

Google Hangouts Meet Quick Reference Guide

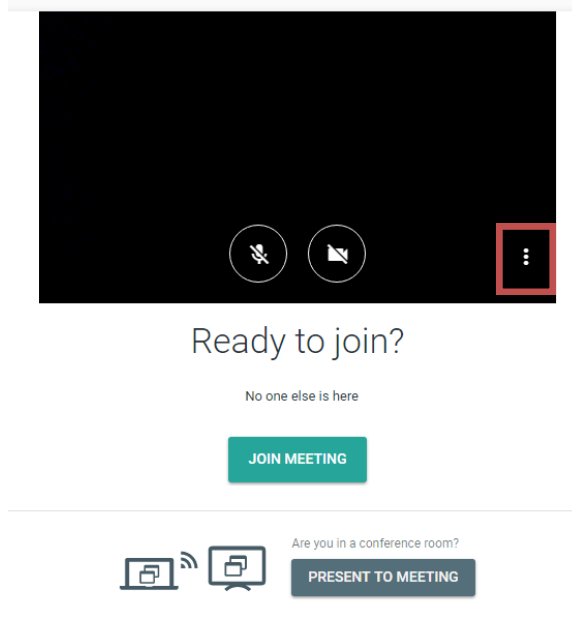


Starting a Meeting

To get started, go to <https://meet.google.com/> and click start a new meeting or join via a calendar link or meeting code (covered in the later pages of this guide)

Please note, if this is the first time you have used 'Meet', you may need to 'Allow access to your camera and microphone'

After joining the meeting you will be taken to this lobby screen. This will give you a chance to mute your microphone and turn off your video, as well as change your settings before you join the meeting .

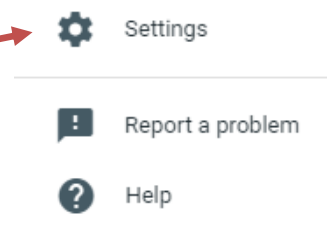


The settings can be accessed by clicking on the

three dots in the bottom right corner (shown inside the red box above). This will open a second box.

Clicking on the **settings button** will reveal the settings screen (shown on the next page).

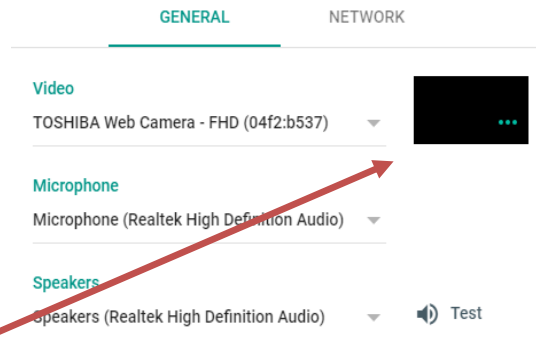
You need to go into this each time you use 'Meet' to ensure the settings are correct for the computer/headset. etc. that you and your recipient are using.



NB If you have any further problems please consult the Hangouts Meet troubleshooting guide.

Changing settings:

In the settings panel you can change the devices that Hangouts Meet will use during your video call. (For **more information** on these setting please consult the Hangouts Troubleshooting guide under the '**choosing the right settings**' heading).

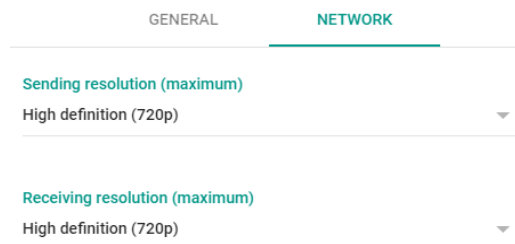


The box at the **top right** of the screen will display a small preview of what your camera is showing to other (providing you have not turned it off).

The small dots in the corner of this box will allow you to check your microphone is working, as the dots will move as the microphone detects sound (provided you do not have your microphone on mute). You are also able to click the test button to test your sound is working.

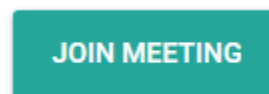
Changing network Settings:

Clicking on the **network tab** at the top of the settings panel will take you to the screen on the right. This will allow you to change the quality of the video you are sending and receiving. If you have trouble with



slow connections, it is recommended you turn off your camera within hangouts and change your sending to 360p and receiving resolution to audio only. This can help to maintain the audio quality by sacrificing the ability to be seen by and see other participants.

Clicking **join meeting** will take you to the meeting.



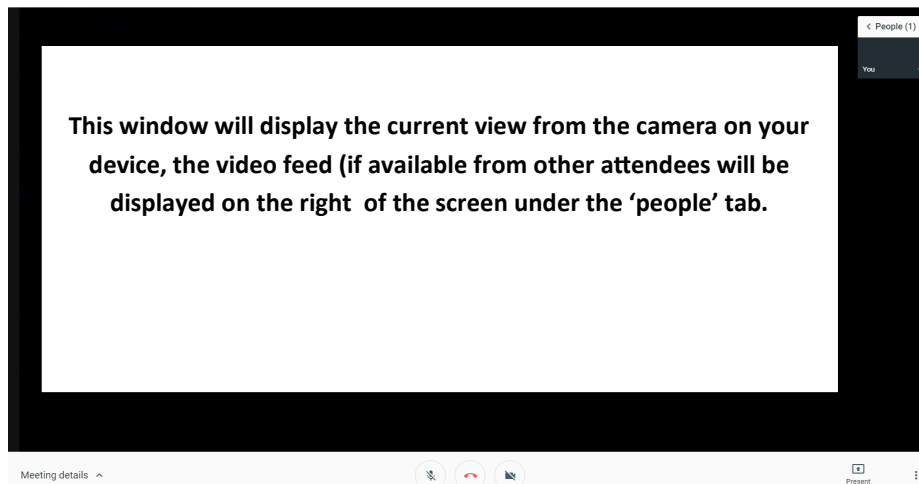
Clicking the **present to meeting** will allow you to broadcast **only your screen** to the video meeting. It will not



Are you in a conference room?

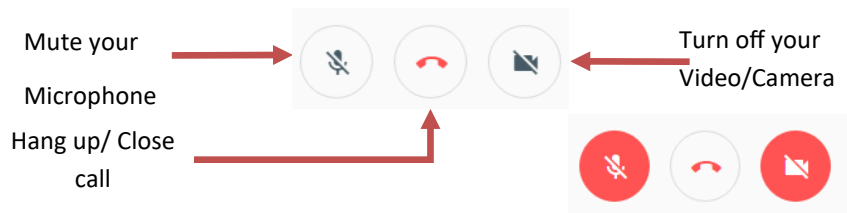
PRESENT TO MEETING

transmit any video or microphone audio. This is useful for presenting to a Chrome-box for meetings (such as the one in SH 1F MR 24) or other similar chrome devices.



You are now in a Google Hangout Meeting!

The toolbar at the bottom of the screen will allow access to the following features:



You will know when your microphone and video have been toggled off as the buttons will be red like this:

Meeting details:

In the bottom left of the screen is the **Meeting details** button. If the meeting is part of a calendar event, this button will change to match the name of this event e.g. 'project meeting'. Clicking this will open a tab in the meeting.

This tab will show you the name of the calendar event, its description, the time, date and length of the meeting, as well as what location the meeting is being held. You can also click the **copy info** button and **send this link to anyone who you want to join the meeting.**

Meeting details ^

Project meeting

Purpose: To discuss project objectives.
 Outcome: to agree project objectives
 Structure: intro, each objective, sign brief
 Time: 45 mins

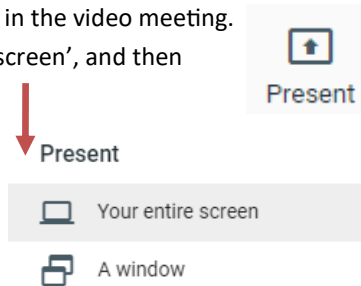
🕒 Tue, 2 May 2017 16:00-17:00
 📍 SH 1F MR24 (12)

Joining info

<https://meet.google.com/cbb-wkns-fdy>

COPY INFO

In the bottom right of the screen is the present button. This button allows you to share what is on your screen with all participants in the video meeting. This will open another menu. Select 'your entire screen', and then share to begin sharing with the other participants.



The final button on the bottom bar is the 3 dots. These dots are similar to those in the lobby, but with a few extra options.

Put the call window in full screen
(select this again to exit full screen)



This will also open the settings tab.



This will allow you to submit feedback to Google about Meet.



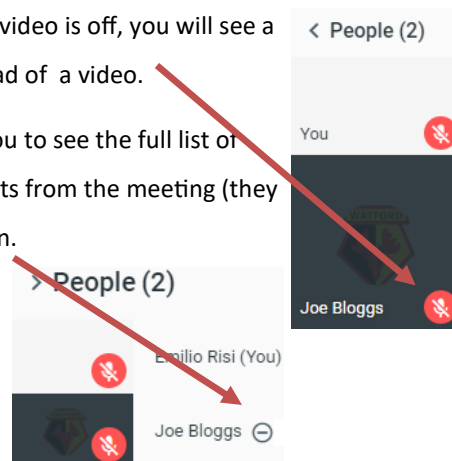
This will take you to Google's help pages for Meet.



'People' tab:

This tab (situated on the right of the screen) displays a small preview of participants' videos, as well as their names and whether their mic and video is tuned off. If their mic is off, a red mic icon is shown. If their video is off, you will see a picture of their Google profile photo instead of a video.

Clicking the tab will expand it and allow you to see the full list of participants. You can also eject participants from the meeting (they cannot join back) by clicking the minus sign.

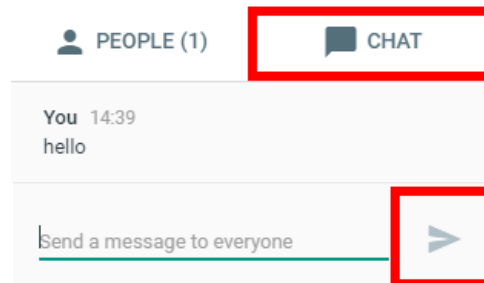


Chat tab:

Join a Meet video call.

Click Chat (upper right corner).

Enter a text message and click the Send icon.



Joining a meeting via Google Calendar

You can join a meeting from an event in your calendar. Either create the event and invite the necessary participants or if you are joining, find the event on your calendar when you want to join. Click on the event to display the screen below: By default, a video call is setup for every meeting. It can be accessed by clicking on the 'Join meeting' link: e.g meet.google.com/jqw-fgau-tsk (as shown above)



This will open a hangouts tab which will join the Hangout for that meeting.

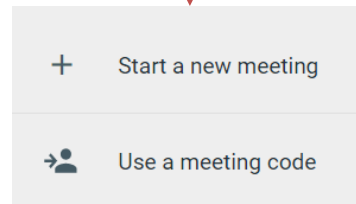
You can then click 'Join' to join the meeting. The options detailed in this guide will then be available.

Join a meeting via a meeting code

You can join a meeting by entering the meeting code, which is the unique code at the end of the meeting link, such as abc-defg-hjk. The '-' characters are optional.

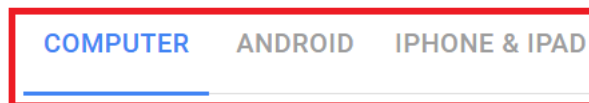
In a web browser, enter <https://meet.google.com/> in the top search bar (or click this link).

1. Click **Use a meeting code**.
2. Enter the meeting code from the URL and choose **join**.
3. You will then be taken to that meeting .



Using a mobile device

In order to join Hangouts calls from a mobile device, you must first download the app on your chose mobile device. This can be accessed via the respective store of your device.



The app is free, but will require an internet connection to be both installed and used.

More information of how to use the app can be found [here](#), under the start and join meetings tab.

Group Call Etiquette:

An essential part of group conferencing is etiquette. Having everyone follow the same rules helps the group call to flow better and more can be discussed within the time, making the meeting more productive.

Here are so **Do's** and **Dont's** when having a Group Conference Call:

Do:

Speak clearly and at a reasonable volume. This will make it easier for the other participants to hear you

Use pauses between each point. To allow people time to respond to what you have said

Try to maintain eye contact

Mute your microphone if there is background noise in your environment, or you are sat next to another participant in the same hangout to avoid feedback.

Address someone by saying their name first, before asking a question.

Don't:

Talk over another participant, as this can disrupt the call and make it frustrating for other participants.

Have other conversations with others not on the call, as this can be distracting and may make others feel like you are not listening to them.

Use your phone, make noise when you are not speaking or type during the call, unless necessary for the call e.g. collaborating on a document.

For more information on available courses
(and more hints, tips and FAQs) visit:
warwickshire.learningpool.com

For support please contact the
ICT Service Desk
using the 'Service Desk Online' icon
on your PC desktop or,
if you have a problem to report,
call on **01926 41 41 41**

Last updated: February 2017

Review: February 2018



ICT Training & Development