

Presenting and Sharing in Google Meet

1. Opening Google Meet

If your email is Google based (Gmail), you can access Google Meet by clicking the icon that looks like a three-by-three grid of dots in the upper right corner of the Gmail screen (where you go to access the Google Drive). Otherwise, you can go to

<http://meet.google.com>

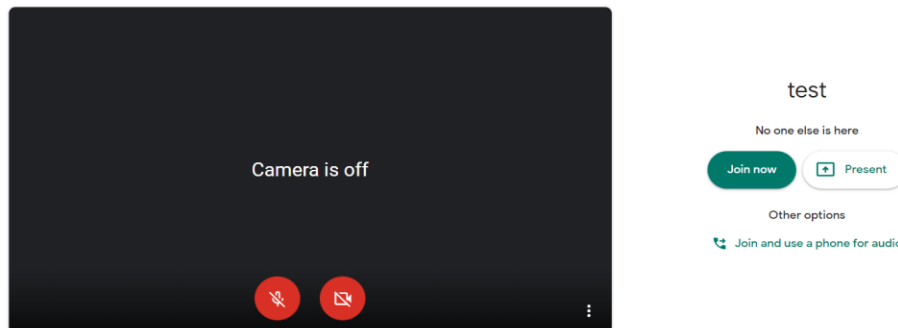
2. Testing Voice and/or Webcam

When you open Google Meet, you'll get a screen like the one below. The black box in the middle of the screen displays your webcam, and a trio of green dots appear in the bottom left if your microphone is working properly. This gives you a chance to get your tech set up before you go into the Google Meet room.

If the three green dots do not appear in the bottom left, it means that your microphone isn't detected by Google Meet. If you click the three vertical white dots in the bottom right, you'll open "More Options," and you want to click "Settings." Then, it should let you select your audio and video settings. Click the dropdown under "Microphone" to select a device that will cause the three green dots to react when you say something. If nothing shows up, you may need to reset your microphone or manually update its drivers.

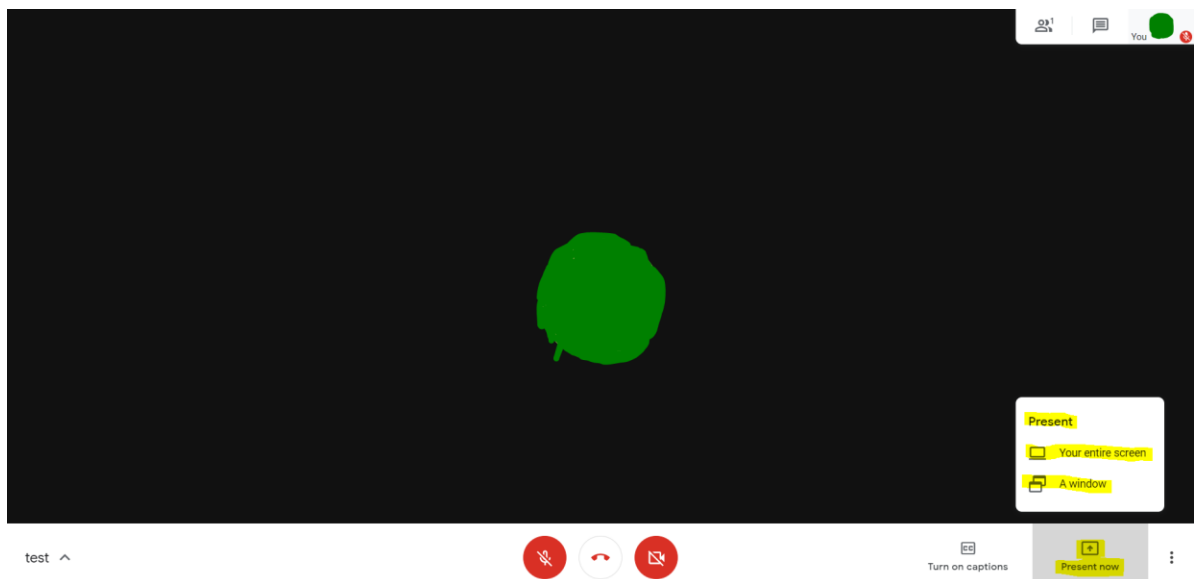
When the buttons with the microphone and camera are red, the corresponding device is turned off. They can be turned on within Google Meet by pressing the red buttons.

Clicking the "Join Now" button (that is off to the right of the screen) takes you to the Google Meet room. If you need to, you can also click "Join and use a phone for audio" if you don't have a computer headset or microphone.



3. Presenting and Sharing your Screen

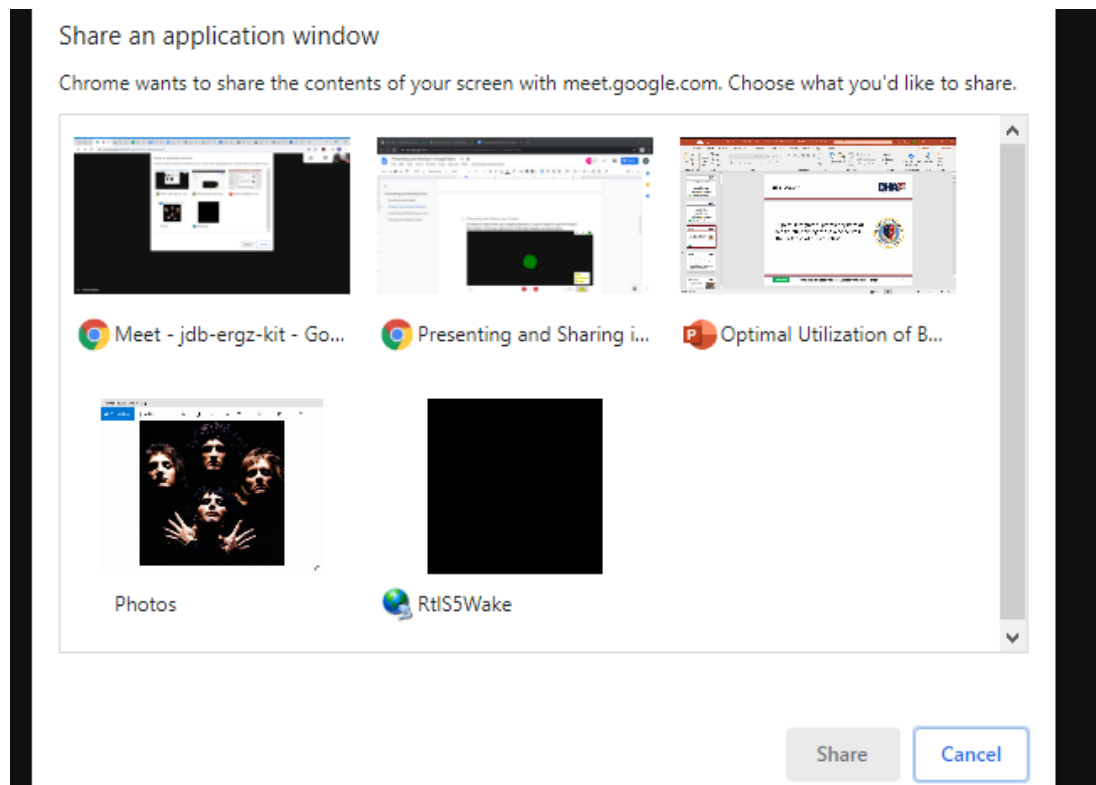
In instances where there are multiple presenters, it is easiest to use the Present Now button in the lower-right corner of the Meet window, as shown below.



You are given two options. The first is to present “your entire screen”. This allows users to see whatever you see on your own screen, like your computer’s desktop, any email notifications, chat messages, and so on.

If you’d prefer to constrain attendees to something like a PowerPoint slide deck, you’ll want to present “a window” instead, and then select PowerPoint or whatever separate window you’re going to use (shown below). If you have a tab open in Chrome or Firefox that you’d like to share, you can click-and-drag the tab into the middle of your screen,

and it'll open in a separate window. That will let you share without also showing anything else that is open in your browser.



Note: You may notice that you have the ability to click Present in that test area before joining. While it allows you to immediately present something to attendees, presenting is the only thing that login session will be doing. You cannot broadcast your voice, share your webcam feed, or even access the chat. This approach is only recommended if you have a second computer that you are using to share slides so that you can directly participate in Google Meet and see chat and video images.

In fact, if planning on presenting slides in full screen, a second computer/screen or smartphone is recommended, so that the presenter can see and respond to the chat window on one screen, and present the content on the other. You can use the microphone from either computer as long as the other one is muted. If you only have one screen, it's very inconvenient to have to switch from the window you're sharing back to Google Meet to check the chat and then back again. Instead, you may want a second presenter on hand to engage in the chat for you, and to bring up questions over voice chat as needed.

Both presentation options (presenting when you join and after joining) take the same approach in terms of picking what to share, and can be cancelled by clicking the "Stop sharing" button in the bottom-middle of the screen.

4. Running Slideshows

Google Meet will feed what's being displayed from your shared screen. If you open and run a PowerPoint slideshow, the slideshow must be open and at the forefront of the screen at all times. This is easier to do when you have multiple screens. If you just have one, choosing to switch from the slideshow to Google Meet to check the chat, for example, will have the slideshow switch to being an empty black screen.

Since Google Meet is working off the window you pick for it, navigating through a PowerPoint slideshow will be done just like in PowerPoint. You can click the slideshow, you can use the arrow keys on the keyboard, or you can click the forward and backward arrows in the bottom-left of the PowerPoint slideshow screen. Presenters must be careful not to double-click or hit the keyboard's arrow keys, because you could unintentionally skip ahead more than desired. As there's a chance for delay between your actions as presenter and what the meeting attendees see, you may want to take a moment between slide progressions, so that the slideshow doesn't seem like it's bouncing around too quickly.

5. Sharing and Playing Videos

If you select a video to share with attendees, the presenter will hear the video's sound, but the others in the Google Meet room will not. This can be fine if your video has low-quality or no sound. Since that's unlikely, you will want to copy and paste the link (Youtube, Vimeo, etc) into the chat to allow attendees to watch the video at the pace of their own Internet.

6. Managing Chat

Google Meet has a very basic chat feature. You cannot send private messages to others in the Google Meet room. The chat bar takes up a small, fixed portion of the right part of the screen. The chat will close if you click on the presentation area or if you go a minute or so without clicking it or interacting with it. Sometimes, the chat window will start twitching the entire chat because it can't decide whether it's scrolled all the way down, or just a little bit before. To fix this you just need to click on the chat feature and scroll the bar to where you would like to be.