Online Programming – Google Meets

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Scheduling a Video Meeting with Google Meets

Before you begin make sure you're signed into a G Suite account. Requirements for scheduling a video meeting using Google Meets:

G Suite Users (paid account; using Google Meet with a school or work account)
- You need to be signed into a G Suite account to create a video meeting.
- Anyone inside or outside your organization can join with a link. G Suite Users can accept and invite guests that do not have a google account.

Non-G Suite Users (free account; using Google Meet with a personal account)
- You will need a Google account to use Google Meet. Non-G Suite users can only invite participants with a Google Account.

Scheduling a Meeting From Google Calendar:

It's easy to schedule a Meet video meeting in Google Calendar—just create an event and add your guests to it. A video meeting link and dial-in number (if you are a G Suite user) is added to a Calendar event either by inviting one or more guests to the event, or by clicking Add conferencing. Here's how:

Step 1: Log into your google account.
Step 2: Go to Google Calendar by clicking on the Google Apps icon in the upper right-hand corner.
Step 3: Click Create.
Step 4: Add your event details and guests by entering the name or email of the people you want to invite.
Step 5: Click Save.
Step 6: Click Send to notify guests.

Note: Non-G Suite Users (using a personal gmail account) can schedule a meeting by following **Steps 1-6**.

Note: Guests can forward the meeting link to other people. If someone tries to join who was not invited to the Calendar event, a meeting participant from your organization must accept their request. For meetings organized by a personal Google Account, only the meeting creator can admit these participants.

Learn more about scheduling a meeting here: **https://buff.ly/2F0nHab.**

Google Meet Features

- **Features** – Google Meets Free allows unlimited 60-minute meeting with up to 100 participants. Google Meets for G-Suite paid account allows unlimited meetings with 150-250 participants with meeting times that can last as long as 300 hours.

- **Messaging** – The message function allows you to send messages, files, and links to other participants within a meeting. Messages are visible to everyone in the call. To message participants click the Chat dialogue bubble 🖵 located in the upper right-hand corner.

- **Share Your Screen** – In a meeting you can share your entire desktop screen, a specific screen, or a Chrome web browser tab. To share your screen, select Present Now button right hand corner. Hint: if you're going to share a screen that has audio, make sure you click Share Audio in the bottom of corner of the screen before you click Share.

- **Live Closed Captioning** - You can make it easier to follow what's being said in meetings by turning on captions, which show text of the conversation. To turn on closed captioning, at the bottom of the Meet Window click Turn on captions `CC` or Turn off captions `CC` Note: If you record a video meeting, captions are not recorded and don't appear when you play the recording. Hint: If the captions are covered by your call controls, click anywhere else inside the Meet window to dismiss them.

- **Remove unwanted or disruptive participants** – A meeting creator can remove unwanted participants. To remove a disruptive participant in a video meeting, click the Back arrow, point to the person, and then click Remove.

<u>Google Meet Etiquette and Helpful Hints</u>

- **Join early** – Encourage participants to log-in five minutes early so that the meeting can start on time.

- **Mute your microphone –** To help keep background noise to a minimum, encourage participants to mute their microphones when not speaking.

- **Rehearse –** Schedule at least 30 minutes with your presenters and stakeholders a few days prior to your event to review the technology, discuss roles and tasks, and finalize your content to make sure that your day of is as stress free as possible.

- **Have a "Co-Host" –** designate a co-worker or friend to help manage the chat, Q&A, and any technical difficulties that may arise.

Learn more about Google Meets here: **https://apps.google.com/meet/**.

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