

Google Meet user guide



For up to 30 participants, an easy alternative to WebEx.

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Schedule a video meeting in calendar:

1. Go to **Google Calendar** and create an event.
2. On the Guests tab, go to **Add Guests** to invite guests from inside or outside Roche.
3. Click **Save**.
4. Click **Send** to notify guests.

Start a video meeting from your web browser:

Chrome browser only

1. In Chrome web browser, enter: **<https://meet.google.com>**
2. Click **Start a new meeting**.
A new window will open.
3. Click **Start Meeting**.
4. Click **Copy joining info** to copy the meeting link details and share the details with your guests.

Join a meeting from Calendar:

1. In **Calendar**, click the event you want to join.
2. Click **Join hangouts Meet**.
A new window will open.
3. Click **Join Meeting**.

Join from Meet:

Chrome browser only.

1. In a web browser, enter: **<https://meet.google.com>**
2. Select the meeting from your list of scheduled events.
3. Click **Join Meeting**.

Join meeting from URL:

1. Click the meeting link sent to you in a text or email.
2. Follow the onscreen prompts to join the meeting.

Join from Meeting code:

The meeting code is the unique code at the end of the meeting link

1. In a web browser, enter: <https://meet.google.com>
2. Click **Use a meeting code.**
3. Enter the meeting code and click **Join.**

Present your screen:

Meeting attendees will see your screen displayed in real time, make sure that any sensitive information is closed.

1. Open Meet and join or create a video meeting.
2. Click **Present** and choose what to share:
 - * Your entire screen
 - * A window
3. Select **Share**.
4. When you're done presenting, click **Stop sharing**, or at the bottom corner, click **You are presenting** and then **Cancel your presentation**.
5. To take over presenting from someone else, under presenting controls, select **Present instead**.

Troubleshooting:

Mute a guest's microphone:

If you're experiencing feedback or background noise during a video meeting.

1. Open Meet and create or join a video meeting.
2. To mute your microphone, at the bottom of the screen click **Mute**.
3. To mute other people, next to the person in the People display, click **Mute**.

Adjust your video quality:

1. Open Meet and create or join a video meeting and click **More**.
2. Click **Settings**.
3. Click **Network** and choose a setting you want to change:
 - * To change the image quality from your device that other see, **click Send resolution (maximum)**.
 - * To change the image quality that you see from other participants, **click Receive resolution (maximum)**.
4. Click **Done**.