

Introduction to Google Meet

Objective

To learn how to start, join, and participate in online video calls using Google Meet.

1. What is Google Meet?

Google Meet is a tool that allows people to talk to each other over the internet using video and audio.

Virtual Meeting: A meeting where people connect online instead of being in the same room.

Synchronous Communication: A fancy way of saying "happening at the same time." When you talk and someone answers immediately (like a phone call), that is synchronous.

Starting a Meeting

2. How to Create a Meeting?

You can start a meeting instantly or schedule one for later.

01

Step 1: Open Google Meet

- On a computer, go to meet.google.com.
- On a phone, open the Meet app.

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Step 2: Start a New Meeting

- Click the "**New Meeting**" button.
- You will see three options:
 - Create a meeting for later: Gives you a link to share.
 - Start an instant meeting: Opens the video call immediately.
 - Schedule in Google Calendar: Sets a specific time and date.

Meeting Controls

3. Understanding the Buttons!

Once you are inside the meeting, you need to know how to control your audio and video.

Microphone Icon
Turns your sound on or off.

Red Phone Icon
Ends the call (leaves the meeting).



Tip: Keep it OFF (Muted) when you are not talking to reduce noise.

Camera Icon
Turns your video on or off.

Hand Icon (Raise Hand)
Lets the teacher know you have a question without interrupting.

Sharing and Chatting

4. Sharing Your Screen

If you want to show your work to the class, use the "Present" button.

- Click the Square with an Arrow icon (Present Now).
- Choose "Entire Screen" or "A Window."
- Everyone in the meeting will see what is on your computer monitor.

→In-Call Messages

You can type messages while listening.

- Click the Chat Bubble icon.
- Type your question or message and hit Enter.
- This is useful for sharing links or asking questions quietly.

Joining a Meeting

6. How to Join a Class

There are two main ways to enter a meeting someone else started.

Method 1: Click the Link

The teacher sends a blue web link (URL). Just click it to open the meeting.

Method 2: Enter a Code

If you have a code (like abc-defg-hij), type it in the box that says "Enter a code or link" and click Join.



Important: Before you enter, you will see a "Green Room" screen. This lets you check if your hair looks good and if your mic is working before you join the real call.

Conclusion and Review

Google Meet helps us learn and work together even when we are far apart. By using the Microphone, Camera, and Present buttons properly, we can have smooth and effective online classes.

Review Questions

- **What does the "Microphone" button do?** It turns your voice on (unmute) or off (mute).
- **What should you click if you want to show your computer screen to the class?** You should click the "Present Now" button (usually a square with an arrow).
- **What does "Synchronous" mean in this context?** It means communication happens in real-time, like a live conversation.