

Google Meet Map

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Chapter 1. Google Meet: A Virtual Collaboration

Google Meet is a tool offered by the Google website that enables people to meet virtually.

In the era of online learning and work, it's a convenient measure for employees, students, and even friends to collaborate without being physically present with each other.

More Information? Go to [Learn how to use Google Meet](#)

Chapter 2. How to Get Started

The following directions will explain how to get started with Google Meet.

You will first need a Google account to access this tool. You will also want to be using technology that has a camera and microphone (i.e. your laptop or iPhone).

1. Once you have an account established, login and go to the Google home page. Click on your account Menu at the top right (this would be the nine little dots).

2. Once there, click on the dots and you will see a small camera icon with the word "Meet" under it.

3. When you click here, the Google Meet page will come up and offer one of two options; it will allow you to start and/or schedule your own meeting or join a pre-established one using a code (this would be provided to you by whoever set up the meeting). These will show up as "New Meeting" and to the right of this, a white bar with "Enter a code or link" in it. For the latter, once the code is entered, there's a button to the left titled "Join" that will direct you to your meeting.

For the former, you will be given three options after clicking the blue "New Meeting" icon:

- a. Create a meeting for later.

This option will give you a link to share with others to join, whether it be for the present or a later time.

- b. Start an instant meeting.

This will allow you to immediately begin a meeting. The option for you to allow use of your microphone and camera will come up if you'd like to do so. Once your meeting appears, a white box with the link for others to join will appear as well as a blue icon entitled "add others".

- c. Schedule in Google Calendar.

This option will allow you to schedule a meeting through your calendar and give it a title. You

also have the option of adding guests.

Chapter 3. Presenting During a Google Meeting

Google Meet allows one to present their whole screen or a specific window during a meeting.

This includes documents, presentations, and spreadsheets.

How to present during a meeting:

1. Join the Google Meeting
2. At the bottom of the screen, click "Present now".
3. From there, choose either "Your entire screen", "A window", or "A tab". If showing a Slides presentation through a different tab, it can be controlled in Meet.
4. Finally, click "Share".

The presentation can be stopped by clicking "Stop Presenting" in the Meet window. At the bottom right of the screen, click "You are presenting" then "stop presenting".

A Chrome browser is required to present directly to Google Meet from Google Docs, Sheets, or Slides.

Speak Up and Ask Questions

When you want to speak while someone is presenting, all you need to do is "raise your hand".

The **meeting host** is the person who schedules or begins the meeting. They can add up to 25 co-hosts once inside a meeting, and these people are known as moderators.

By **raising one's hand**, a participant is indicating they'd like to speak and/or ask a question. All meeting participants are notified when someone raises their hand. They're also moved to the main grid so moderators can see them and approve their request.

A participant can scroll to the bottom of their screen to the "Hand Raise" icon to do this. They'd click on the same icon when they were done and wanted to lower their hand.

How to Send Messages

The following instructions are a guide on how to message other participants.

Messages are visible to everyone in a meeting. The conversation in the chat is also saved when meetings are recorded.

1. Join the video meeting.
2. At the bottom right of your screen, click "Chat".
3. Enter your message.
4. Hit "send".