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#### INTRODUCTION

- Google is making enterprise-grade video conferencing available to everyone.
- Now, anyone with a Google Account can create an online meeting with up to 100 participants and meet for up to 60 minutes per meeting.
- Businesses, schools, and other organizations can take advantage of advanced features, including meetings with up to 250 internal or external participants and live streaming to up to 100,000 viewers within a domain.

## Features of Google Meet: UNLIMITED NUMBERS OF MEETINGS

- Connect with anyone—coworkers, clients, classmates—as often as you'd like
- Invite up to 100 participants to a meeting. If you're using the free version of Google Meet, anyone you invite will need to sign in with a Google Account to join the meeting for added security.

## LIVE CAPTIONING DURING MEETING:

- Follow along in real time with automated live captions powered by Google's speech recognition technology.
- To turn on closed captions, click the three dots on the Meet screen to bring up the option (available in English only).

### COMPATIBLE ACROSS DEVICES:

- Google Meet works on any device.
- Join a meeting from your desktop/laptop, Android, or iPhone/iPad.

#### CONTROLS FOR MEETING HOSTS:

- Anyone can easily pin, mute, or remove participants.
- For privacy reasons, you cannot unmute another person. Ask them to unmute their audio.
- For education accounts, only the meeting creator can mute or remove others.

# SCREEN SHARING WITH PARTICIPANTS:

- Screen sharing with participants
- Present your entire screen or an application window to share presentations or collaborate on documents.

#### MESSAGING WITH PARTICIPANTS:

- Make meetings more engaging with live messaging during calls. To share files, links, and other messages with participants, click the chat icon.
- Messages are only available during the meeting.

# VIDEO AND AUDIO PREVIEW SCREEN:

- After clicking your meeting code or link, you can adjust your camera and mic and see how you look before entering the meeting.
- You'll also get a preview of who has already joined the meeting.

### THANK YOU