Hangouts Meet

Quick Start Guide

Joining individually

1 Connect your headphones

Headphones improve audio quality & help eliminate echos.

More info

2 Open the meeting

Join Hangouts Meet
meet.google.com/ abcdef

⚠ Pause in the "waiting room"

Camera is off

Meeting Demo

No one else is here

JOIN MEETING

More info

3 Check settings

⚙ Settings

❗ Send feedback

❓ Help

Select More options

Speak to test microphone
🎤

Click to test speakers
🔊 Test

More info

4 Join meeting

Once you confirm your audio is working correctly - join the meeting.

JOIN MEETING

⚠ *Having issues? Check out our troubleshooting tips on the next page.*

More info

5 Dial-In (optional)

Join by phone
📞 +61 2 2222 2222   PIN: 555#

Dial-in from a phone if you have a poor connection over your computer.

Before Dialing-in:
- **Mute your mic** 🎤 (in the meeting) &
- **Mute your laptop speakers** 🔊

More info

Joining as a group
(Video Conference Room)

1 Dial-in with the room phone

Join by phone
📞 +61 2 2222 2222   PIN: 555#

Call the number & enter the pin + #, found in Calendar.

Link to additional dial-in numbers available in event description.

*6 = mute/unmute

More info

2 Connect display/ projector

The primary presenter should connect to the screen. In the "waiting room," *check settings* - select computer speakers (not the screen) to mute the audio.

Additional people in the room who want to join - follow steps 3-5.

More info

3 Open the meeting on your laptop

Join Hangouts Meet
meet.google.com, xxxxxx

⚠ Pause in the "waiting room"

Camera is off

Meeting Demo

No one else is here

JOIN MEETING

More info

4a Mute your microphone

In the "waiting room", mute your mic. 🎤

4b Turn off your laptop speakers

More info

5 Join meeting

JOIN MEETING

Be ready to mute noisy participants. Look for moving green bars next to their icon.

More info

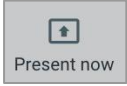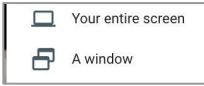✚ ***Golden Rule:*** *Only one device in the room should have audio on (mic & speakers).*

Hangouts Meet
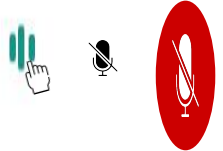
Skills & Troubleshooting

Meeting Skills
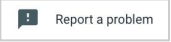
Presenting

Click Present now in the lower right corner.

Present now

Select *Your entire screen* or *A window*.

Your entire screen
A window

The next person can begin presenting anytime. The most recent presenter will be featured. When done, click *Stop sharing.*

More info

Recording

Start/Stop recording under *More options*, menu in the lower right.

REC

Recording announced visually in meeting and audibly on the phone.

Recording automatically saved in meeting organizer's Google Drive and attached to the Calendar event.

More info

External Partners

Invite External Partners to the calendar event or email them the link.

They do not need a Google account to join. They will need the Chrome browser or the Hangouts Meet Mobile app to join.

More info

The "Waiting Room"

The "Waiting Room" - an area between clicking the link in calendar & actually joining the meeting.

You can:
• Disable your camera
• Mute your mic
• Check your settings

Then click:

JOIN MEETING

More info

Muting Participants

Anyone can mute other participants individually. You CANNOT unmute others.

Hover mouse over moving green bars in participant image. Click the mute icon, when it appears, to mute.

Phone: *6 = mute/unmute

More info

It's Not Working!?

Tips

Allow Camera/Mic

Block | Allow

First time users must allow Hangouts Meet to use your Camera and Microphone.

Didn't allow? Click the camera icon in the address bar and select 'Always allow.'

More info

Check Your Settings

Select More options in bottom right corner.

Settings

General: Select from connected video cameras, microphones & speakers.

Network: Lower video quality to improve audio quality.

More info

Audio Issues

• **Feedback/Echo:** Mute extra device mics & speakers

• **Choppy:** Adjust network settings → Dial-In

• **I can't hear:** Turn up volume → Ensure others are unmuted → Check speaker settings

• **Others can't hear me:** Unmute your mic → Check mic settings → Restart Chrome

More info

Restart Chrome

To Restart Chrome: enter **chrome://restart** in the address bar.

This will restart Chrome and restore all your tabs.

If issue is not resolved, then restart computer.

More info

Provide Feedback

Experiencing issues? Submit your feedback during the meeting. This captures valuable information to help to troubleshoot & to improve the product.

Report recurring issues to our IT Service Desk.

Report a problem

More info