Google Meet Guide

How to Schedule a Meeting (class sessions and office hours)
1. Access Hunter SOE Google Calendar
2. Create a new event and select More Options
3. Click Add Conferencing and then Hangouts Meet
4. Add student **myhunter.cuny.edu** or **huntersoe.org** email addresses under Guests
5. Select the paperclip symbol to attach *optional* documents, presentations, videos, etc.
6. Use the description box for relevant information
7. Click Save and then Send

Every person on the guest list will receive an email with the meeting link and all attachments.
Scheduled meetings can be accessed from the email link, Google Calendar, or https://meet.google.com.

How to Create an Instant Meeting
1. Go to https://meet.google.com
2. Click Start a Meeting > Continue
3. Allow access to camera and microphone
4. Click Start Meeting
5. To add participants:
   - Manually enter email addresses in the ⚲⁺ Add people tab
   - Copy meeting link and send it in an email, Blackboard announcement, or Google Classroom post

How to Join a Meeting
1. Click on the meeting link to instantly join or type in the meeting code on https://meet.google.com
2. Allow access to camera and microphone

How to Leave a Meeting
1. Press the 📞 symbol to exit
2. Click Rejoin to reenter

How to Present in a Meeting (PowerPoints, documents, etc.)
1. Open the file(s) before or during the meeting
2. Select Present Now > A window or Entire screen > Share
   'A window' allows you to present a single file while 'Entire screen' allows you to show multiple files on your screen without stopping and starting a new presentation
3. Press Stop Sharing to stop presenting

How to Chat in a Meeting
1. Press the 🖵 symbol in the upper right-hand corner
2. Type in the chat box below
3. Messages will appear on all participants' screens

How to Record a Meeting
1. Join the meeting
2. Click on the three dots on the bottom right corner
3. Select Record Meeting
4. To stop recording, click the three dots > Stop Recording
5. Allow 10 or more minutes for the recording to be generated in the host's Google Drive. An email link (that can be shared) will also be emailed to the host.

Special Considerations

- Hosts/professors, please use a quiet space for meetings

- Participants/students, please keep the camera and microphone off (unless needed) during meetings for a better connection

- Please do not present videos during meetings. The audio will not play. We suggest attaching audio/video files to the scheduled meeting event. You can also upload the files to your Hunter SOE Google Drive and share with students/participants.

- Please invite students using their **myhunter.cuny.edu** or **huntersoe.org** email addresses

- When presenting in a meeting, you have the option to keep your camera on or turn it off

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Turns mic on/off   Turns video camera on/off

Leaves meeting   Chat Log

Acknowledgement:

Questions? Concerns? Reach us at soehelp@hunter.cuny.edu

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FOR LEARNING & SCHOLARLY TECHNOLOGIES

Google Meet Tutorial - Getting Started and Recording a Lecture

Quick Links:

Important Note: There is no Host role in Google Meet, which means every participant has control to mute other participants' microphone, take over the screen share, or even remove other participants from during a meeting. Please remind your students to follow [online netiquette guidelines](#).

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 July 1, 2020).
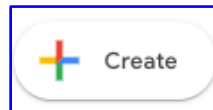
How to Schedule a Meeting and Send Meeting Invites
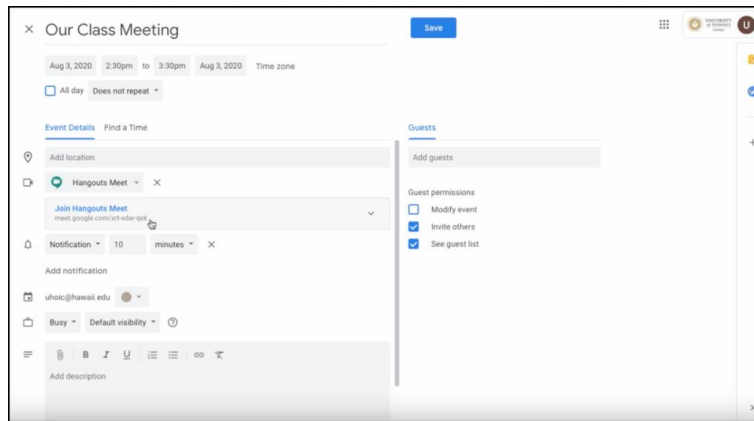
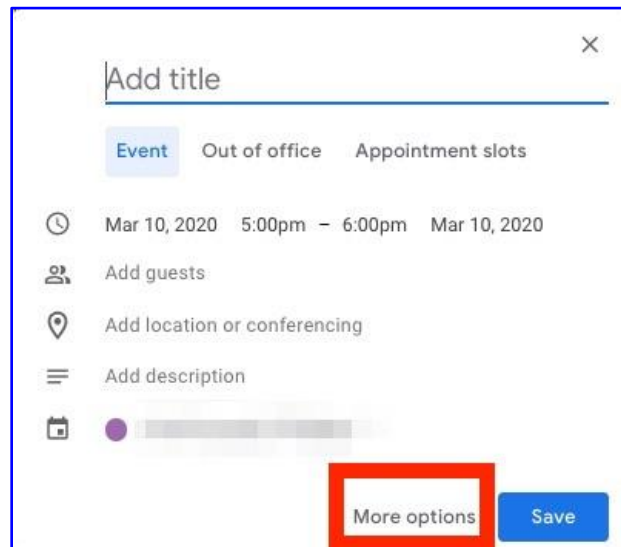
[Screencast Video](#) (0:56)

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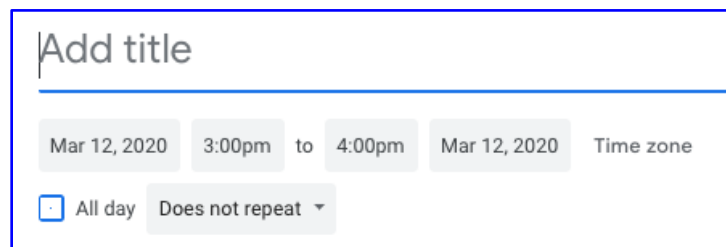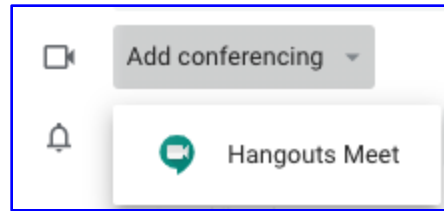
1. Go to [Google Calendar](#) and create an event.
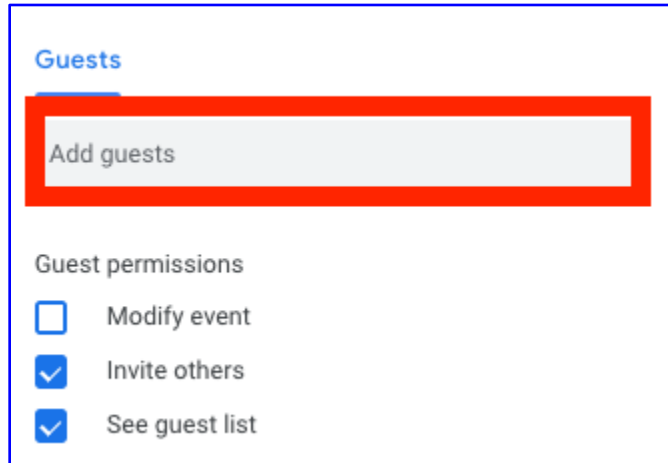

2. Select **More Options.**
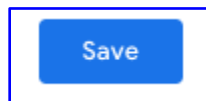

3. Enter Meeting **title**, **date** and **time**.

4. On **Add conferencing,** select **Hangouts Meet**. 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.
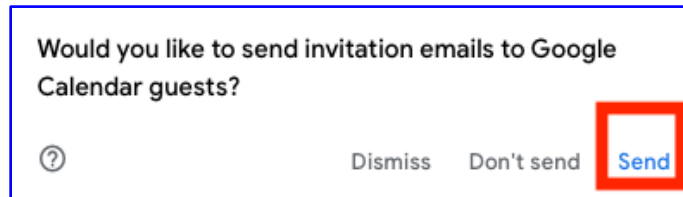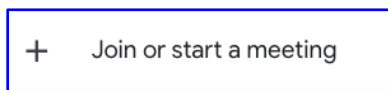
Start a video meeting with Google Meet
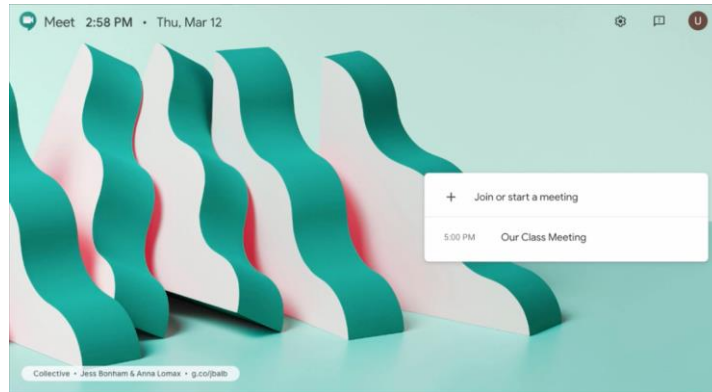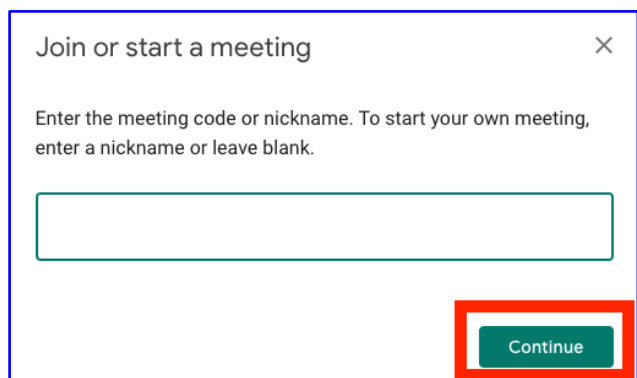

[Screencast Video](#) (1:28)

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

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

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

4. Select **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).
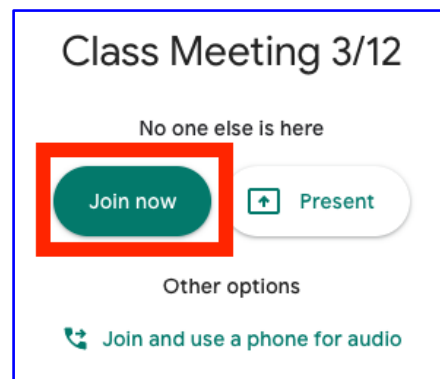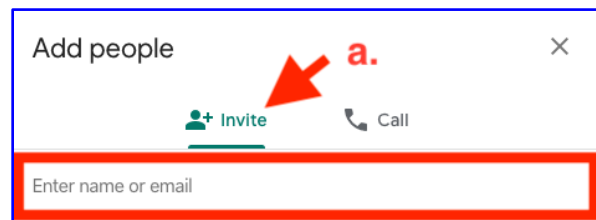
6. To share the meeting URL with your participants:
   a. Select **Copy joining info** and paste the meeting details into an email or Laulima announcement.
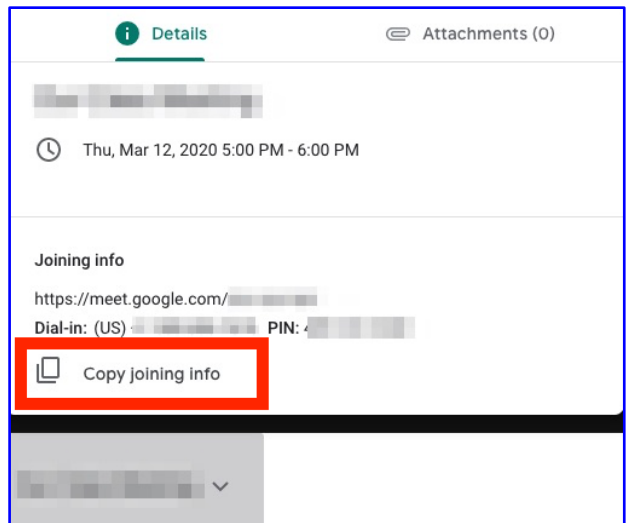
7. To add someone to a meeting:
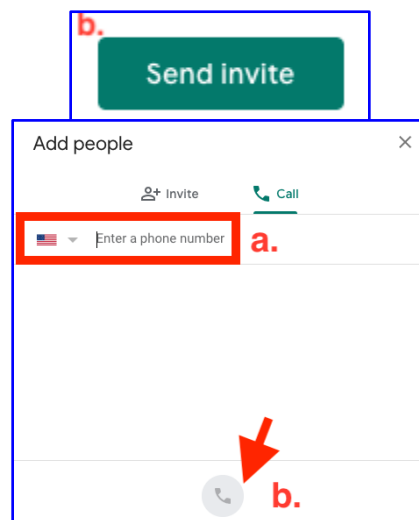   a. Select **Add people** and choose an option:
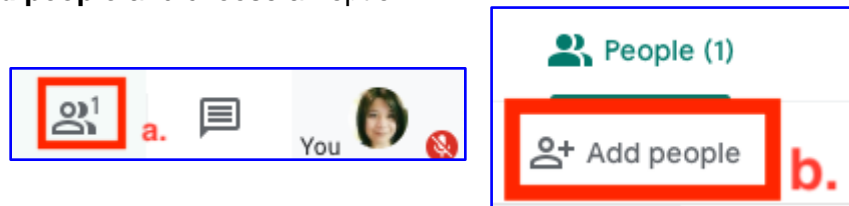
   b. Under the **Invite** section, enter an email address and click **Send invite**.
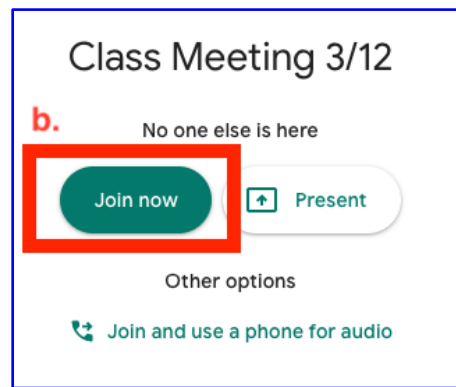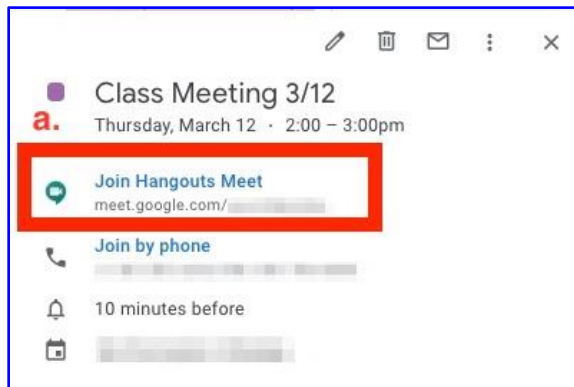

   c. Or, under the **Call** section, enter a phone number and press Call 📞.

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 Hangouts Meet** and in the window that opens, select **Join now**.
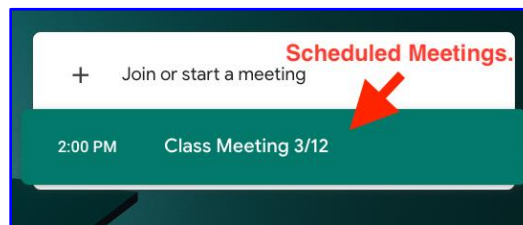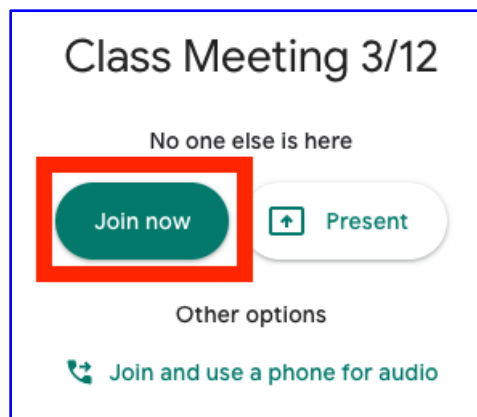

Join Directly from Meet

In 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.
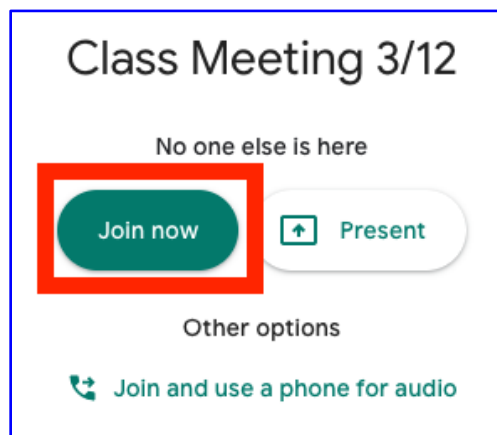
2. Select **Join or start a meeting**.
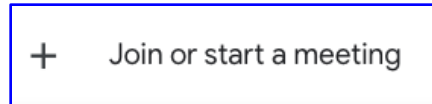
3. Enter the **meeting code** and select **Continue**.

   *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.
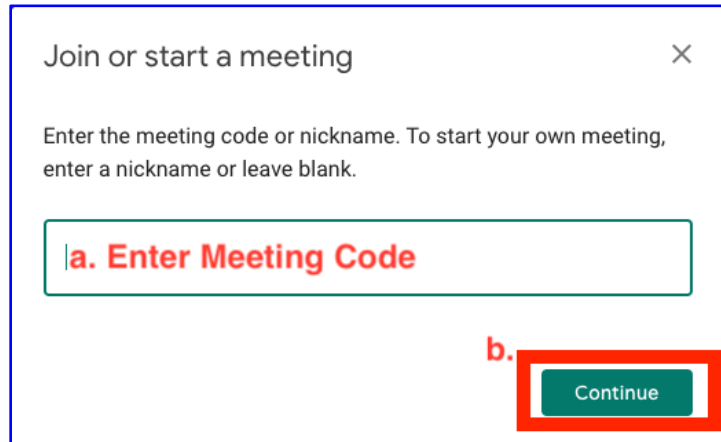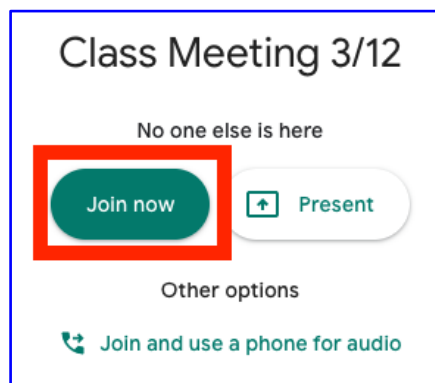

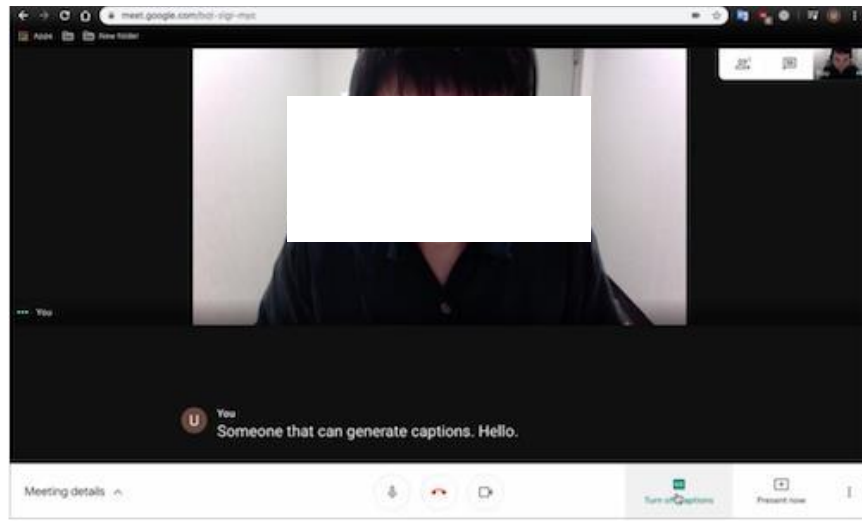4. Click **Join now**.

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.
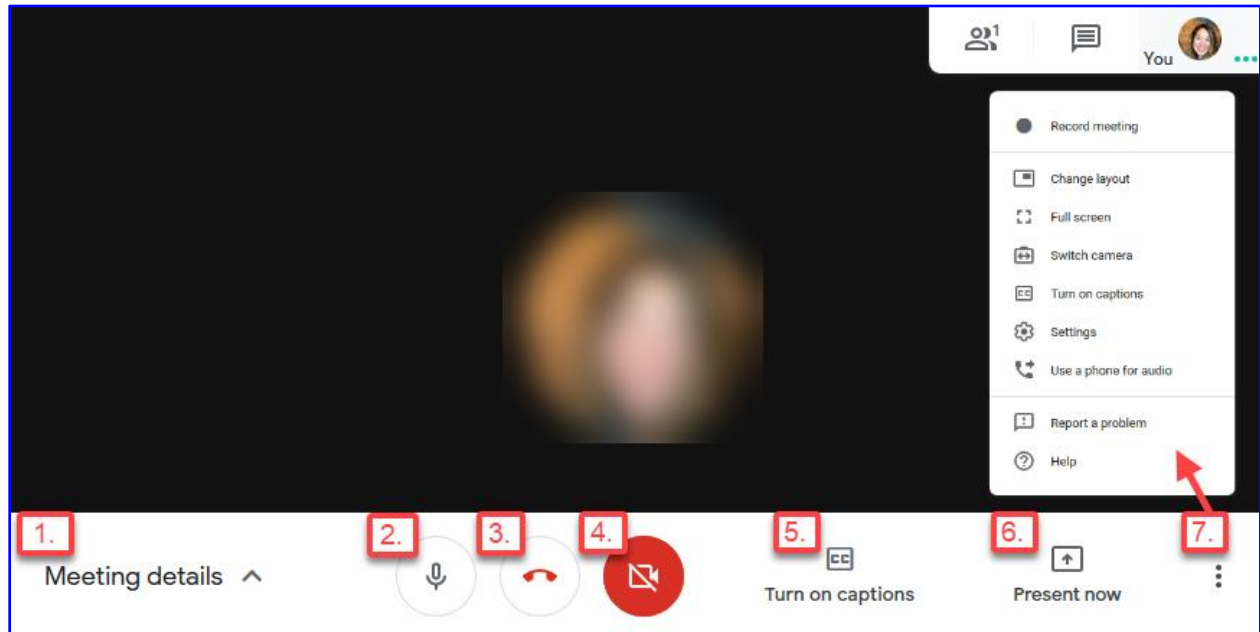
1. Click the meeting link sent to you in a chat message or email.

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.

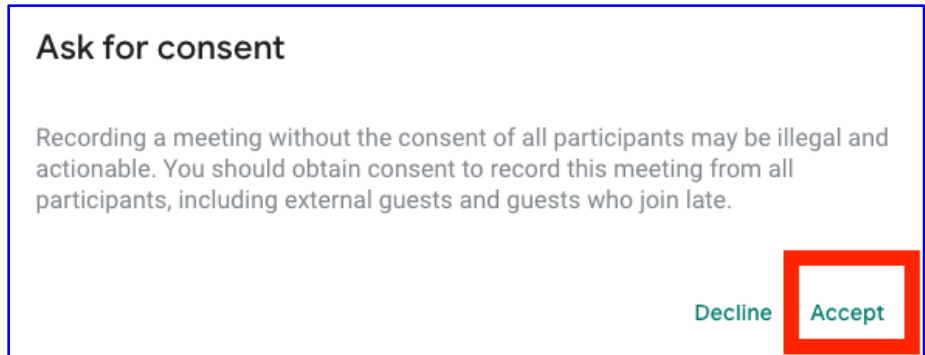# How to Record a Meeting or Lecture
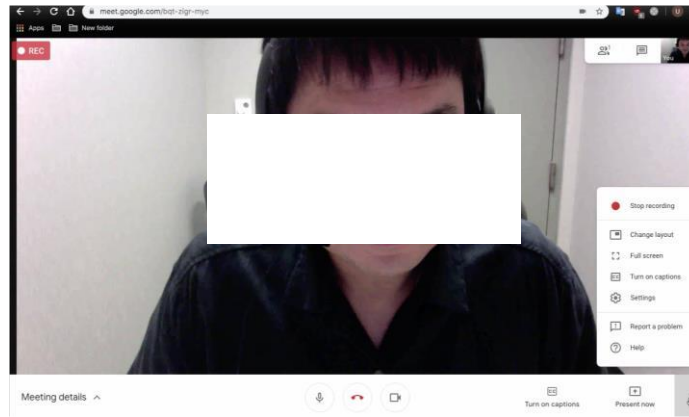
[Screencast Video](#) (1:20)

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

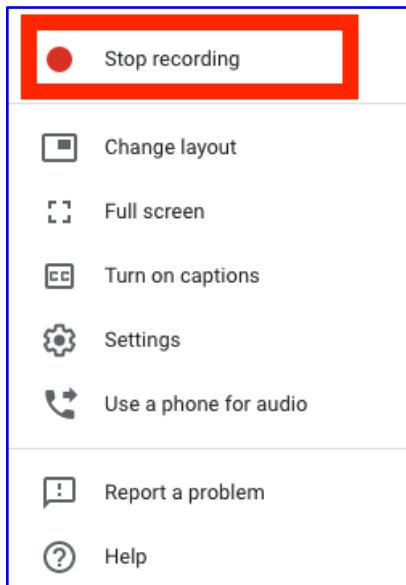3. In the menu bar, select **More options** ⋮ **> Record meeting**
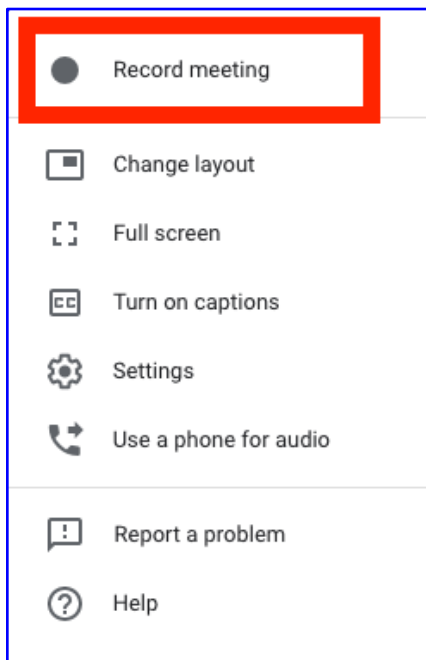
4. In the **Ask for consent** pop-up window, select **Accept** to enable recording. Make sure to obtain consent from the participants before recording a meeting.
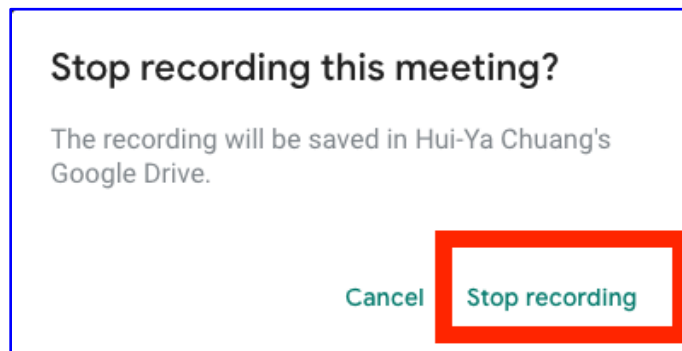
Ask for consent

Recording a meeting without the consent of all participants may be illegal and actionable. You should obtain consent to record this meeting from all participants, including external guests and guests who join late.

Decline   Accept

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

● REC

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

● Stop recording

▣ Change layout

⌗ Full screen

⊡ Turn on captions

⚙ Settings

📞 Use a phone for audio

▣ Report a problem

? Help

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

Stop recording this meeting?

The recording will be saved in Hui-Ya Chuang's Google Drive.

Cancel   Stop recording

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.

Email Message Sample
The recording has been uploaded.

🎬 oce-fmtp-jmq (2020-03-12 at 16:47 GMT-7)

[Open in Drive]
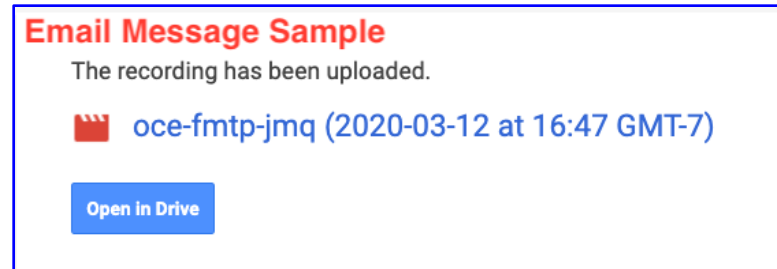
9. You can then share the recording file (mp4) with your students via Google Drive or Youtube.

Acknowledgement: