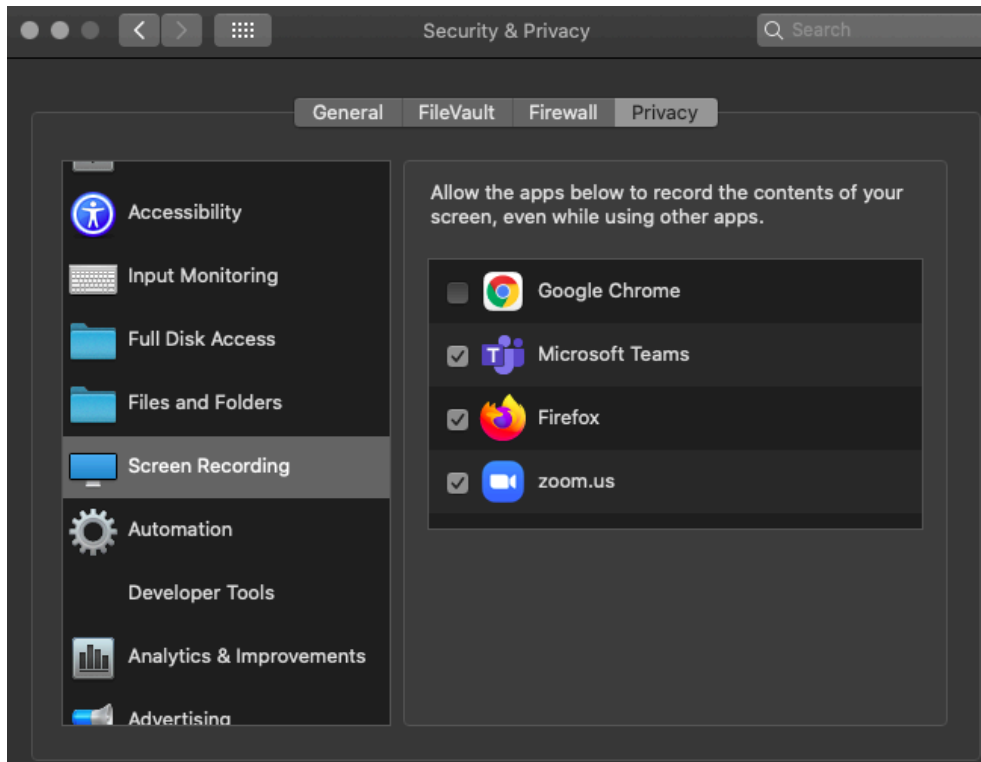
1 Open "**System Preferences**" on Mac and Click "**Security & Privacy**"

A screen like this will appear.

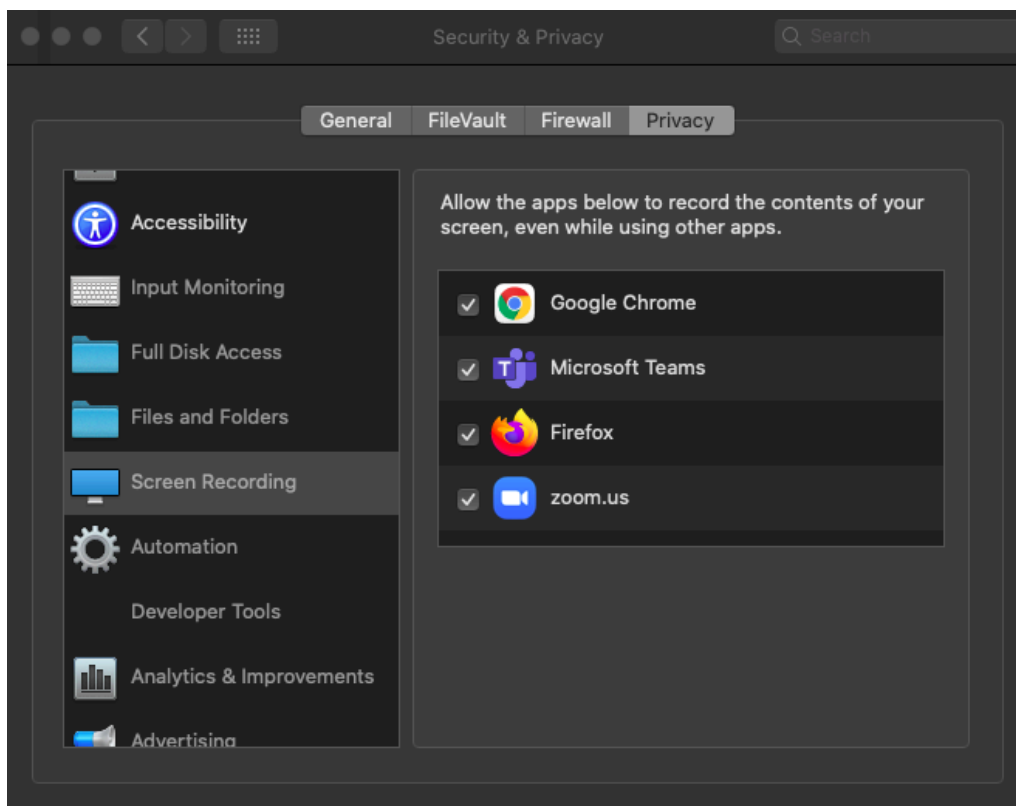


2 Allow screen recording of Google Meet

- If you scroll the item on the left, the item "**Screen recording**" will appear, so **click** it.



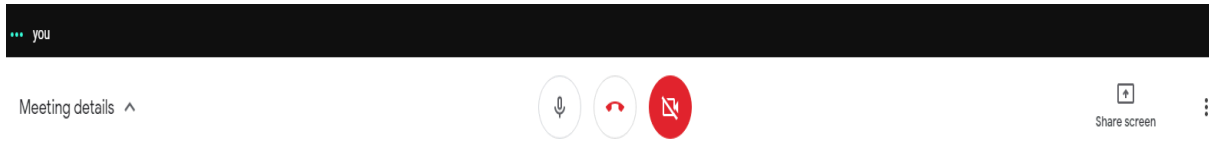
- Click the **checkbox of the browser app that opens Google Meet** to allow it.
- Here, Google Chrome is assumed.



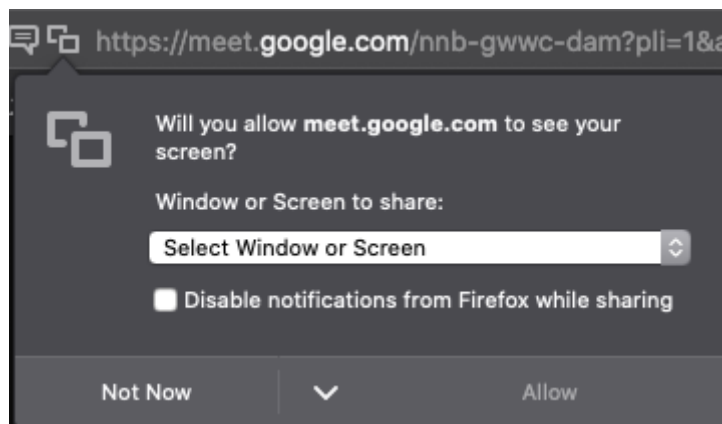
- This completes the permission for screen recording.

Step B. Sharing your screen

1. Click on the **"Screen Sharing"** icon at the bottom right of the screen during the meeting.



2. Depending on the browser you are using, you may see a pop-up asking "Will you allow meet.google.com to see your screen?" In this case, select the screen you want to share and allow it.



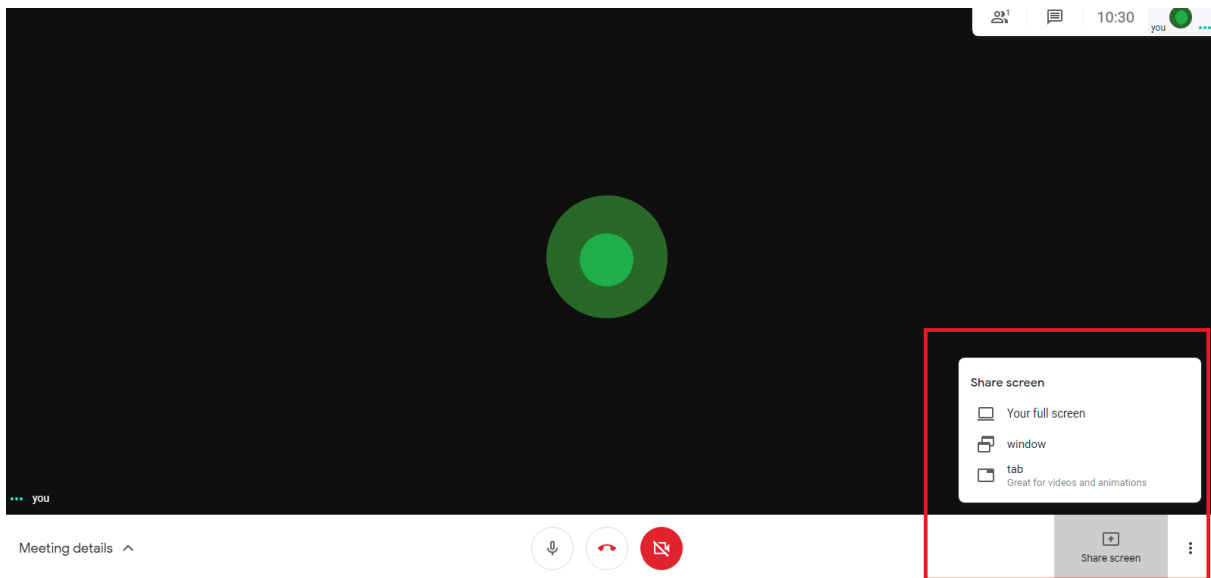
- If the following message is displayed, screen sharing is not permitted in the settings of the browser you are using. Please change your browser settings.

Can't share your screen

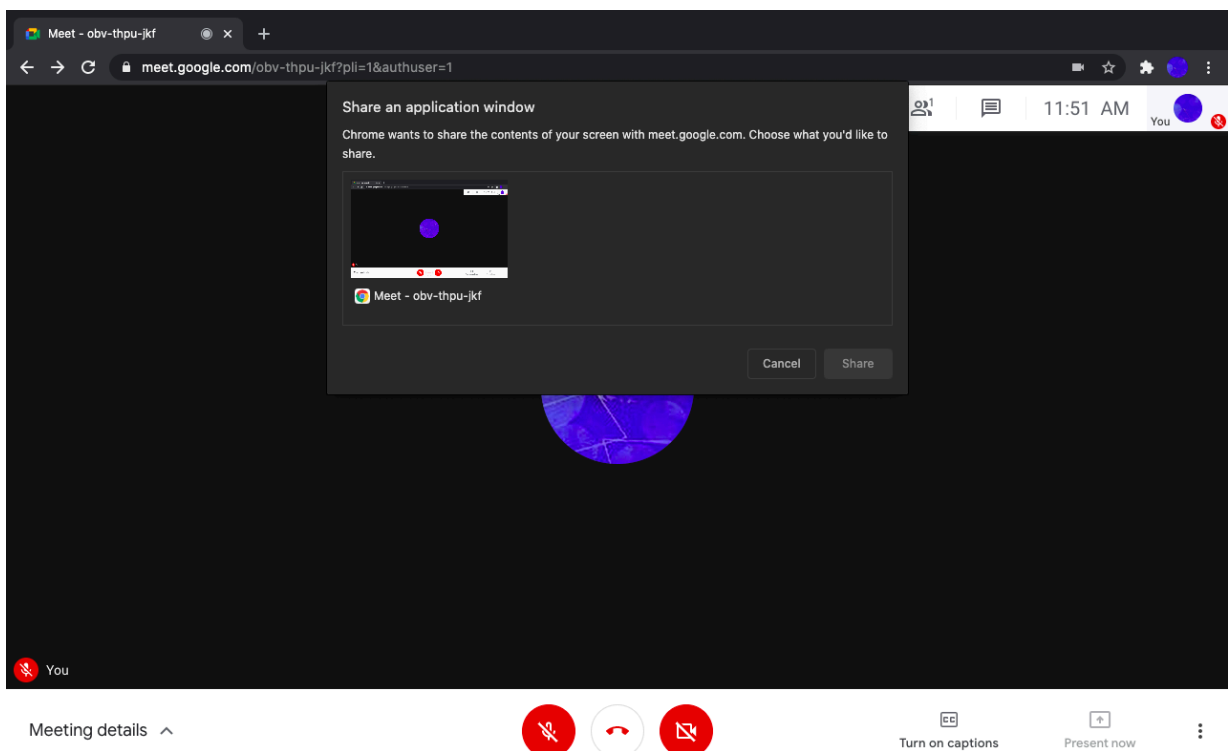
You must grant permissions in order to screenshare.

[Dismiss](#)

3. In **"Share Screen"**, select "your full screen", "window", or "tab" (only visible if you are using Chrome as your browser).



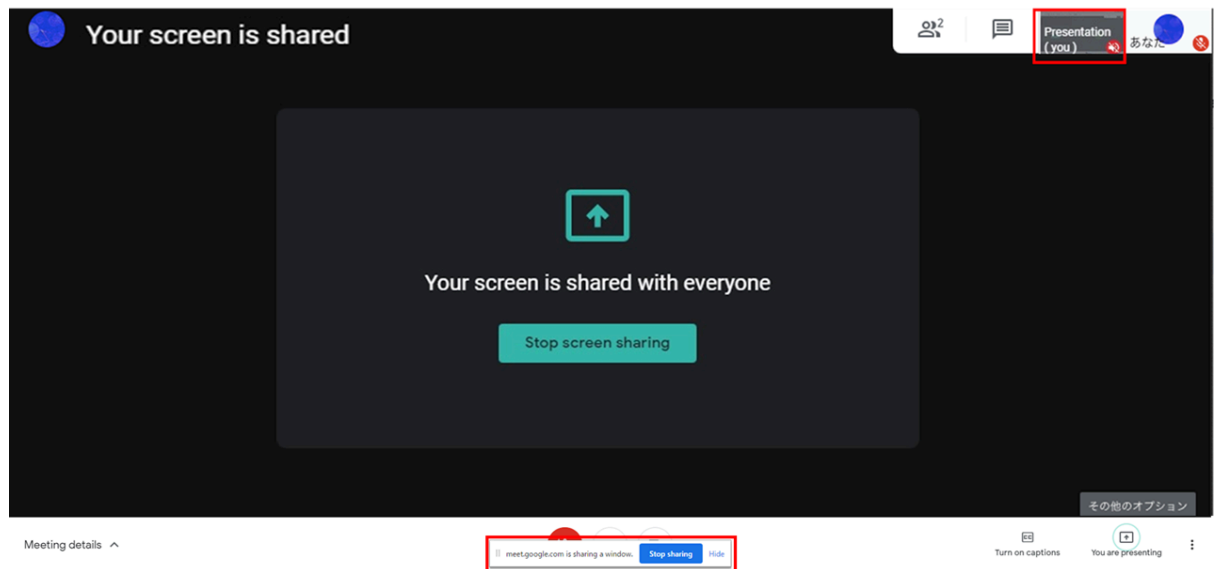
- If you see something like "Screen sharing is not available in your browser. Please use another browser."
- 4 Select the screen you want to share and click "Share".



- 5 When you find "Your screen is shared with everyone", the screen is sharing.

You can display the shared screen by clicking the part labeled "Presentation" in the upper right.

In the Meet window, click Stop Presenting.



Please refer to this URL → [Present during a video call](#)

Breakout

Feature description

There is almost nothing for the participants to set up.
If you want to know the detailed operation procedure, please refer to the following URL.

Ref.

<https://support.google.com/meet/answer/10099500>

(Use breakout rooms in Google Meet)

Using breakouts facilitates group work by allowing the meeting to be divided into smaller groups.

How to join the breakout

After joining a meeting, if you are invited to a breakout session by the host, a message will appear on the screen. Click “Join” to join the breakout session. If you click “Cancel”, you will remain in the main session.

Other functions

Chat

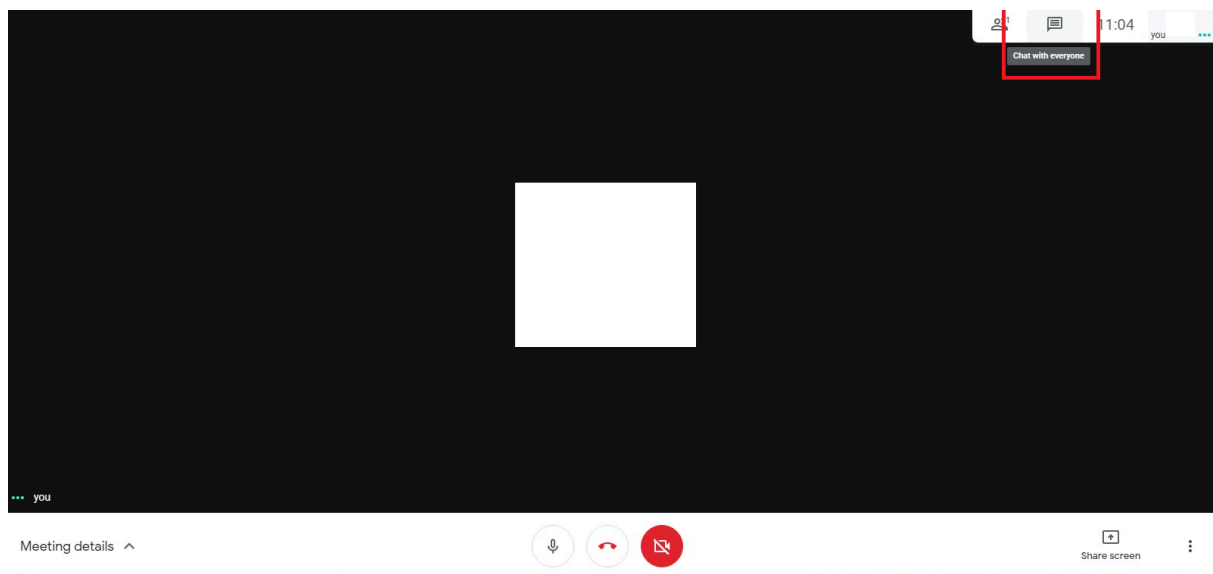
Ref.

<https://support.google.com/meet/answer/9308979>

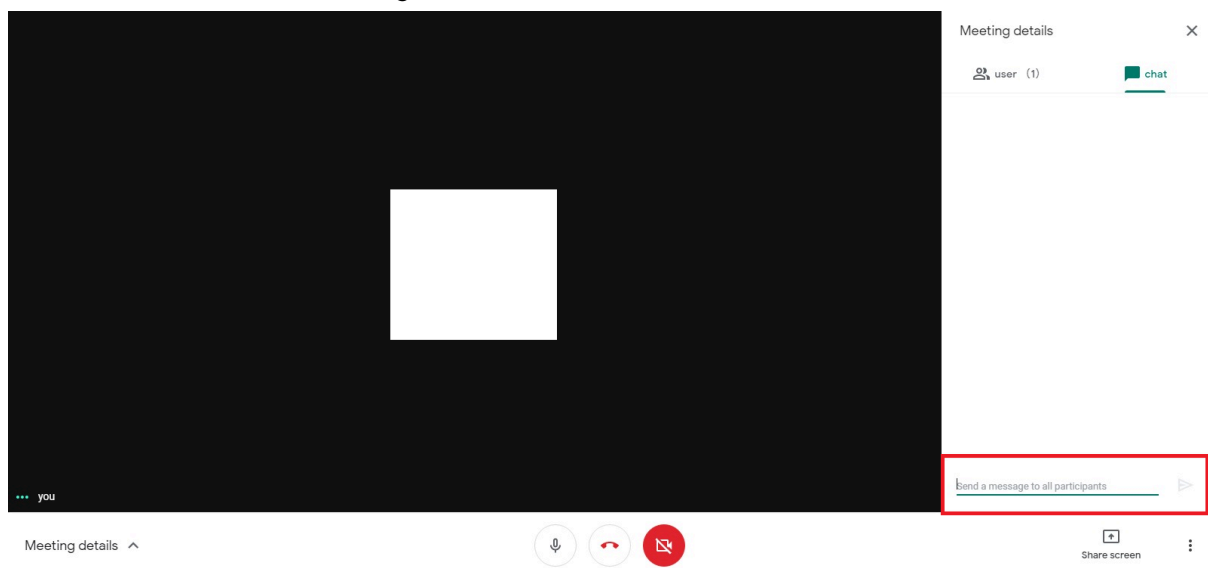
(Google Meet Help, Send chat messages to video call participants)

You can send a chat message during a video call.

- 1 Click Chat  (in the middle of the control panel in the upper right).



- 2 You can enter a text message and click the Send  icon.



Captions

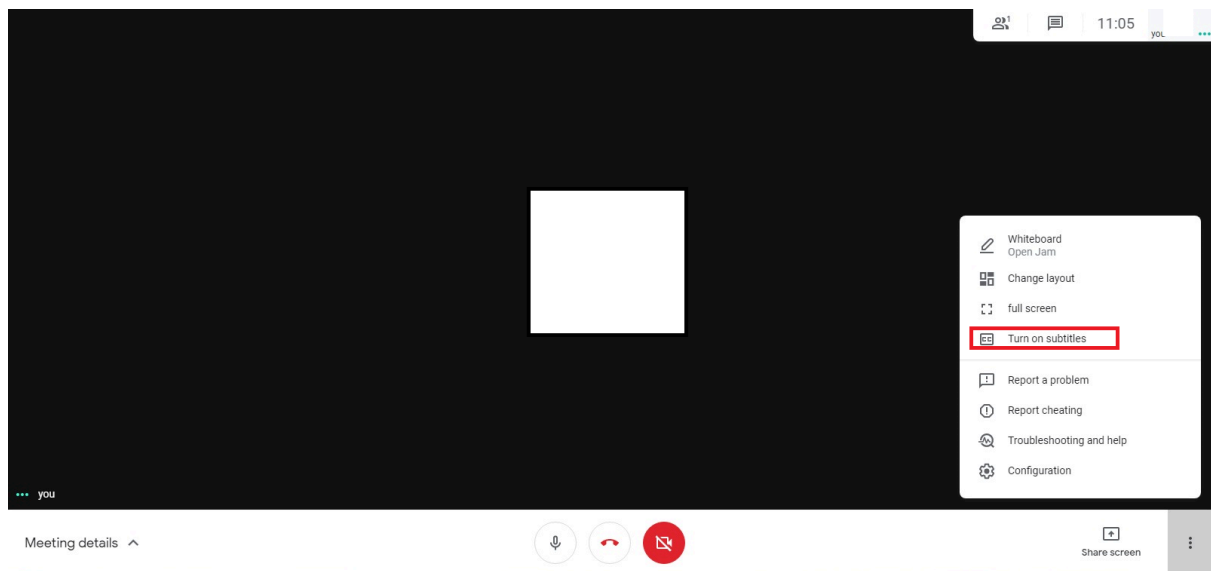
Ref.

<https://support.google.com/meet/answer/9300310>

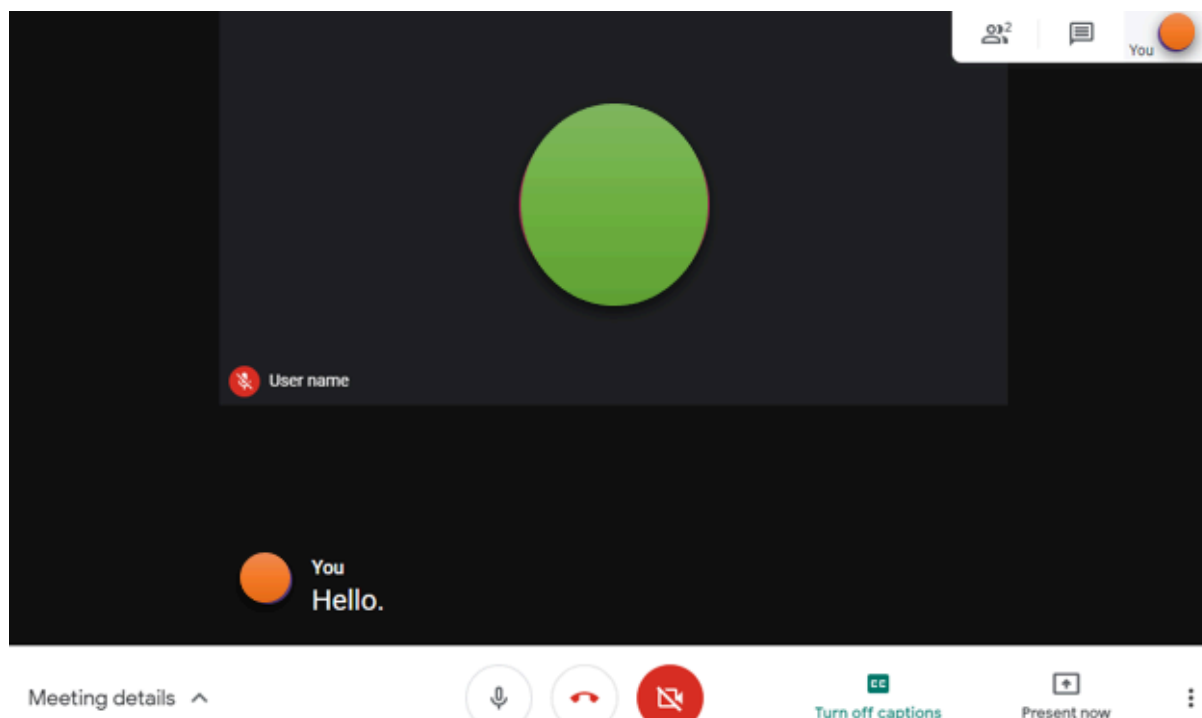
(Google Meet Help, Use captions in a video call)

You can turn captions on to view subtitles as everyone speaks during a video call.

- 1 Click "Menu"  at the bottom right of the control panel and click the "Turn on subtitles"  button. (Turn off subtitles )



- 2 The Caption space expands to show the English captions for the conversation.



Change your background

Ref.

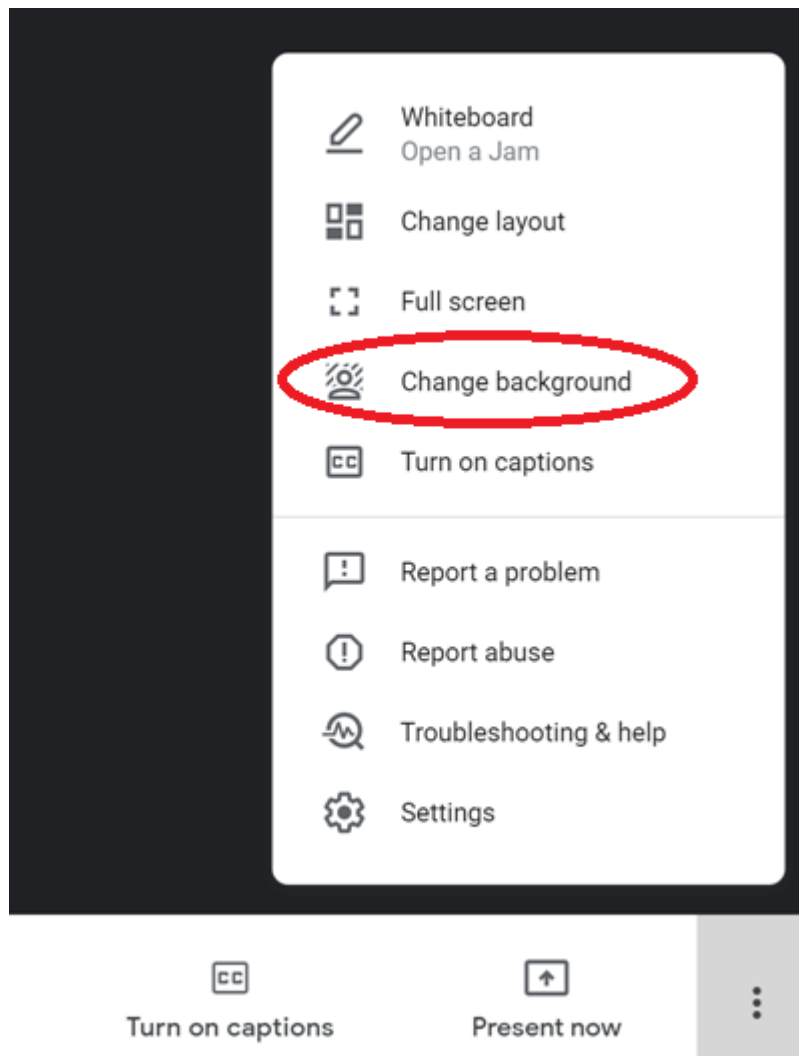
<https://support.google.com/meet/answer/10058482>

(Change your background in Google Meet)

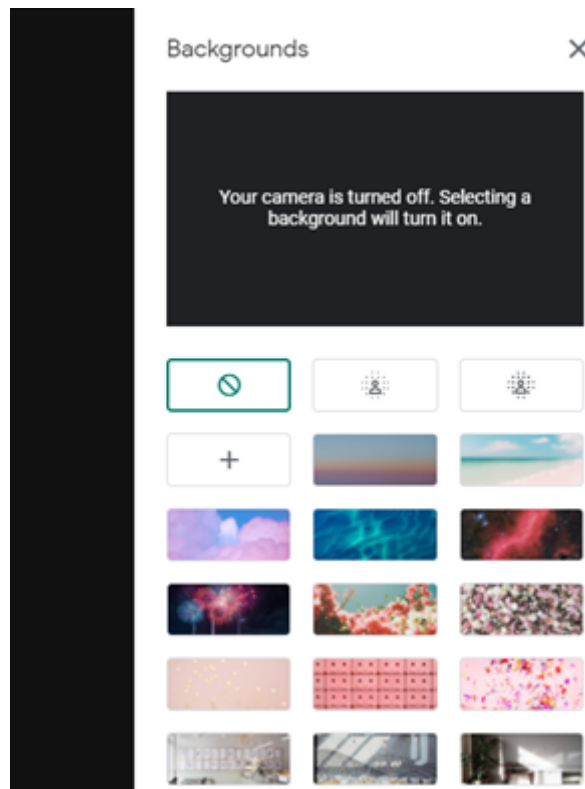
You can change your background during the meeting.

*You can change your background only on the PC.

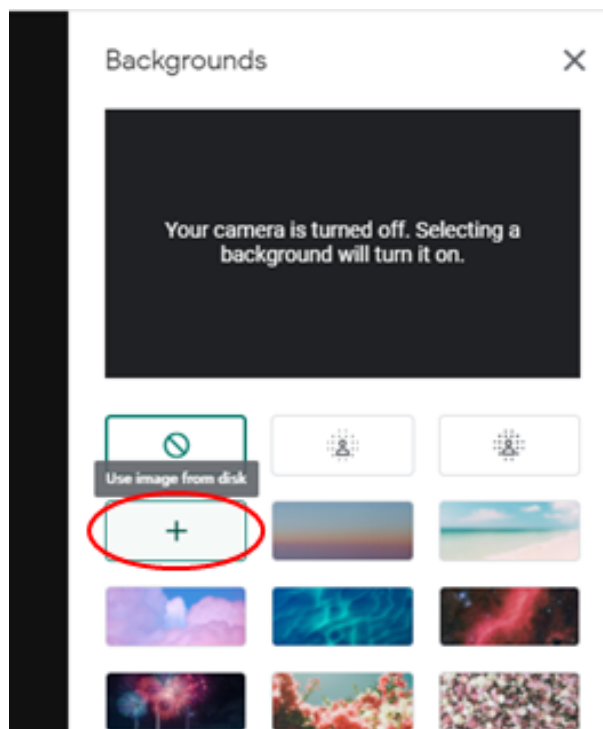
1. Click **"Menu"**  at the bottom right of the control panel and click the "Change background" button.



2. You can see the selection screen such as virtual background and blur (weak/strong). Choose the one you like and click on it.



* If you want to set the image on your PC as the background, click "Use image from disk" and select it from the folder.



Use a whiteboard

Ref.

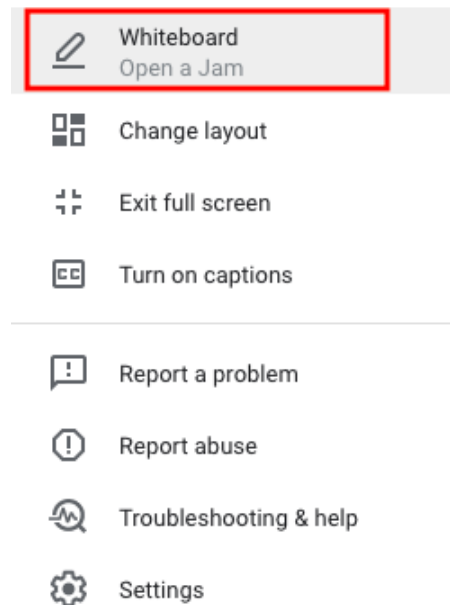
<https://support.google.com/meet/answer/10071448>

(Google Meet Help, Use a whiteboard in Google Meet)

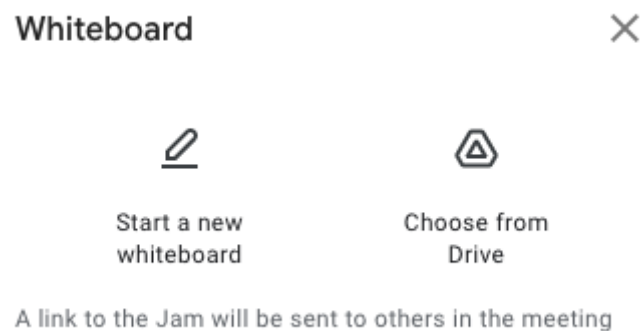
You can use the whiteboard during the meeting only on the PC.

*On the smartphone, you need to move to the Google Jamboard app from the shared link.

1. Open **"More Options"** at the bottom right of the Control Panel and click **"Whiteboard"**.

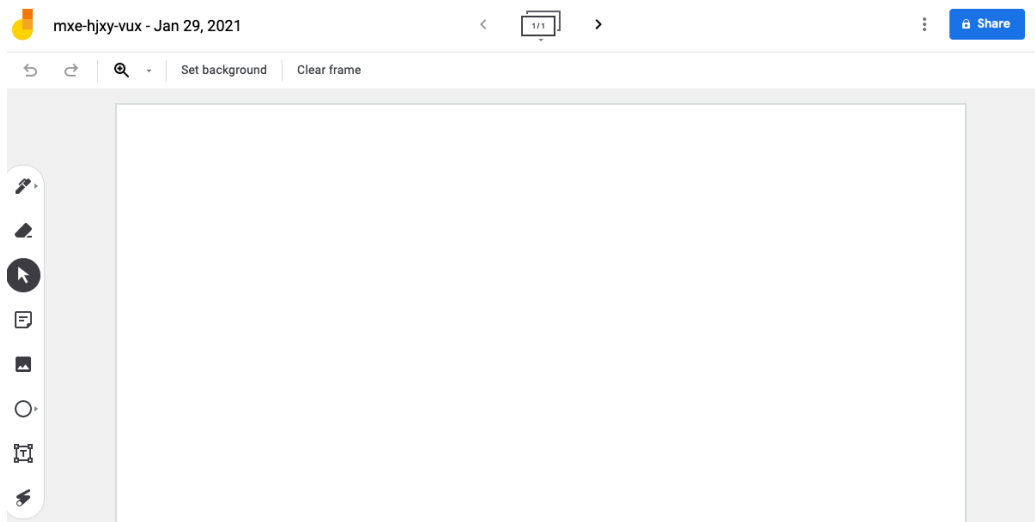


2. You will be prompted to either **"Start a new whiteboard"** or **"Choose from Google Drive"**, choose one depending on your purpose.



* If you select "Start a new whiteboard"

A whiteboard will be created. Here you can use functions such as pen, eraser, sticky note, circle, text box, etc.



* When you select "Choose from Google Drive"
Select the file you want to use when the selection screen appears.

