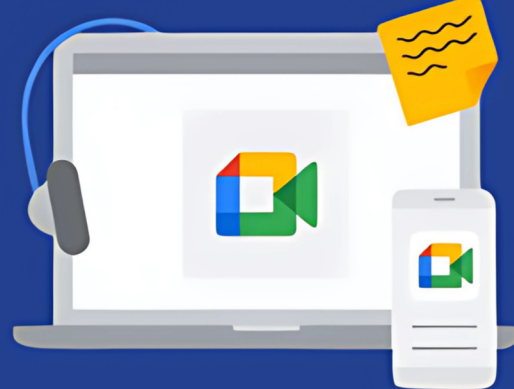


Google Meet



Google Meet is a video conferencing service that allows users to connect virtually for meetings, classes, and collaboration through video and audio calls, screen sharing, and various interactive features.

1

START A MEETING

- Go to: meet.google.com
- All meets are web based. No app is needed. Chrome is highly recommended.
- Click **New Meeting** and Select an option:
- **Create a meeting for later:** To share the meeting details for a future meeting, copy the meeting link and share with participants.
- **Start an instant meeting:** Create a new meeting and join the meeting directly.
- **Schedule in Google Calendar:** To schedule a meeting, you're directed to Google Calendar to create an event.

2

HOST CONTROLS

- All Google Workspace editions have Host management. When it's turned on, meeting hosts can add or remove people, send chat, lock audio assign view only roles, lock video, add co-hosts, initiate activities; polls, and breakout rooms.
- In meeting host control panels give you access to additional meeting features, ability to take action on participants (muting, evicting), sharing meeting information, activities, and chat.

3

SHARE YOUR SCREEN

OPTION 1: Share a chrome tab. Only option that allows audio to be shared from a video. Participants will view your selected tab.

OPTION 2: Share a window. No audio sharing allowed. Participants will view your selected window.

OPTION 3: Share a screen. No audio sharing allowed. Shows all content in one of your computer screens. Participants will view your entire computer screen.

CLICK LINK OR SCAN
QR TO LEARN MORE



MDCPSGoogleMeet:HowToGuide

4

SETTINGS

- **PICTURE-IN-PICTURE:** Allows you to move your meeting to a small window so you can move around on your computer.
- **CHANGE LAYOUT:** You can adjust your participant layout to view up to 49 tiles per pane.
- **APPLY VISUAL EFFECTS:** This is where you will go to set your background settings, apply filters, and change your lighting and appearance in meetings.

5

MEETING STORAGE

Meeting attendance, recordings, transcripts, polling results, and Q&A will be stored in the meeting host's google drive under the meeting reports folder if initiated by host.

HIGHLIGHTS

- All Meets are default 1,000 participants.
- All Meets are unlimited time
- Meets can be recorded to your Google Drive
- Meets can be transcribed
- Meet captions auto-translate to many languages
- Google Meet captions are customizable, including font size, type, color, and background color.
- Meets can be joined by phone internationally
- Meets have host controls, breakout rooms, polls, Q&A, and livestreaming capabilities.
- Meets have chat windows as well.
- Meet links can be recycled for recurring meetings.