

Getting Started

Google Meet is a video conferencing application that comes standard with the Google Chrome Web browser. The application can be used on a tablet and other mobile devices with the Google Meet app. The app can be downloaded from the Apple App Store for iOS devices or Google Play Store for Android devices.

This guide outlines the steps for using Google Meet in a Windows or Mac web browser. The preferred browser for Google Meet is [Google Chrome](#).

It is important that your Google Chrome browser is updated to the current version to ensure Google Meet works properly.

Get a Chrome update when available

Normally updates happen in the background when you close and reopen your computer's browser. But, if you haven't closed your browser in a while, you might see a pending update:

1. On your computer, open Google Chrome.
2. At the top right, look at More .
3. If an update is pending, the icon will be coloured:
 - **Green**: An update was released less than 2 days ago.
 - **Orange**: An update was released about 4 days ago.
 - **Red**: An update was released at least a week ago.

To update Google Chrome:

1. On your computer, open Google Chrome.
2. At the top right, click More .
3. Click Update Google Chrome.
 - Important: If you can't find this button, then you have the latest version.
4. Click Relaunch.

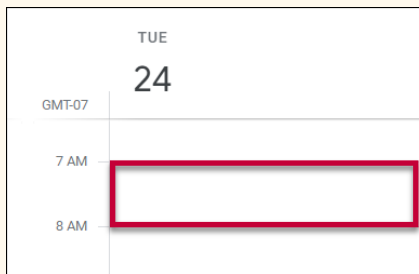
When updating, the Google Chrome browser saves your opened tabs and windows and reopens them automatically when it restarts. Any "Incognito" windows will not reopen when Google Chrome restarts. If you'd prefer not to restart straight away, click **Not now**, and the next time you restart your browser, the update will be applied.

Create an Event

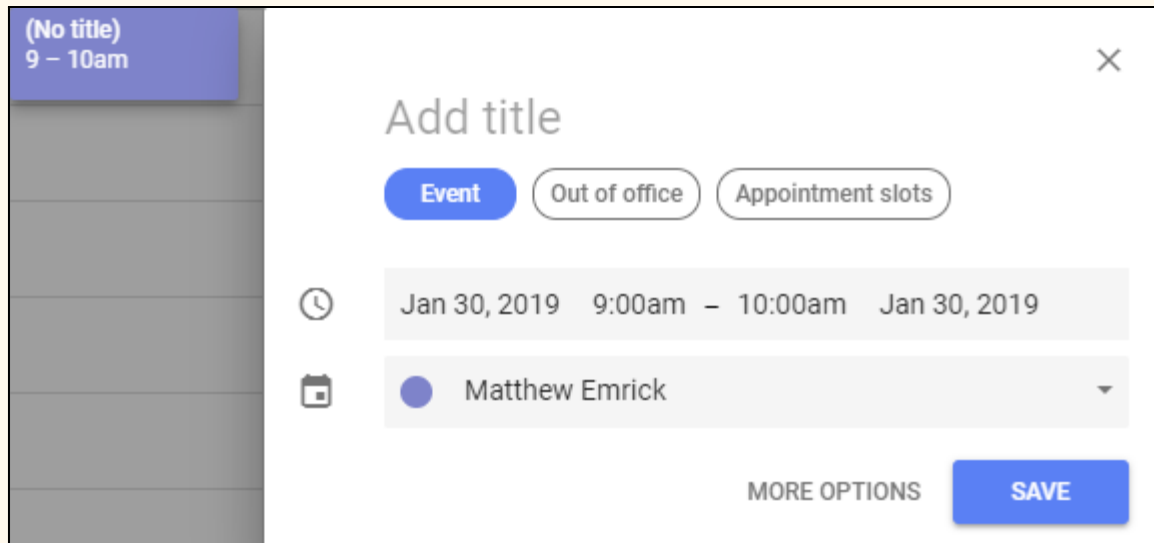
Using Google Calendar

Google Meet events can be created using the Google Calendar application in a web browser. The following steps will guide users through creating a Meet event in Google Calendar:

1. Launch the Chrome browser.
2. Sign into your [work email](#).
3. Navigate to the email account's calendar page.
4. Find the date and time the event will take place.



5. Click on the empty box to begin creating the event



6. Add a title to the Event and select which calendar it will be added.
Note: By default it will be added to the account holder's calendar.

Google Meet Event 9 – 10am

Google Meet Event

Event Out of office Appointment slots

Jan 30, 2019 9:00am – 10:00am Jan 30, 2019

Matthew Emrick

MORE OPTIONS SAVE

7. Select **More Options** to add additional event details.

Google Meet Event 9 – 10am

Google Meet Event

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Jan 30, 2019 9:00am – 10:00am Jan 30, 2019

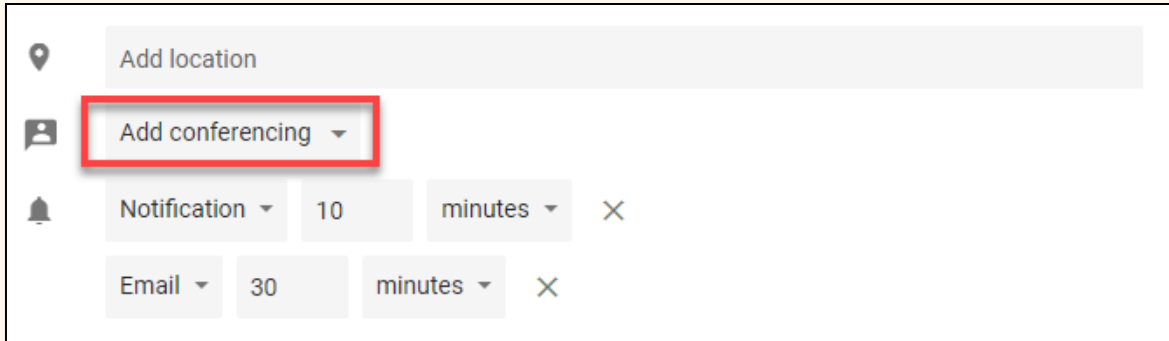
Matthew Emrick

MORE OPTIONS SAVE

8. Add the location of the event.

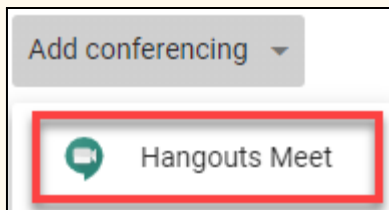
Note: This only for attendees that will attend in person that will be invited to the Google Meet event.

9. Select the **Add Conferencing** option.



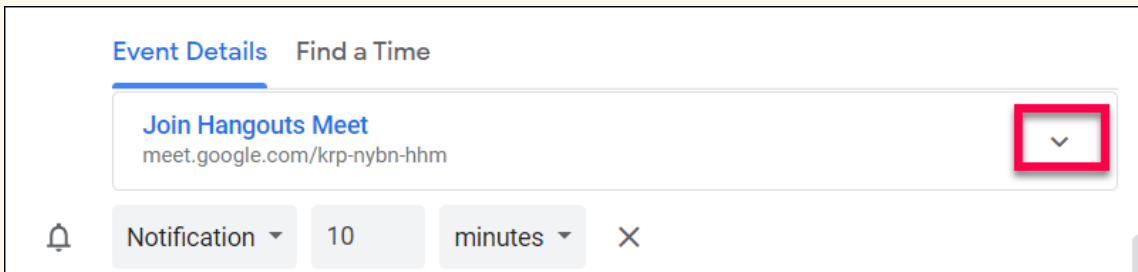
A screenshot of a form with several input fields. The first field is 'Add location' with a location pin icon. The second field is 'Add conferencing' with a dropdown arrow, highlighted by a red rectangle. Below it are two notification settings: 'Notification' with a dropdown arrow, '10' minutes, and a close button 'X'; and 'Email' with a dropdown arrow, '30' minutes, and a close button 'X'.

10. Select the **Meet** option from the choices given.



A screenshot of a dropdown menu. The top option is 'Add conferencing' with a dropdown arrow. Below it is the 'Hangouts Meet' option, which includes a green speech bubble icon with a white camera icon inside, and the text 'Hangouts Meet'. This option is highlighted by a red rectangle.

11. Click on the **down arrow** located to the right of the Join Meet link to view the details for the Google Meet event.



A screenshot of a web interface. At the top, there are two tabs: 'Event Details' (active) and 'Find a Time'. Below the tabs is a box containing the text 'Join Hangouts Meet' and the URL 'meet.google.com/krp-nybn-hhm'. To the right of this box is a dropdown arrow, highlighted by a red rectangle. Below this box are two notification settings: 'Notification' with a dropdown arrow, '10' minutes, and a close button 'X'.

12. The drop-down will display the link to join the Google Meet Event. In addition, a phone number will be created for attendees who wish to join by phone.

Note: Beneath the phone number will be a **PIN** the attendee will need to enter to join the event. Please provide this pin to all attendees that wish to call in to the event.

13. Add guests, by their email, who will attend the Google Meet event.

Note: When guests are added to the event they will receive a copy of the link in the invite.

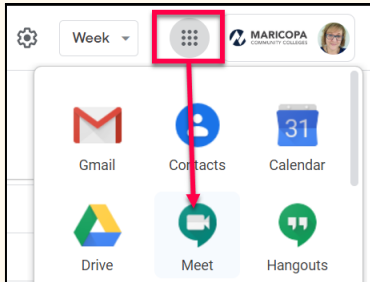
14. Once all guests have been added click on the blue **Save** button near the top of the page. A window will appear indicating if an email should be sent to all guests. Click **Send** for guests to receive and email.

15. If you are not inviting people to the calendar event, you can copy the link and post it to your Canvas course or email the link to participants.

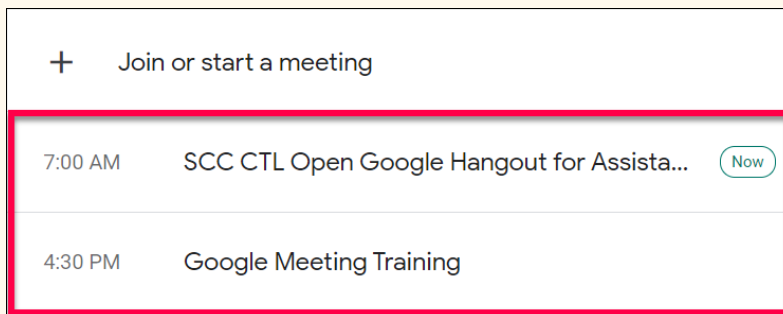
Directly in Google Meet

You can create a meeting directly in Google Meet.

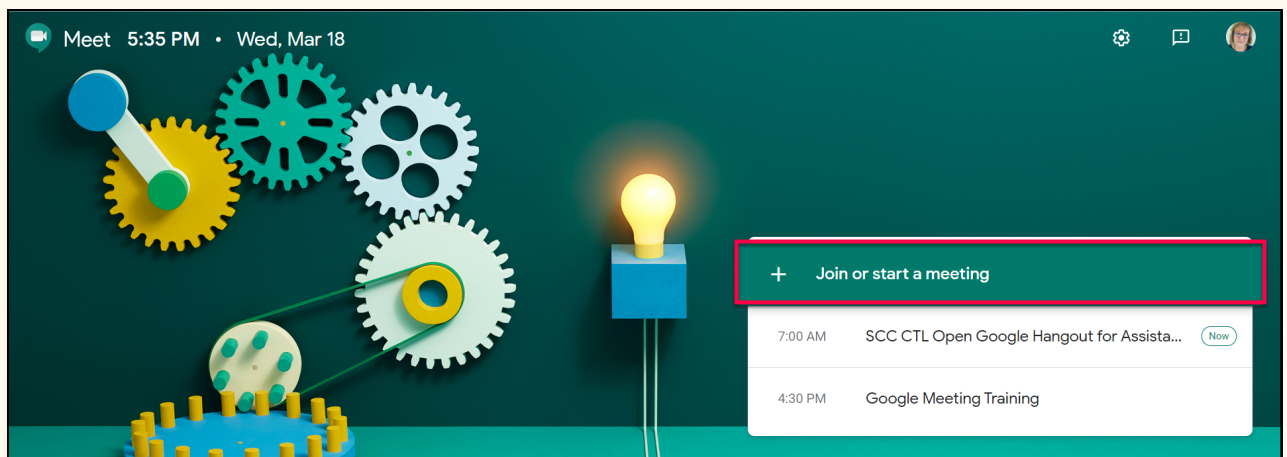
1. Access Google Meet by clicking the Apps icon and choosing Meet.



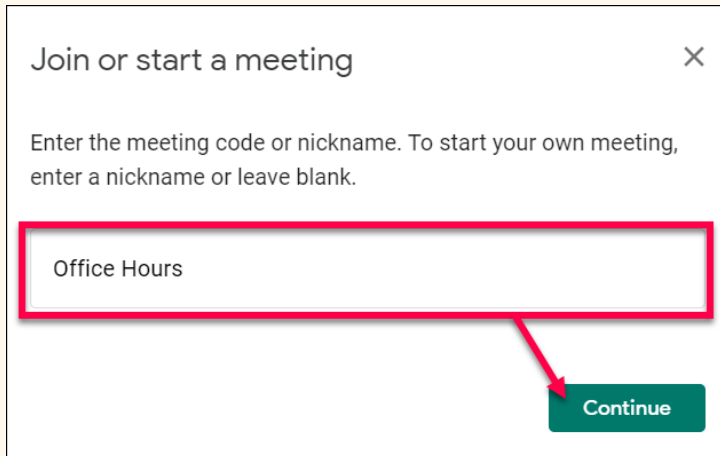
2. Notice that there is a list of meetings. These are meetings scheduled through your calendar.



3. Click **Join or start a meeting** at the top of the list.



4. Type the name of the meeting and click **Continue**.



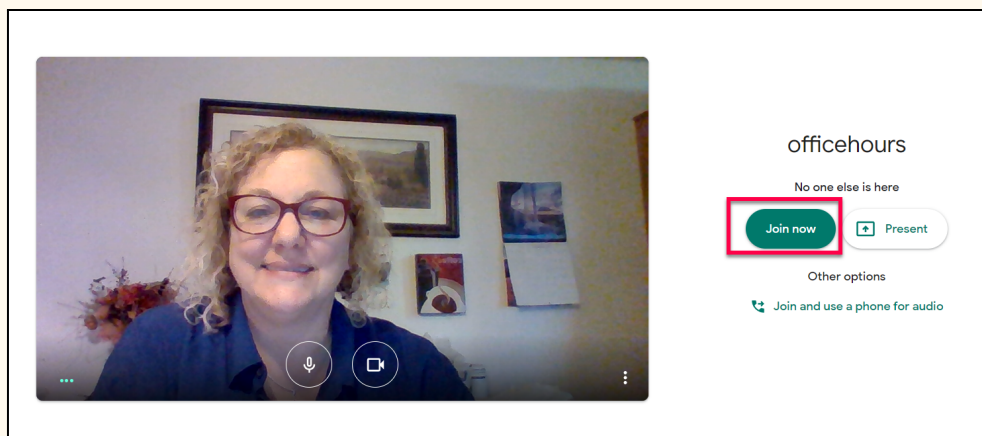
Join or start a meeting

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

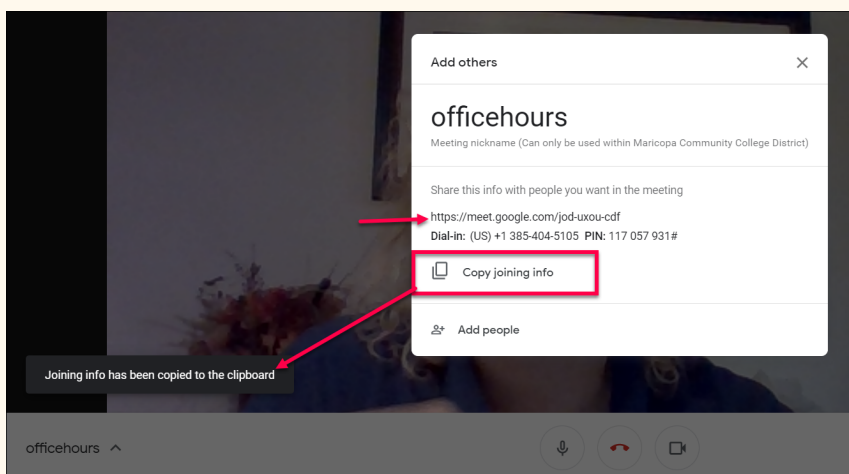
Office Hours

Continue

5. On the next screen, click **Join now**.

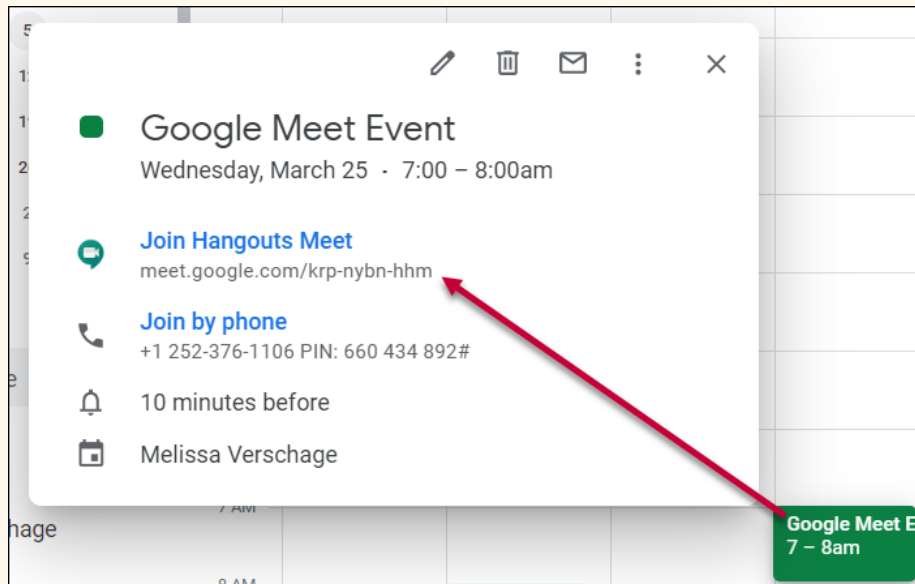


6. You'll have the opportunity to add people to the meeting, or you can click the **Copy joining info** to share with your participants in email or in your Canvas course.

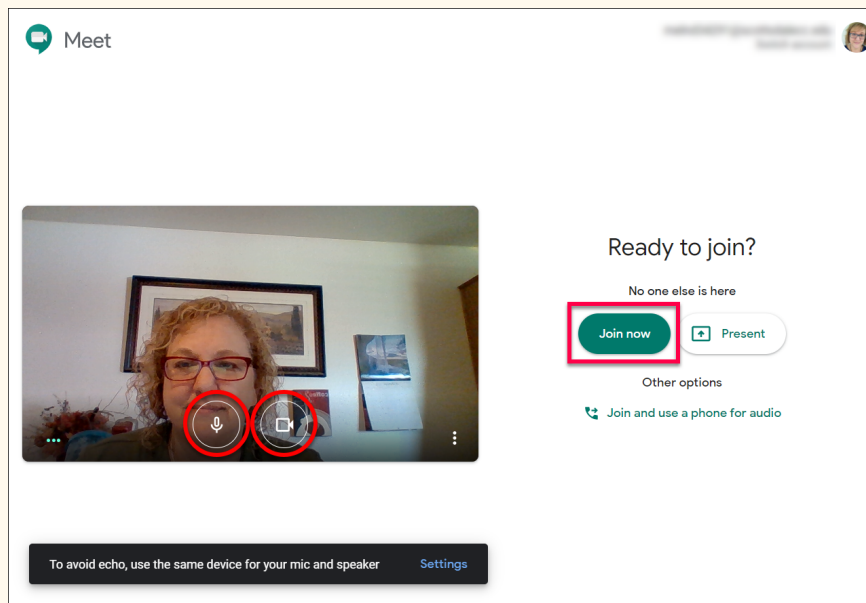


Joining a Meeting

1. Launch the preferred web browser (Google Chrome).
2. Sign into your Maricopa Gmail account.
3. Navigate to the email account's calendar page.
4. Find the calendar invite for the Google Meet appointment.



5. On the next screen, you have the option to turn off your microphone and camera by click the appropriate icon (circled). When you are ready click **Join Now**.



Join By Phone

To speak and listen using your phone while still viewing the video meeting on your computer, you can have Meet call your phone or dial in from your device.

If you're not already in the meeting, your computer joins when your phone connects. If there are more than 5 people already in the meeting, you will join muted. You also join muted if your computer is muted before connecting.

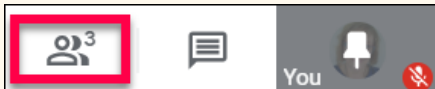
When you click the link to the meeting, you'll have the choice to join by phone.

During the Google Meet Meeting

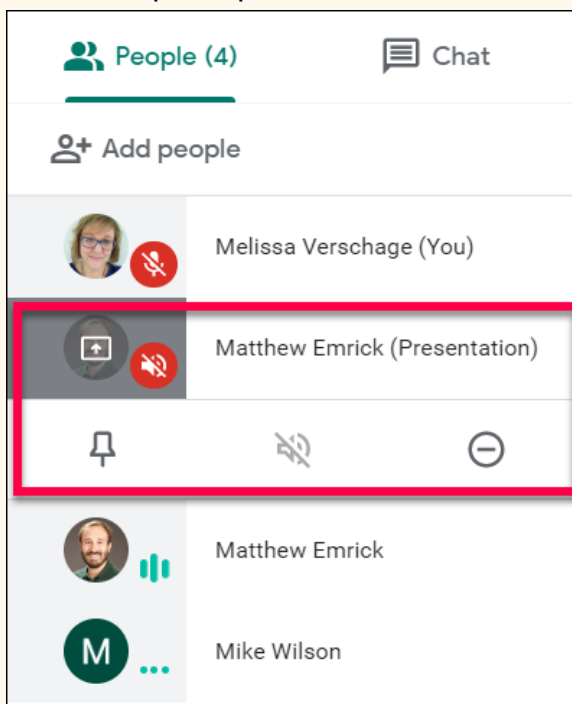
Pin, mute, or remove Meet participants

Select a participant from the filmstrip to mute, pin, or remove the person.

1. Click the People icon to display the participants.

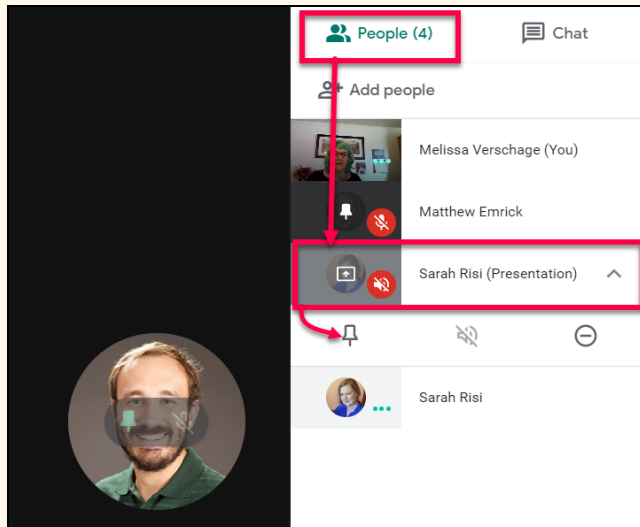


2. Click on a participant's name to see the options to Pin, Mute or Remove the user.



Pin a Participant or Presenter

As people are speaking, the active speaker will show on the screen. You can click **Pin** in a participant's thumbnail image to pin them to the top of the list. One of the challenges you may encounter is that you cannot see what the presenter is sharing. If this happens, it's simply because they are not the active person on your screen. You will need to "pin" the presenter on the screen. To do this, click the **People icon**, click on the **presenter** and click the **Pin**. This will keep the presenter on the screen.



Remove a participant

A participant from the domain that organized the video meeting can remove another participant, if necessary.

In a video meeting, click the Back arrow , hover over the person, and click Remove .

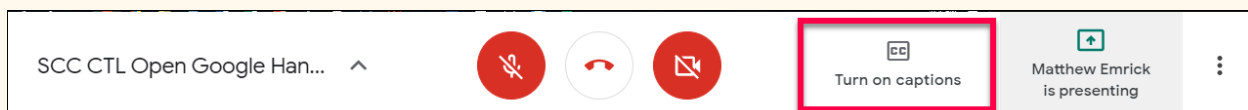
Mute a participant's microphone

If you're experiencing feedback or background noise during a video meeting, you might want to mute other people's microphones.

To mute other people, next to the person's thumbnail, hover over their volume icon and click Mute.

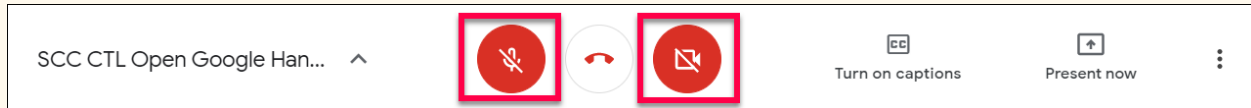
How to View Closed Captioning

Hover toward the bottom of the meeting window. In the white pop-up bar, click **CC Turn on Captions**.

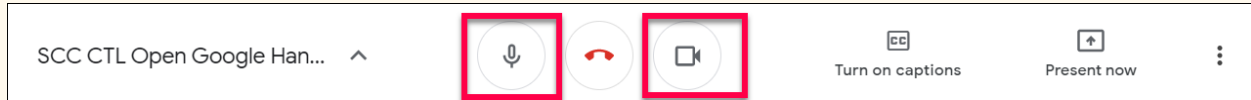


How to Toggle Your Microphone and Video Camera On/Off

Hover toward the bottom of the meeting window. In the white pop-up bar, click the microphone to mute and click the camera to turn off your camera.



To turn them on again, follow the same steps. When they are on, they are no longer red.



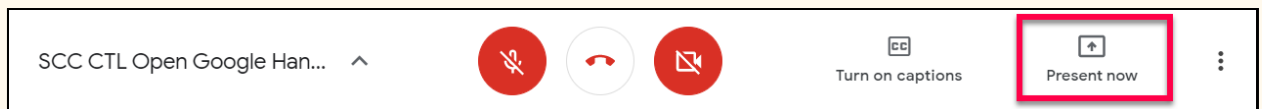
Feedback

When you join a meeting, do check in by greeting your instructor. If you are not using headphones, your computer speakers may cause feedback and/or a high pitch squeak. To avoid, please keep your microphone muted until you need to speak. Ideally, it's best to use headphones.

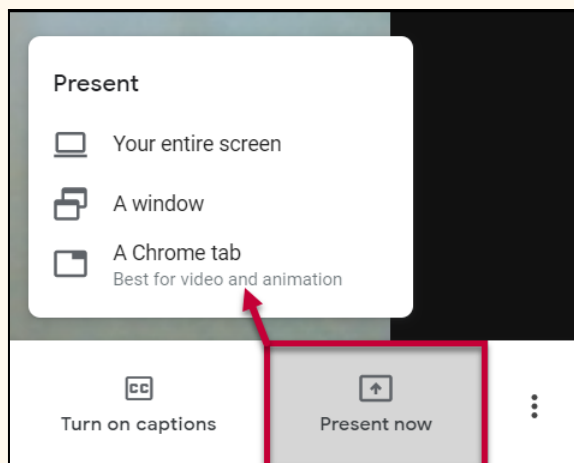
If you are logged in with two devices such as your laptop and your phone, you'll need to mute both of them.

How to Present

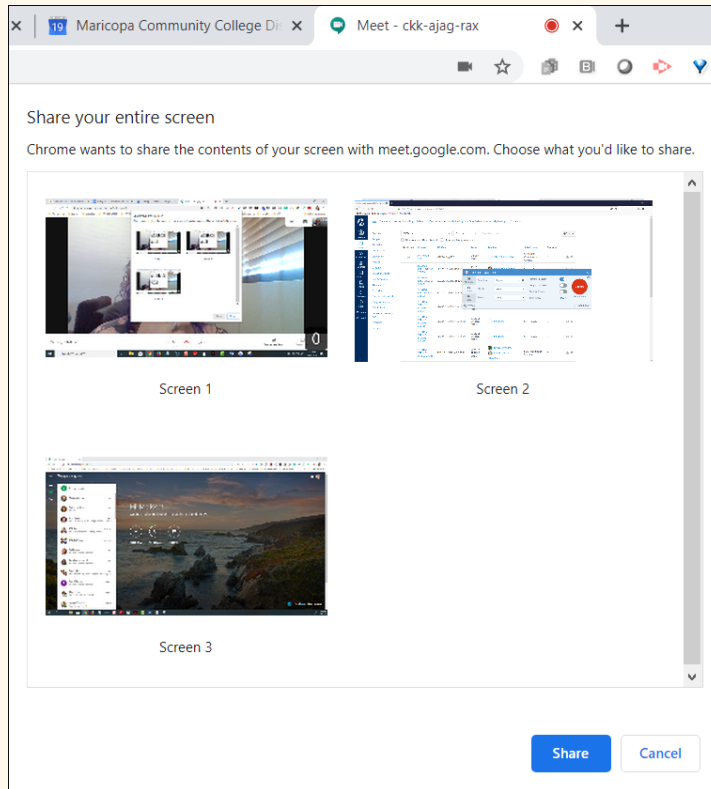
1. Hover toward the bottom of the meeting window. In the white pop-up bar, click **Present Now**.



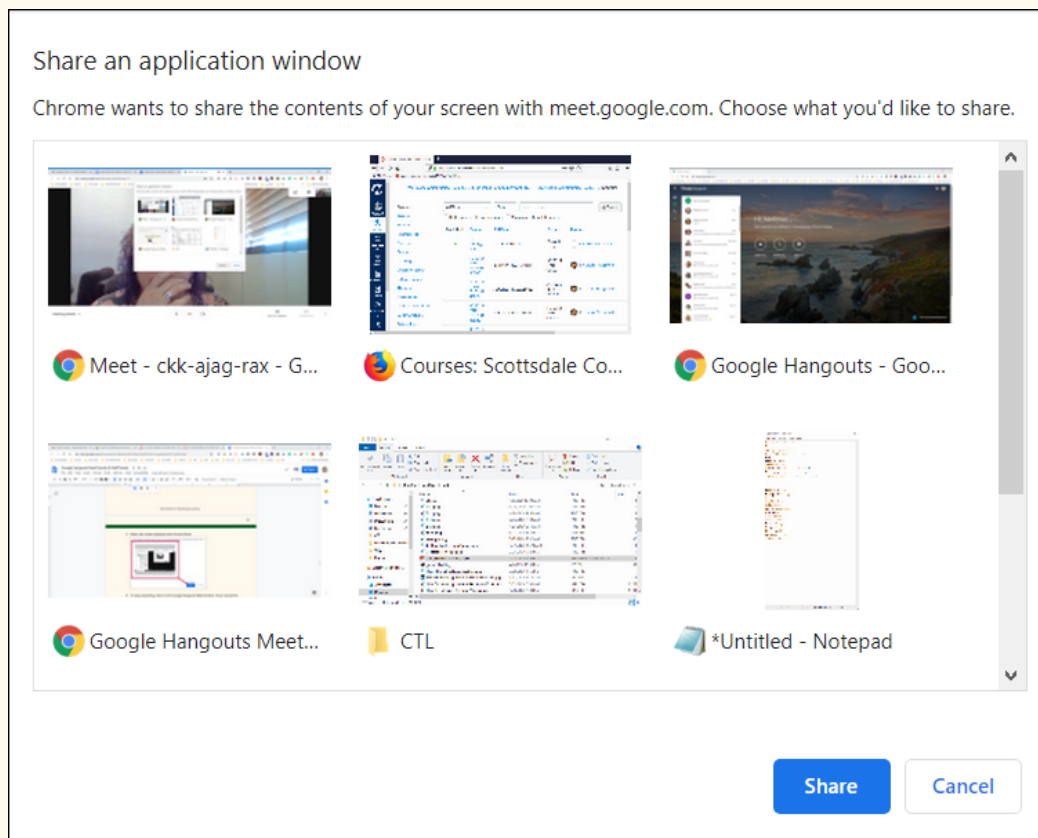
2. You have three choices for sharing: Your entire screen, A window and A Google tab.



- When you choose to share **Your Entire Screen**, you will see a preview of your screen. If you have more than one monitor, it will show all of your monitors to choose from. Click on the **preview** of the one you wish to share, click the **blue Share** button.



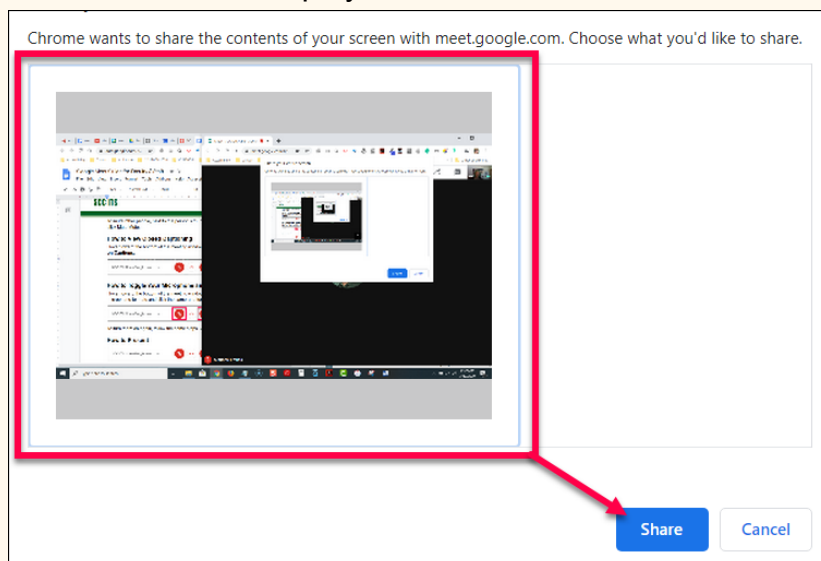
- When you choose to share an **Application Window**, you will see a preview of your various active windows. This means that if you have different browsers or applications open and will see only the active web tab or app window open. See below for examples:
- If you have more than one monitor, it will show all of your monitors to choose from. Click on the **preview** of the one you wish to share, click the **blue Share** button.



6.

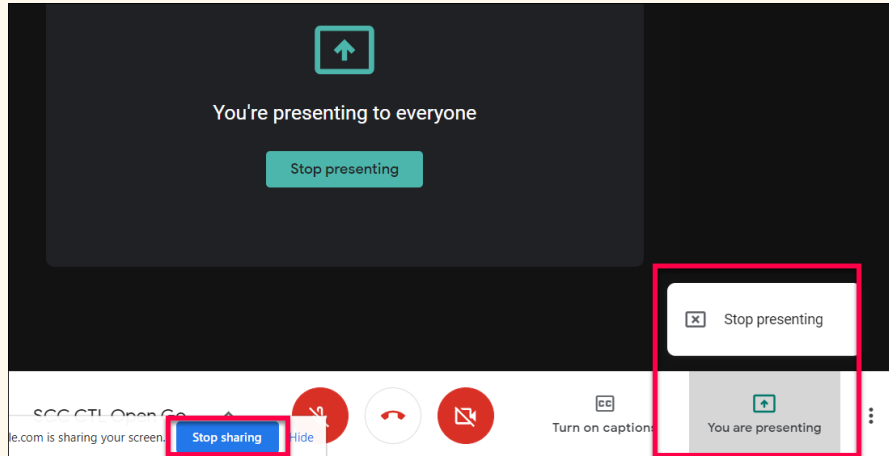
7.

8. Select the screen displayed and choose Share.



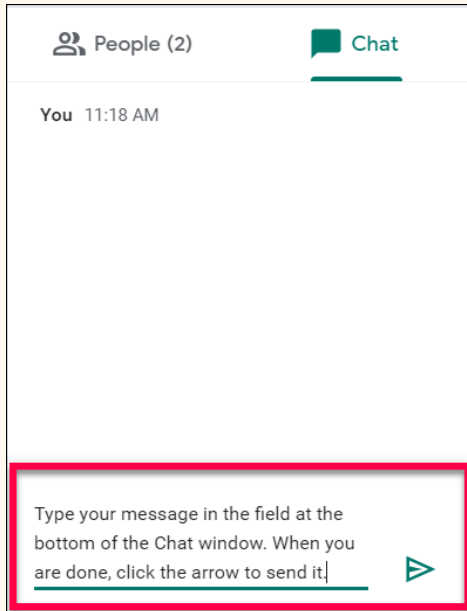
9. To stop presenting, return to the Google Meet window. Hover toward the bottom of the meeting window. In the white pop-up bar, click **You are Presenting** and then

Stop presenting. Or, you can simply click the blue **Stop sharing** button.



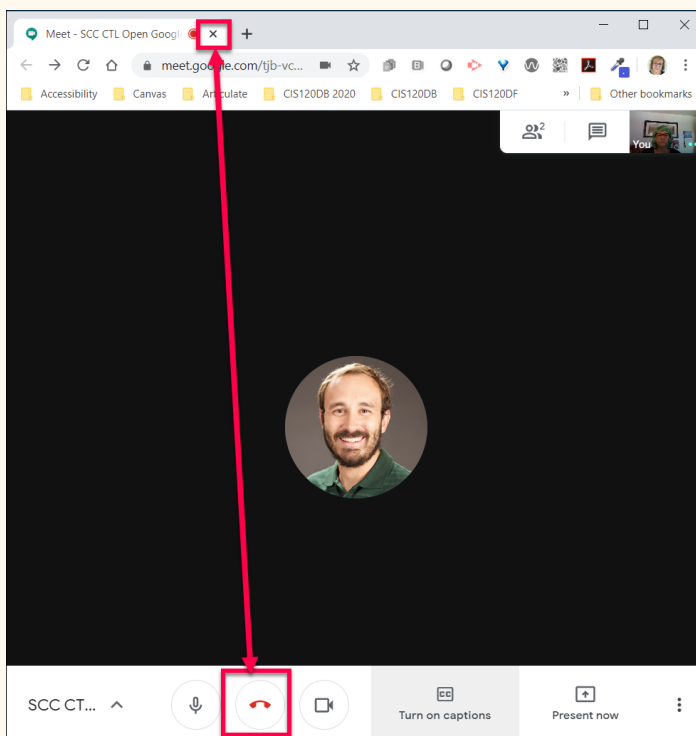
How to Use Chat in Google Meet

1. Click the **Chat icon**.
2. Click once to put your cursor in the text box at the bottom of the Chat window.
3. Type your message and click the **green arrow**.

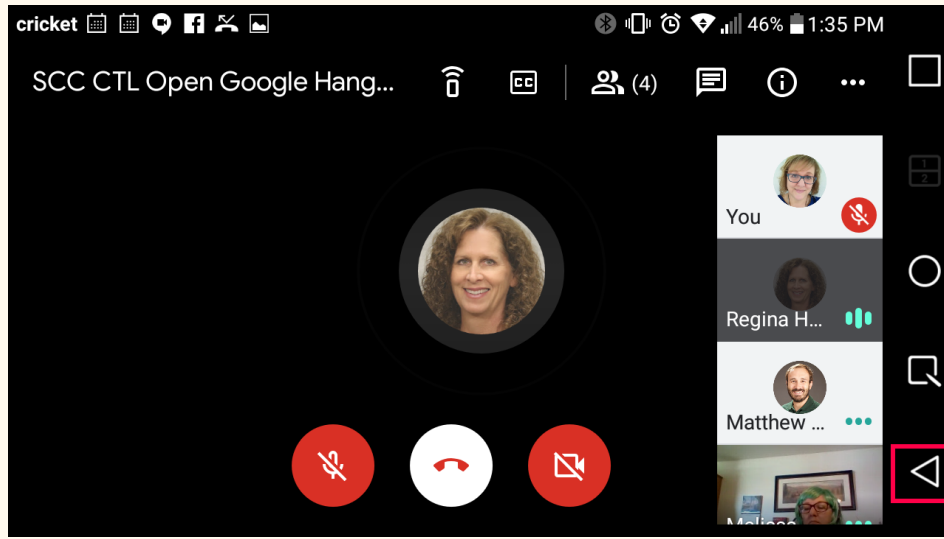


How to Exit a Google Meet Meeting

1. On a computer, you can either close the browser tab or click the red phone icon at the bottom of the screen.

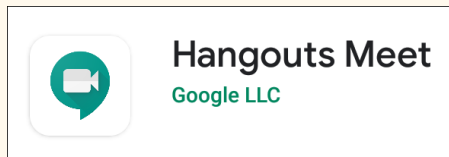


2. On a phone, use the back button on your device to back out of the meeting. You may need to tap it more than once. Here is an Android screen capture:



Using Google Meet on a Mobile Device

Google Meet on your phone works very similarly to the computer. For you to participate in a Google Meet session on a mobile device, you need to install Meet.

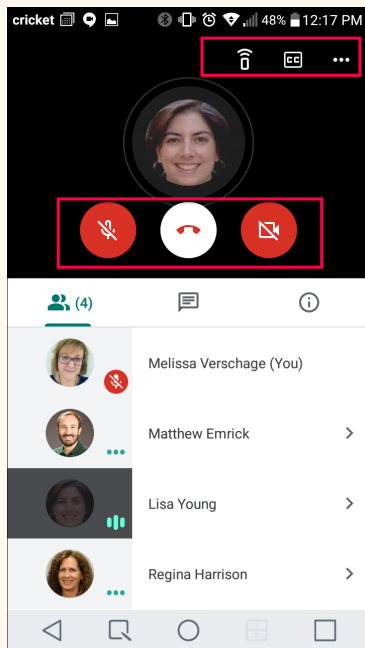


Using the Meet app for both Android and iPhone, the ideal way to view the meeting is to hold your phone horizontally. At any time, if you want to access closed captions, mute your microphone, access the attendees list, or pin the presenter, you simply tap on the screen to see the icons or menus.

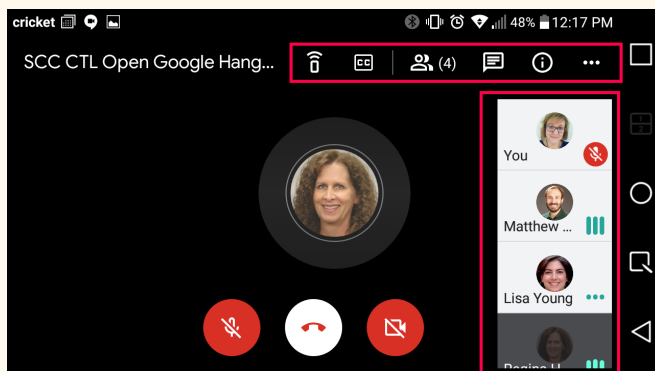
Below are some screen captures showing how to access the tools/features.

Android

Here's the vertical view. Some of the icons are hidden under the Options menu (three dots).

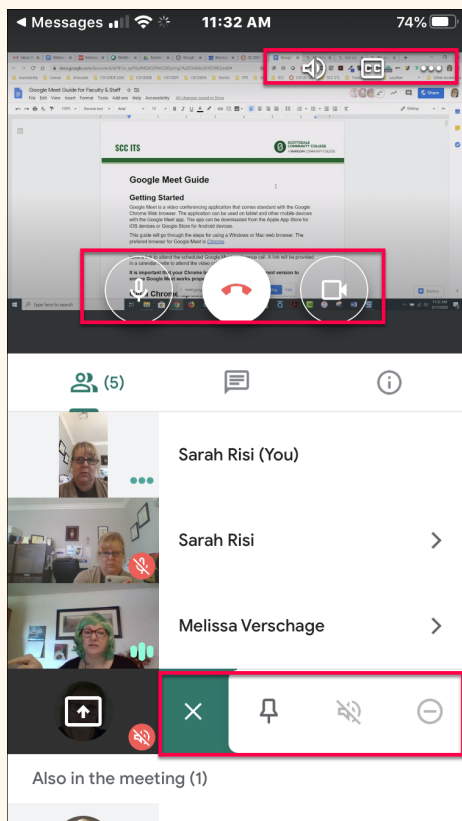


Here's the horizontal view.



iPhone

Here's the vertical view. Some of the icons are hidden under the Options menu (three dots).



Here's the horizontal view.

