Getting the most out of G-Suite
Google Meets Student Handout

**Introduction**

What is Google Meet?
- Google Meet is an online video conferencing service
- Provides a secure virtual space
- Host meetings, conference calls, or virtual study sessions.

Why should I use it?
- If you’re a member of the University of Hawaii’s Google Suite bundle, you can host calls up to 24 hours long with up to 100 people
- Utilize many features you’re familiar with from other video-conferencing applications such as breakout rooms, screen sharing, polls, and more!
- Google Meet is fully integrated with other G-Suite Products; especially Google Calendar

<table>
<thead>
<tr>
<th>Slide</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Getting the most out of G-Suite Workshop Series Google Meet" /></td>
<td>Introduction</td>
</tr>
</tbody>
</table>
| ![What is Google Meet?](image2) | What is Google Meet?  
- Google Meet is an online video conferencing service  
- Provides a secure virtual space  
- Host meetings, conference calls, or virtual study sessions. |
| ![Why should I use it?](image3) | Why should I use it?  
- If you’re a member of the University of Hawaii’s Google Suite bundle, you can host calls up to 24 hours long with up to 100 people  
- Utilize many features you’re familiar with from other video-conferencing applications such as breakout rooms, screen sharing, polls, and more!  
- Google Meet is fully integrated with other G-Suite Products; especially Google Calendar |

**Youtube Link**

**Timestamps:**
- 0:00 Introduction
- 0:08 What is Google Meet?
- 0:19 Why should I use it?
<table>
<thead>
<tr>
<th>Slide</th>
<th>Notes</th>
<th>Timestamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I access it?</td>
<td>How do I access it?</td>
<td>0:50</td>
</tr>
<tr>
<td>Guided Walkthrough</td>
<td>This video will go over both participant and host view</td>
<td>1:39</td>
</tr>
<tr>
<td>Joining a meeting</td>
<td>Joining a meeting</td>
<td>1:51</td>
</tr>
<tr>
<td>Pre-Check Area</td>
<td>Pre-Check Area</td>
<td>2:26</td>
</tr>
<tr>
<td>Meeting Controls Bar</td>
<td>Meeting Controls Bar</td>
<td>2:51</td>
</tr>
<tr>
<td>Slide</td>
<td>Notes</td>
<td>Timestamp</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| **Mute/Unmute** | - Toggle between mute and unmute with a click of a button  
- If you go to settings, then to audio, you can turn on “Push to Talk”  
  - When this feature is on, you will automatically be muted; hold down the spacebar to unmute when you speak.  
  - When done, let go of spacebar and it will mute you again | 2:56 |
| **Video On/Off** | - Toggle your video camera to be on or off with this button  
- If you go to the three dots and then go to “Apply Visual effects”, you will gain access to effects and backgrounds that you can utilize during the meeting  
  - Visual effects requires more bandwidth and may take a toll on your computer | 3:23 |
| **Closed Captions** | - Google Meet will listen to what you are saying and transcribe speech to text onto screen for others to see  
- This can be useful for hearing-impaired audience members and those who may have trouble hearing the presenter due to an unstable internet connection or loud environment | 3:50 |
| **Raise Hand** | - Click this button to “raise your hand.” It will send a sound to notify the host | 4:09 |
| **Present Now** | - Click this button to share your screen.  
- You can choose whether to share your entire screen, a window, or a tab. | 4:30 |
<table>
<thead>
<tr>
<th>Slide</th>
<th>Notes</th>
<th>Timestamp</th>
</tr>
</thead>
</table>
| Additional Tools | Additional Tools  
• Screencast- cast your meeting from your computer onto a larger screen  
• Jamboard- pulls out a virtual whiteboard that participants can draw and write in  
• Manage Recording- Record your meeting with this tool. All recordings will be automatically saved to your Google Drive  
• Change Layout- this changes how you view the meeting: tiled view, spotlight view, or sidebar view  
• Pop out- If you want to navigate your tabs but still want to see the meeting, you can have a smaller window where you can still see your meeting | 4:39      |
| Dial In       | Dial In  
• If you have audio issues on your computer, you can join the call via your phone  
• Enter a phone number for Google Meet to call you  
• You can also dial in by calling the number given  
• You will be able to participate in the meeting audibly | 5:36      |
| Leaving a Meeting | Leave Meeting  
• Click the red phone icon to leave the meeting | 5:56      |
| Meeting Details | Meeting Details  
• This icon has all the meeting details  
• Copy the joining info and share it with others  
• You will also be able to see any attached documents such as meeting notes | 6:07      |
<table>
<thead>
<tr>
<th>Slide</th>
<th>Notes</th>
<th>Timestamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>People Tab</td>
<td>This tab shows you how many people are in the meeting and provides an easy way to directly invite more people by typing in their email. If you are the host, you can mute users by clicking them in this section. If you are the host, you can pin users to the screen so they stay full screen while speaking. If someone is being unruly, the host has the ability to remove the participant. Removed participants will not be able to rejoin until 5 minutes after the meeting has been reset. (Meeting has to end and restart)</td>
<td>6:26</td>
</tr>
<tr>
<td>Messages Tab</td>
<td>Type messages to send to the whole meeting. Simply type your message and hit enter to send. Hosts have the ability to stop messages from being sent.</td>
<td>7:02</td>
</tr>
<tr>
<td>Activities Tab</td>
<td>Things you can access and utilize during your meeting: Breakout Rooms - Hosts can assign participants to breakout rooms to work in smaller groups. Polls - Create polls with up to 10 choices. Q&amp;A - Participants can type questions and share it anonymously. Whiteboard - This is another area to access the Jamboard/Whiteboard.</td>
<td>7:17</td>
</tr>
<tr>
<td>Host Controls</td>
<td>This is an additional tab that only hosts can see. It controls the moderation of the meeting. Hosts have ultimate control to end the meeting. If the host forgets to end the meeting, Google Meet will send a small notification to check and close the meeting.</td>
<td>8:16</td>
</tr>
<tr>
<td>Slide</td>
<td>Notes</td>
<td>Timestamp</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| ![Final Considerations](image1) | **Final Considerations - Pros & Cons**  
**Pros**  
- Google Meet is built into the G-Suites system so you can access Google Meet from almost any Google product such as Docs, Slides, Sheets, and especially Calendar  
- Shares familiar features as other video conferencing apps such as breakout rooms, screen sharing, polls, and more!  
- You can even dial in to join a meeting from your phone  
**Cons**  
- Google Meet doesn't have as much customization  
- Depending on the type of account you're using, you will be limited in the number of people you're meeting with and how long your meetings can be | 8:43 |
| ![Thank You](image2) | **Thank you!**  
Check out the other videos in our G Suite Workshop Series!  
Phone: (808) 689-2750  
Email: uhwowc@hawaii.edu  
Website: westoahu.hawaii.edu/noeaucenter | 9:29 |