



Conferencing with Google Meet

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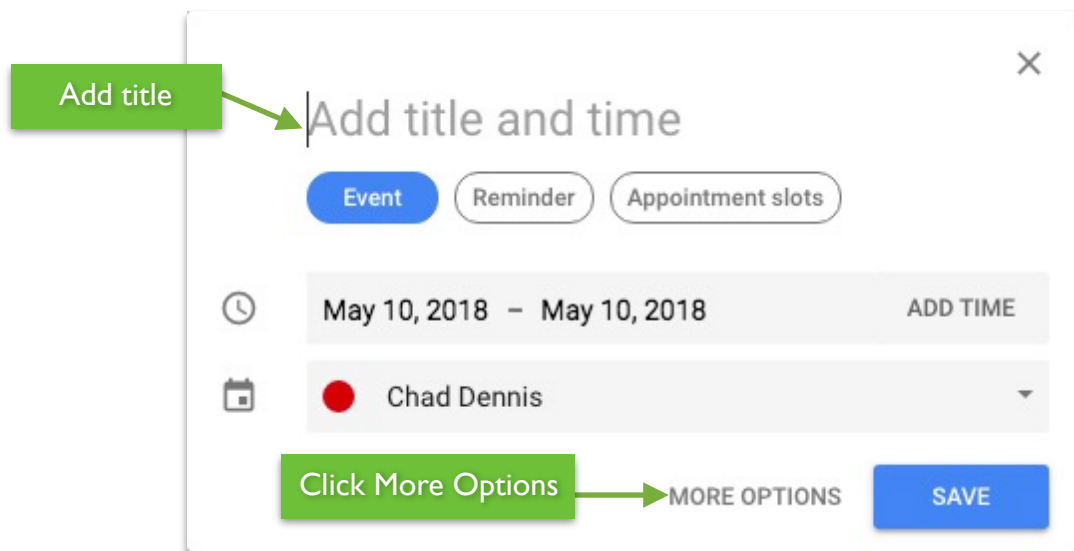
Google Meet

Google Meet will allow you to conduct HD video conferencing with up to 30 students. Google Meet is fully integrated with our WIU gmail accounts, so you can join meetings directly from a Calendar event or email invite. You also have the ability to allow for non WIU participants. Great for having a guest speaker.

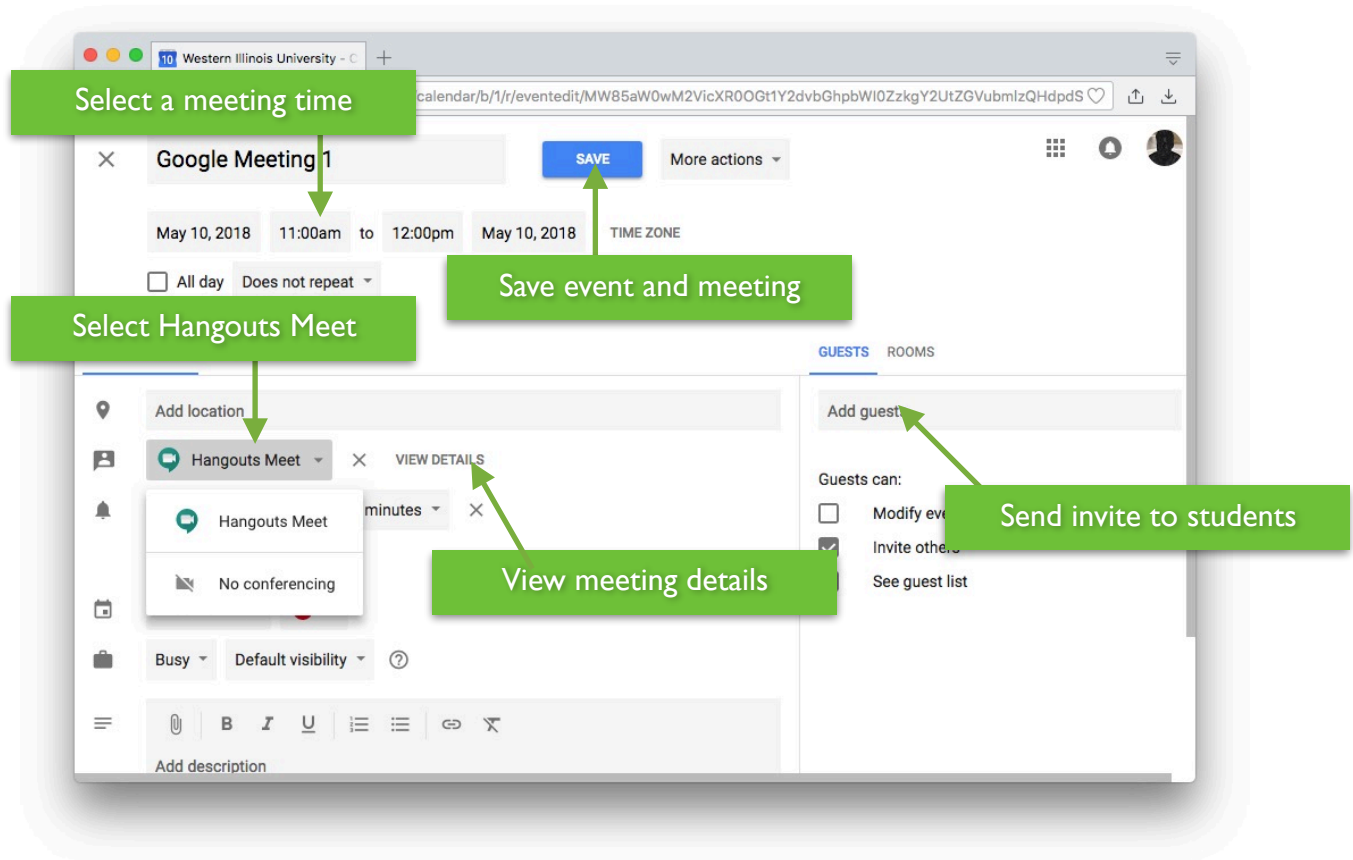
Schedule a Google Meet

The best way to set up a Google Meet is to schedule one using your Google calendar. Do the following:

- Make sure you are logged into your WIU Google account.
- Open your Google calendar.
- Click on the day you would like to schedule the meeting.
- Add a title in the space provided and click **More Options**.



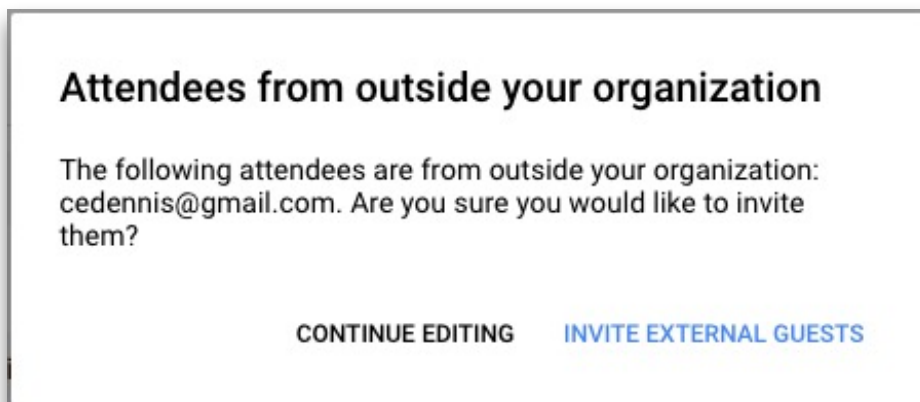
- Uncheck the **All day** check box and set the time you want the meeting to occur.
- Under the **Event Details**, click the **Add conferencing** drop down and choose **Hangouts Meet**. A **View Details** link will appear to the right with info about the meeting, including a direct link.
- Use the **Add guests** section to type in the email addresses of your students to invite them to the meeting. (Note: you can copy all of your student email addresses at once from the CITR Attendance Tracker).
- Click **Save** to save the calendar event and meeting.



- Once you click Save, a pop up window will appear asking if you want to send an invitation to your guests. Click **Send**.



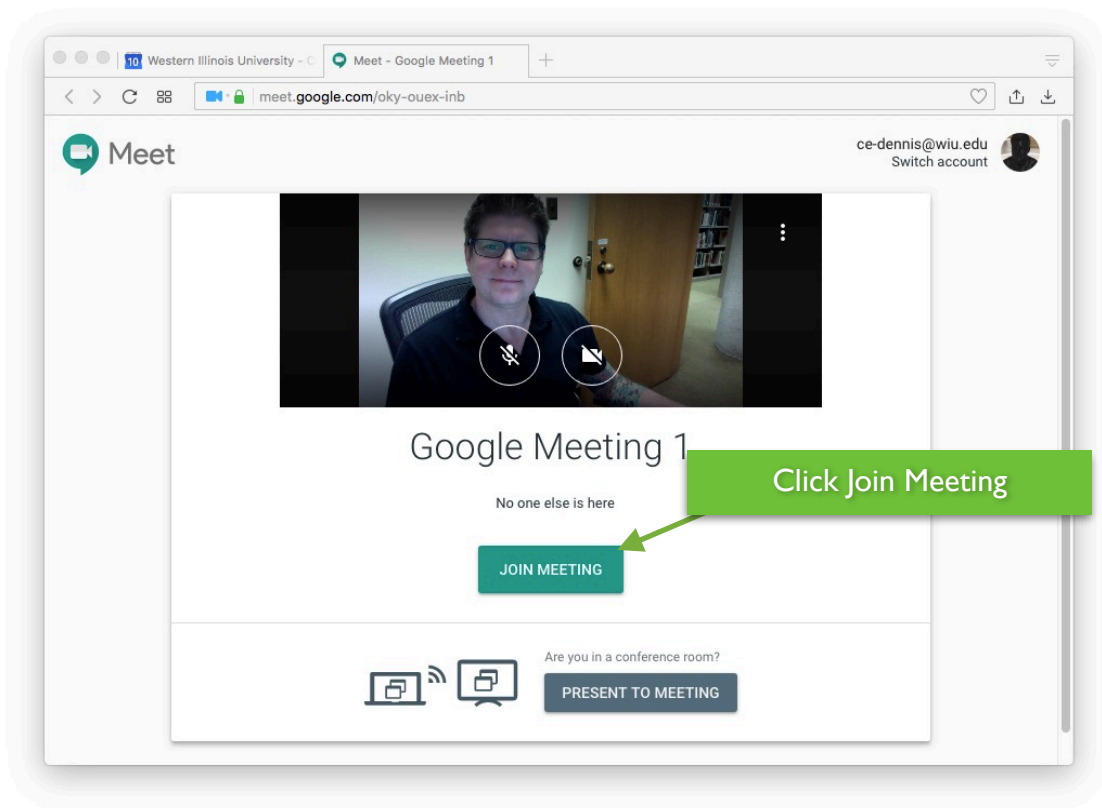
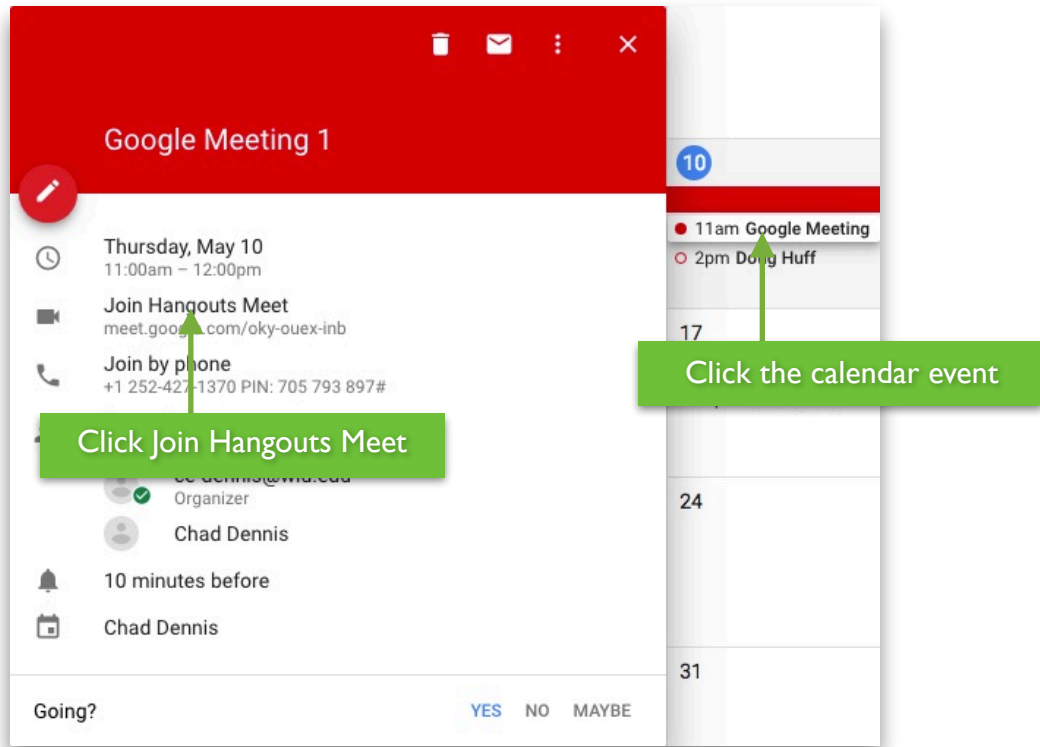
- If you have invited someone from outside of WIU, you will be asked to confirm their invite. Click **Invite External Guests** to confirm.



Start a Meeting

Because you selected the **Hangouts Meet** option for the calendar event, a link is provided to the Google Meet that you scheduled.

- From your Google calendar, click the meeting that you set up.
- In the window that opens, click the **Join Hangouts Meet** link.
- Next, click the **Join Meeting** button.



Conduct a Meeting

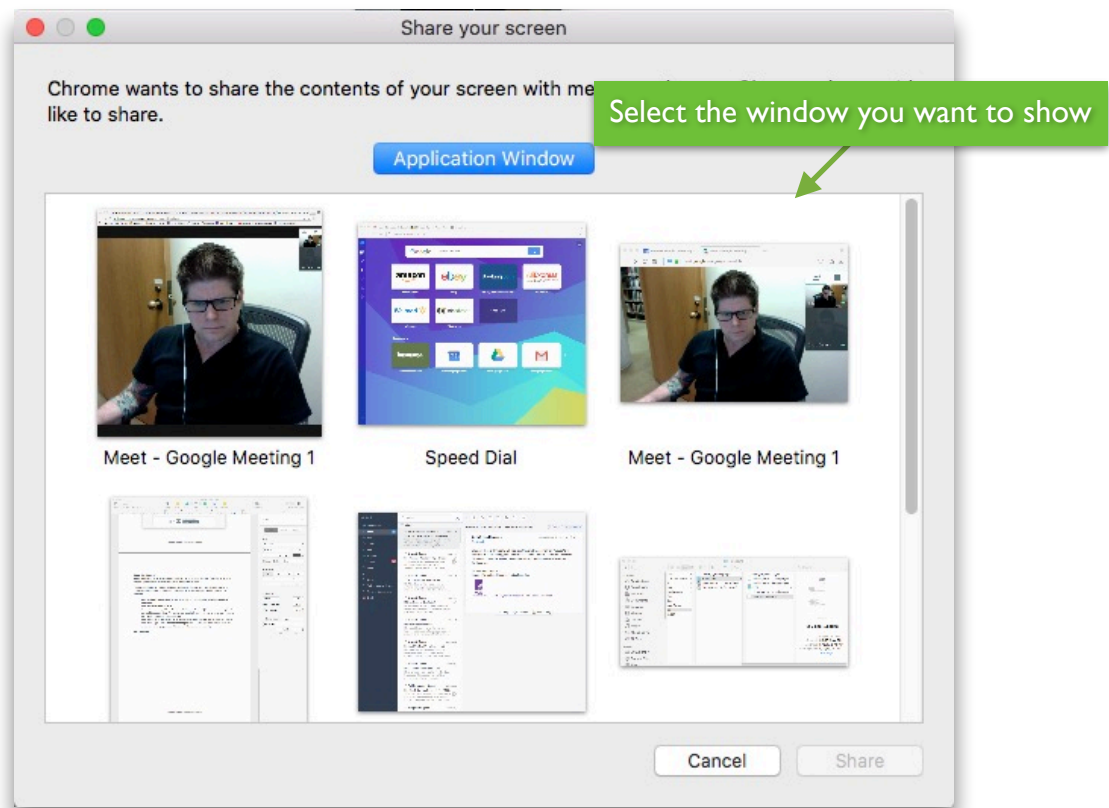
Once you have joined the meeting, you have the following options along the bottom. **Note: Chrome is the recommended browser.**

- **Meeting Details** - This is usually labeled as the title of the meeting.
- **Turn off microphone** - This mutes your microphone.
- **Leave call** - This ends the meeting for you.
- **Turn off camera** - This will turn your camera off.
- **Present now** - You can choose to present your entire screen or just a specific window/application.
- **More options** (three little dots) - Here you can choose to record your meeting, go full screen, or change your settings such as your video resolution, and selecting the microphone and/or camera you want to use.

The image shows a browser window displaying a Google Meeting. The main video feed shows a man with glasses. Below the video is a control bar with icons for muting, leaving, and turning off the camera. To the right are 'Present now' and 'More options' (three dots). A green box labeled 'Turn off mic, Leave call, Turn off camera' points to these three icons. Another green box labeled 'More options' points to the three dots icon. Below the control bar, three expanded panels are shown: 'Meeting Details' (containing joining info, dial-in numbers, and a copy button), 'Present now' (showing options for 'Your entire screen' and 'A window'), and a 'More options' menu (containing 'Record meeting', 'Full screen', 'Settings', 'Report a problem', and 'Help').

Present Now

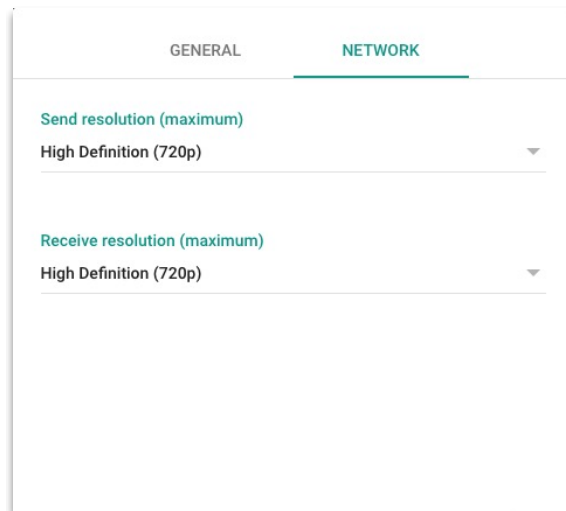
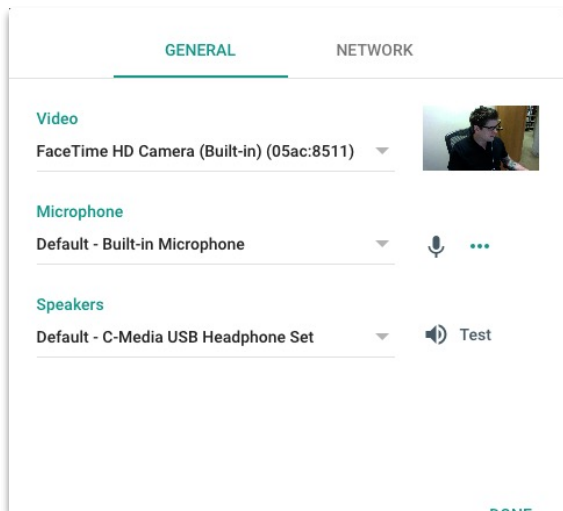
When you choose the **A window** option in the **Present now** menu, you are presented with a screen containing all of the available windows currently open on your computer. Simply click the one you want to present to your students. For example, if you want them to see your web browser, click on the thumbnail to select it.



Settings

When clicking the **Settings** link in the **More options** menu, you are presented with the following two tabs:

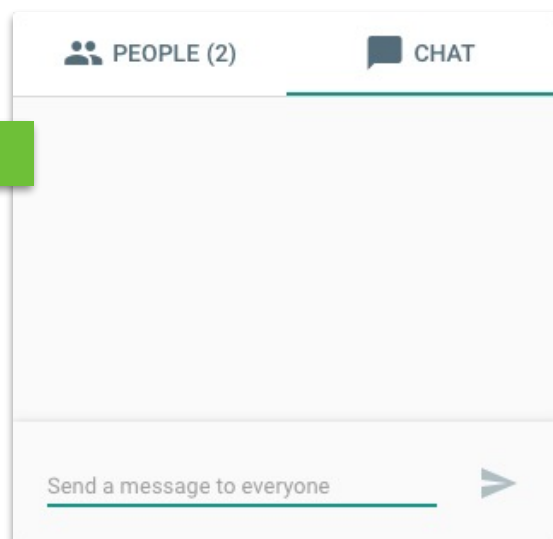
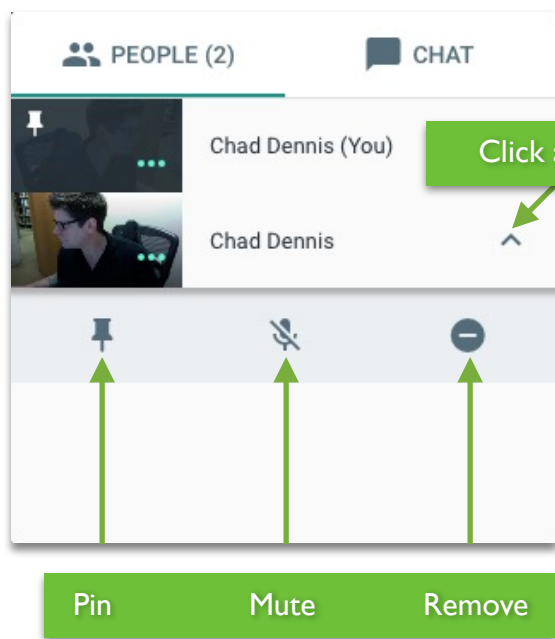
- **General** - Here you can select the camera, microphone, and speakers you want to use. You can also test them to make sure they are functioning correctly.
- **Network** - Here you can choose between **High Definition (720p)** or **Standard Definition (360p)** for your **Send Resolution (maximum)** and **Receive Resolution (maximum)**. Use high def when you have a good internet connection and standard with a slower connection.



People and Chat

Click the left pointing arrow next to the thumbnails on the upper right of the screen to expand the window. Here you have the following:

- **People** - A list of participants currently in the meeting. Here you can pin their video so it's being viewed in the main window, mute their audio, or remove them from the call.
- **Chat** - Here you can send a chat message to the group. This would come in handy if you cannot get your audio to work, or if participants cannot hear you through their speakers.



Record a Meeting

Video meetings can be recorded. Meeting organizer's or those in the organizer's domain can record a meeting. Participants are notified when the recording starts or stops.

Recordings are saved to the Google Drive of the meeting organizer and in the Calendar event. The organizer will also receive an email with a link to the recording. To record a Google Meet, do the following:

- Click the **More options** (three little dots) icon on the lower right and choose **Record meeting**.
- Wait for the recording to start.
- To stop the recording click the **More options** icon again and choose **Stop recording**. The recording automatically stops when everyone leaves the meeting.
- Click **Stop recording** again to confirm.
- Wait at least 10 minutes for the recording to be processed and saved to the organizer's Google drive. It will appear in the **Meet Recordings** folder. An email with the recording link is also sent to the meeting organizer and the person who started the recording.