



# Google Meet

## **Google Meet Guide**

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**Part**



**Introduction**

# 1 Introduction

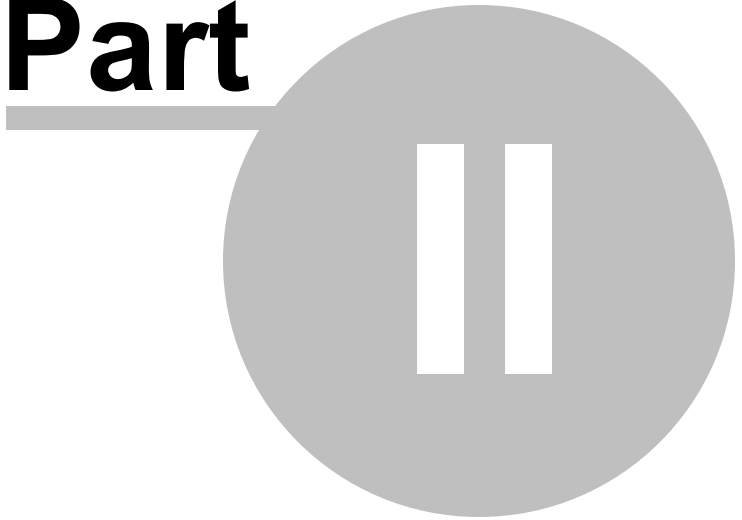
This chapter provides an introduction on how to use **Google Meet**.

## 1.1 Welcome

Welcome to the **Google Meet** help guide. Google Meet is a good alternative to Zoom. You can access Google Meet using your Google account. We have put together a useful guide to get you started with **Google Meet**.

For any feedback or help, please feel free to contact us <<number>>. Your feedback, reviews and suggestions for improvement are also welcome.

# Part



**How to Sign in**

## 2 How to Sign in

Enter topic text here.

### 2.1 Signing in using your Google account

If you are already using **Gmail**, **Google Photos**, **YouTube**, or any other **Google** products, just sign in to your existing account or create a new **Google** account if you don't have one. Once you possess a Google account you can access **Google Meet** via the website **meet.google.com** or from the **Gmail** dashboard. These are explained in the subsequent topics.

**Note:** Google Meet can be accessed via your computer (Laptop / Desktop) or via your smartphone or tablet. For the smartphone and tablet you need to download the Google Meet app from **Google Play** or the **Apple App Store** (if you own an **Apple iPhone**).

### 2.2 Signing in via the Internet

This topic explains how to access **Google Meet** via the **Google Meet** website and via **Gmail**.

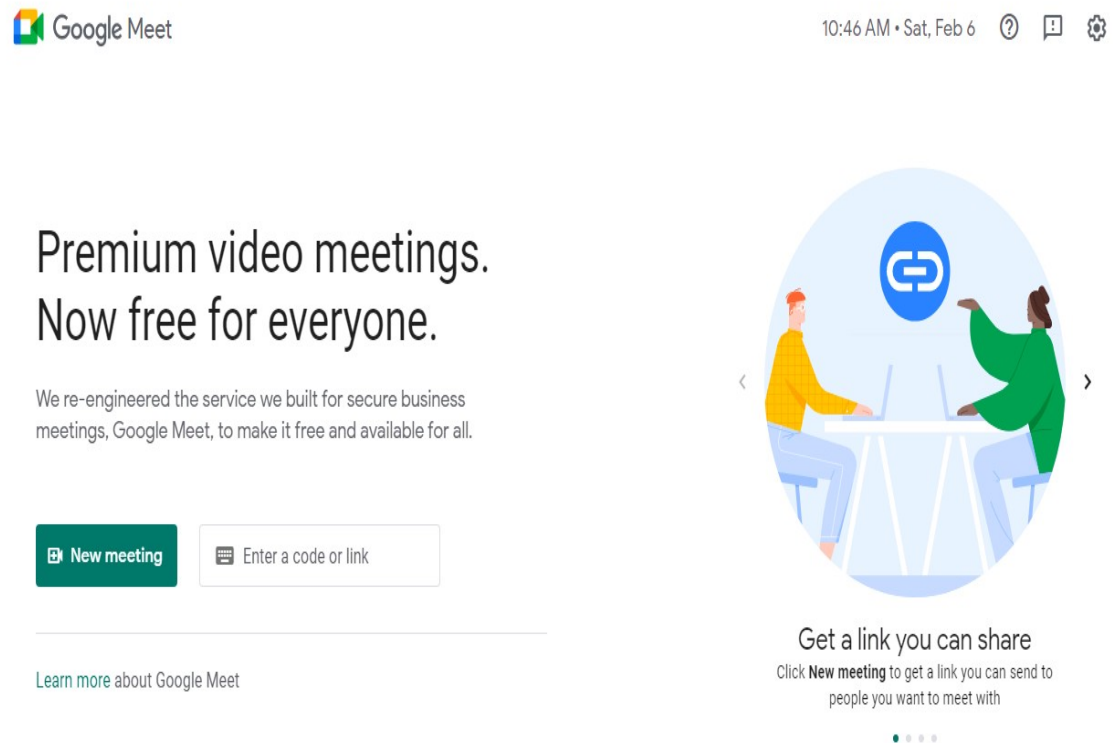
**To access via the internet**

1. Open your internet browser (**Google Chrome**, **Internet Bing**, **FireFox** etc).
2. Enter **meet.google.com** in the URL field and press Enter or search for **Google Meet** in the browser's search field. The search produces this result. Notice boxed link for **Google Meet**.

The screenshot shows a Google search for "google meet". The search bar contains "google meet". Below the search bar, there are navigation tabs for "All", "Books", "News", "Shopping", "Images", "More", "Settings", and "Tools". The search results show "About 2,16,00,00,000 results (0.57 seconds)". The first result is "Meet - Google" with a checkmark icon, which is highlighted with a red box. Below it, there is a description: "Real-time meetings by Google. Using your browser, share your video, desktop, and presentations with teammates and customers. You've visited this page 5 times. Last visit: 14/1/21". To the right of the search results, there is a card for "Google Meet" featuring a video thumbnail and the following details: "Initial release: 2017", "Stable release: 2020.10.04.338080646.Release", "Developer: Google", and "License: Freemium".



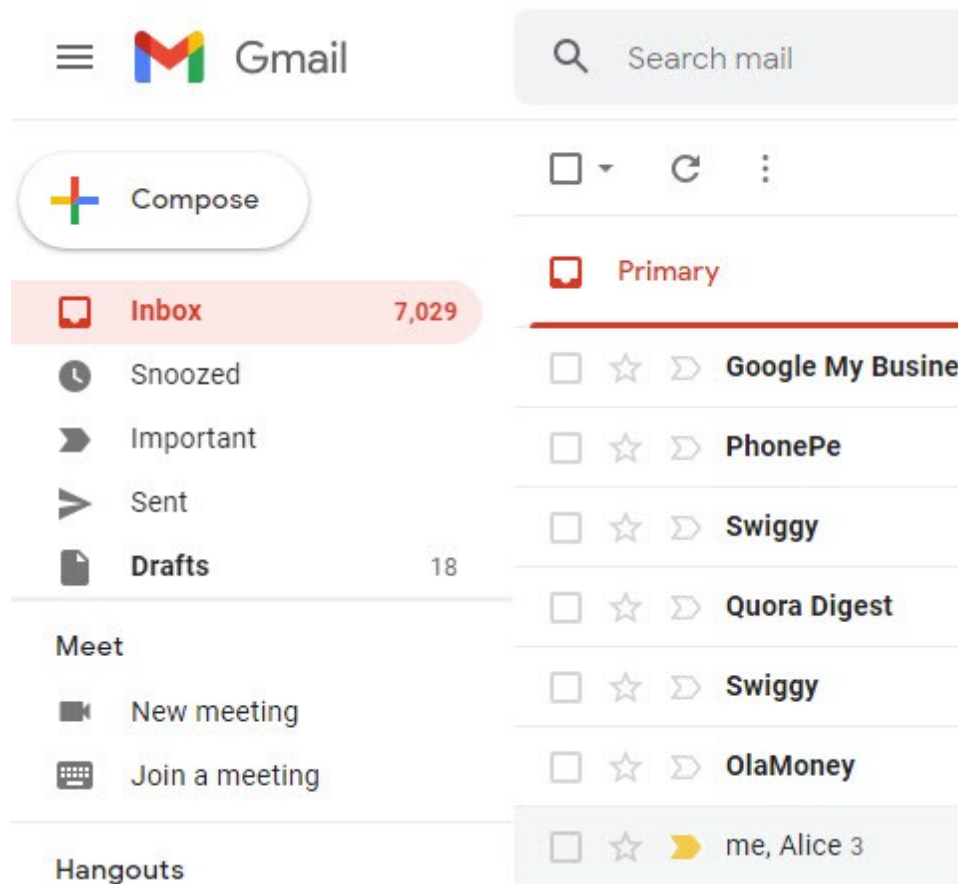
3. Click the link and you are taken to the **Google Meet** main website. From here you can create or join a meeting.



4. Click **New meeting** to create a new meeting, enter a code or link in the **Enter a code or link** field to join an existing meeting.

#### To access via your Gmail account

1. Sign in to your Google account and access your Gmail. You can locate Google Meet as shown in the image below.



2. Click **New meeting** to create a meeting or **Join a meeting** to join a meeting.

**Note:** Creating a meeting and Joining a meeting are explained in more details in subsequent topics

## 2.3 Hosting and Joining meetings

This chapter explains how to host and join meetings in **Google Meet**.

### 2.3.1 Creating a meeting and adding participants

This topic explains how to create a meeting and adding participants.

#### To create a meeting

1. Sign in to your Google account and access the [meet.google.com](https://meet.google.com) webpage.

## Premium video meetings. Now free for everyone.

We re-engineered the service that we built for secure business meetings, Google Meet, to make it free and available for all.



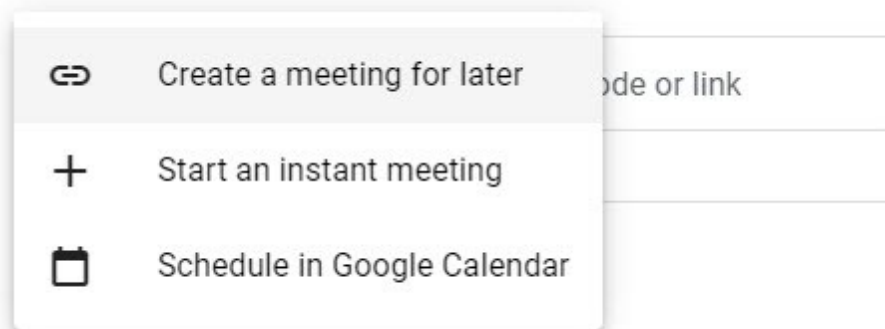
[Learn more](#) about Google Meet



Get a link that you can share  
Click **New meeting** to get a link that you can send  
to people that you want to meet with



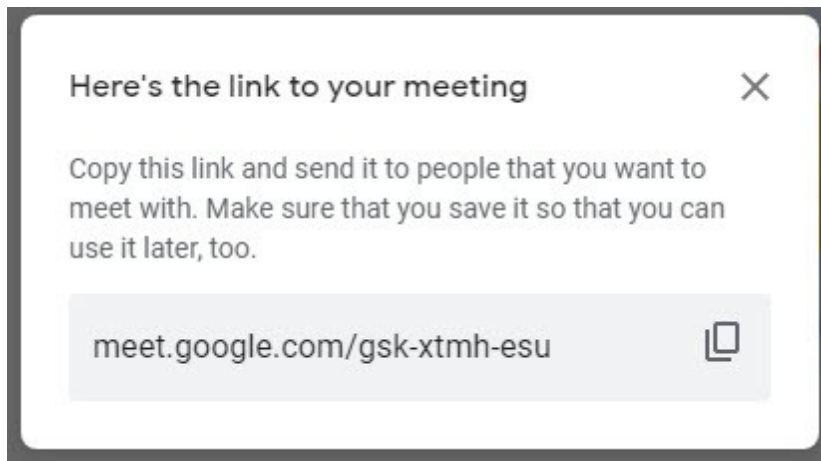
2. Click on **New Meeting** as indicated in the image above. The following options are displayed.




3. Select a suitable option from the list.

**Note:** 3 types of meetings can be created, one instantly, another scheduled in Google Calendar (this brings up the Google Calendar application) or an instant meeting.

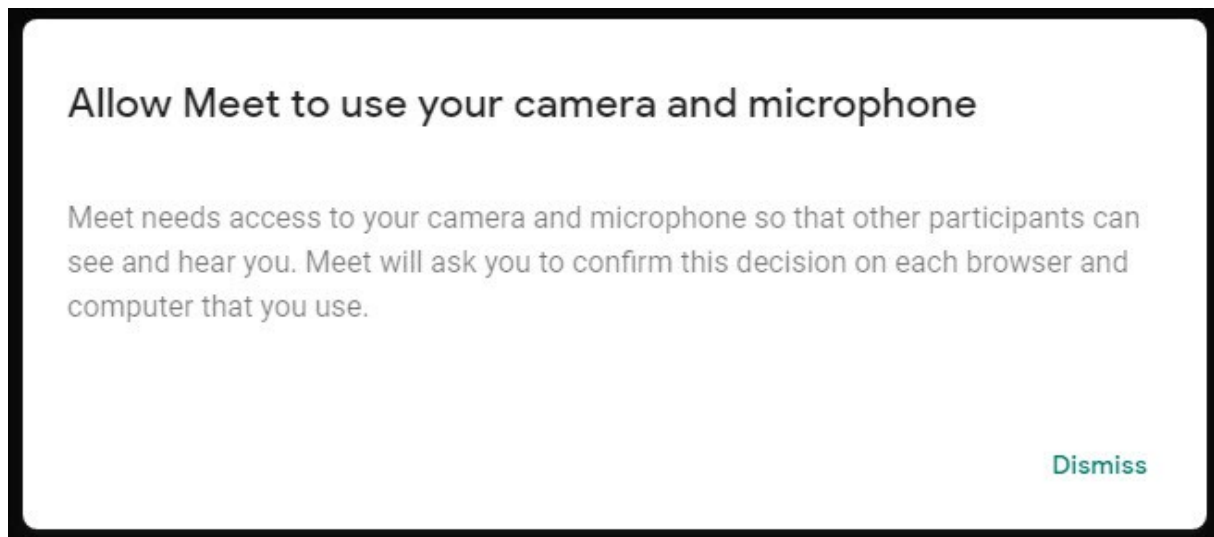
4. Click on **Create a meeting for later** and the following dialog is displayed.



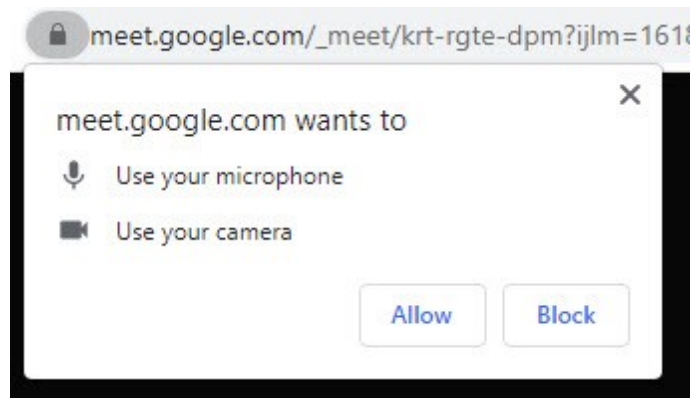
5. Copy the link to send to people whom you wish to have a meeting with.

**Note:** Click the copy link button  to copy the link to the clipboard before sending it to the participants via email or otherwise.

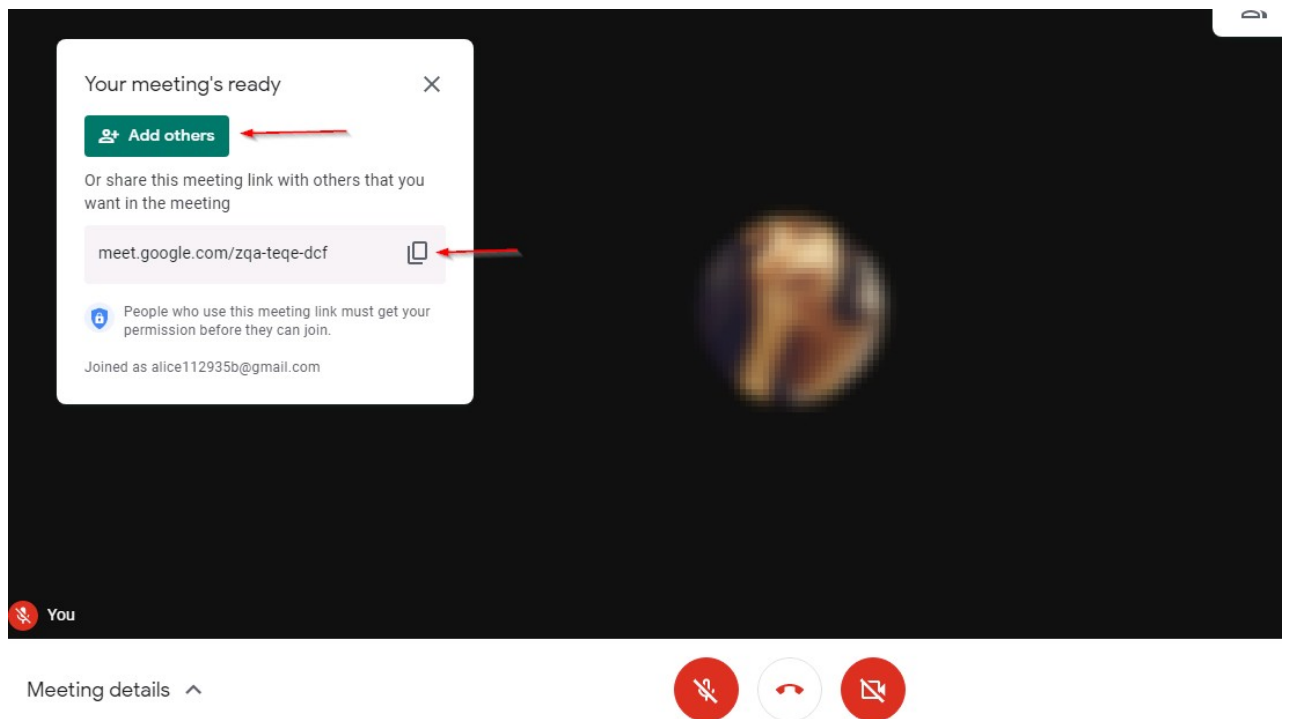
6. Click **Start an instant meeting** to start a meeting instantly. The webpage refreshes and the following dialog is displayed before it displays your Google account.



7. Click Dismiss or press the Esc button to close this dialog. Additionally your browser also prompts with the following dialog (Google Chrome example is shown).

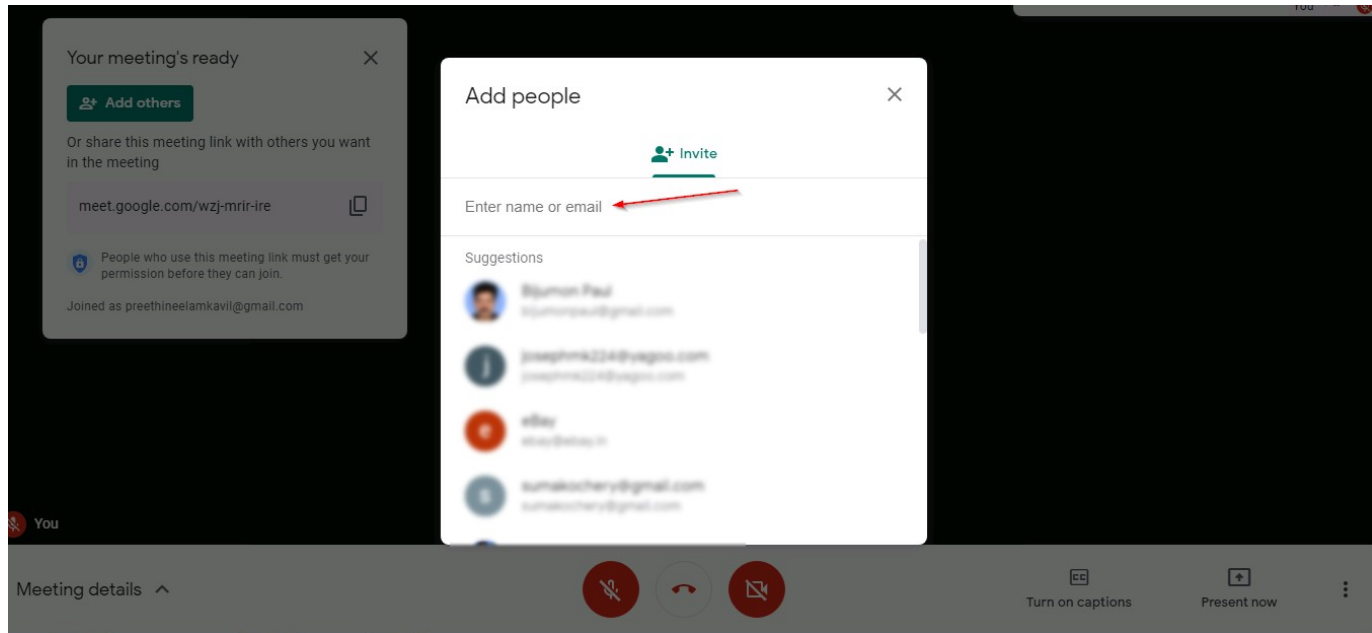


8. Click Allow to let the meet program use your microphone and your computer's camera. The screen refreshes to display your account where you can add other participants.



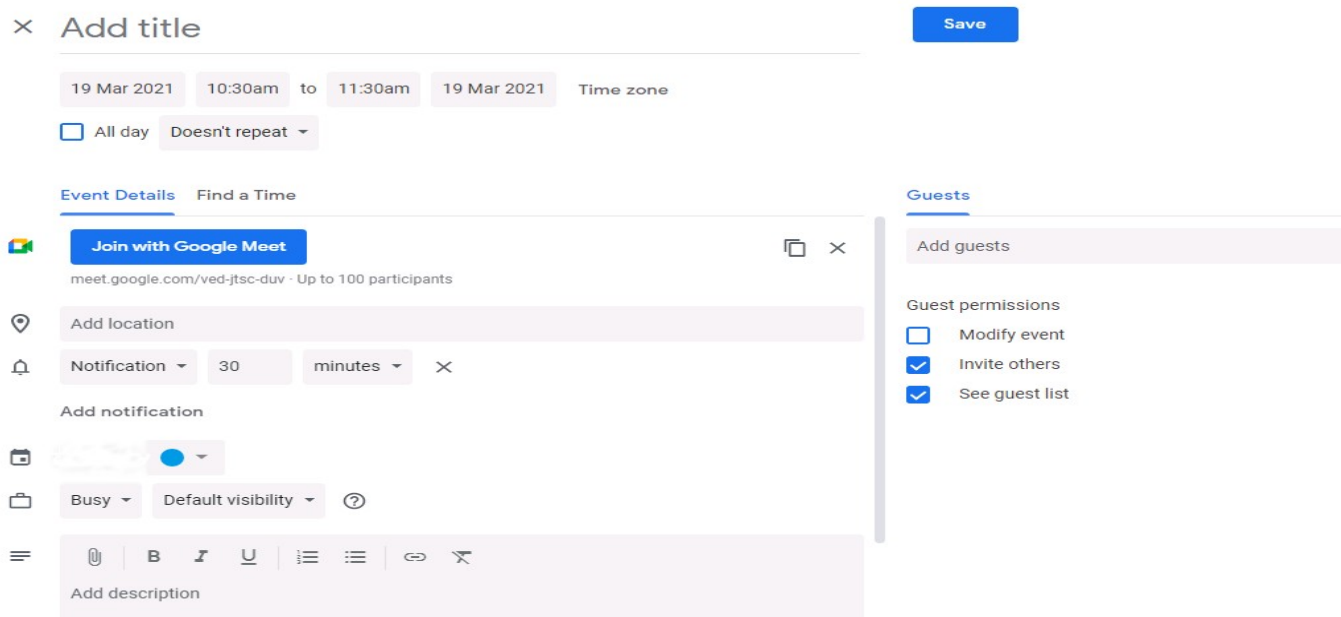
**Note:** In the image the microphone and video buttons show that they are disabled. To enable them click them.

9. Click **Add others** to add others to the meeting. The page refreshes to display a dialog using which you can search and add recipients.

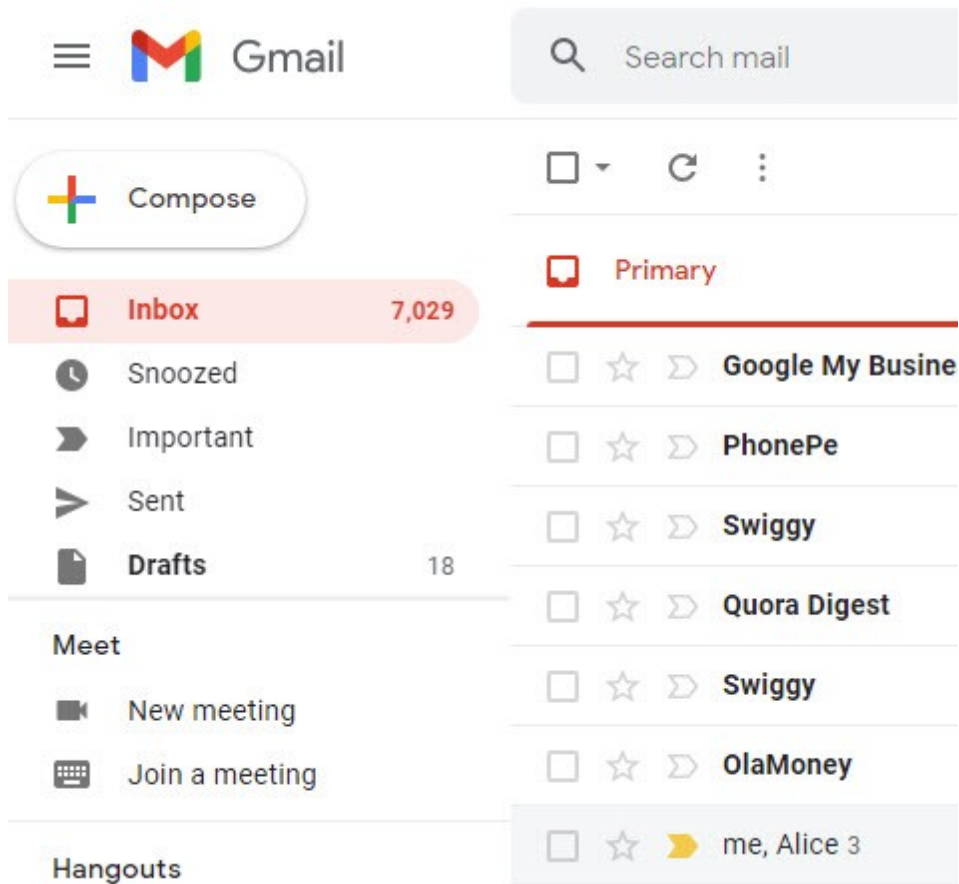


**Note:** People who use the meeting link must get the permission of the host before they can join.

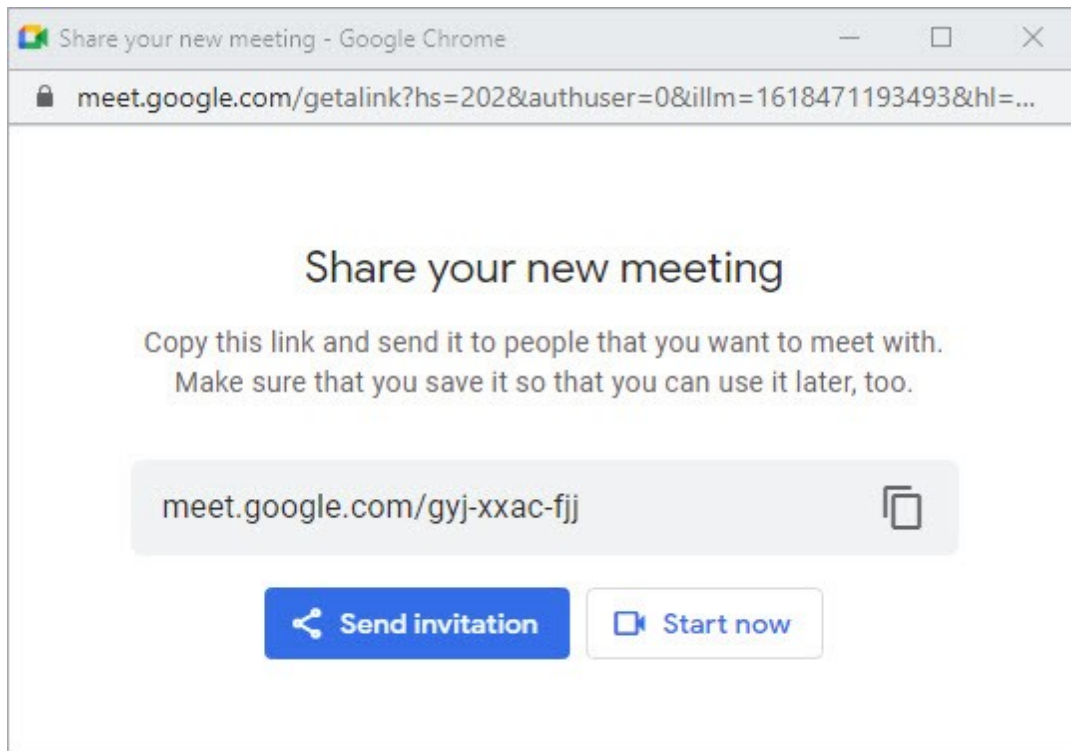
10. Copy the meeting link to your clipboard by clicking the copy button and then send the link via email or other means to recipients.
11. Click on **schedule in google calendar**. The screen refreshes to display the fields and controls where you can schedule a meeting in the calendar. You can turn on **notification** to set the reminder at the time of the meeting




### To create a meeting from the Gmail dashboard



1. Click **New meeting** link as shown in the image above of the **Gmail** dashboard. The following dialog is displayed.



2. Click **Send invitation** to share the invitation to participants or click the copy button  to copy the link to the clipboard which you can then use to send invitation via chat, email etc.,
3. Click **Start now** to start the meeting.

### 2.3.2 Joining a meeting

This topic explains how to join a Google Meet, meeting. There are two ways to join a meeting.

#### To join a meeting from the Google Meet website

1. Sign in to your Google Account and access the [meet.google.com](https://meet.google.com) webpage.



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We re-engineered the service that we built for secure business meetings, Google Meet, to make it free and available for all.



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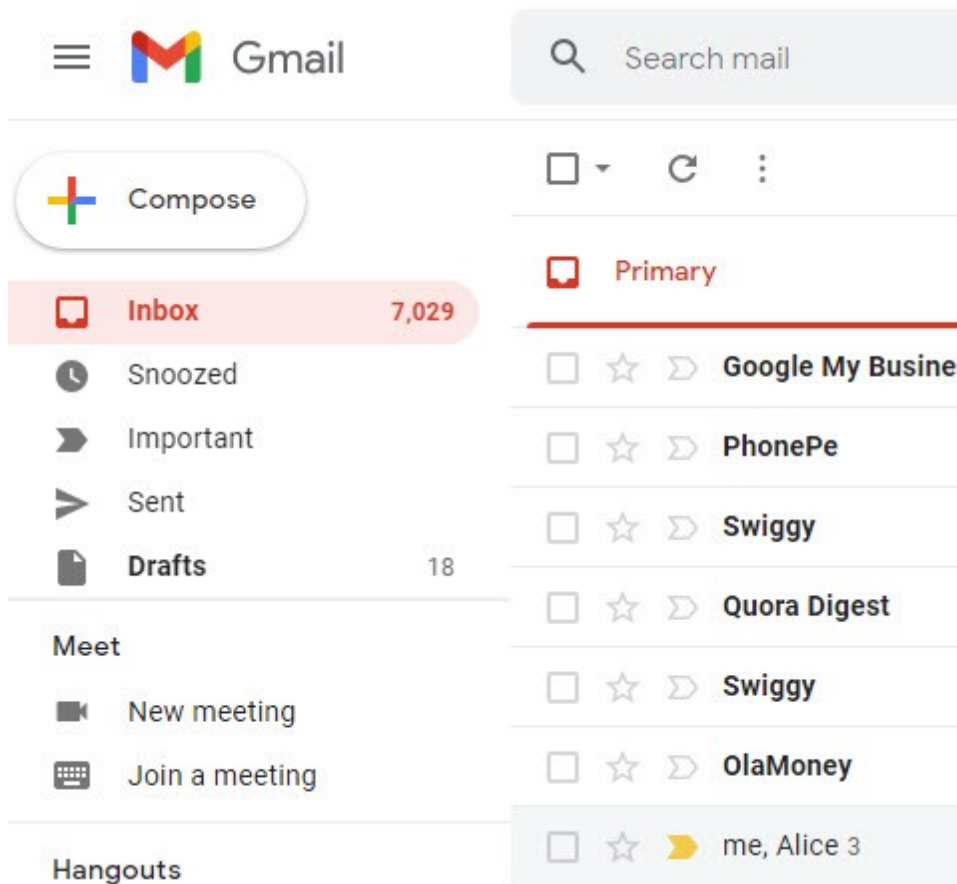


**Get a link that you can share**  
Click **New meeting** to get a link that you can send to people that you want to meet with

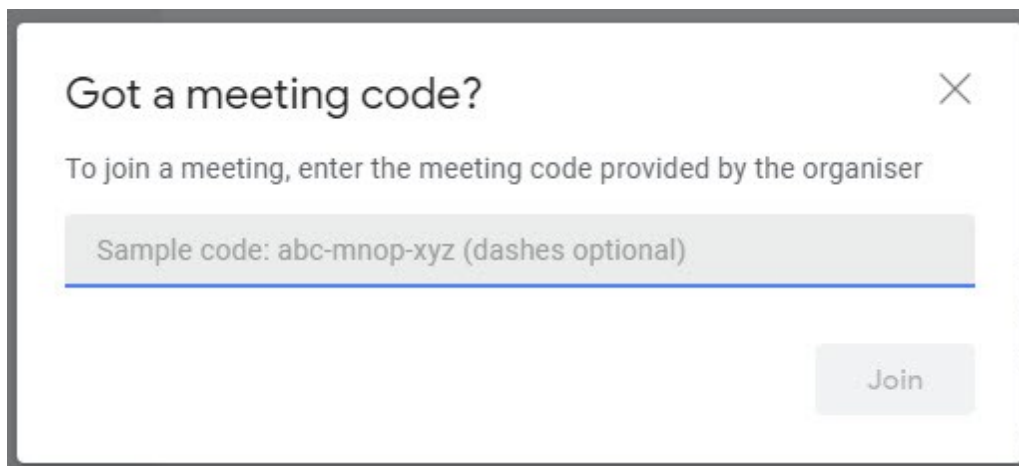


2. Enter a code or link that the host of the meeting sent you in the **Enter a code or link** field as indicated in the above image.

### To join a meeting from the Gmail Dashboard



1. Click **Join a meeting**. The following dialog is displayed.



2. Enter the code or link that the host sent you in the field and click **Join**.


## 2.4 Functions in a meeting

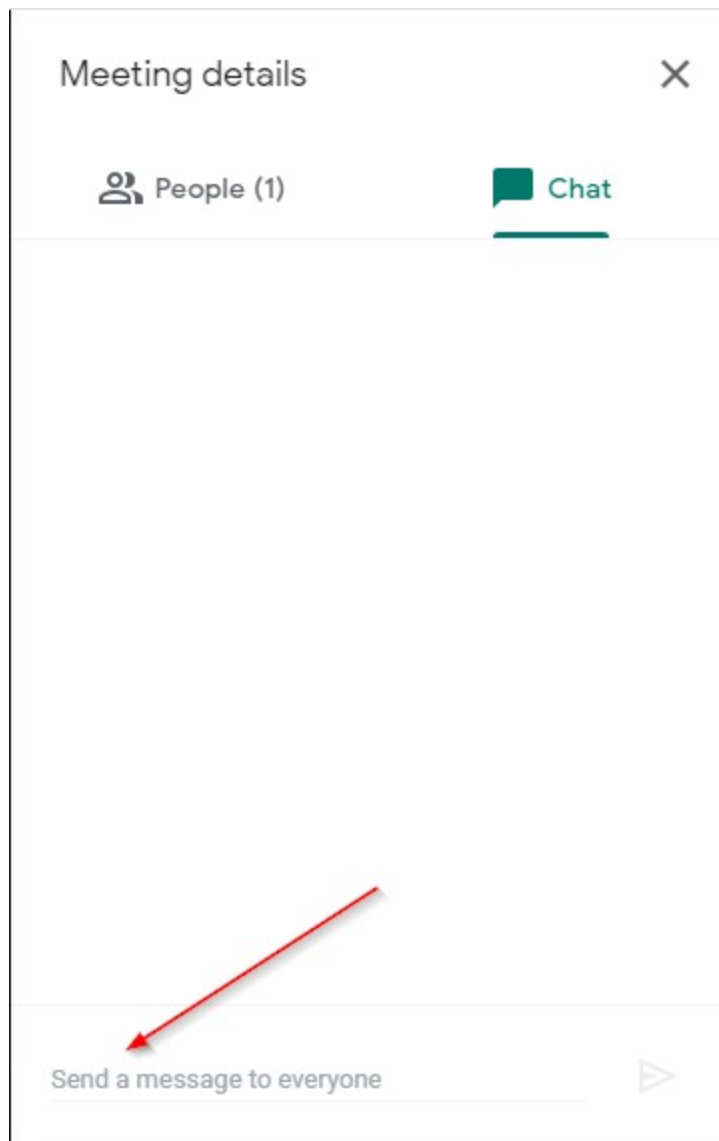
This chapter deals with some basic functions that can be exercised when a Google Meet meeting is in progress.

### 2.4.1 Chatting in a meeting

This topic explains how the host and participants can chat while a meeting is in place.

#### To chat while a meeting is in progress

1. To chat during a **Google Meet** click on the chat button  on the top right corner of the screen. A box for chatting is displayed on the right side of the screen.



2. Type the message in the **send a message to everyone** box and press **Enter**.

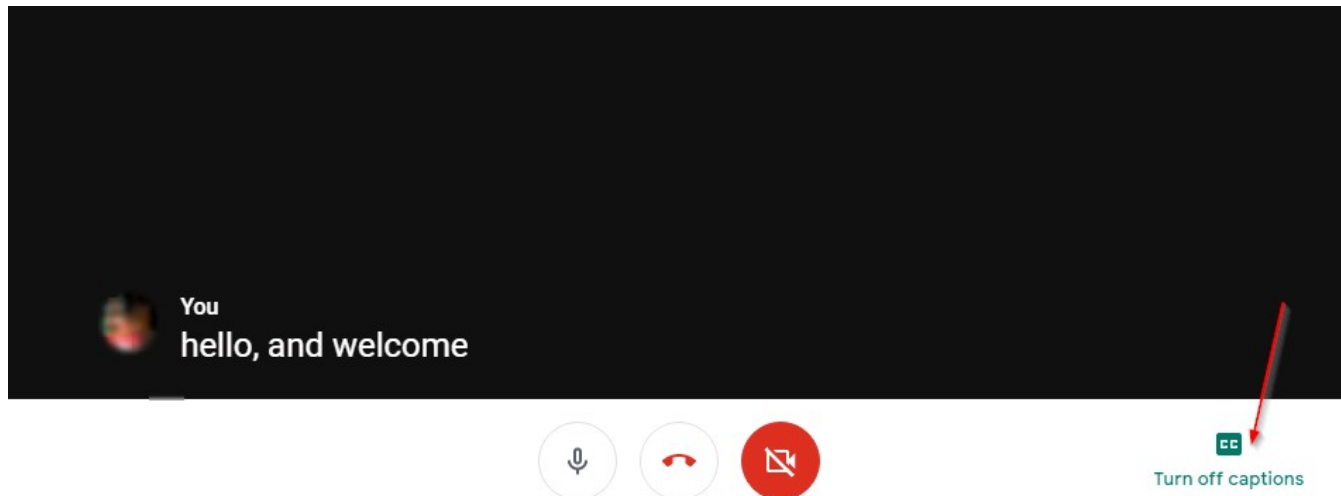
**Note:** By default the message is sent to everyone in the session. But it can also be sent to a particular participant.

## 2.4.2 Turning on captions

This topic explains how to turn on captions in a **Google Meet** meeting. This can be particularly useful when accents aren't understood well or if the audio is getting choppy or broken.

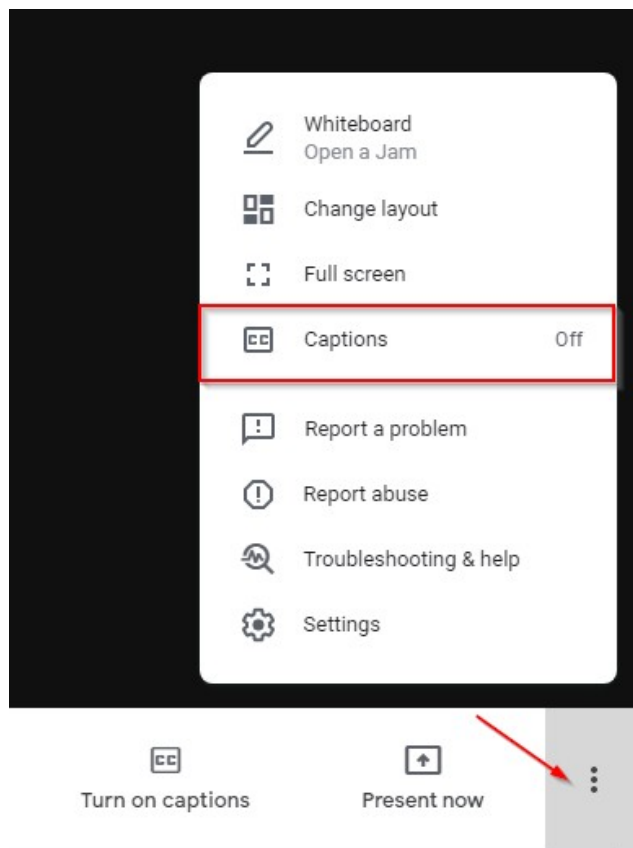
### To turn on captions

1. Click on the 'Turn on caption' option on the bottom right corner of the page. Your speech will be automatically converted in to captions.

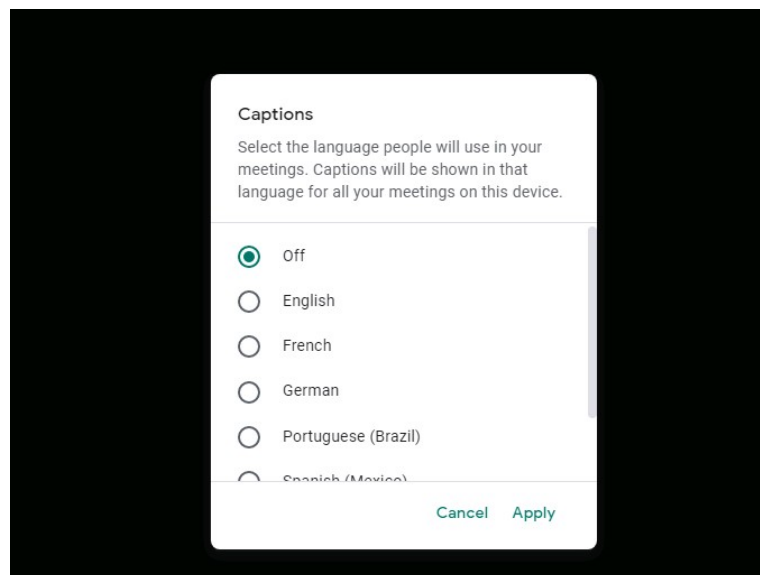


**Note:** Recording a meet does not record captions. By default the captions are in English but the language can be changed.

2. Click on the Ellipsis button indicated in the image below and then from the menu click **Captions**, to change a language.



The following dialog is displayed.



3. Select the radio button of the language of your choice and click **Apply**.

### 2.4.3 Sharing your screen

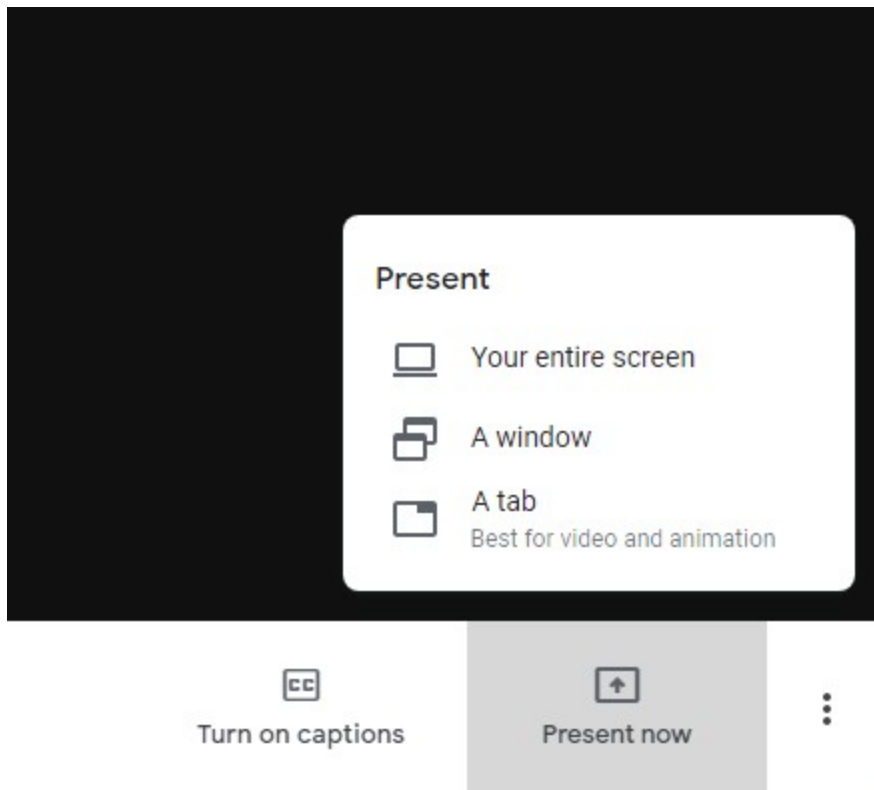
This topic discusses how to share your screen with participants. You can share several areas or portions of your computer screen.

#### To share screen

1. Click on the Present now option located at the bottom right corner of the screen.



The following options are available to share.



2. Select from the list of choices to share.

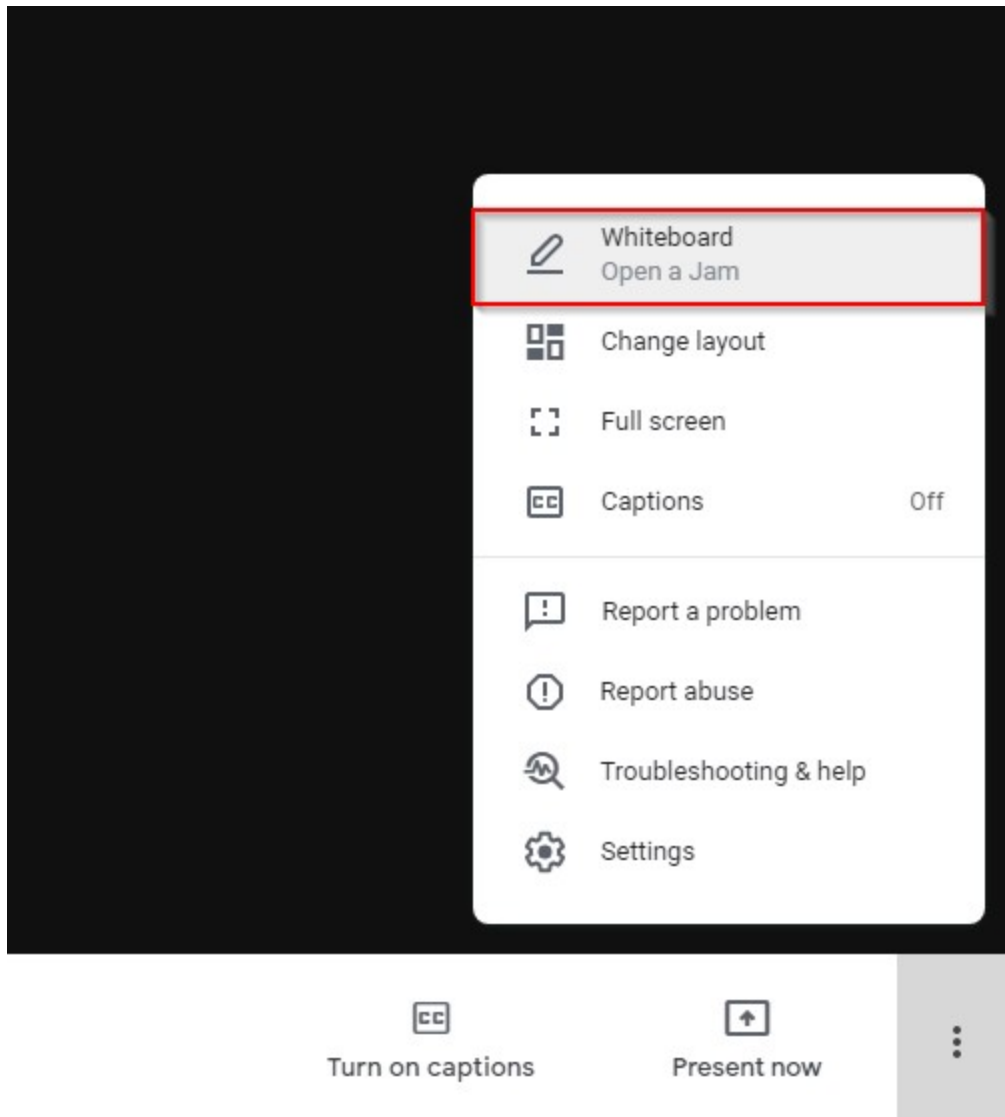
### 2.4.4 Using the Whiteboard

Occasionally an instructor would want to draw or write on a board to explain topics. For instance the instructor in a Google Meet meeting would want an equation to be written, a diagram to be drawn

etc., These can be done using the whiteboard feature of Google Meet. This topic explains how to invoke and use the Whiteboard.

### To use the whiteboard

1. Click on the three dots (Ellipsis) located at the bottom right corner of the screen. The following options are displayed.



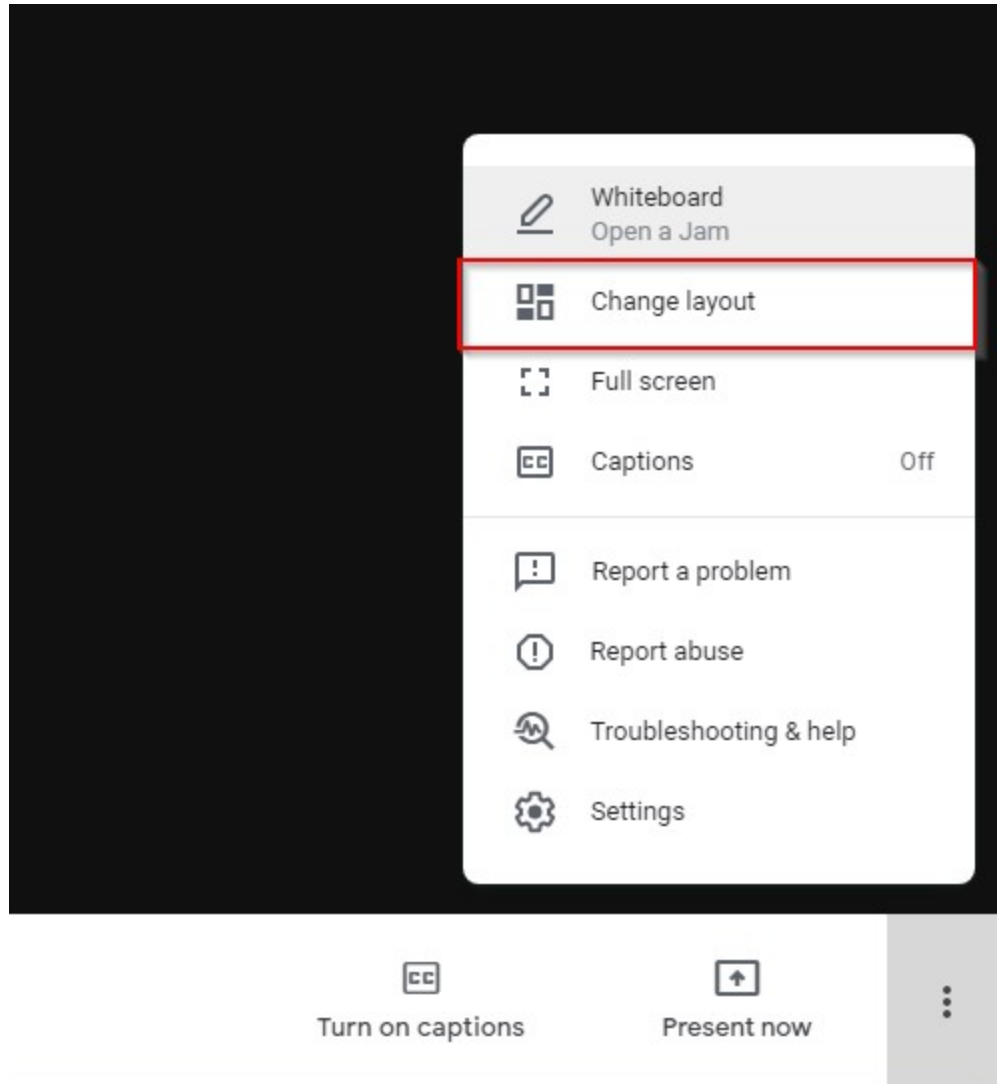
2. Select the **Whiteboard** option as indicated in the image above. The Whiteboard is displayed using which you can draw, type text, save file etc.,

### 2.4.5 Changing the layout

Layout determines how many users you can simultaneously observe in a meeting. Normally it is set to Auto and 9 tiles but it can be changed to upto 49 tiles.

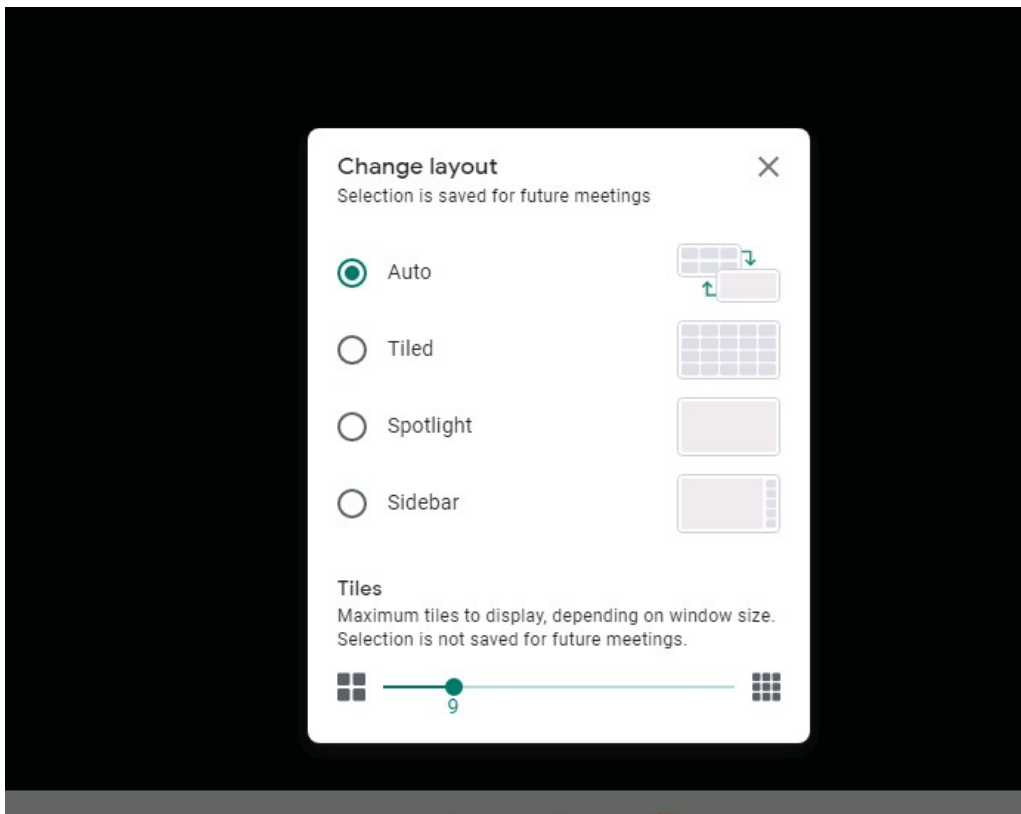
**To change layout of your meeting**

1. Click on the the three dots (Ellipsis) located at the bottom right corner of the screen .



2. Choose the **Change layout** option. The following options are displayed.





3. Choose a layout. You can also optionally slide the sidebar at the bottom to increase or decrease the number of tiles on your layout.

## 2.4.6 Ending a meeting

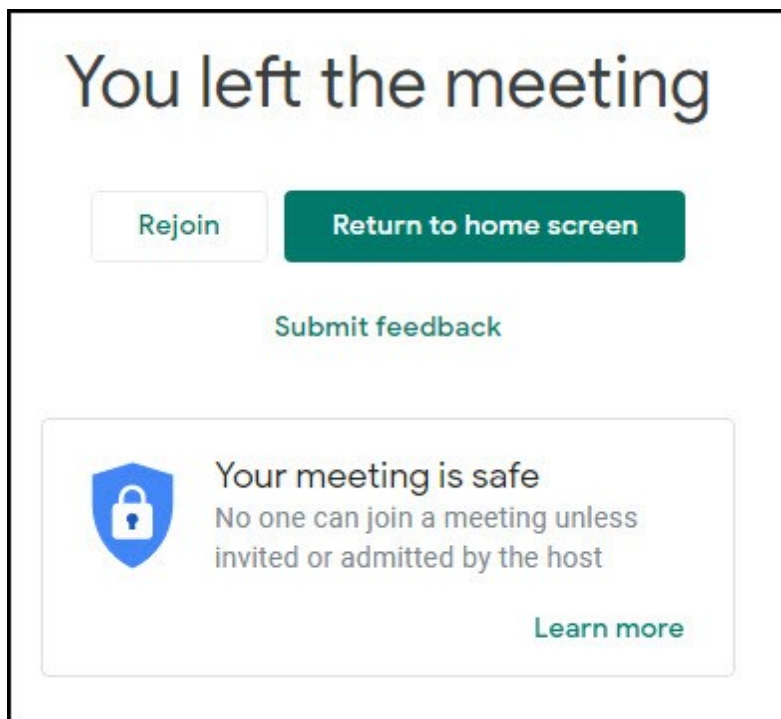
This topic discusses how you can leave and rejoin a meeting.

### To leave a meeting

1. Click on the **leave call** button (as shown in the image below).



The following confirmation is displayed.



2. Click **Rejoin** to rejoin the meeting. Click **Return to home screen** to go back the **Google Meet** homepage.

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