THE MALDIVES NATIONAL
UNIVERSITY

Student's Guide to

Google Meet

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The primary source for this compilation is G Suite Learning Center.

Get ready to use Meet

Requirements for Google Meet

Before you start a video meeting, be sure you're using equipment that supports Google Meet.

Use a supported operating system

Meet supports the current version and the 2 previous major releases of these operating systems:

- Apple® macOS®
- Microsoft® Windows®
- Chrome OS
- Ubuntu® and other Debian-based Linux® distributions

Use a supported web browser

Meet works with the current version of the browsers listed below:

- Chrome Browser.
- Mozilla® Firefox®.
- Microsoft® Edge®.
- Apple® Safari®.

Meet has limited support in Microsoft Internet Explorer® 11, and Microsoft Edge provides a better Meet experience. If you want to use Internet Explorer for Meet, you need to download and install the latest version of the Google Video Support plugin.

Allow Meet to use your camera and microphone

Before you start using Meet, you need to allow access to your computer's camera and microphone.

Allow access the first time you use Meet

- In a web browser, go to the Meet homepage.
- Click Start a new meeting.
- Click Allow.

Change the setting to allow access

If you aren't asked to allow access or if you blocked access before, you can change your settings.

- In a web browser, go to the [Meet homepage](#).
- Click Start a new meeting.
- At the top right, click Camera blocked .
- Click Always allow https://meet.google.com to access your camera and microphone.
- Click Done. The video meeting automatically connects. If you don't see the meeting reload, exit and re-enter the meeting.

Additional hardware and network requirements

For Meet video meetings, you need:

- A broadband connection to the internet.
- A built-in web camera or external USB camera.

Note: Other devices, such as virtual cameras, might not work with Meet.

- 2.2 GHz Intel 2nd-generation i3/i5/i7, AMD equivalent or better, processor to support HD video.

Get Meet

Meet can be accessed from Web: meet.google.com. For Android devices app can be downloaded from Google Play and for iOS, it can be downloaded from app store.
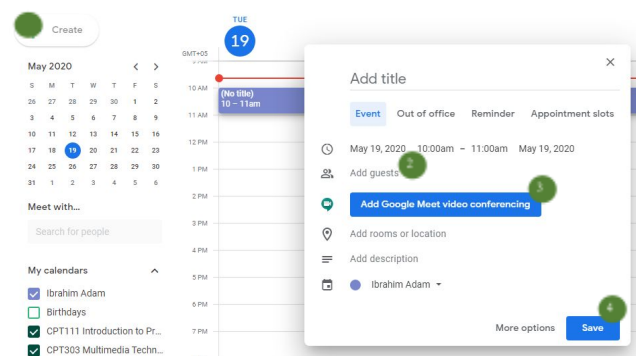
Start a Video Meeting

You can start a new video meeting from your computer or mobile device with Google Meet. Before you start it is advised to sign into your G Suite account.

Schedule a Video Meeting

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.

Steps are as follows:

1. In Calendar, create an event.
2. Click **Add guests** and enter the names or email of the people you want to invite.
   Note: participants can be invited by sending the Meet link you get from the next step and also can be added during the Meeting progress.
3. Click **Add Google Meet video conferencing.** A Meet link will be provided.

4. Click **Save** and then click **Send** to send invitations to the guests.
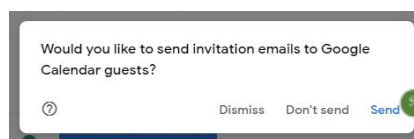
Start a Video Meeting from Gmail

1. Open Gmail and in the sidebar, click **Start a meeting**.
2. In the Meet window, do one of the following:
   a. To join using your computer's camera for video and your computer's microphone for audio, click Join now.
   b. To join using your phone for audio, click **Join and use a phone for audio** and then follow the on-screen prompts. If you join by phone, you can still use your computer for video.
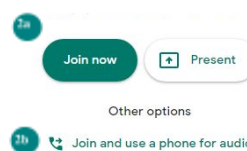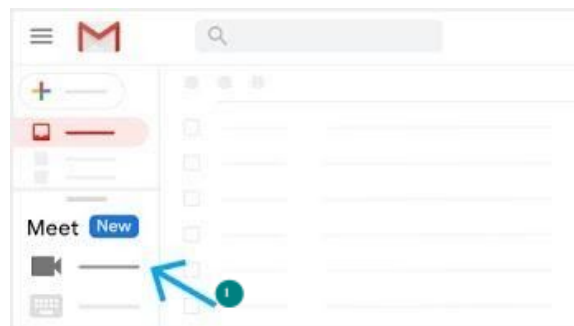
Video: Start a video meeting from Gmail

Start a Video Meeting from Meet

1. In a web browser, enter https://meet.google.com.
2. Click **Join** or **Start a meeting**.
3. (Optional for G Suite users) Create a nickname for your meeting and enter the nickname. Click **Continue**.
4. Click **Join now**.
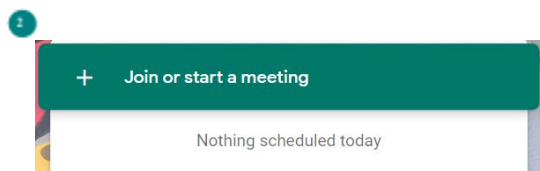
5. To add someone to a meeting, choose an option:

   a. Click **Copy joining info** and paste the meeting details into an email or another app.

   b. Click **Add people** and under the Invite section, select a name, or enter an email address and click **Send invite**.
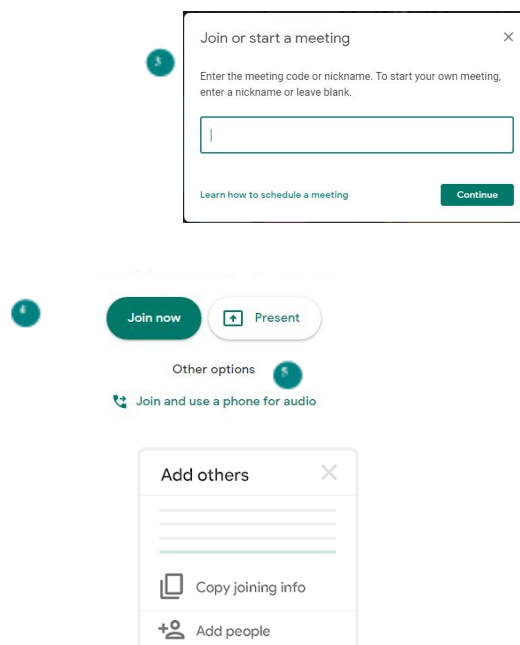
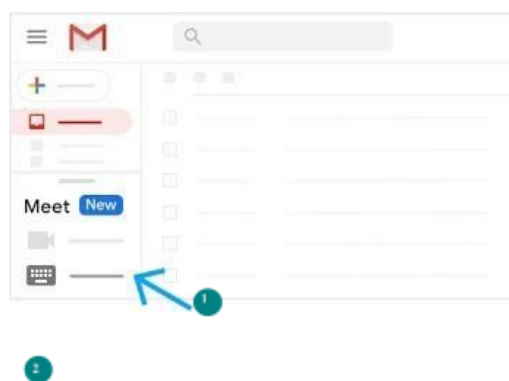**Note:** For Android, Click Here, For iPhone & iPad Click Here

Join a Video Meeting

Join a Video Meeting from Gmail

1. Open Gmail and in the sidebar, click **Join a meeting**.
2. Enter a meeting code (can be shared with the participants), then click **Join**.

   Note: From the Meet link, meeting code will be last as below:

   meet.google.com/vpn-xvqz-bnc

Join a Video Meeting from a Google Calendar Event

Find your scheduled meetings in Calendar and quickly join a video meeting.

1. In Google Calendar, click the event you want to join.
2. Click **Join with Google Meet**.
3. In the window that opens, click **Join Now.**
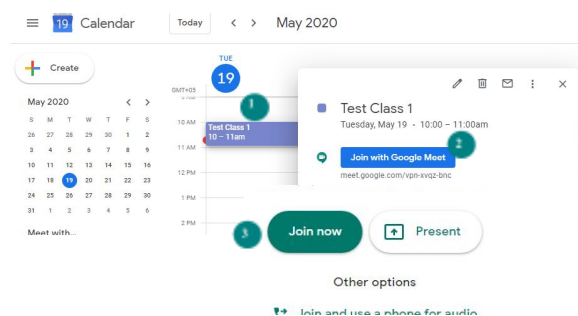
Video: Join a video meeting from a Google Calendar Event

Join a Video Meeting from Meet

In Meet, you can select a scheduled event or you can enter a meeting code or nickname.

Select a scheduled event:

1. In a web browser, enter https://meet.google.com/
2. Select the meeting from your list of scheduled events. Only meetings scheduled through Google Calendar appear on Google Meet.

3. Click Join now.

Tip: A chime sounds as the first 5 people join. After that, you'll receive a silent notification for new participants.

Enter a meeting code or nickname:

1. In a web browser, enter https://meet.google.com.
2. Click Join or start a meeting.
3. Enter a meeting code or nickname.
   - The meeting code is the string of letters at the end of the meeting link. You don't have to enter the hyphens.
   - You can only use meeting nicknames with people in your organization. This feature is currently only available to G Suite users.
   - If your organization has purchased and installed a Meet hardware device, you can also type the meeting code or nickname into that device.
   - Leave the field blank to start a new meeting with a new code.
4. Click Continue and then Join now.

Join a Video Meeting with a Meeting Link URL

Sometimes there isn't enough time to schedule a meeting and book a room. With 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. Follow the onscreen prompts to join the meeting.

Customize Video Meetings

Change your view

- **Auto**—Allows Meet to choose the layout for you.
- **Tiled**—Shows up to 16 people when there is no presentation.
    - Move your mouse to see participant names.
    - If someone joins after the meeting starts, their image is at the bottom of the screen.
    - Presentations appear in a large tile, with the most active participants to the side.
- **Spotlight**—The presentation, active speaker, or pinned feed fills the window.
- **Sidebar**—You see the active speaker or presentation with additional participants on the side.

Change the layout

1. Join a video meeting on a computer.

2. In the lower-right corner of the Meet screen, click More ⋮   Change layout.
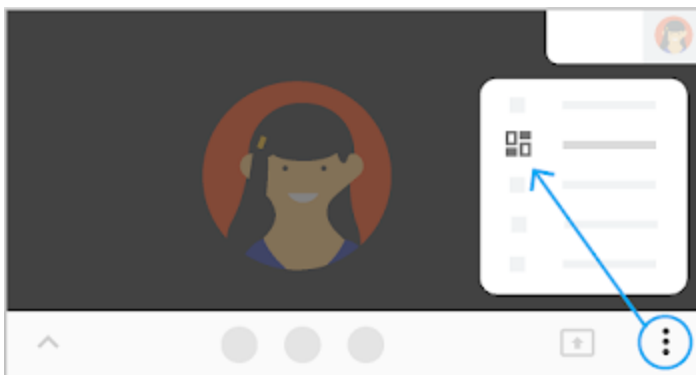
3. In the Change layout box, select the layout that you want to use on your computer.

Tip: Click a participant's image to pin them to the screen.

Pin a participant

In a participant's thumbnail image, click Pin 📌 .

Note: For Android [Click Here](#), For iPhone & iPad [Click Here](#)

Share Resources in a Video Meeting

Send chat messages to video meeting participants

You can send messages during a meeting to the other video call guests from a computer or mobile device.

Notes

- Messages are visible to everyone in the call.
- You can only see the chat messages exchanged when you are in the meeting. Messages sent before you joined are not displayed, and all messages disappear when you leave the meeting.

Examples on using chat messages

- Share links to discussion items, such as designs, proposals, agendas, and other online resources.
- Share links to Google Docs meeting notes or Google Slides presentations so people can follow along or add feedback.
- Submit questions during a presentation without interrupting the speaker—then answer all the questions in the following Q&A session.

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1. Join a Meet video call.

2. Click Chat   (upper right corner).

3. Enter a text message and click the Send   icon.
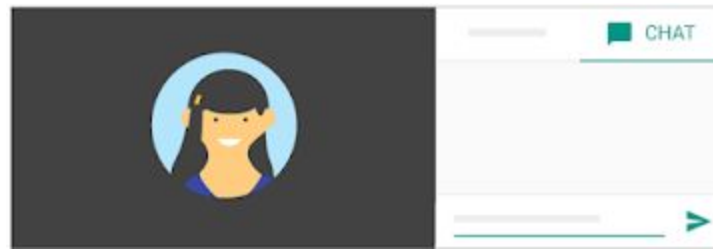
Note: If you want guests to be able to edit a file, make sure you have shared the Google file with them.

Present during a video meeting

You can present your entire screen or a specific window in a meeting. While you present, you can share information such as documents, presentations, spreadsheets, and more.

For presentation best-practices visit G Suite support.

Tip: Allow notifications. They tell you when your screen is visible.

What you can present

1. Project ideas
2. Meeting notes, projects, road maps, research
3. Proposal edits
4. Classes or conferences that can't be attended in person

Tip for G Suite users: Learn how to hold large remote events for up to 250 people.

Present during a meeting

1.   Join a video meeting.

2.   In the bottom-right corner, select Present now.

3.   Select Your entire screen, A window, or A Chrome tab.

     - Presenting a Chrome tab shares that tab's audio by default.

     - If presenting a tab, select Change source at the bottom of your screen to present a different tab.

4.   Select the content you'd like to share.

5.   Select Share.

6.   If someone is presenting, confirm that you want to present instead.

If your camera is turned on, participants continue to see your video while you're presenting.

Stop presenting

- In the Meet window, click Stop Presenting.

- In the bottom-right corner, you can also click You are presenting > Stop presenting.

Present if someone else is already presenting

1. In the bottom-right corner, click Present now.

2. Select Your entire screen or A window.

3. Select Present instead.

If another participant presents their screen you'll get a message saying that your presentation is still visible to others. You can click the buttons in the message to end or resume your presentation.

Join only to present

When you join to present, only your computer's window or application is displayed in the meeting. No audio or other video is sent or received.

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

2. Select the scheduled meeting, or click Join or start a Meeting and enter a meeting code.

3. Instead of clicking Join now, click Present.

4. Select a window or application.

5. Select Share.

Note: For Android Click Here, For iPhone & iPad Click Here

For more settings and troubleshooting refer: G Suite Learning Center

Google Meet Etiquette Guide for Students

According to Ottawa-Carleton District School Board

Respect Privacy

Set up in a private space. Don't take pictures or screenshots or share/post pictures of your online class.

Muting

When you enter the Meet/Hangout, mute yourself (If you are already not muted.).

Questions

When you have a question, type in the textbox and wait for your teacher to call on you.

Contributing

When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.

Your Turn

Wait for the teacher to call on you to unmute yourself. Only one student should contribute/ talk at a time.

Where to Look

Look into the camera when you are talking.

Stay Attentive

Pay attention to your teacher or other students who are speaking. Give them time to respond.