

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.

How to navigate Google Meet

<https://meet.google.com>

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



Meet 10:42 AM • Wed, Mar 11

2. Name your meeting and click continue

Join or start a meeting

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

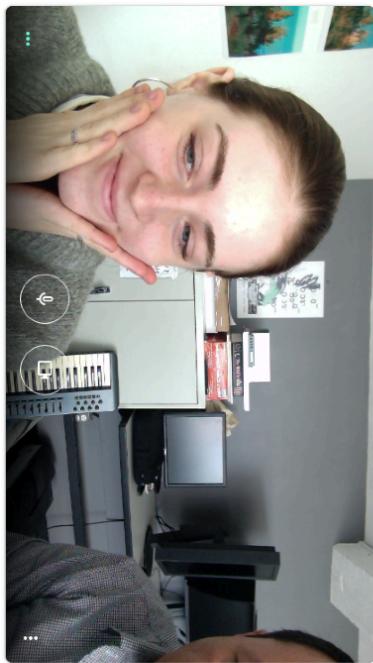
Class Session 311 2020|

Continue



Meet

aftenon@artists.sfsu.edu
Switch account



classsesession3112020

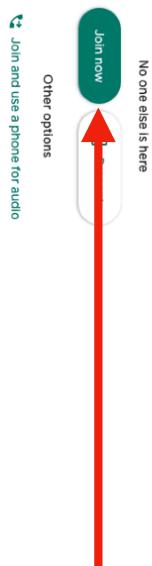
No one else is here

Join now

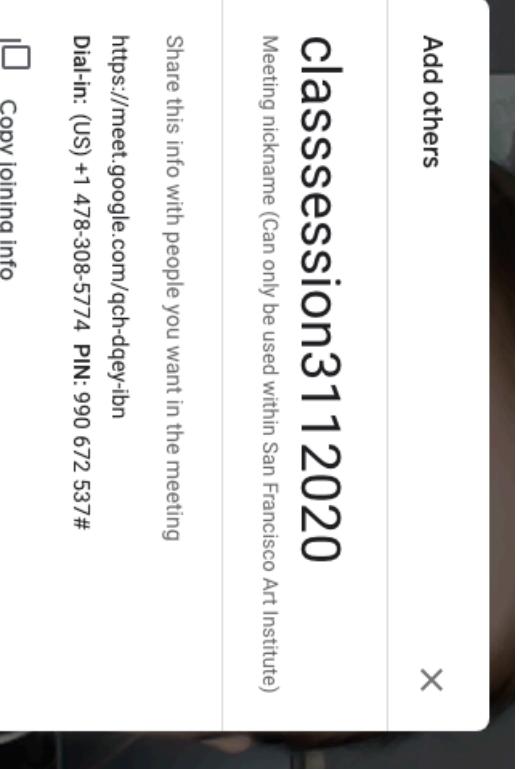
Other options

Join and use a phone for audio

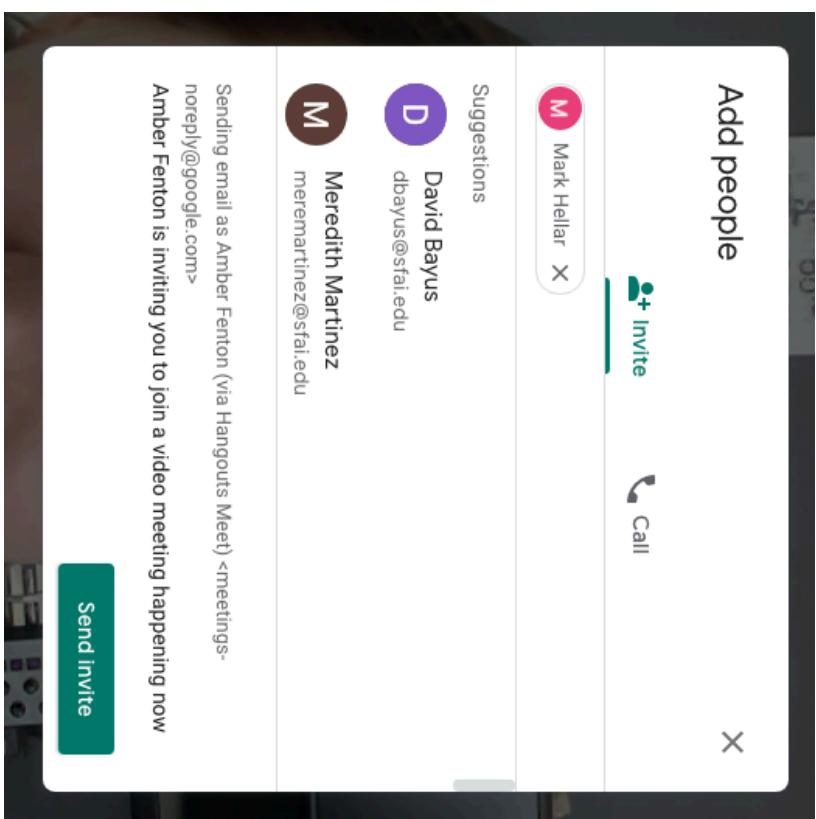
3. Click "Join now"



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

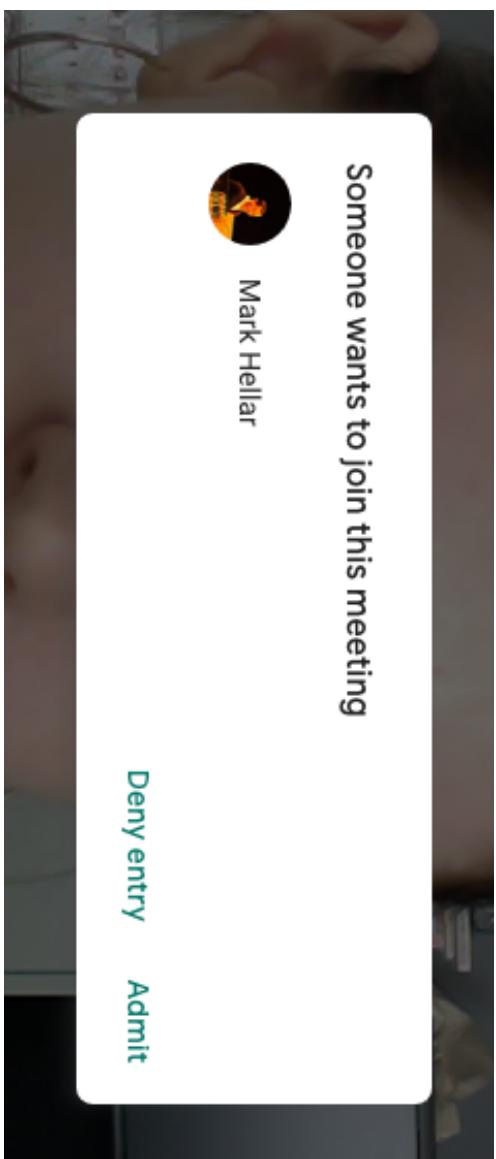


5. Add more than one at once then click “Send invite”



Sending email as Amber Fenton (via Hangouts Meet) <meetings-noreply@google.com>
Amber Fenton is inviting you to join a video meeting happening now

6. When someone wants to join click “Admit”



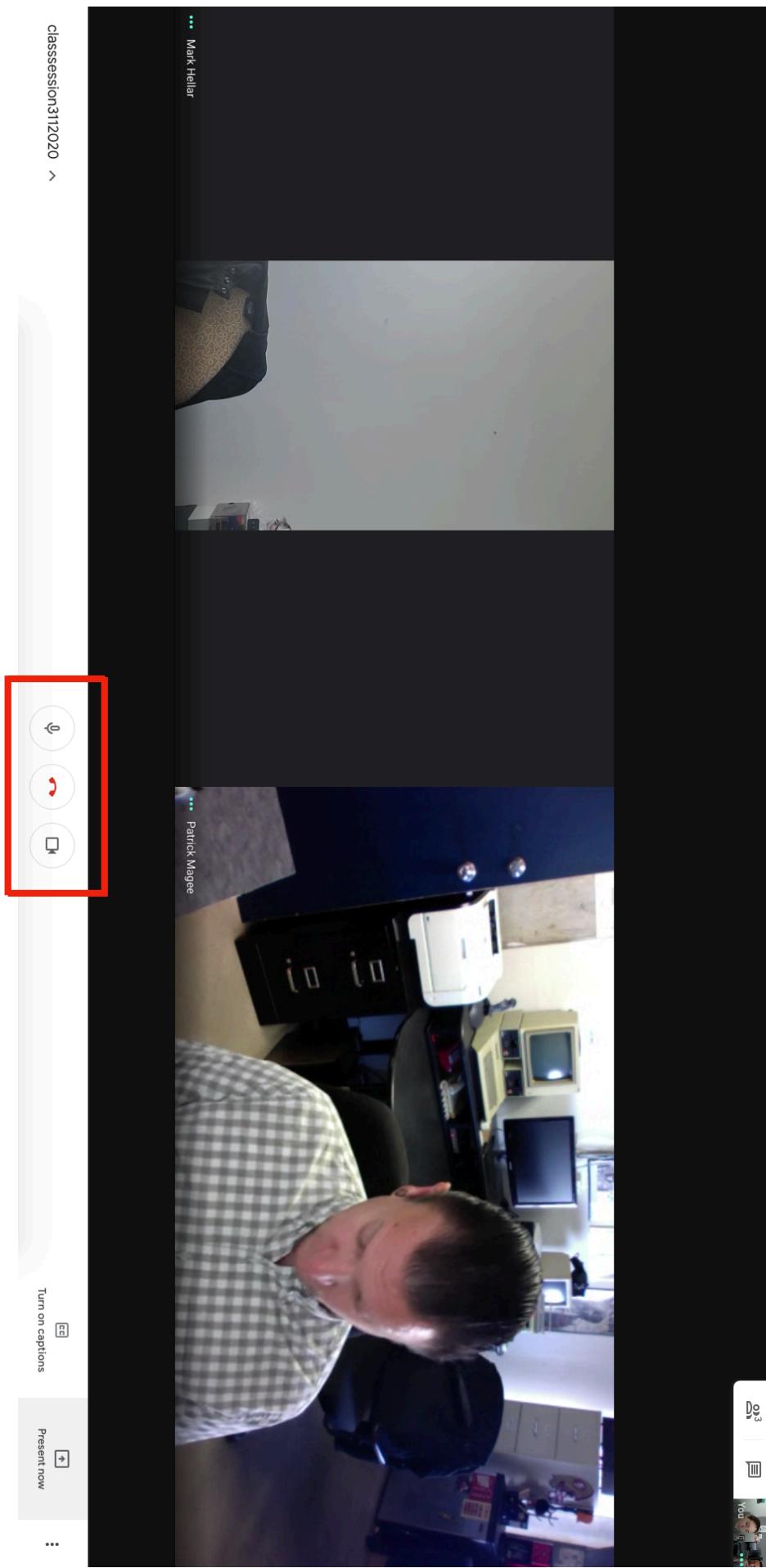
The screenshot shows a Google Meet interface. At the top, it says "https://meet.google.com/ich-dqey-lbn". Below that is a participant's profile picture and name, "Patrick Magee". At the bottom, there is a list of participants: "People (3)" (Amber Fenton (You), Mark Hellar, Patrick Magee). There are also buttons for "Add people", "Chat", and other controls.

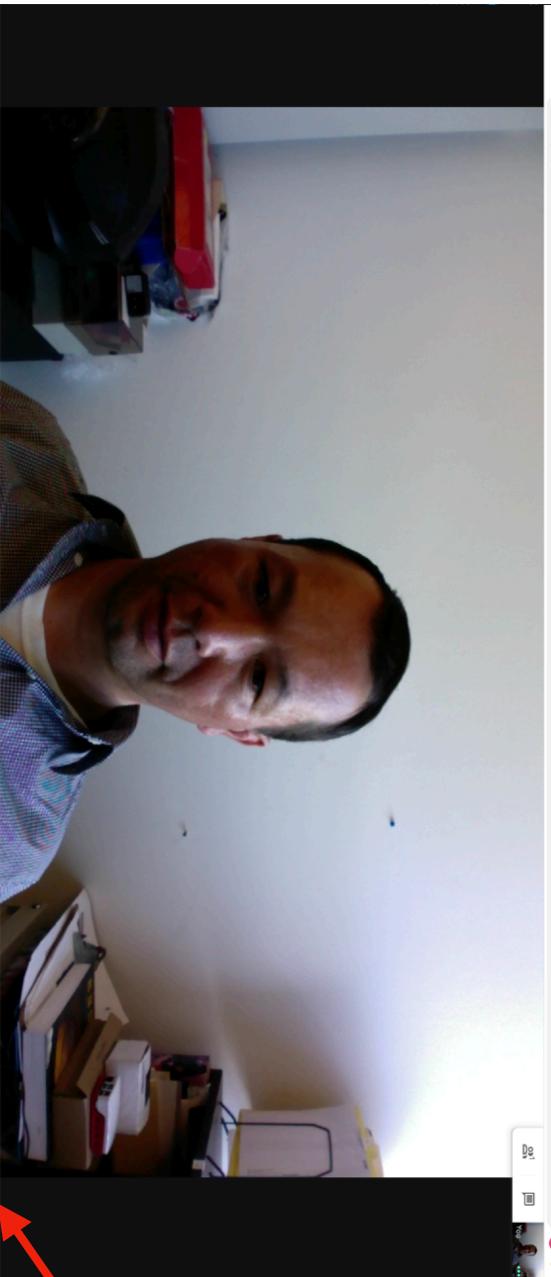
7. Click the “People” tab to see who has joined. Click the “Chat” tab to text the group.

... Mark Hellar

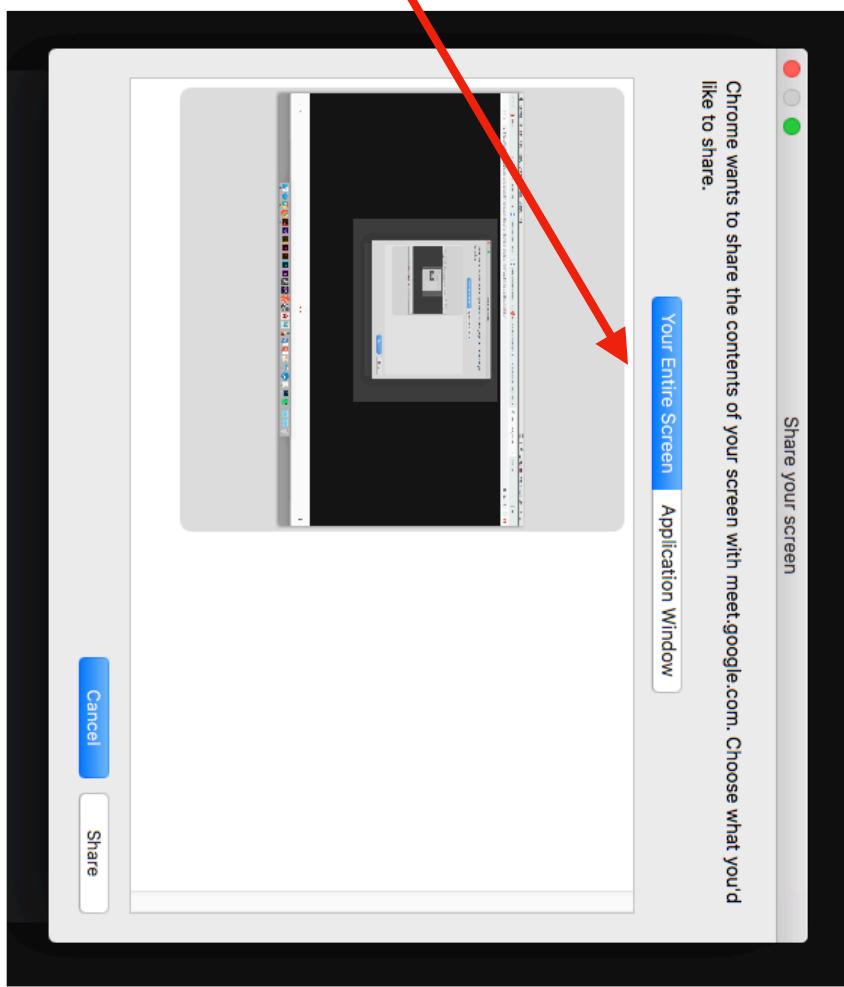
... Patrick Magee

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



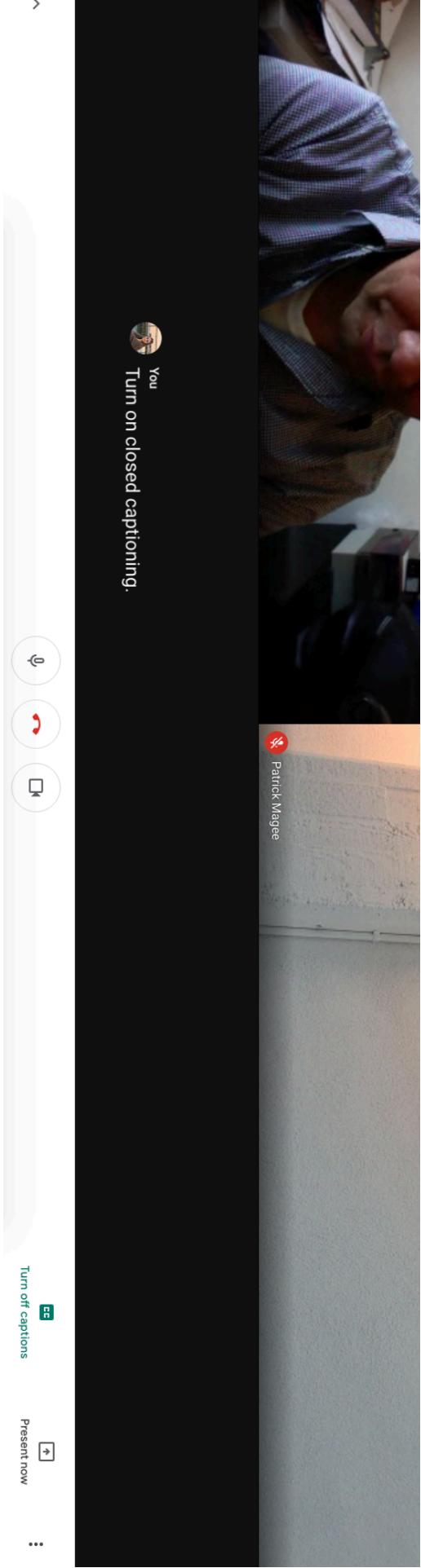


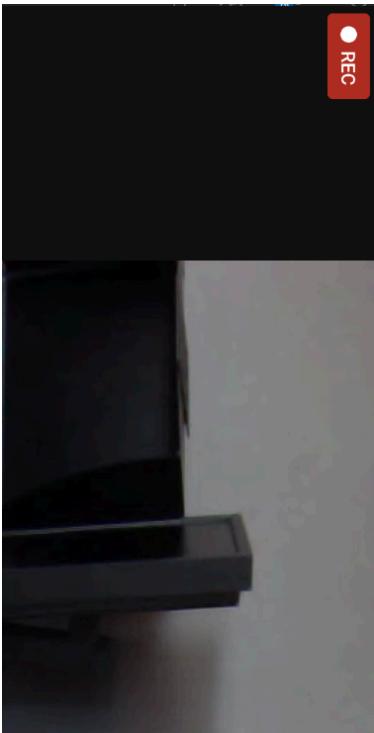
9. To share your desktop screen, click “Present now”



10. Share either your entire screen or a certain application

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



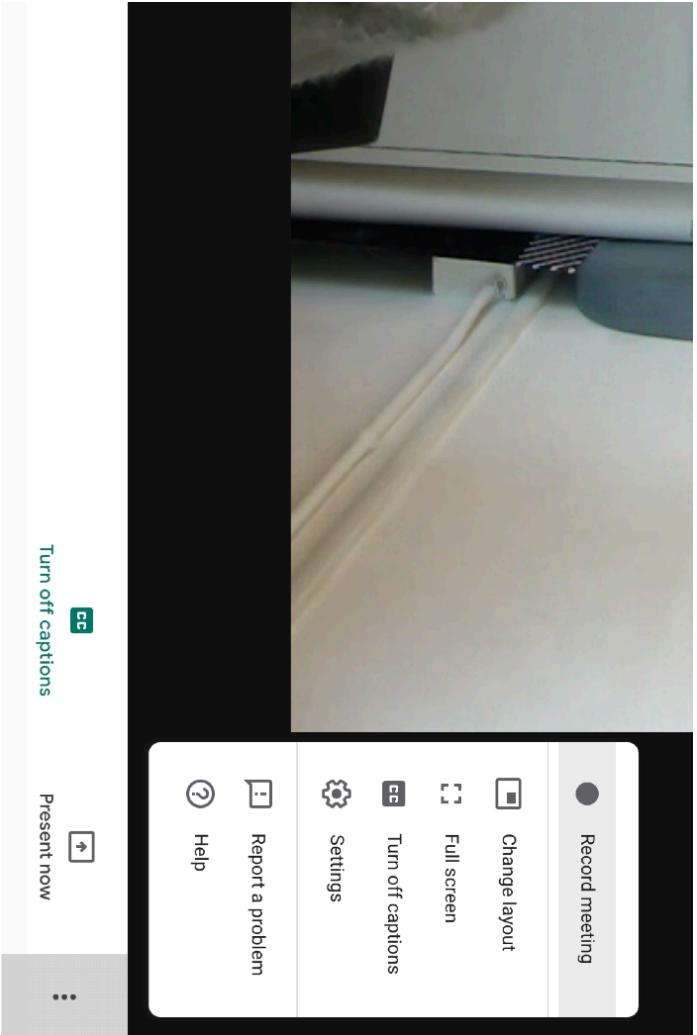


You will see the record icon top left

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

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.

Ask for consent



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

Decline Accept

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