




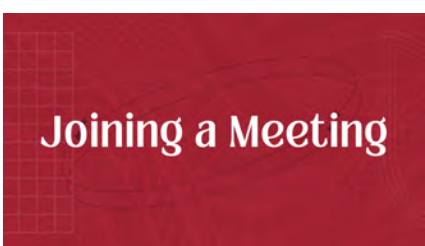
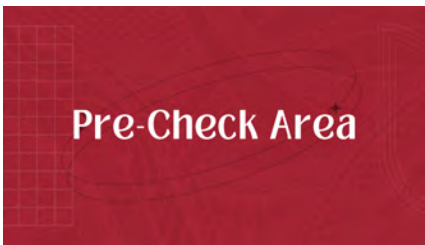













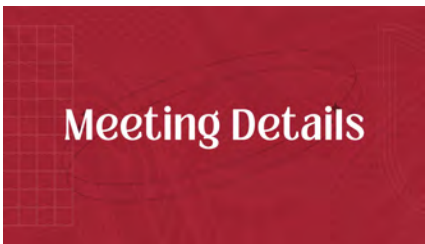
Getting the most out of G-Suite Google Meets Student Handout




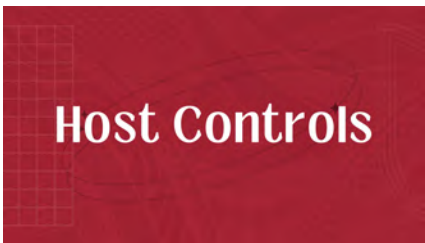
[Youtube Link](#)


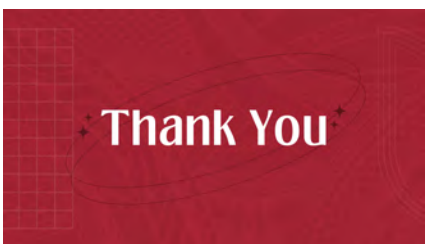
Slide	Notes	Timestamp
	Introduction	0:00
	What is Google Meet? <ul style="list-style-type: none">● Google Meet is an online video conferencing service● Provides a secure virtual space● Host meetings, conference calls, or virtual study sessions.	0:08
	Why should I use it? <ul style="list-style-type: none">● 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	0:19

Slide	Notes	Timestamp
	<p>How do I access it?</p> <ul style="list-style-type: none"> ● Google Meet tab underneath Google Spaces on the left sidebar ● Google Apps menu ● Google Calendar ● G-Suite Apps i.e Google Docs, Sheets, Slides ● meet.google.com 	<p>0:50</p>
	<p>Guided Walkthrough</p> <ul style="list-style-type: none"> ● This video will go over both participant and host view 	<p>1:39</p>
	<p>Joining a meeting</p> <ul style="list-style-type: none"> ● Enter the 10 digit meeting code provided by your host when on the home screen ● Join directly via link either emailed to you or linked inside a Google Calendar invite ● You do not need to have a gmail account within the administration system to join a meeting, but the host will have to “allow” your device to join in 	<p>1:51</p>
	<p>Pre-Check Area</p> <ul style="list-style-type: none"> ● Upon accessing the meeting, there is one more step before joining: the pre-check area ● This area lets you check if your audio and video are working properly before joining the larger group ● Make sure to “allow access” to both your computer microphone and camera if you want to participate in the meeting with both audio and video ● Once set up, click “join” and you’ll be brought into the meeting as your audio and video had been set up 	<p>2:26</p>
	<p>Meeting Controls Bar</p> <ul style="list-style-type: none"> ● The next few sections will break down the icons and buttons located on the bottom of the screen 	<p>2:51</p>

Slide	Notes	Timestamp
 <p>Mute/Unmute</p>	<p>Mute/Unmute</p> <ul style="list-style-type: none"> ● 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” <ul style="list-style-type: none"> ○ 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 	<p>2:56</p>
 <p>Video On/Off</p>	<p>Video On/Off</p> <ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ○ Visual effects requires more bandwidth and may take a toll on your computer 	<p>3:23</p>
 <p>Closed Captions</p>	<p>Closed Captions</p> <ul style="list-style-type: none"> ● 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 	<p>3:50</p>
 <p>Raise Hand</p>	<p>Raise Hand</p> <ul style="list-style-type: none"> ● Click this button to “raise your hand.” It will send a sound to notify the host 	<p>4:09</p>
 <p>Present Now</p>	<p>Present Now</p> <ul style="list-style-type: none"> ● Click this button to share your screen. ● You can choose whether to share your entire screen , a window, or a tab. 	<p>4:30</p>

Slide	Notes	Timestamp
	<p>Additional Tools</p> <ul style="list-style-type: none"> • 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 	<p>4:39</p>
	<p>Dial In</p> <ul style="list-style-type: none"> • 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 	<p>5:36</p>
	<p>Leave Meeting</p> <ul style="list-style-type: none"> • Click the red phone icon to leave the meeting 	<p>5:56</p>
	<p>Meeting Details</p> <ul style="list-style-type: none"> • 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 	<p>6:07</p>

Slide	Notes	Timestamp
	<p>People Tab</p> <ul style="list-style-type: none"> ● 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 will not be able to rejoin until 5 minutes after the meeting has been reset. (Meeting has to end and restart) 	<p>6:26</p>
	<p>Messages Tab</p> <ul style="list-style-type: none"> ● 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 	<p>7:02</p>
	<p>Activities Tab</p> <ul style="list-style-type: none"> ● Things you can access and utilize during your meeting <ul style="list-style-type: none"> ○ Breakout Rooms <ul style="list-style-type: none"> ■ Hosts can assign participants to breakout rooms to work in smaller groups ○ Polls <ul style="list-style-type: none"> ■ Create polls with up to 10 choices ○ Q&A <ul style="list-style-type: none"> ■ Participants can type questions and share it anonymously ○ Whiteboard <ul style="list-style-type: none"> ■ This is another area to access the Jamboard/ Whiteboard 	<p>7:17</p>
	<p>Host Controls</p> <ul style="list-style-type: none"> ● 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 	<p>8:16</p>

Slide	Notes	Timestamp
	<p>Final Considerations - Pros & Cons</p> <p>Pros</p> <ul style="list-style-type: none"> • Google Meet is built into the G-Suites system so you can access Google Meet from almost any Google product such 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 <p>Cons</p> <ul style="list-style-type: none"> • 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 	<p>8:43</p>
	<p>Thank you!</p> <p>Check out the other videos in our G Suite Workshop Series!</p> <p>Phone: (808) 689-2750 Email: uhwowc@hawaii.edu Website: westoahu.hawaii.edu/noeaucenter</p>	<p>9:29</p>