

How to navigate Google Meet

<https://meet.google.com>

Google Meet is a video conferencing app. It is the business-oriented version of **Google's** Hangouts platform and is suitable for video meetings for up to 250 participants for all SFAI faculty

This guide is a quick start on how to host an online class with your students using this platform.

It is accessible on Mac and Windows computers along with IOS and Android devices including smartphones and tablets.

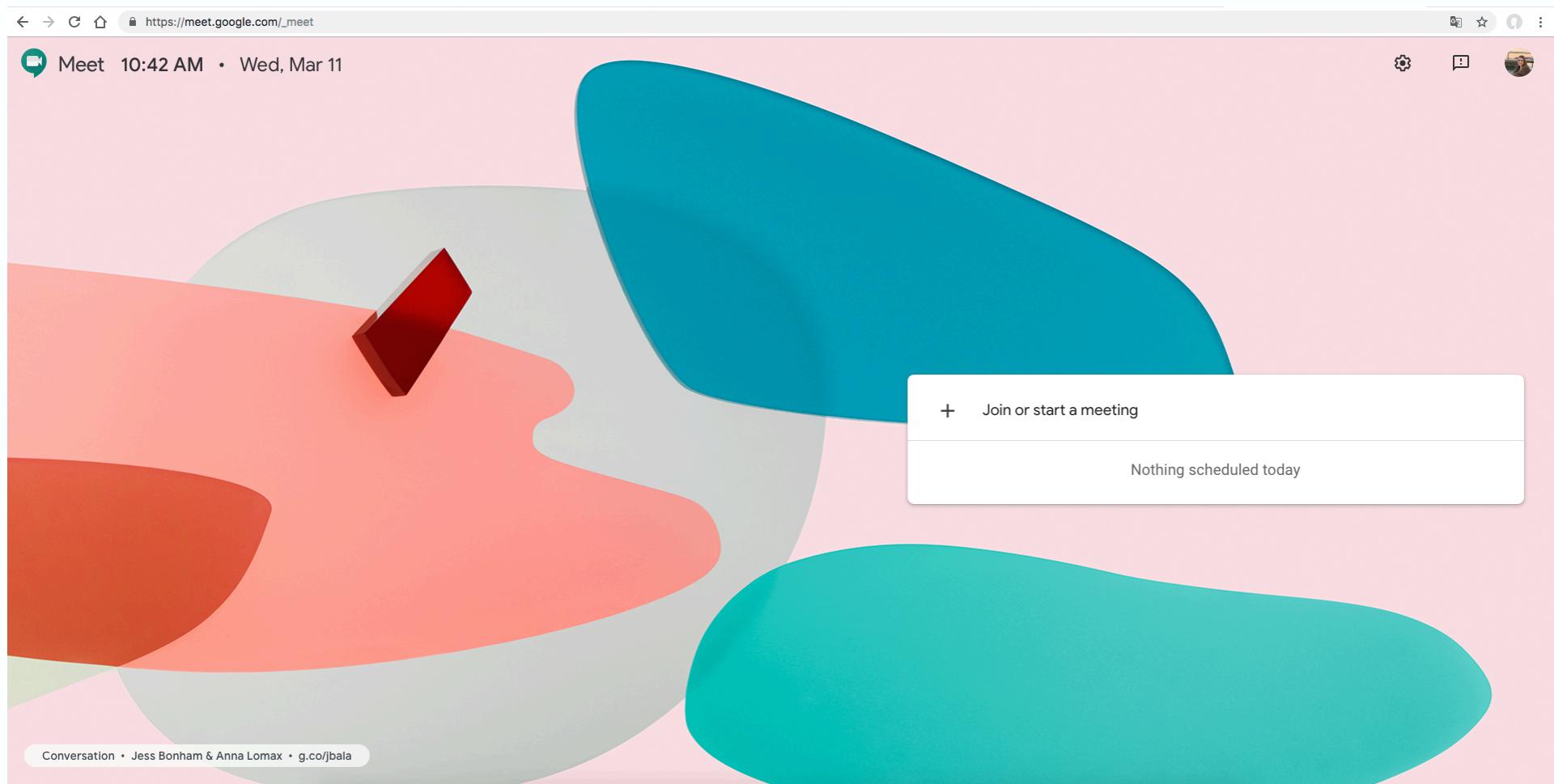
Links to the mobile apps are here: <https://support.google.com/a/users/answer/9300131?hl=en> or can be phone in the App Store or Google Play Store

Classes can also be recorded and shared at any time after the live session.

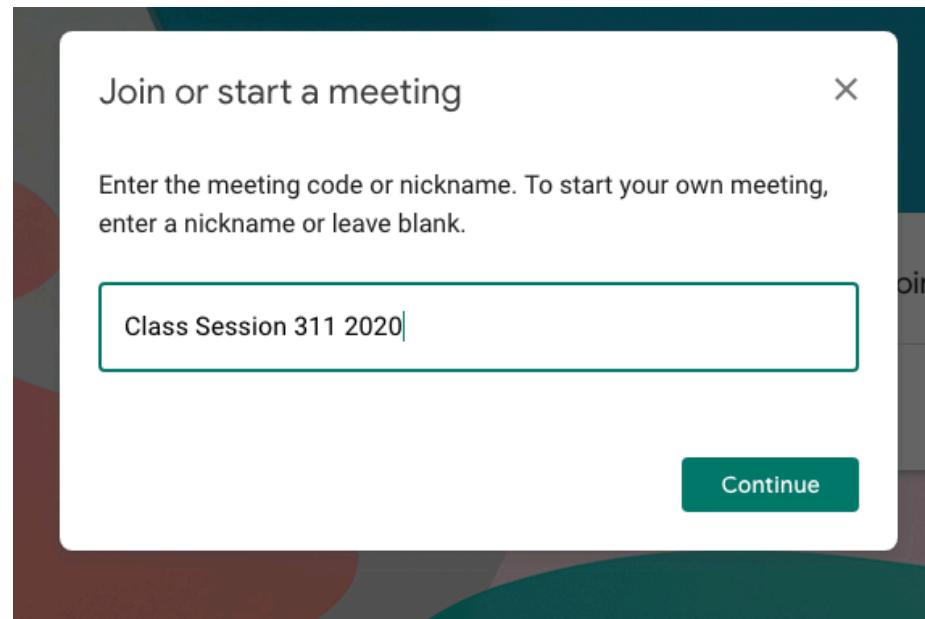
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- 1. Sign into Google with your SFAI email then click to join or create a meeting.**



2. Name your meeting and click continue



Meet

afenton@artists.sfai.edu 

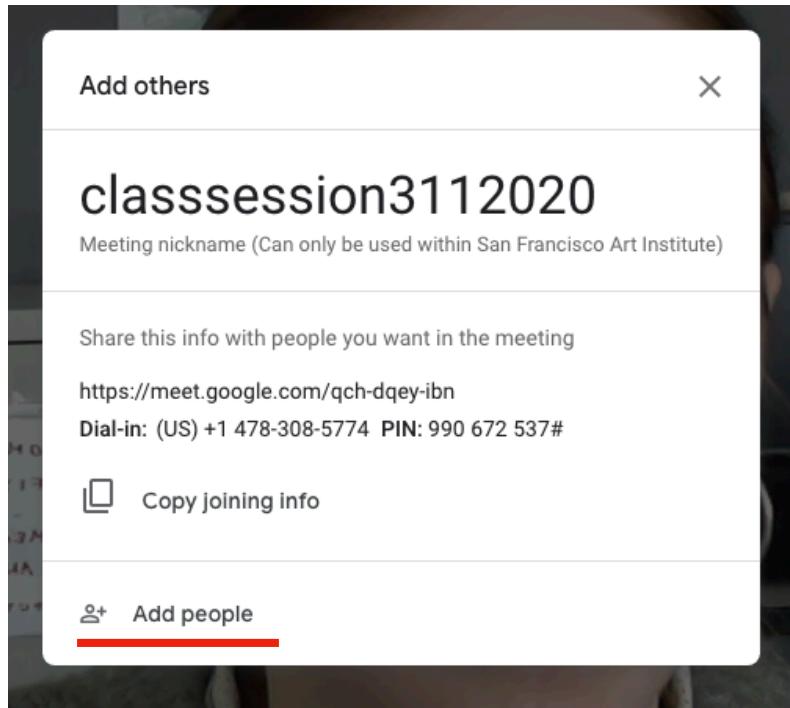


classsession3112020

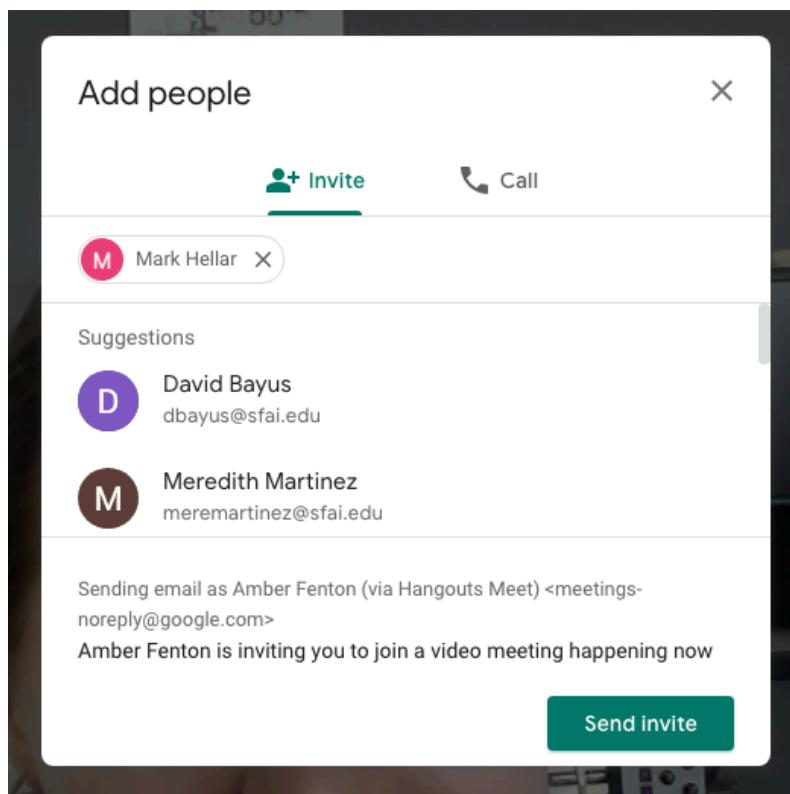
No one else is here
[Join now](#)  Other options
[Join and use a phone for audio](#)

3. Click "Join now"

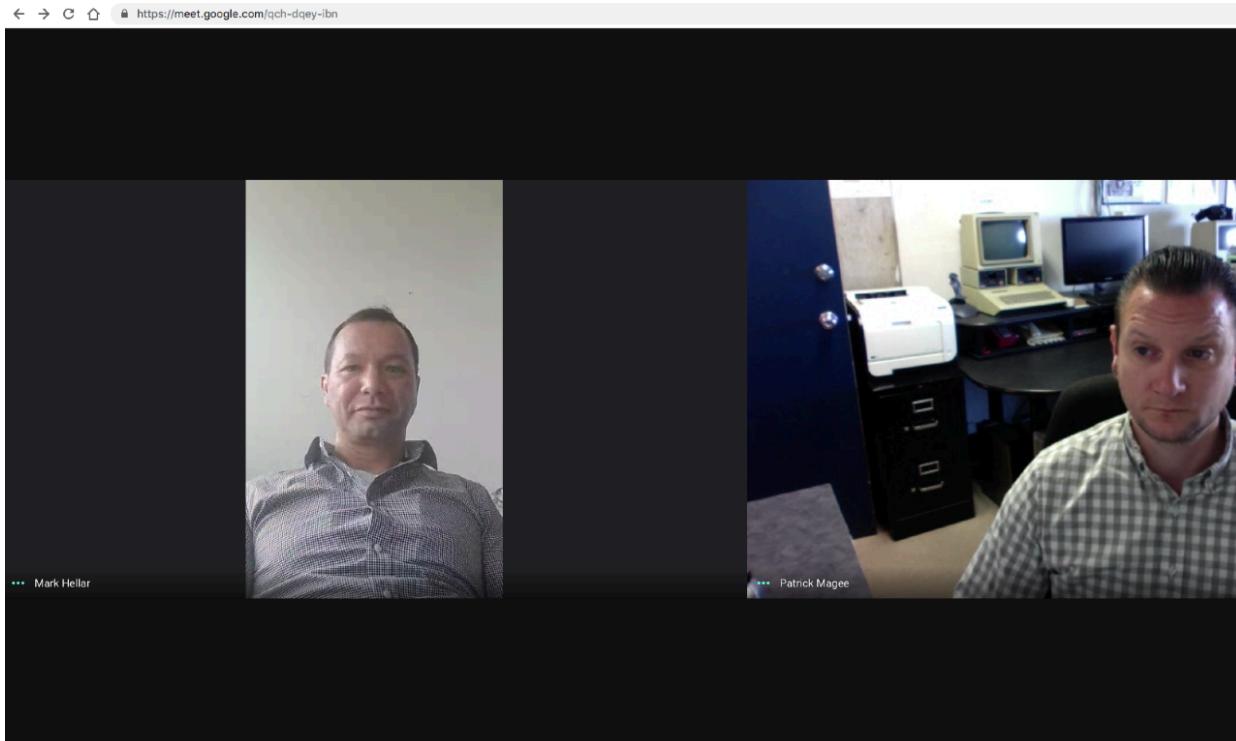
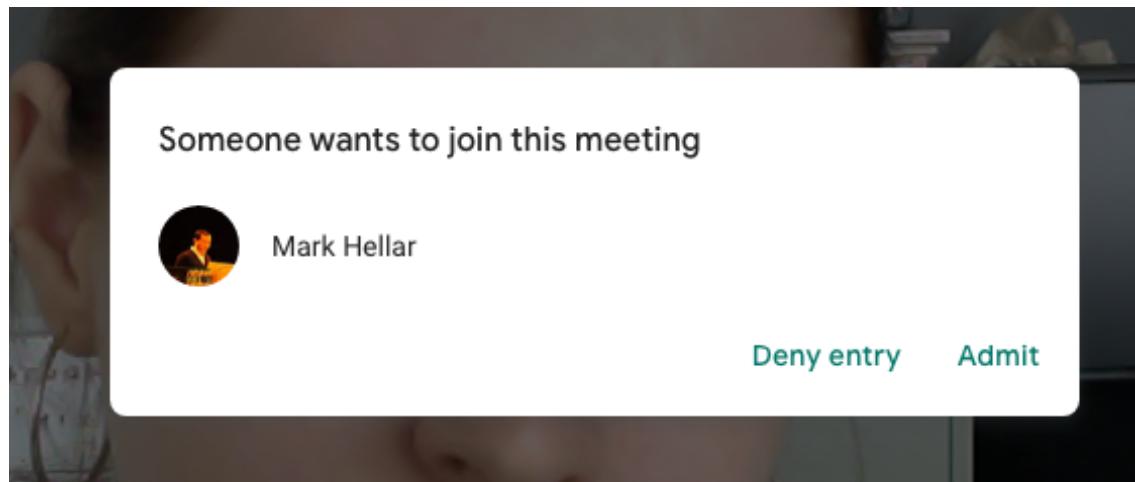
**4. Click “Add people” and type their emails
OR share the URL and/or the Dial-In number and PIN**



5. Add more than one at once then click “Send invite”

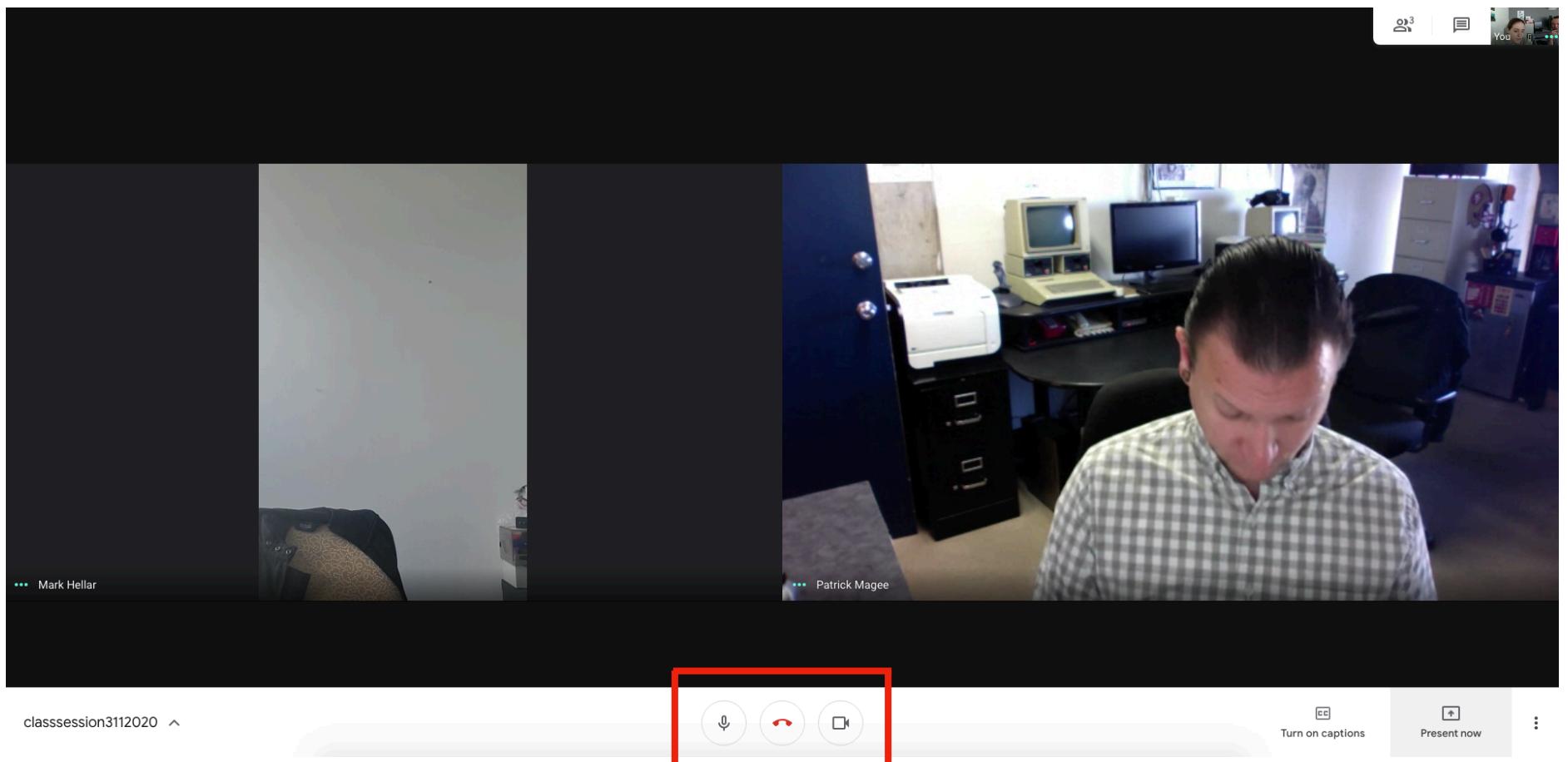


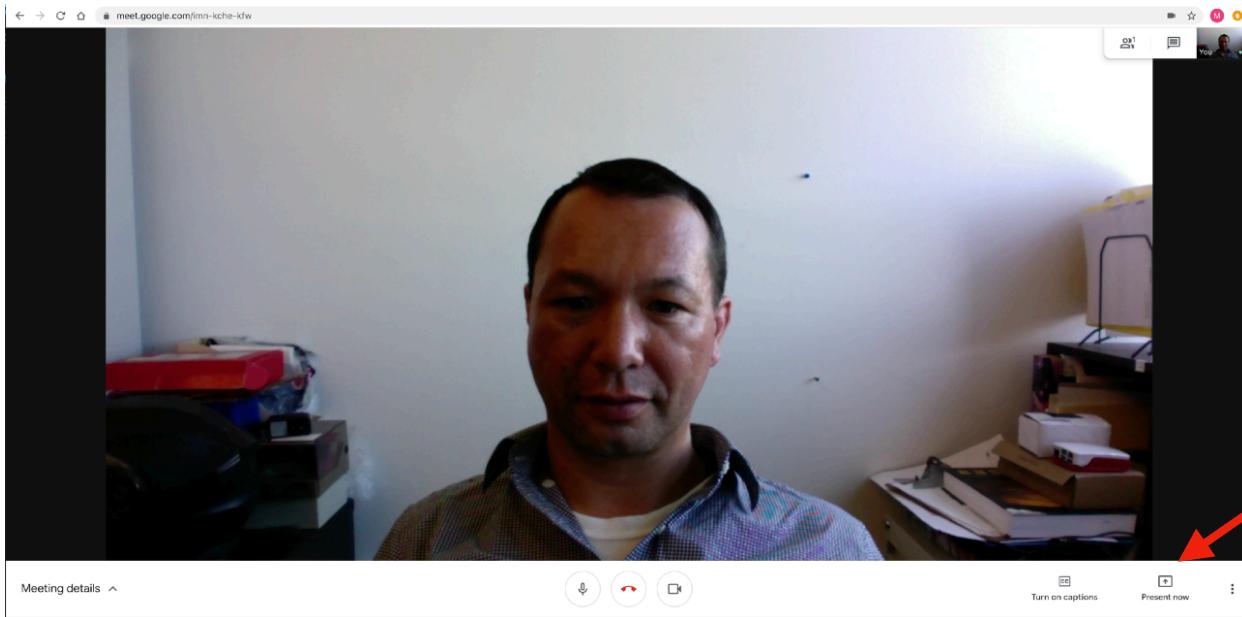
6. When someone wants to join click “Admit”



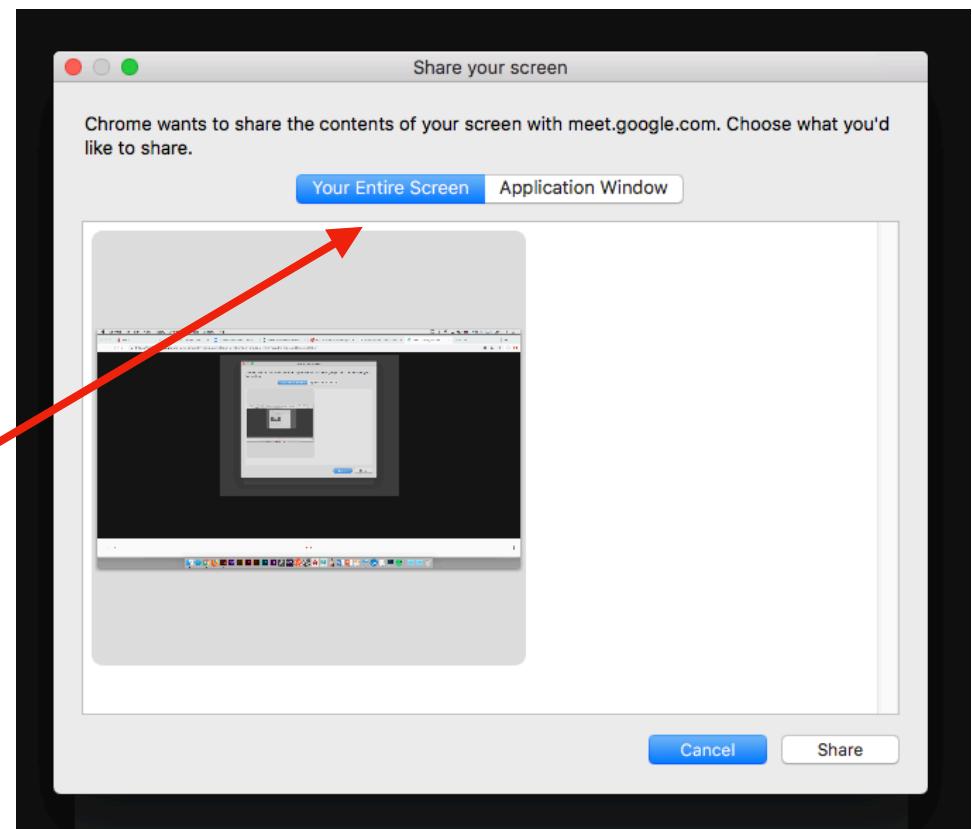
7. Click the “People” tab to see who has joined. Click the “Chat” tab to text the group.

8. If you hover near the bottom, you will find options to mute yourself, end the call, or turn off your webcam

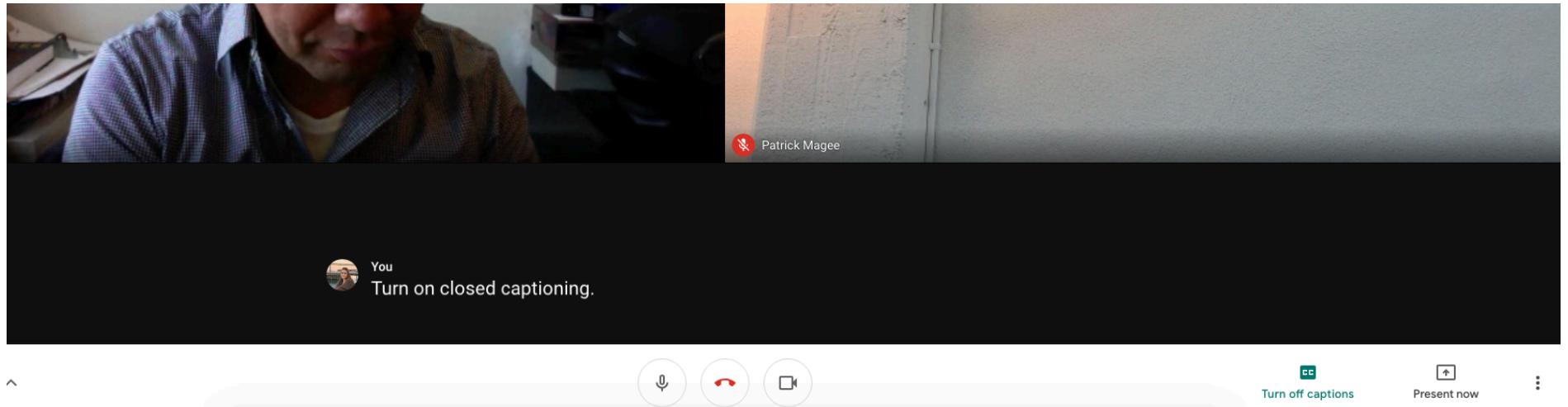




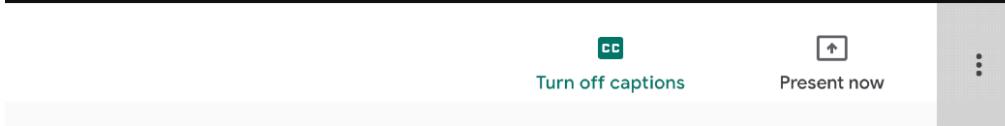
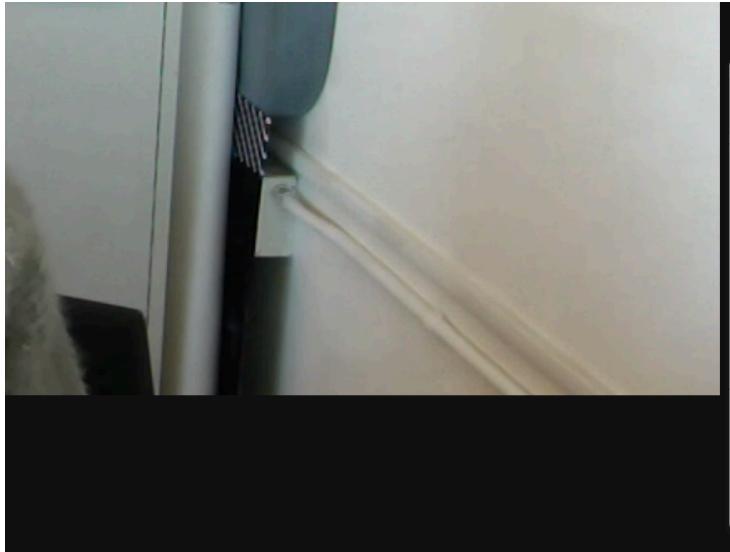
9. To share your desktop screen, click “Present now”



10. Share either your entire screen or a certain application



11. You can turn on closed captioning by clicking here for voice text recognition



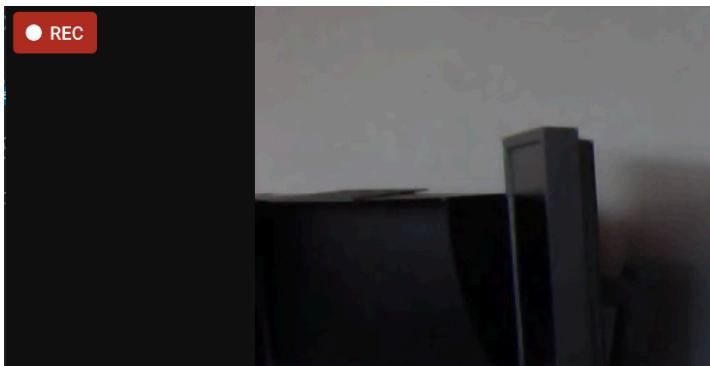
12. To record a meeting, click the three dots, then chose “Record meeting”

13. You will need to ask for consent from participants to record

Ask for consent

Recording a meeting without the consent of all participants may be illegal and actionable. You should obtain consent to record this meeting from all participants, including external guests and guests who join late.

[Decline](#) [Accept](#)



You will see the record icon top left

**14. Recorded meetings will automatically be saved to your Google Drive in the “Meet Recordings” folder.
You will be emailed a link to the meeting when it is ready, which you can then share.**

Additional Resources:

Cheat Sheet:

<https://support.google.com/a/users/answer/9300131?hl=en>

For the meeting host make sure set you computer not to sleep.

<https://support.apple.com/en-us/HT202824>

For support email: support@sfai.edu