How to Use Google Meet

How to enter a meeting

1. Ensure you are using an appropriate web browser (Chrome, Mozilla, Edge, or Safari).

2. Click the google meet link below. You can also copy paste the link or type it into your search bar.

   https://meet.google.com/

3. Google meet requires you to have a Google account. If you are not already logged into a Google/Gmail account, you will be prompted to log in. If you do not already have an account click this link to create one.

4. Once you are logged into your account, click the "join now" button and wait to be let into the room by the host (the first one to enter the room when it is first made is the host)

How to set up a meeting

1. Go to https://meet.google.com/

2. Click "new meeting"

3. When the options menu pops up, select "get meeting link" and copy the link

4. To enter the room, either paste the link into your search bar or in the "enter code or link" box on the google meet page

5. Share the link with others to invite them to your meeting!

How to use the "Room"
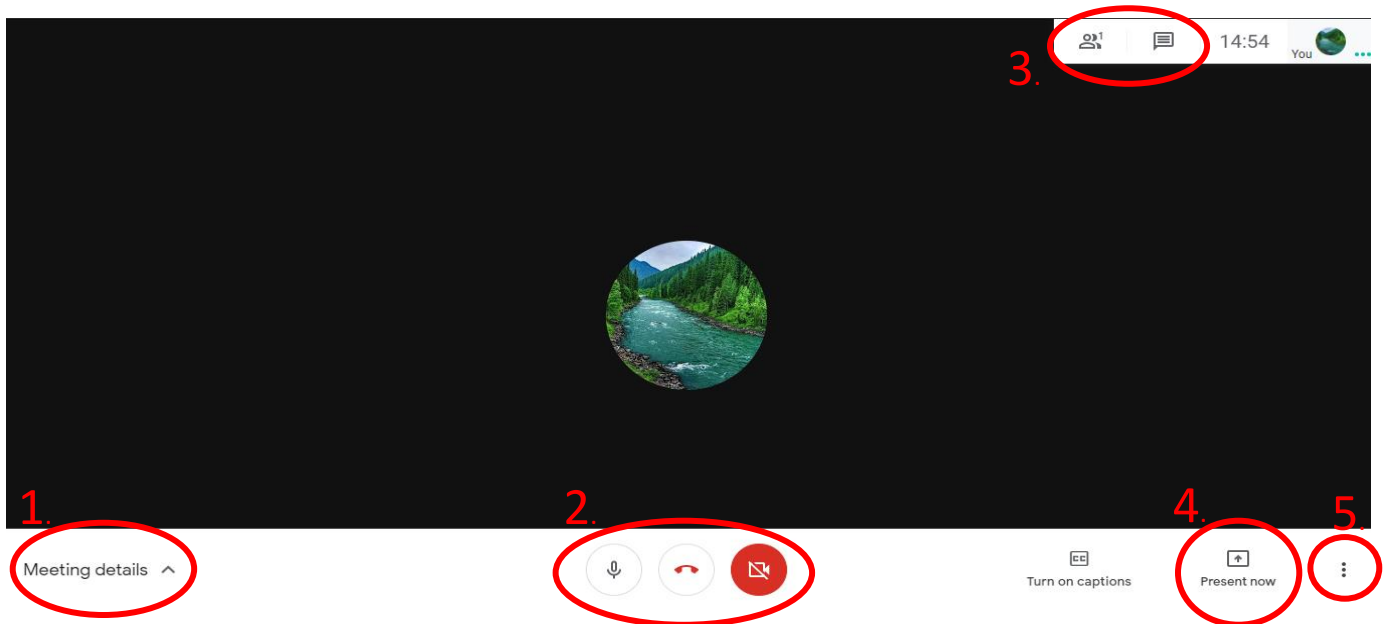
1. Clicking meeting details will show you the link used to enter this room

2. The microphone icon on the left allows you to mute and unmute yourself. The host of the room can mute other people, but only users can unmute themselves. If you click the red phone receiver icon in the centre, you will exit the room. The camera icon on the right allows you to turn on/off your camera.

3. Clicking either icon will bring up a white bar on the left side of your screen. The people icon shows who is currently in the room, the message icon displays the room's chat. You can type into the chat using the bar that appears at the bottom right of your screen.

4. To present your screen, follow the process below:

> First click the "present now" button, a menu will pop up asking what you would like to present.

> Select "Your entire screen", then a drop-down menu will allow you to select which screen you want to present - usually there is only one option, select that image and click share. You can now switch to any tab or application and the entire room will be able to see your screen.

> While you are presenting a black bar will appear at the bottom of your screen. To stop presenting click "stop sharing".

5. The 3 dots icon will bring up a menu with multiple options. From here you can change how you see the room screens using "Change layout" or "Fullscreen". If it would help, you can turn on autogenerated captions using "Turn on Captions". Finally, to access your microphone and camera settings click "Settings"