Google Meet

CHAMUELLIAN
ONLINE
POWERED BY GOOGLE

Learning Objectives

- Join and Leave a meeting

- Use a microphone and camera in meetings

- Participate in Google Meet Chat

- Present screens during a meeting

- Adjust a Google Meet options

What is Google Meet?

- ☐ Google Meet is used to hold **video and voice meetings** online.
- ☐ You'll need a **microphone** to speak to others and a **webcam** if you want to be seen.
- ☐ During a meeting, you can also chat with others using **text** without using a microphone or a webcam.
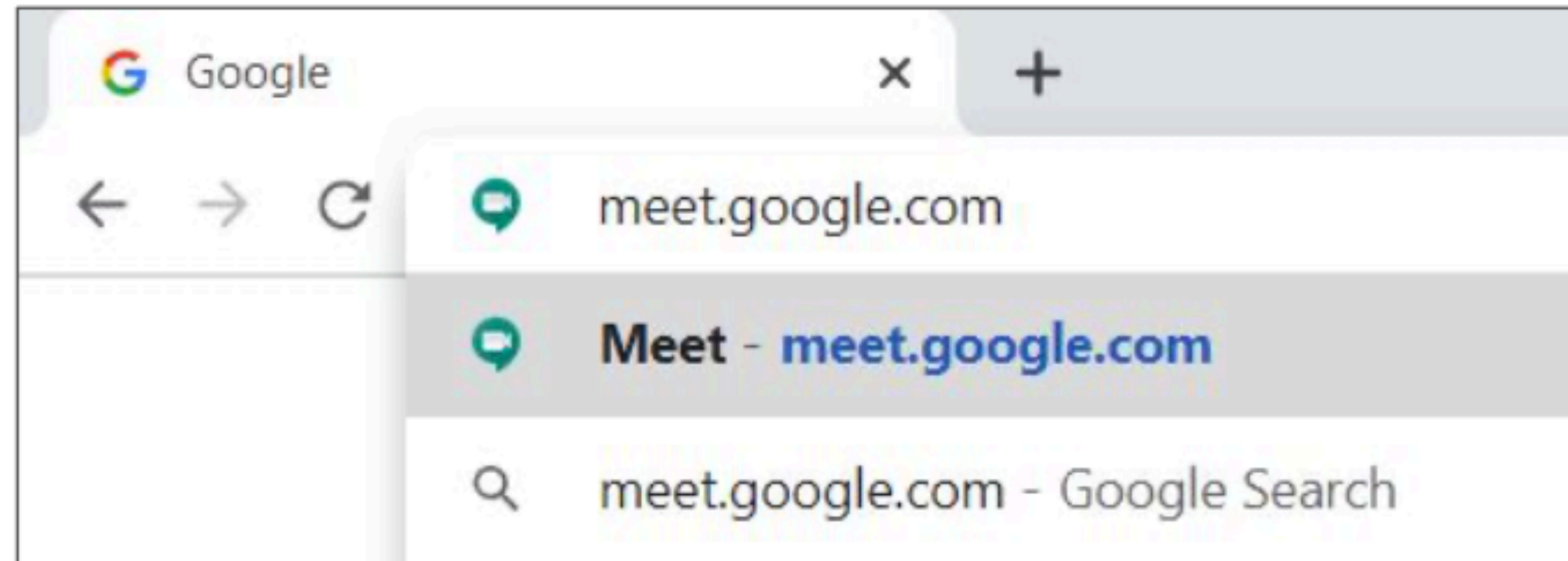
Joining a Meeting

Joining a Meeting

☐ There are two ways to join a meeting using Google Meet.
1. Joining a meeting using a **meeting code** on the Google Meet website
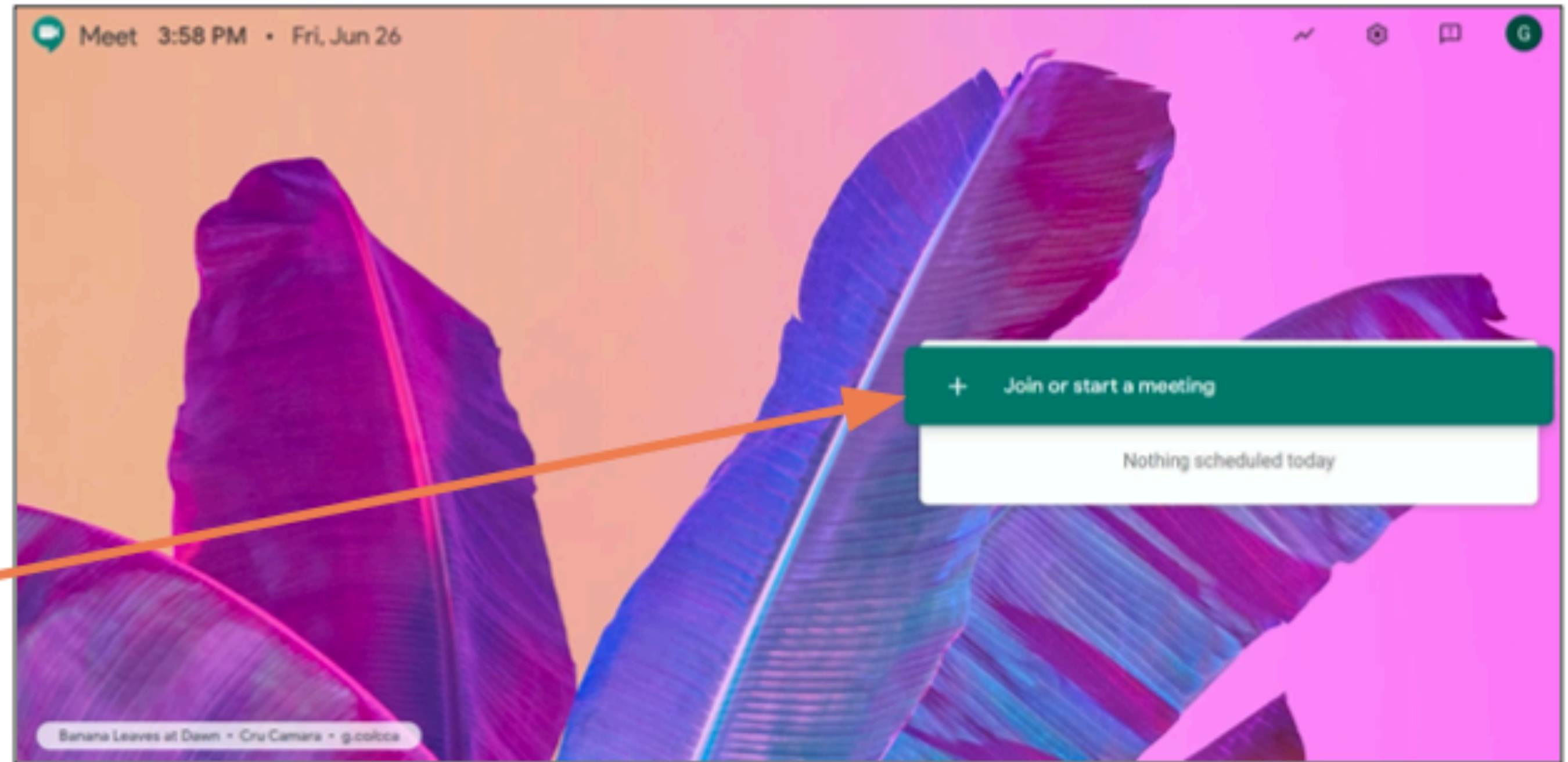2. Using a **link** to the meeting

Method 1: Using the Website

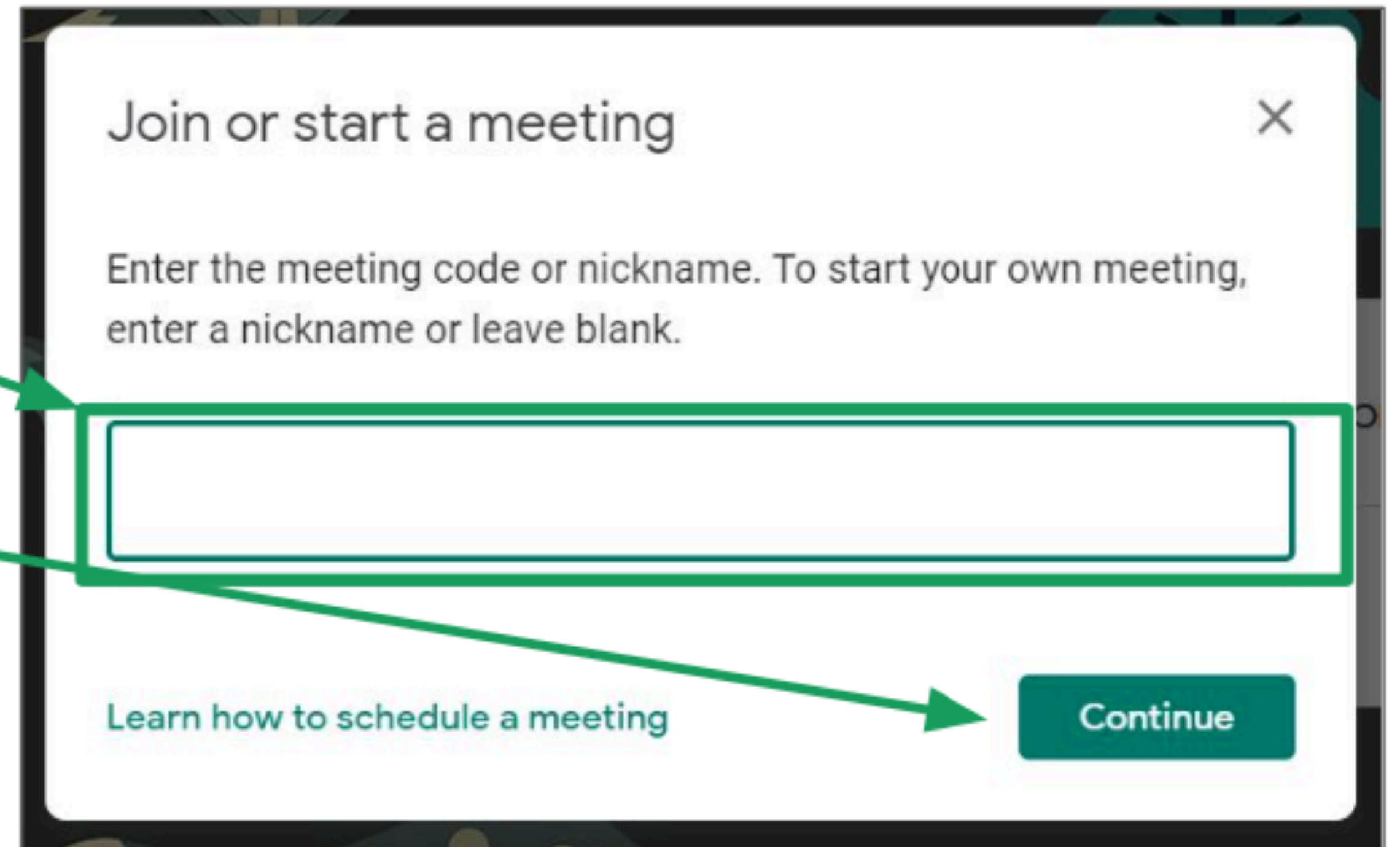☐ To start a meeting, type in the address bar, or click the link below: meet.google.com

Method 1: Using the Website

☐ This is the homepage for Google Meet.

☐ To use Google Meet, click **Join or start a meeting**.

Method 1: Using the Website

☐ To join a meeting, type the meeting code in the text box.
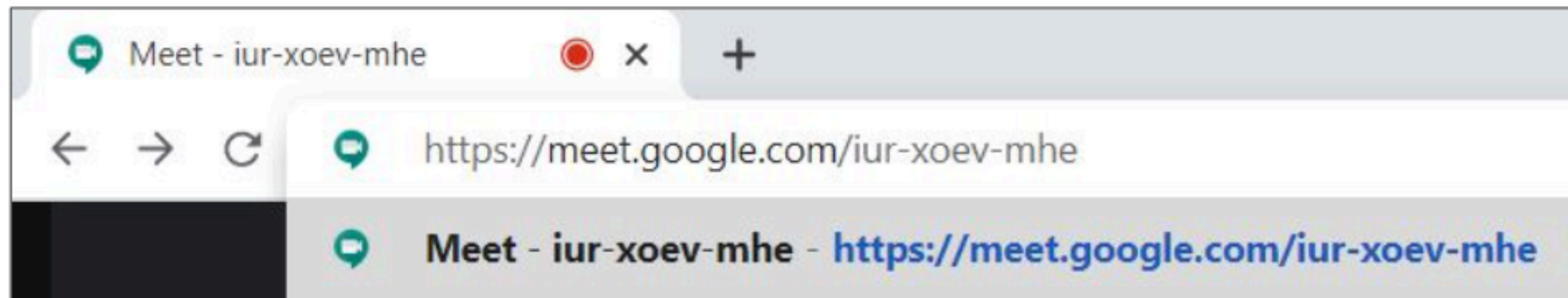
☐ Then, click Continue.

Join or start a meeting ✕

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

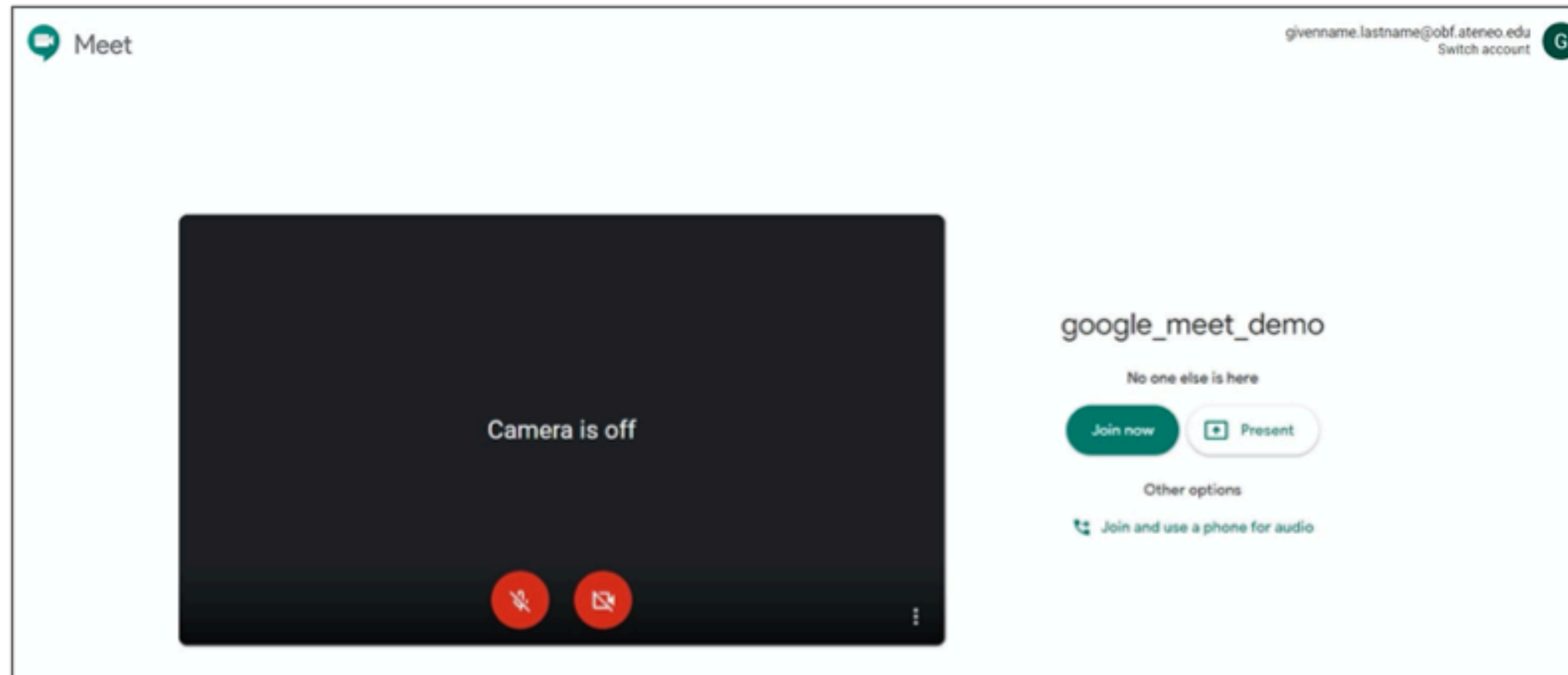Learn how to schedule a meeting   Continue

Method 2: Using a Link

- ☐ You can also join a meeting using a link given by the person who created the meeting.
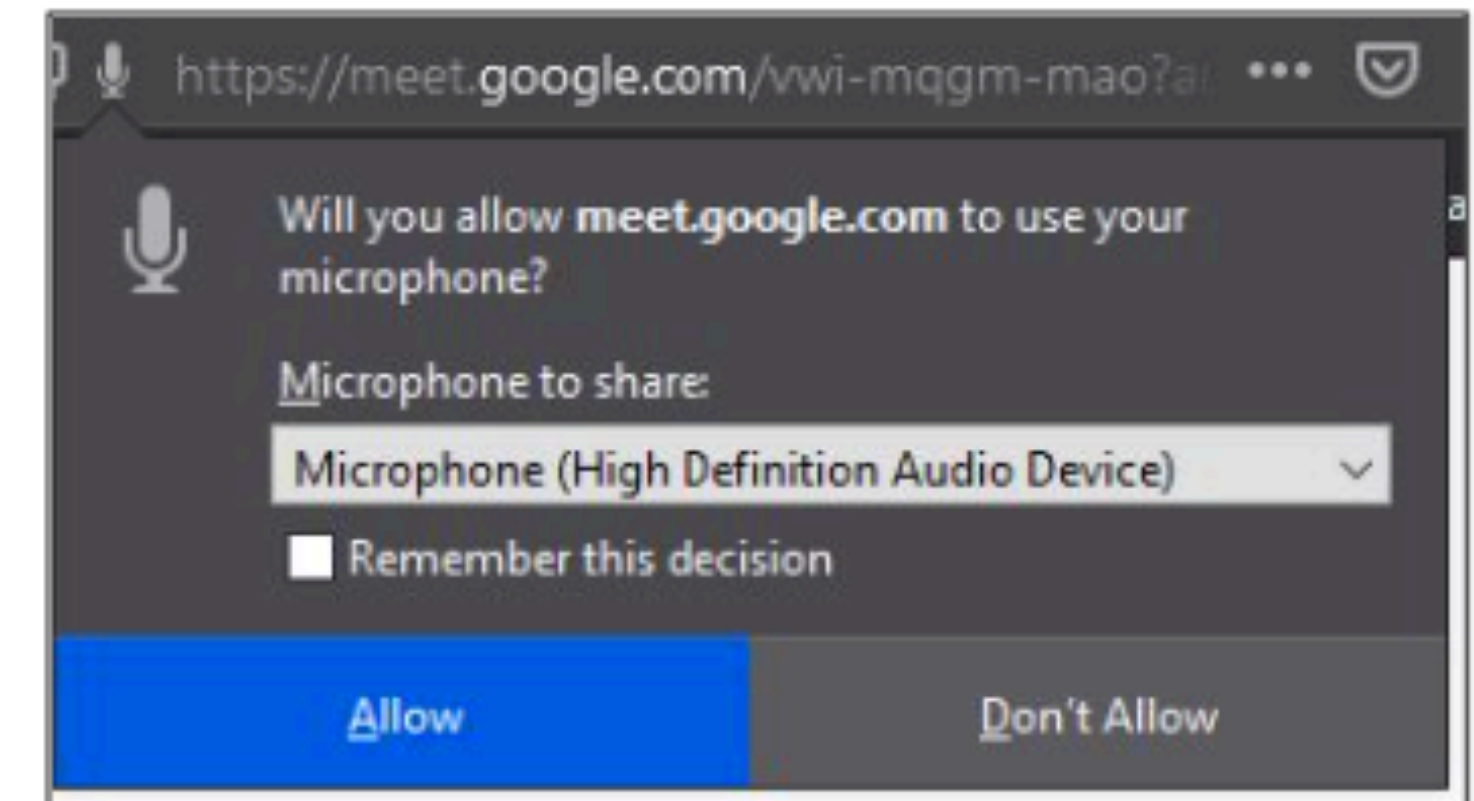- ☐ Type the link in your browser to join the meeting.

Google Meet Lobby

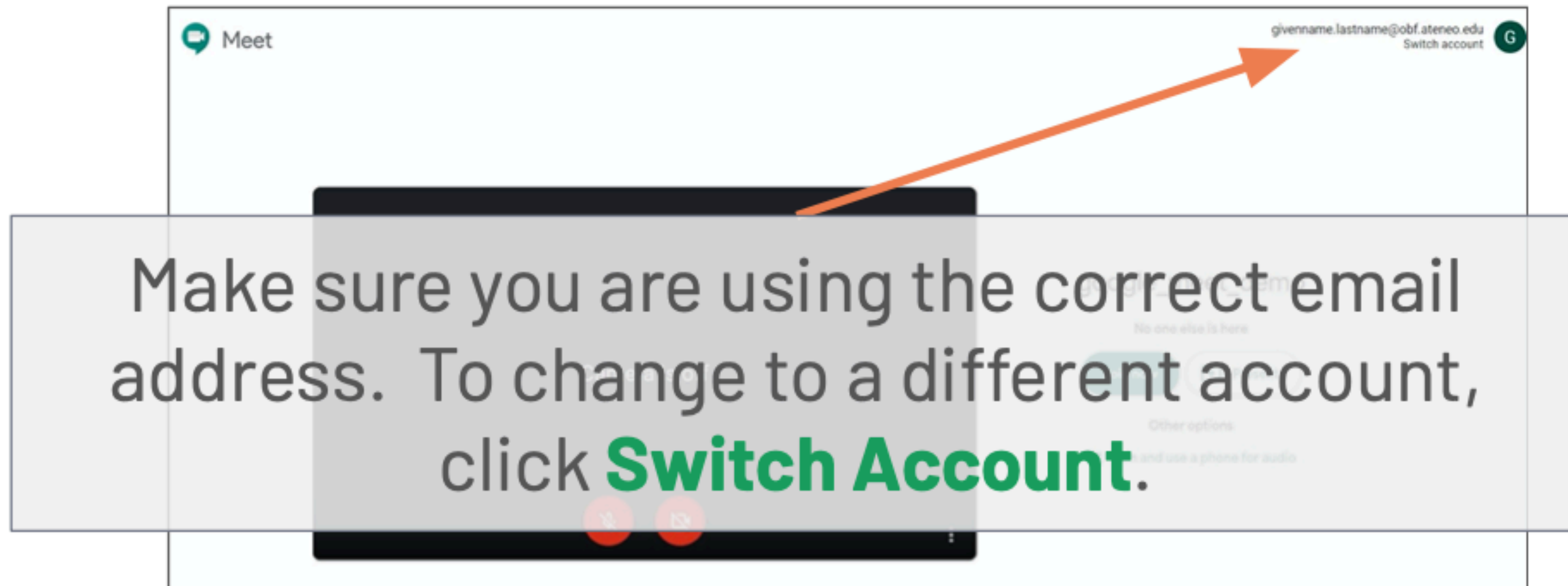☐ After joining a meeting, you'll arrive at the **Google Meet lobby**.

Google Meet Lobby

☐ Your browser may ask to allow use of your microphone and webcam.

☐ If your browser asks if it should always be allowed, it is better to say no.

☐ It is safer if you have to allow these permissions manually.

Google Meet Lobby

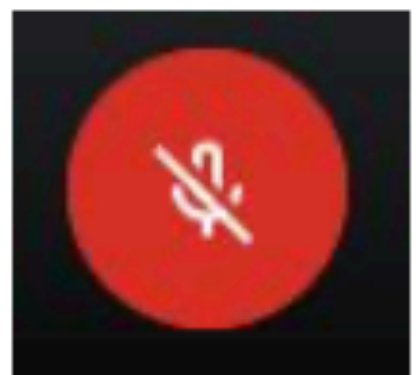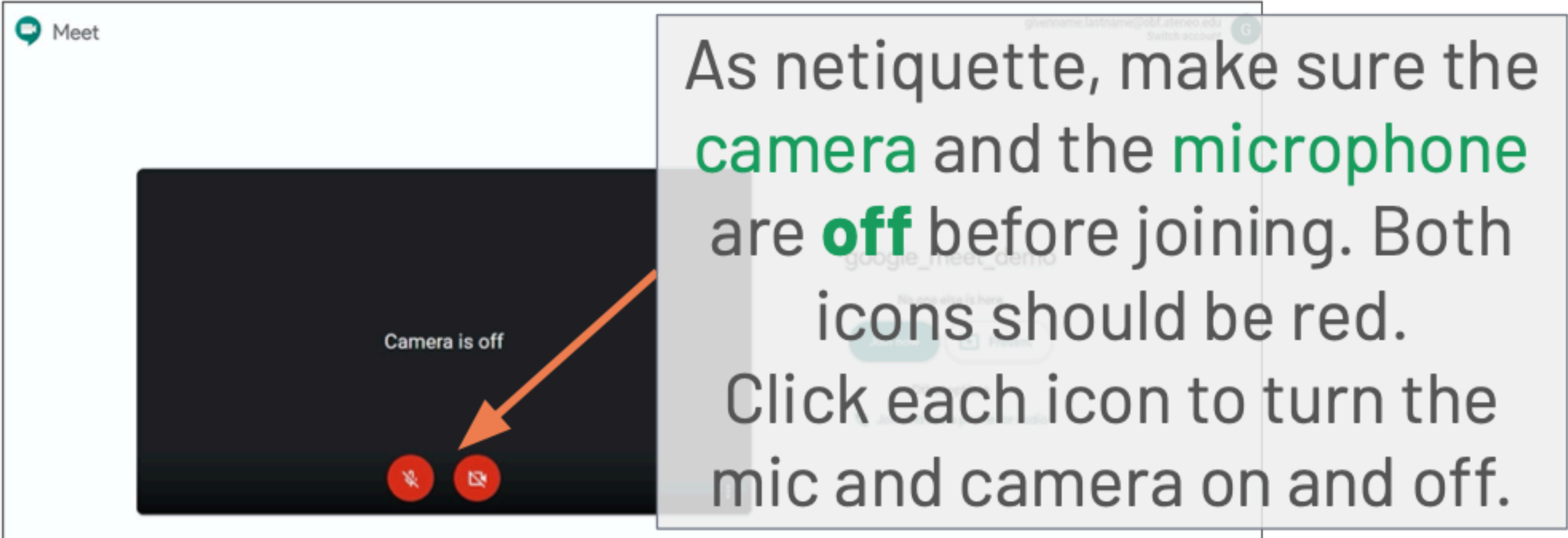☐ In the lobby, you aren't in the meeting yet, but you should check the following.

Make sure you are using the correct email address. To change to a different account, click **Switch Account**.

Google Meet Lobby

☐ In the lobby, you aren't in the meeting yet, but you should check the following.
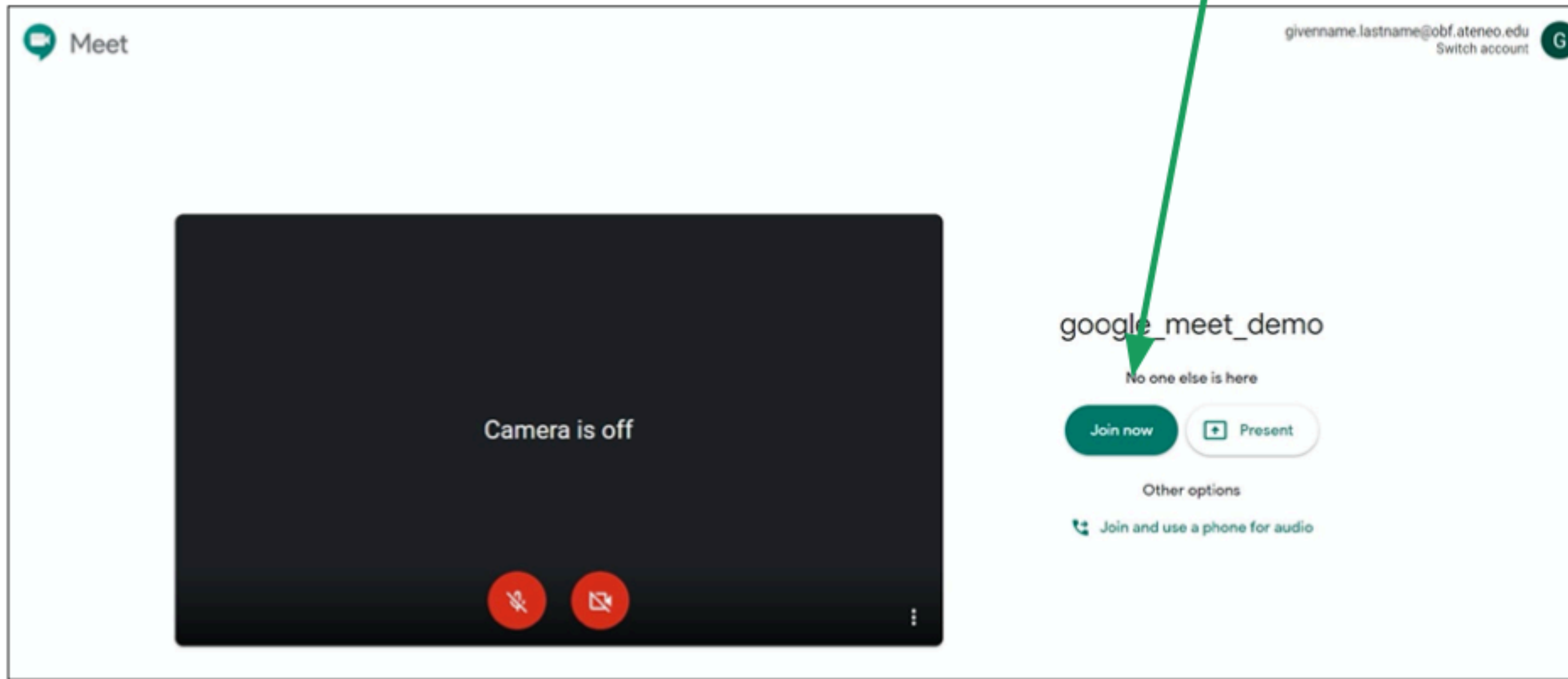
Microphone ON

Microphone OFF

Meet

Camera is off

As netiquette, make sure the camera and the microphone are **off** before joining. Both icons should be red.
Click each icon to turn the mic and camera on and off.

Joining a Meeting

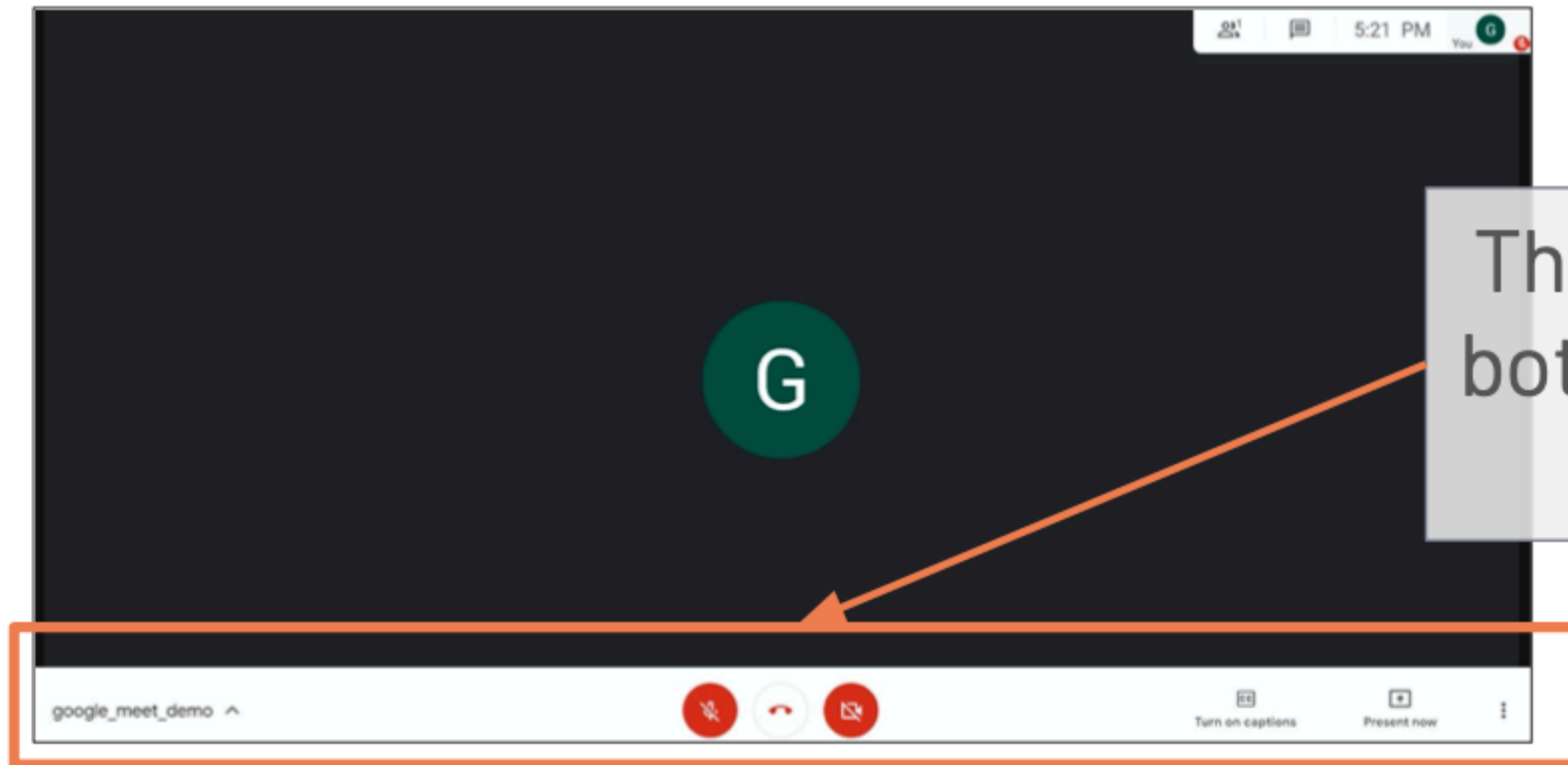☐ When everything is ready, click **Join now**.
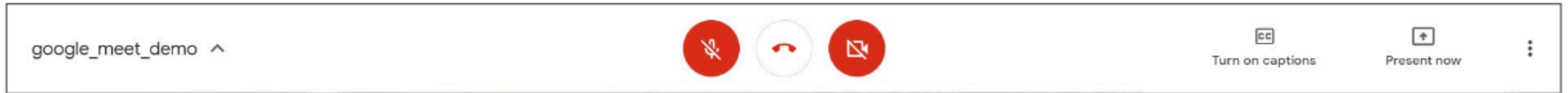
Using Google Meet

You are in the meeting room!

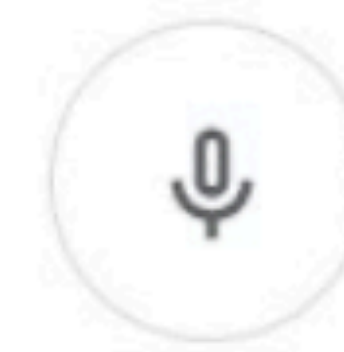☐ When you're in a meeting, the screen looks like this.

The buttons here at the bottom help you interact with everyone!

Your Microphone and Camera

- ☐ Click the 🔴🎙️ button to turn your microphone on and off.
- ☐ Click the 🔴📹 button to turn your camera on and off.

- ☐ Red icons mean your mic/camera are turned OFF.

Microphone ON
(others can hear you)

Camera ON
(others can see you)

Microphone OFF
(others cannot hear you)

Camera OFF
(others cannot see you)

Your Microphone and Camera

google_meet_demo ∧   🔴 📞 🔴   [cc] Turn on captions   ⬆ Present now   ⋮

☐ You can also use your keyboard:

    ☐ **Ctrl-D** to turn your microphone on and off

    ☐ **Ctrl-E** to turn your camera on and off

🎤
**Microphone ON
(others can hear you)**

📹
**Camera ON
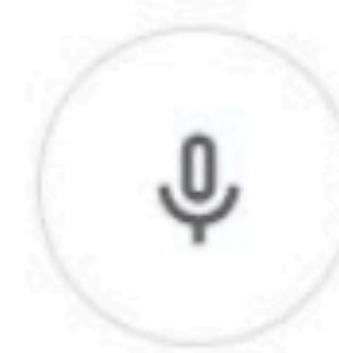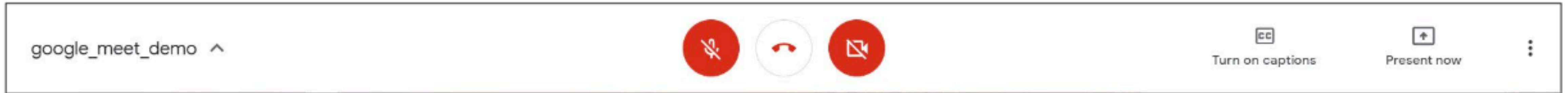(others can see you)**

🔴
**Microphone OFF
(others cannot hear you)**

🔴
**Camera OFF
(others cannot see you)**
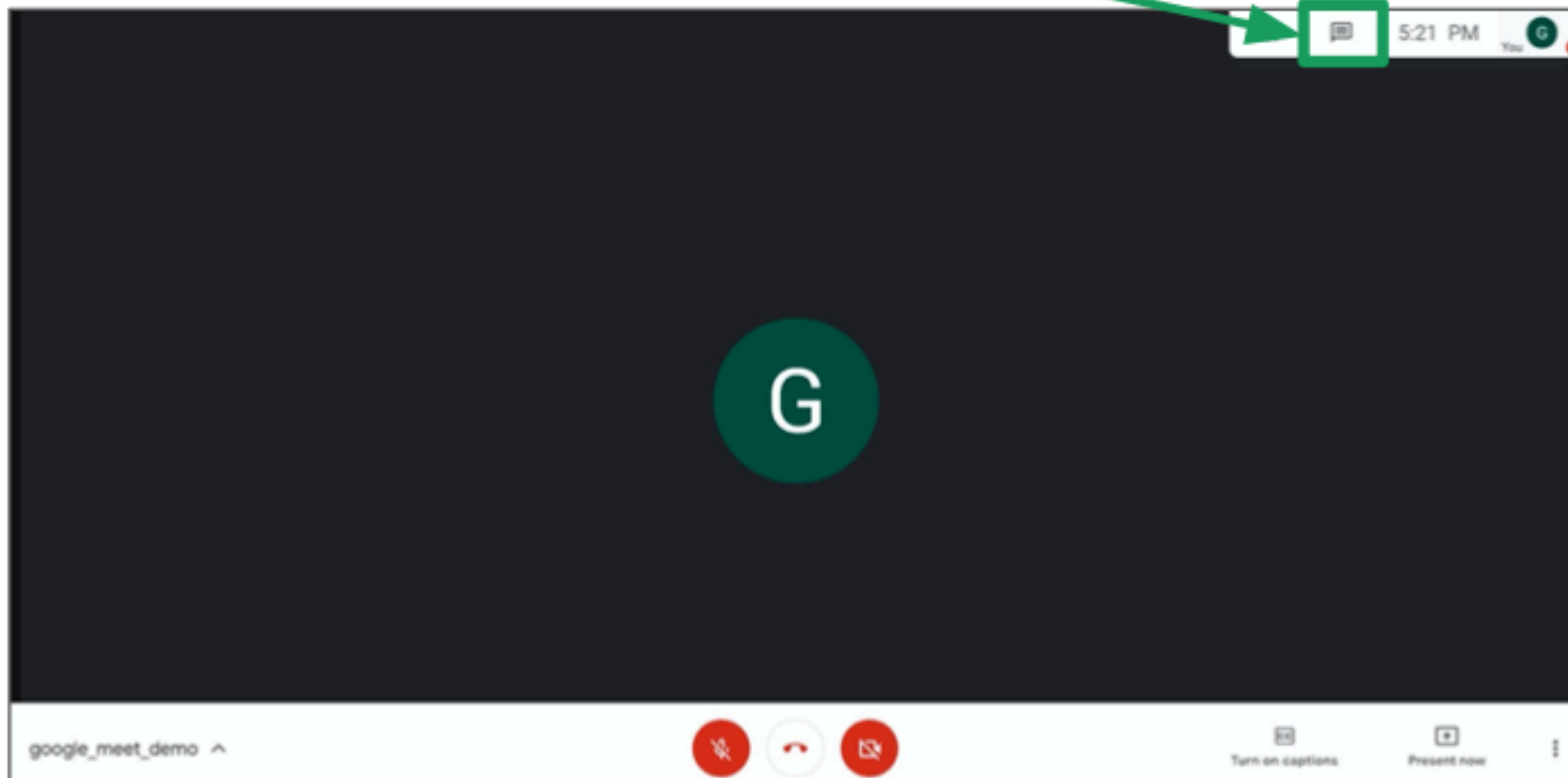
Leaving a Meeting

☐ Click 📞 to **leave the meeting**.

☐ When you leave a meeting, everyone else in the meeting will see that you left.

☐ To return to a meeting, you have to join it again using a link or meeting code.
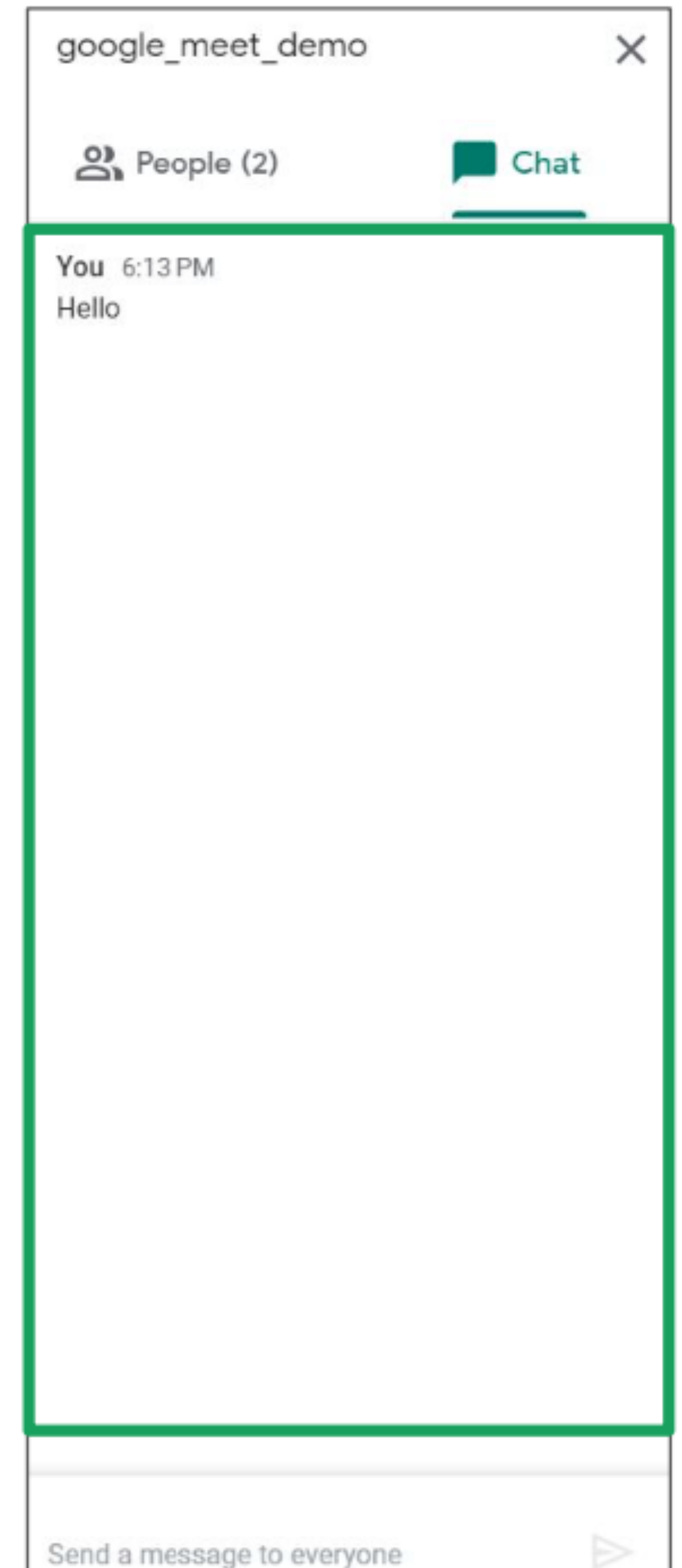
Google Meet Chat

Google Meet Chat

☐ You can also chat with others using text. Click on the 💬 **icon**.

Google Meet Chat

- ☐ Once you clicked the 💬 icon, a sidebar will appear on the right.
- ☐ You can see the messages **here**. →
- ☐ You can send a message by typing in the text box at the **bottom**.
  - ☐ Press **Enter**, or click ▷ to send your message.

google_meet_demo ✕

👥 People (2)   💬 Chat

You 6:13 PM
Hello

Send a message to everyone ▷

Google Meet Chat

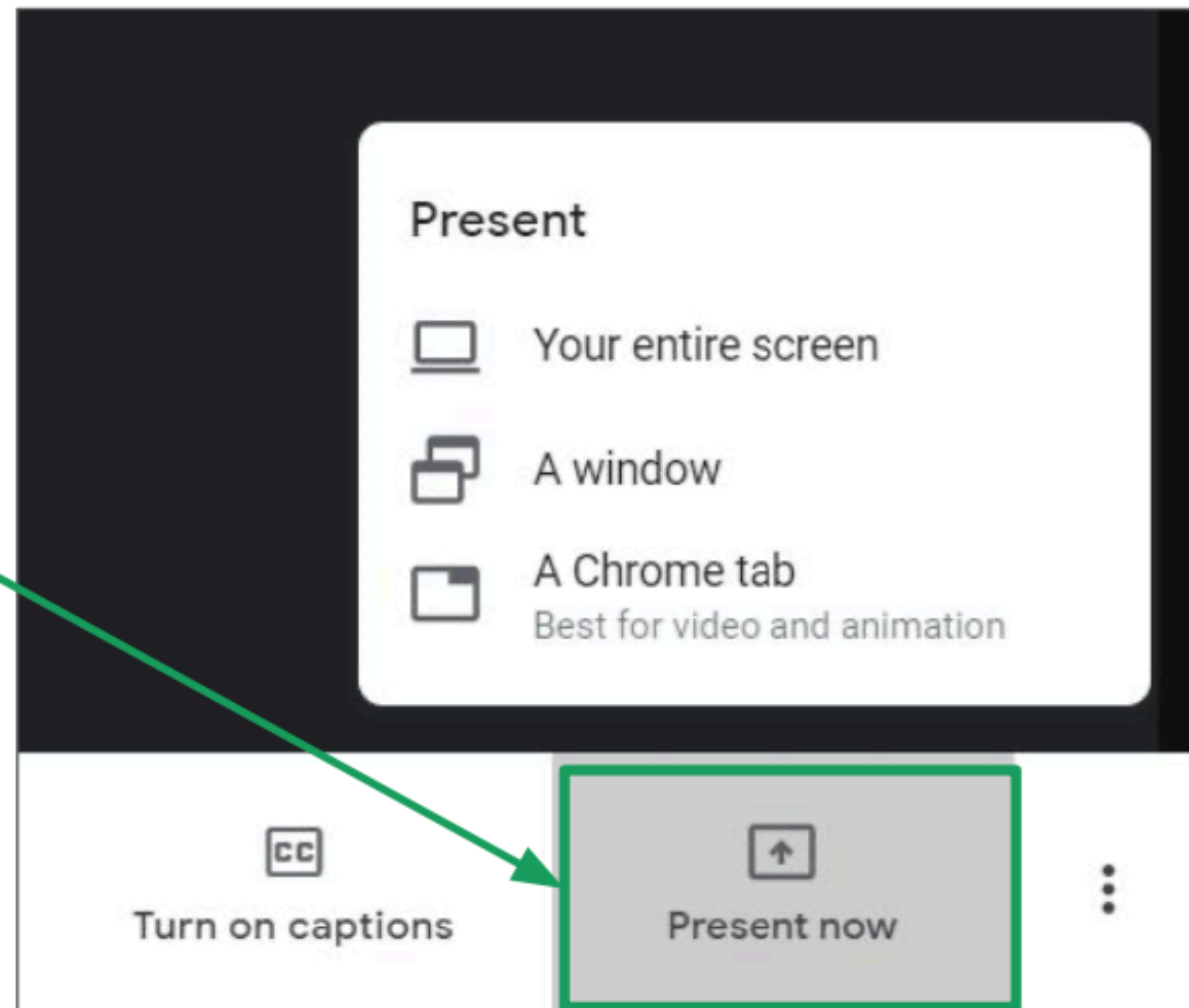☐ Click the ✕ **button** to hide the chat.
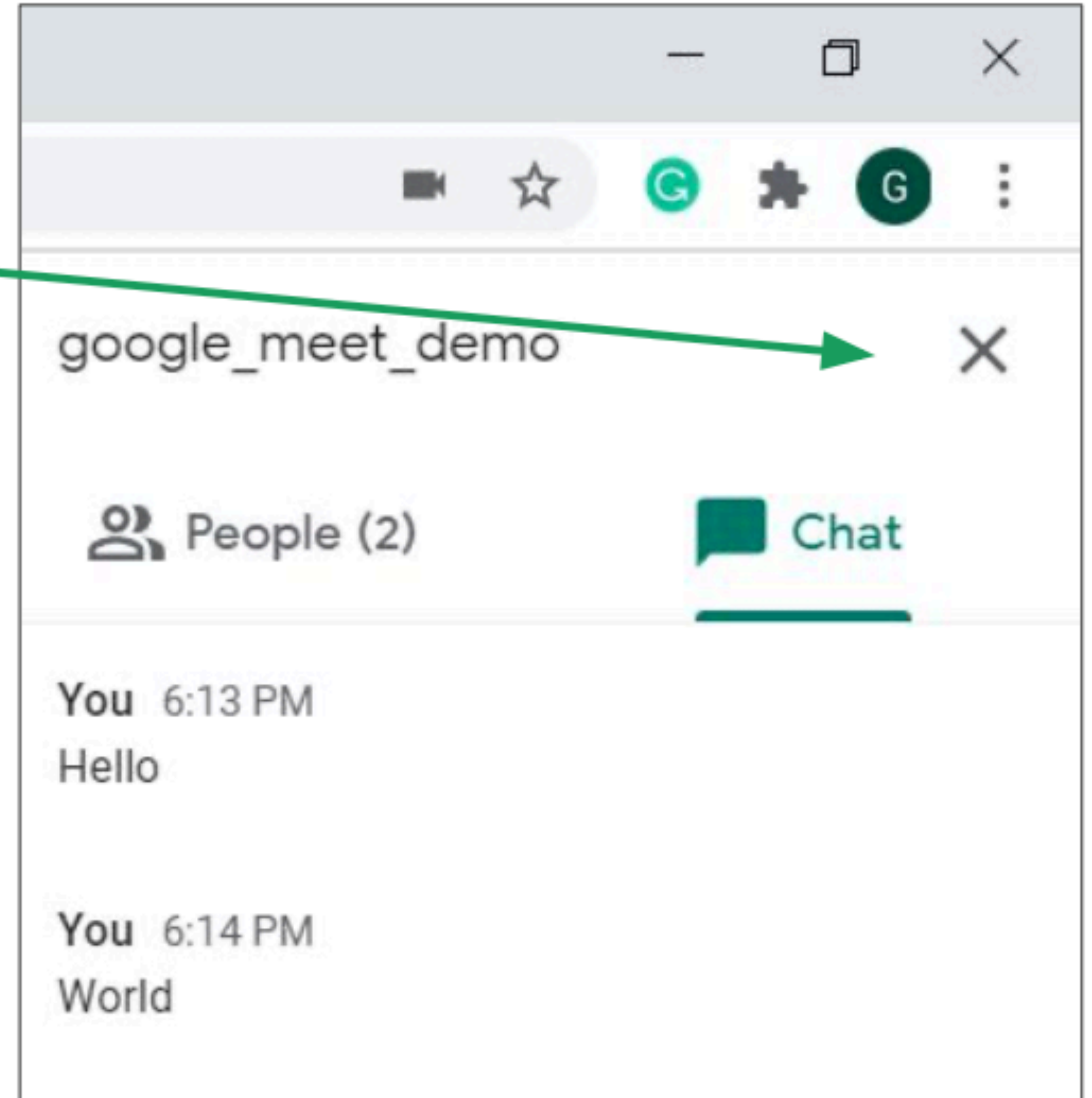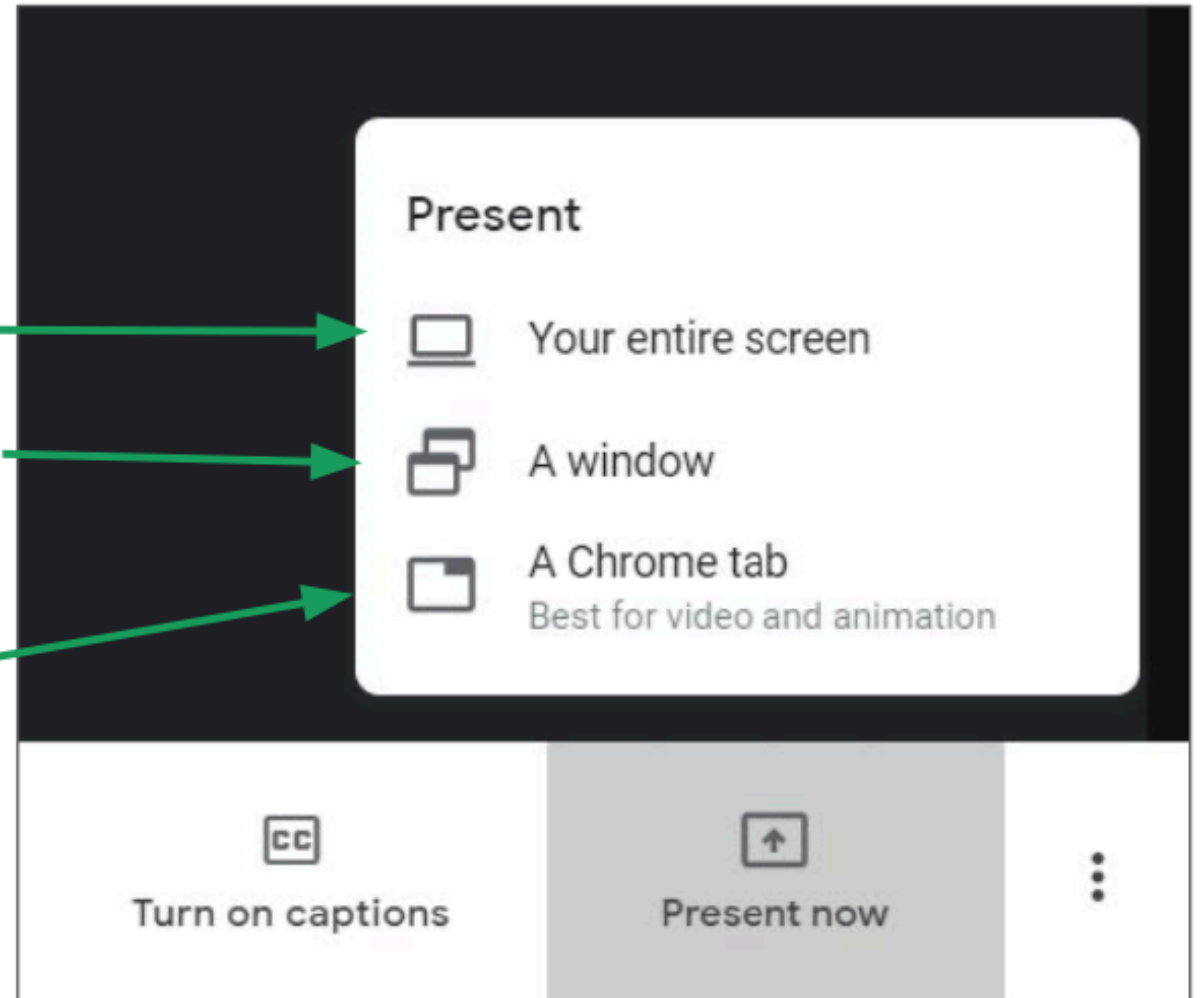
Presenting Your Screen

Presenting Your Screen

☐ You can show everyone your screen by clicking **Present now**.

☐ This is useful for presentations.

Presenting Your Screen

☐ Click an option:

1. You can show your **entire screen**.
2. You can show a **single window**.
3. You can show a **browser tab** if you're using Google Chrome.

Present

🖥 Your entire screen

🗗 A window

▭ A Chrome tab
Best for video and animation
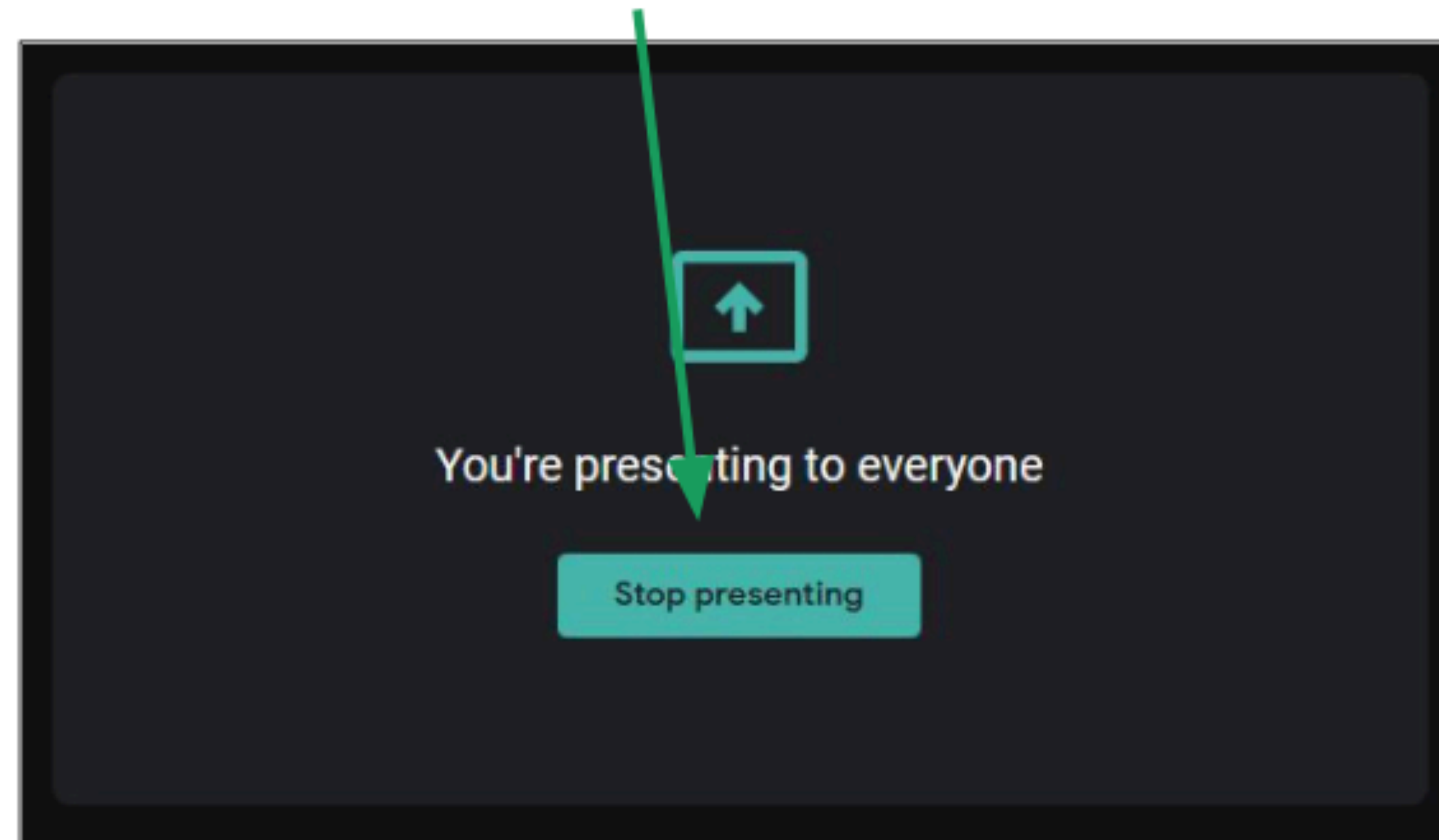
CC
Turn on captions

⬆
Present now

Presenting Your Screen

☐ If you're presenting a window, you then have to click **the window you want to show**.

☐ Then, click **Share**.
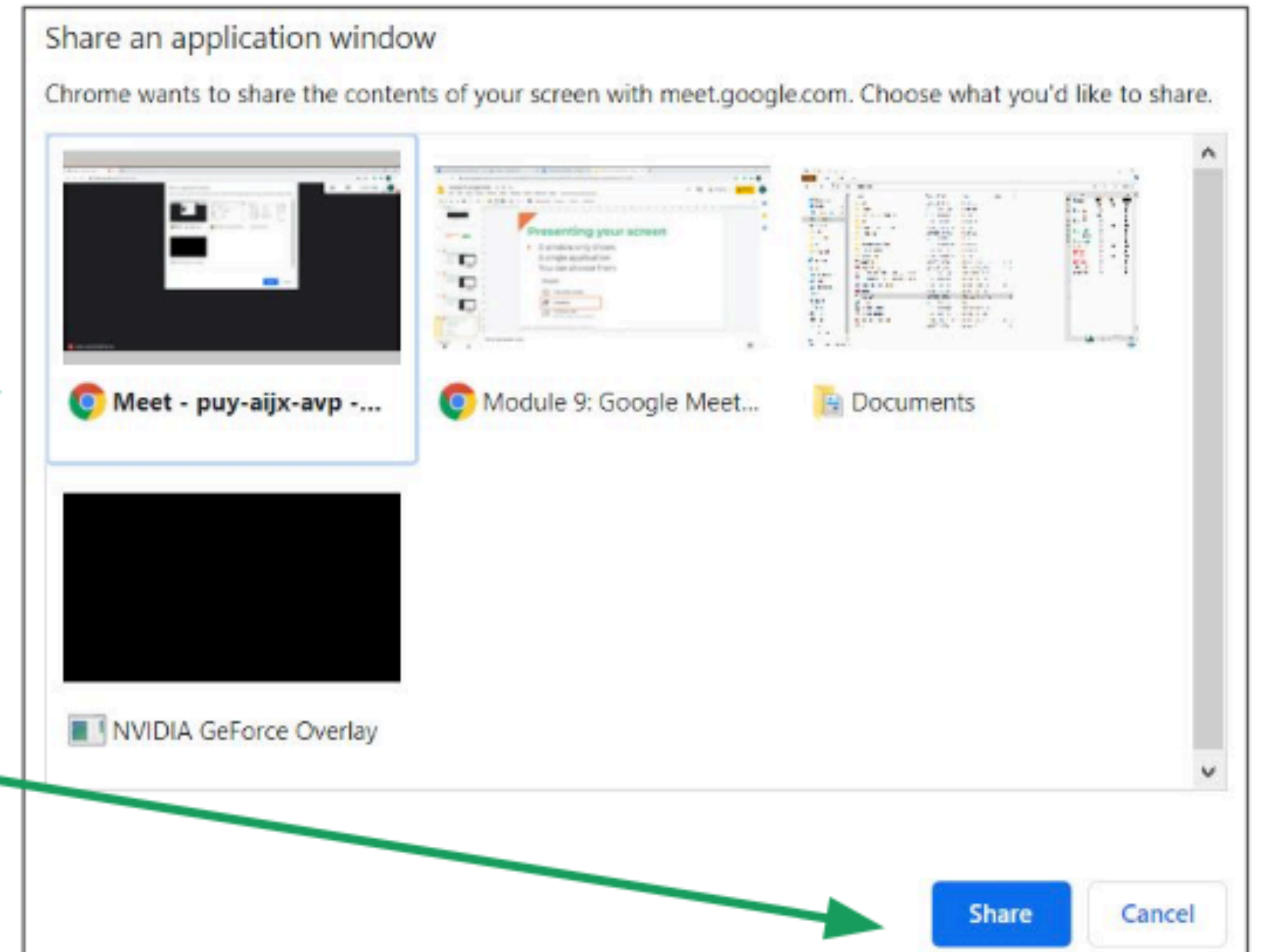
Presenting Your Screen

☐ When you want to stop sharing your screen to others, click **Stop presenting**.
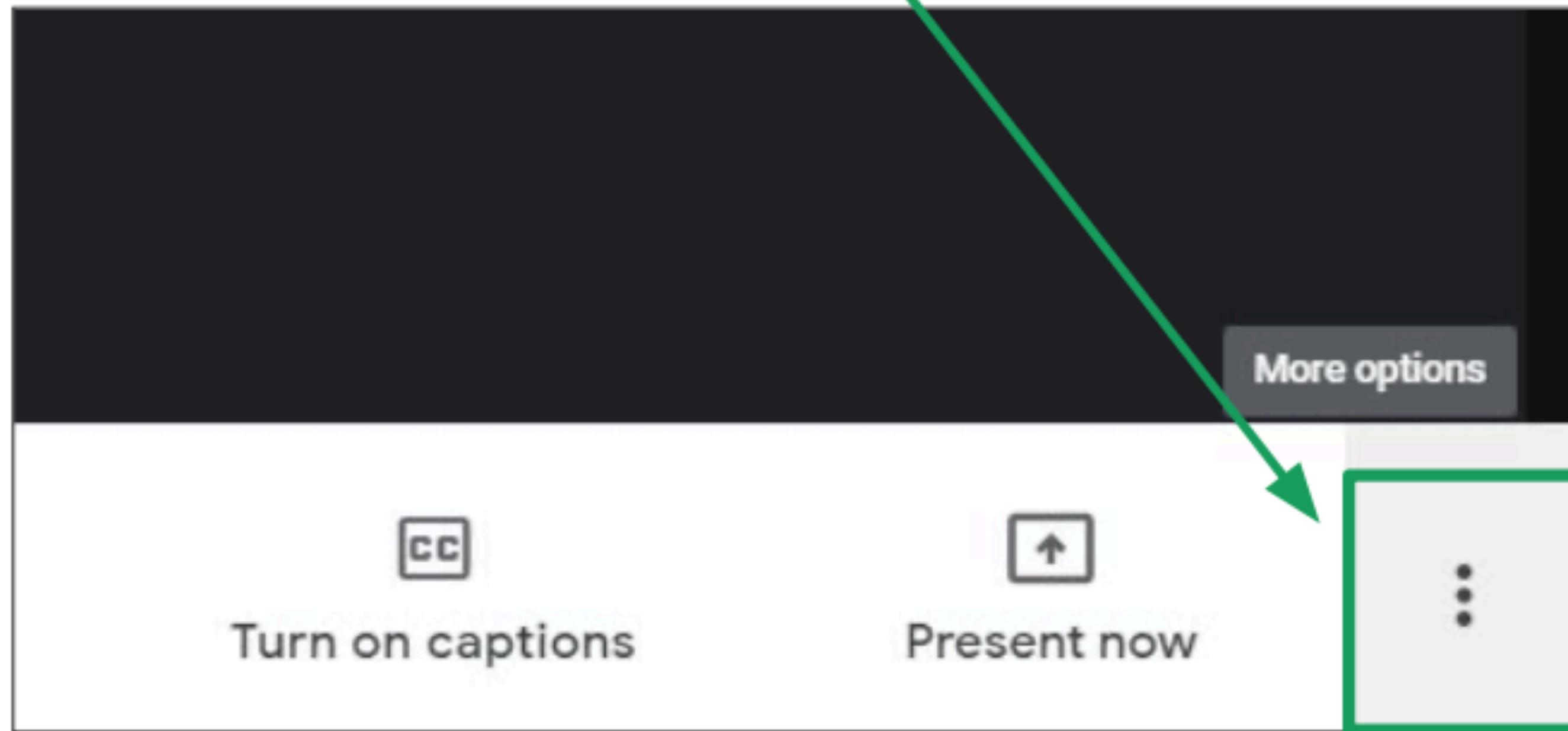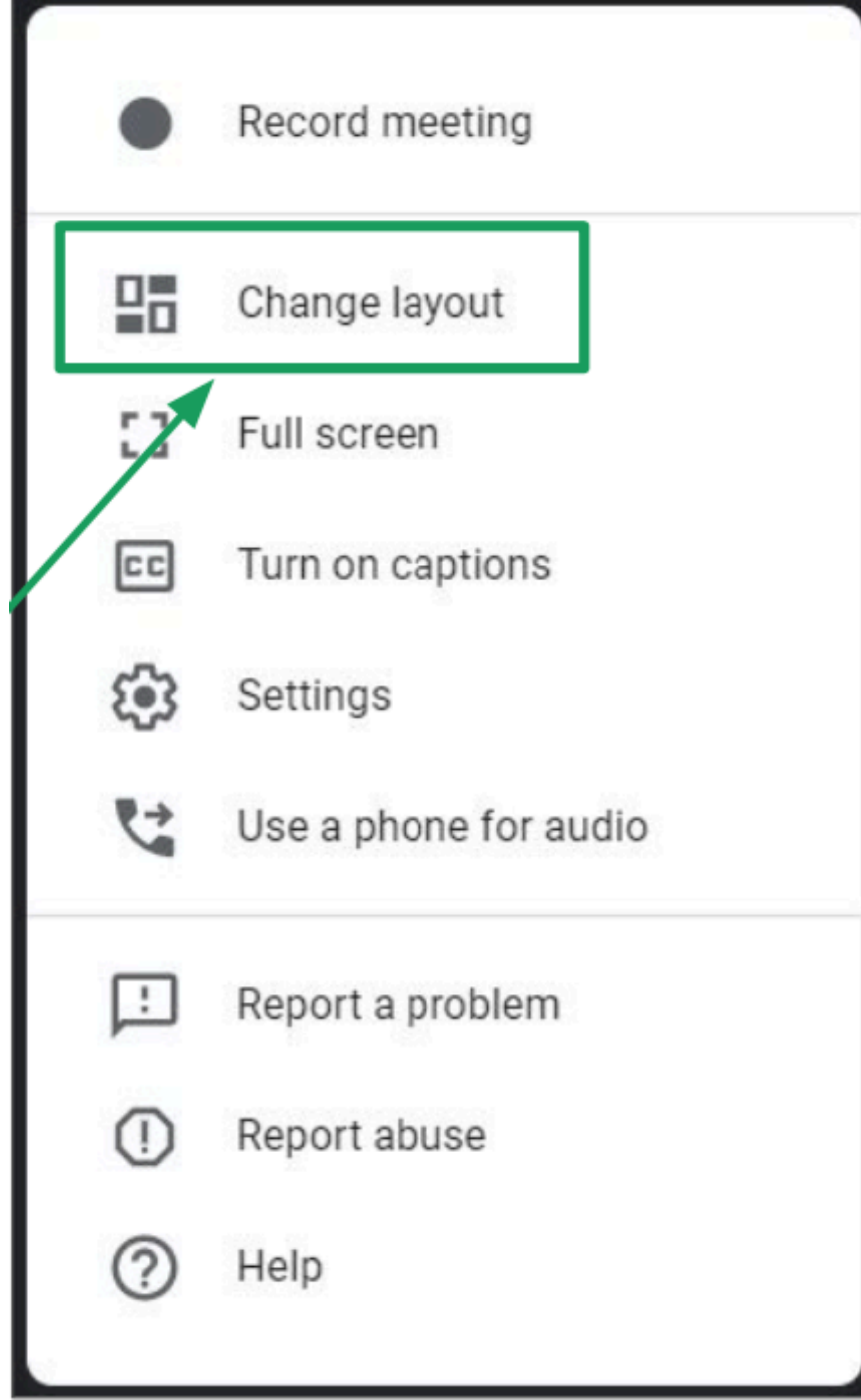
Other Options

Additional Options
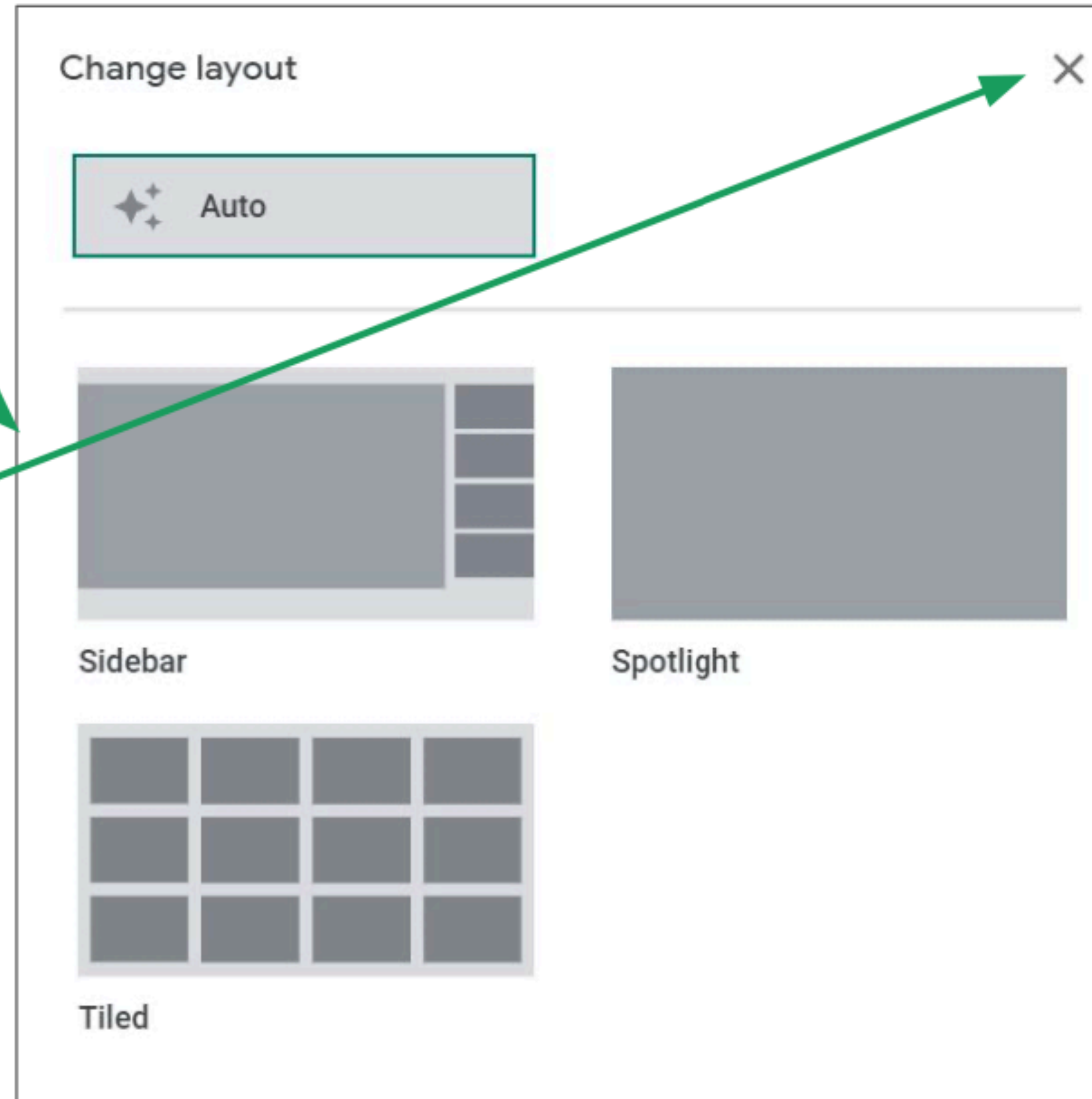
☐ Clicking the ⋮ **icon** will show more options.

More Options

☐ We will now explain some basic options.

☐ You can **change the layout** of the screen by clicking here.

● Record meeting

▢ Change layout

⛶ Full screen

cc Turn on captions

⚙ Settings

📞 Use a phone for audio

❕ Report a problem

① Report abuse

? Help

Layout Options

☐ Click the **layout** you want to use.

☐ Then, click the **x** to close the window.

Change layout ✕

✦ Auto

Sidebar

Spotlight

Tiled

More Options

☐ You can click **Full screen** to make Google Meet occupy the entire screen.

● Record meeting

▦ Change layout

⌞⌝ Full screen

ᴄᴄ Turn on captions

⚙ Settings

📞↱ Use a phone for audio
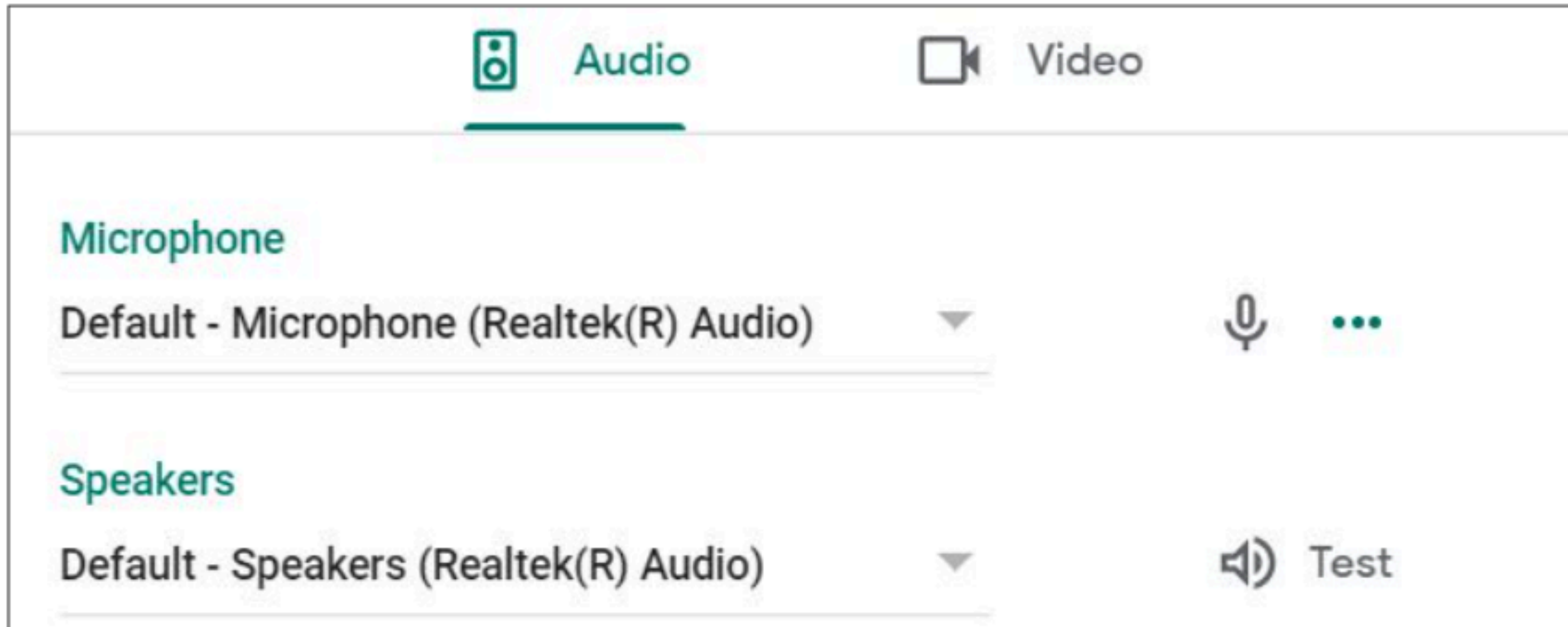
💬! Report a problem

① Report abuse

? Help

More Options

☐ You can set your microphone and camera by clicking **Settings**.

● Record meeting

▤ Change layout

⛶ Full screen

cc Turn on captions

⚙ Settings

↳ Use a phone for audio

⊡ Report a problem
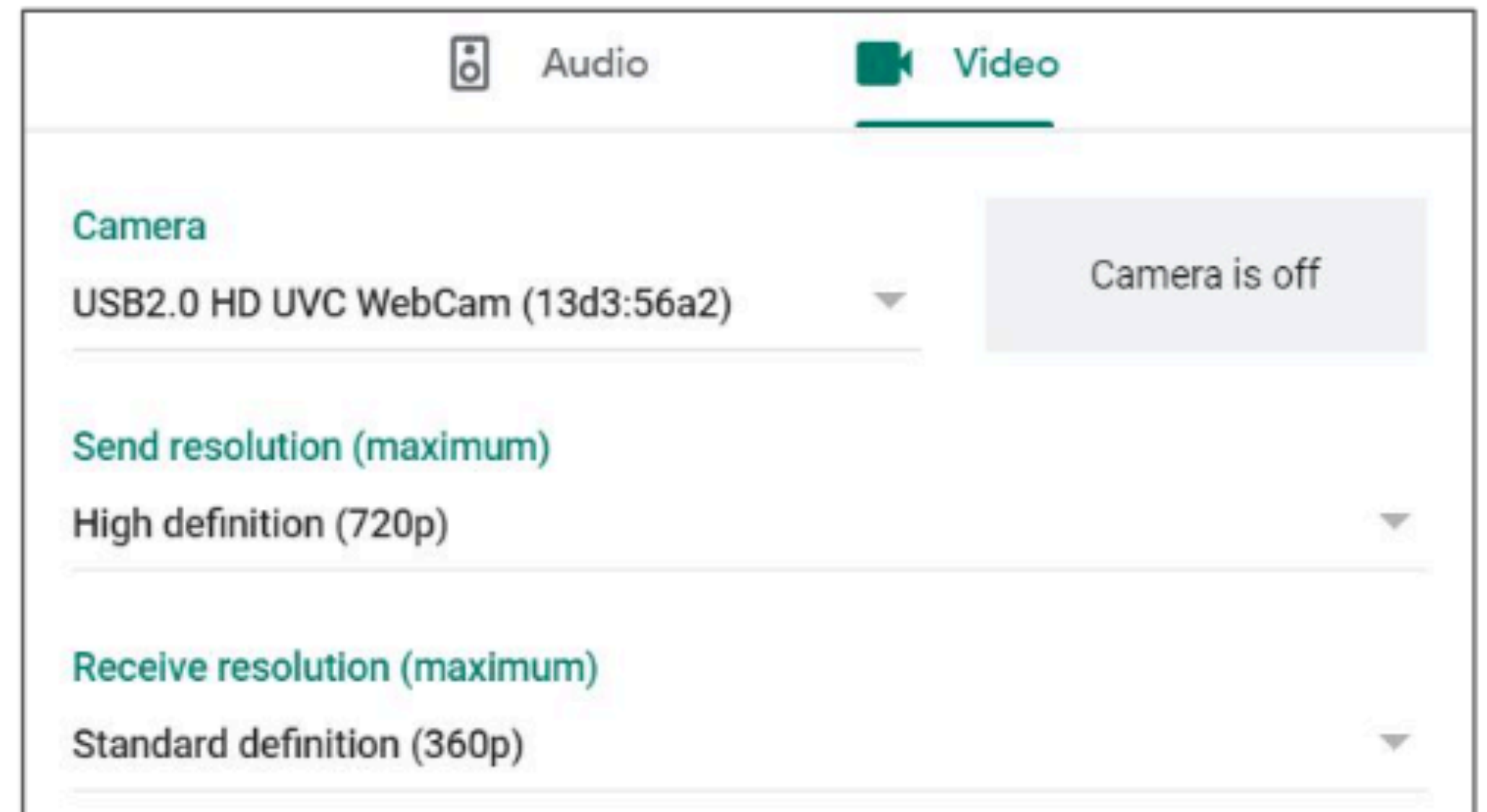
ⓘ Report abuse

❓ Help

Audio Settings

☐ Click Audio to select your microphone and speakers.

Video Settings

☐ Click Video to select your camera and also change what resolution you send and receive.

☐ If your connection is slow, try sending and receiving a lower resolution.

Any questions on this module?

Send an email to your IT Support

- support@chamuel.edu.ph