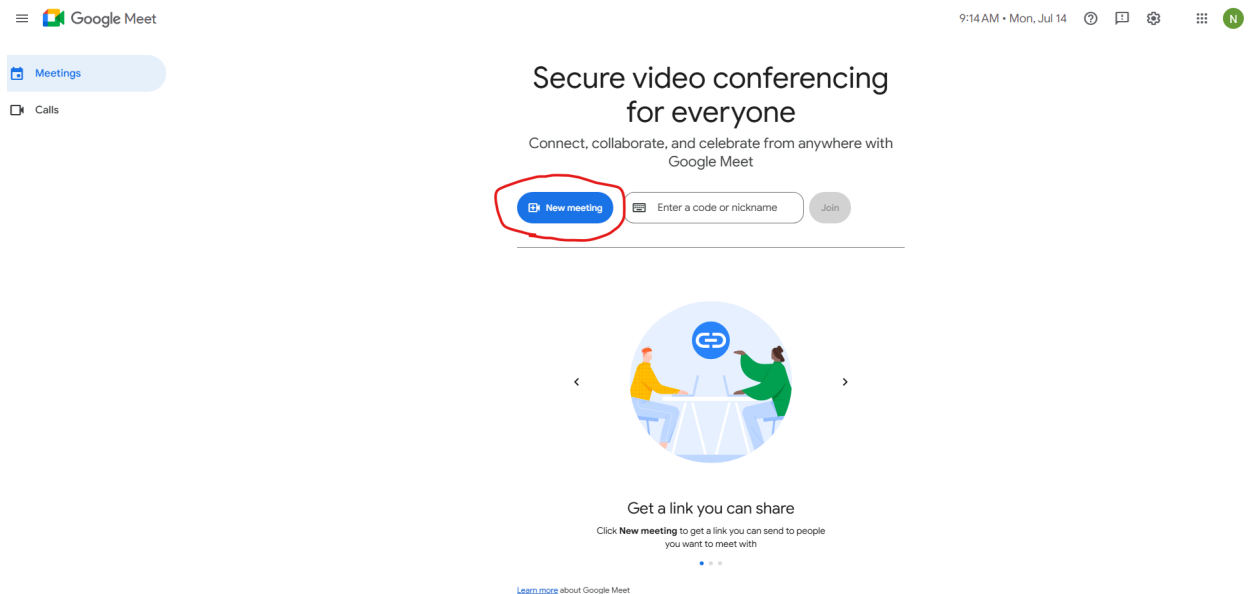


## Google Meet Notes

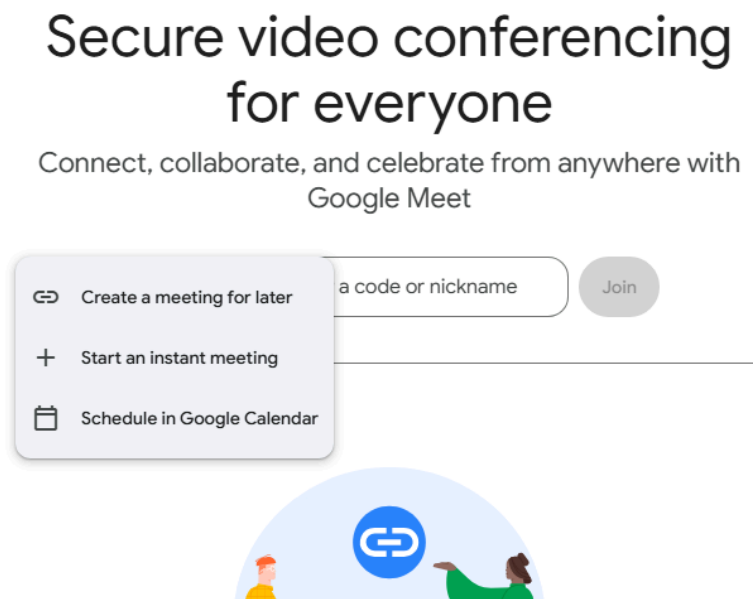
### Google Meet Link

## Setting Up a Meeting

1. Select the **blue “new meeting”** button in the middle of the screen



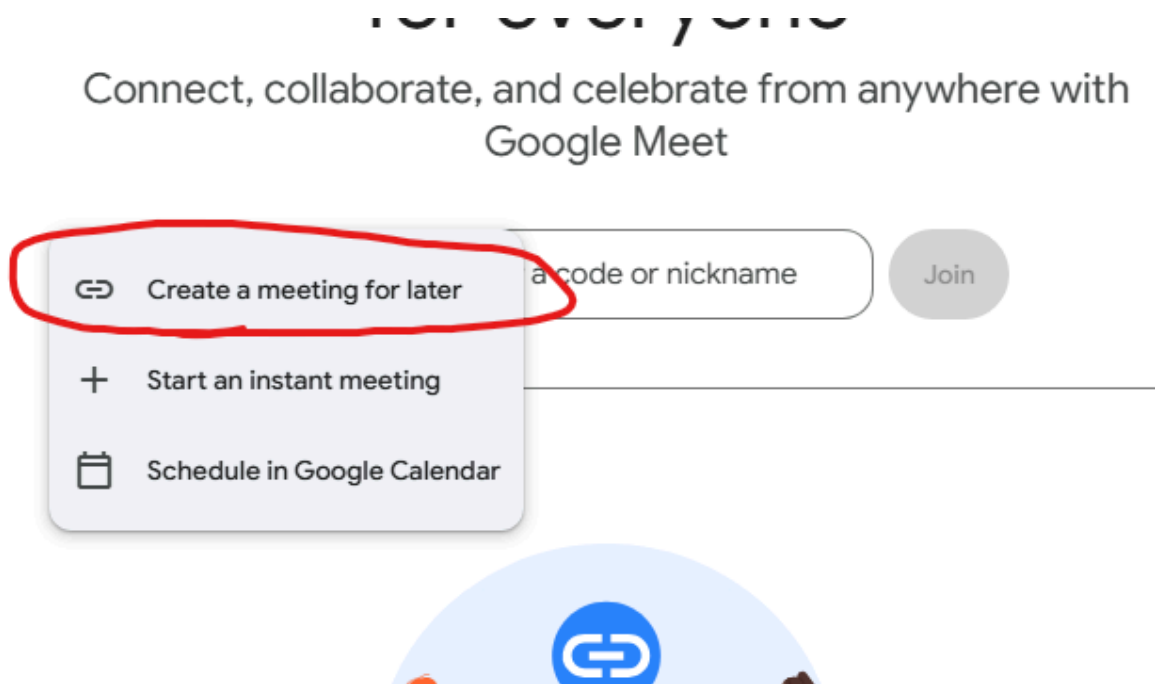
2. You have three different ways to start a meeting:



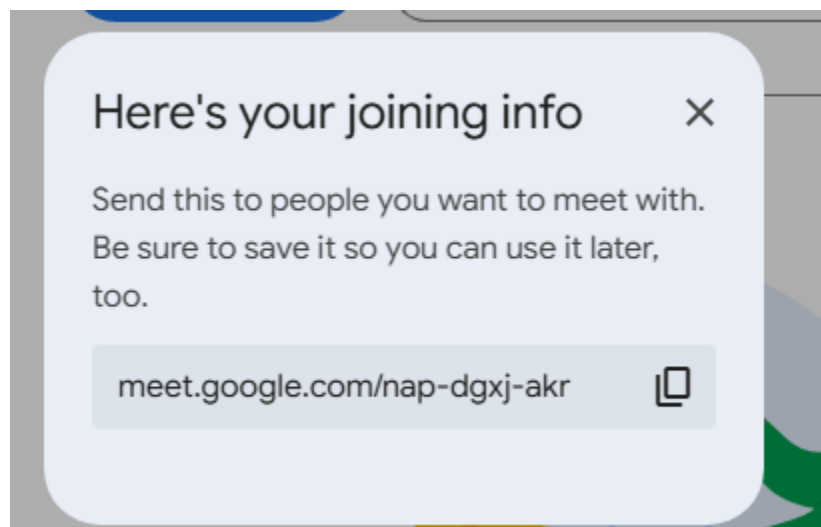
## Setting Up a Meeting - Create Meeting For Later

Creating a meeting for later will give you a unique URL each time you click the button. You will then need to give this URL to anyone you would like to join the meeting.

1. Select **"Create a meeting for later"**



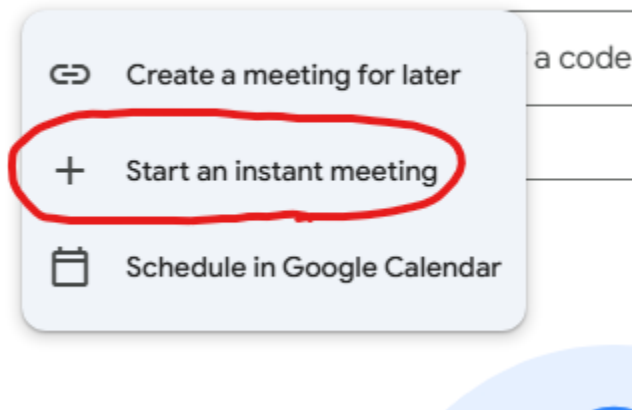
2. A new URL will be displayed



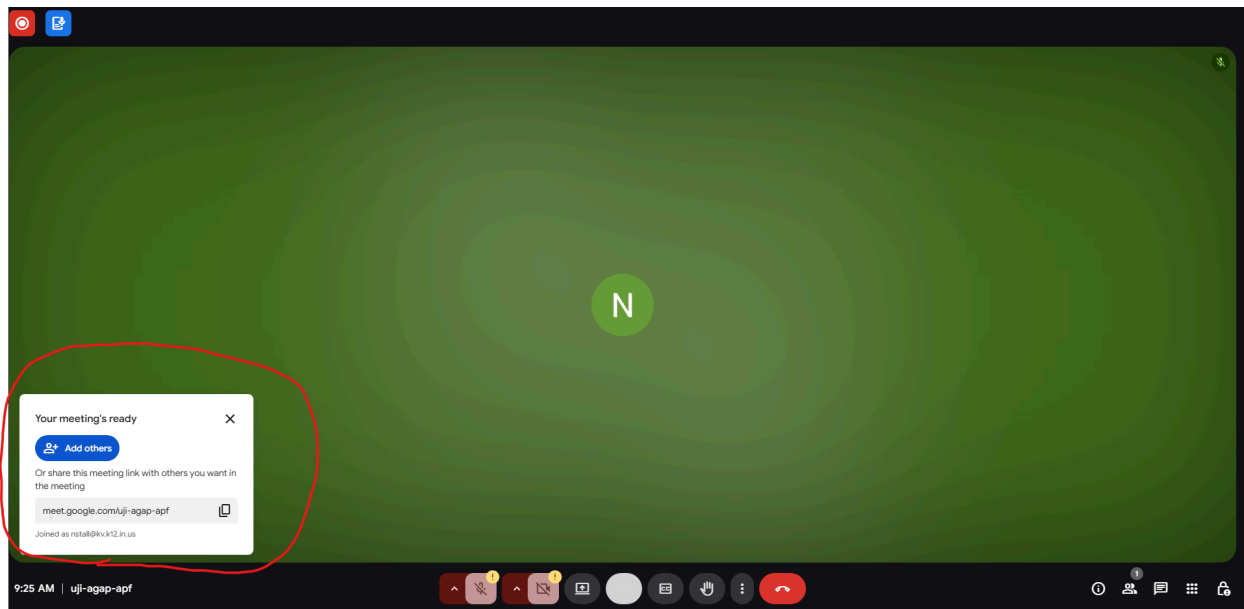
3. Make sure to give this URL to whoever you want to join and keep it for yourself so you can join. You can join the meeting at any time. **(Note that others cannot join until you are in the meeting)**

## Setting Up a Meeting - Start an instant meeting

1. Select **"Start an instant meeting"**



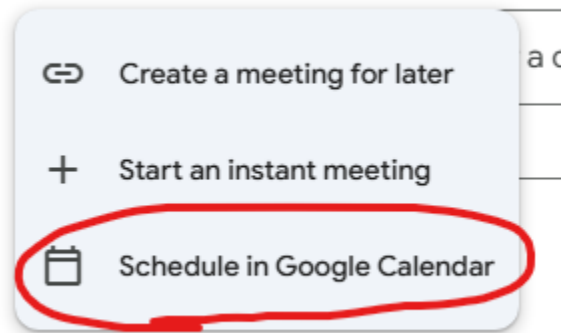
2. A new meeting will start and in the lower left corner of the screen you will see a URL to copy. (You also have the option of inviting via email via the "add others button")



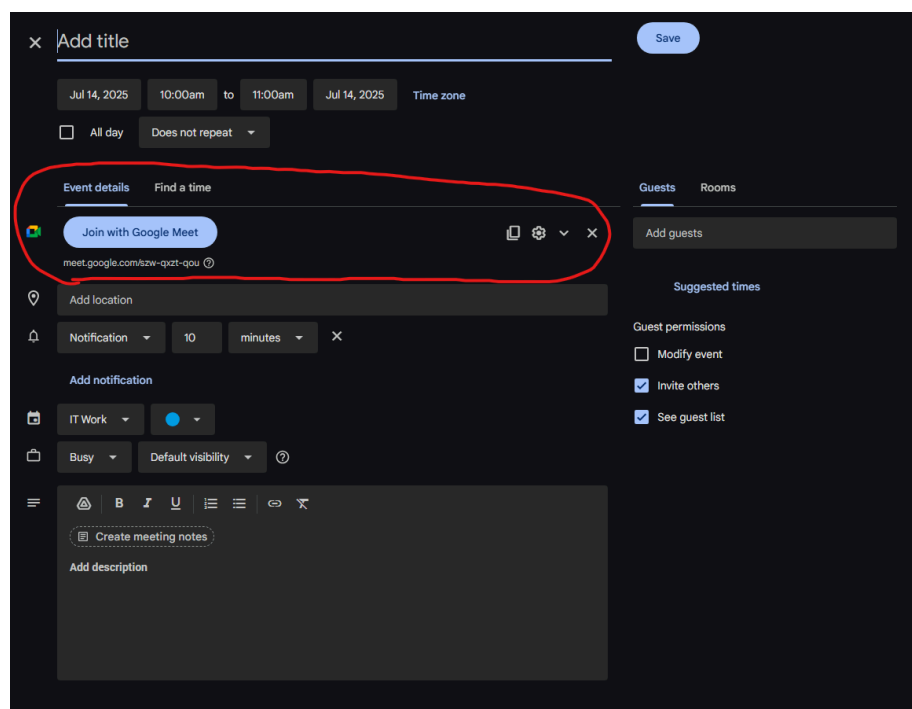
3. Make sure to give this URL to whoever you want to join

## Setting Up a Meeting - Schedule in Google Calendar

1. Select **"Schedule in Google Calendar"**



2. You will be redirected to Google Calendar where you can create a calendar event. The Google Meet URL is already included.



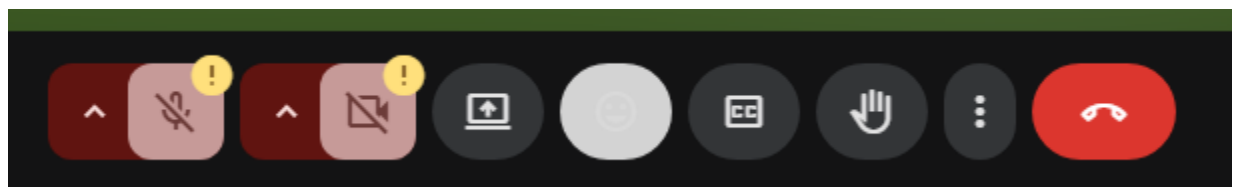
3. Fill out all the information and make sure to copy the meeting URL. Make sure to give this URL to whoever you want to join and keep it for yourself so you can join. You can join the meeting at any time. **(Note that others cannot join until you are in the meeting)**

### Meeting Settings - Automatic Settings

Once a meeting is started some settings are automatically applied:

1. Meeting recording is automatically started and will automatically transcript. **(Saved in Drive)**
2. An attendance report will be generated and emailed to you at the end of the meeting
3. Anyone joining via your link will have to be admitted to the meeting

### Meeting Settings - Bottom Middle Navigation Bar

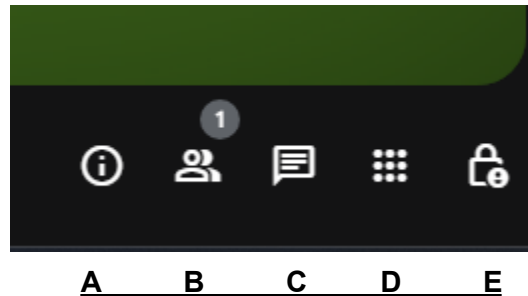


2. Here you can do a variety of things:

- Microphone** - Mute and unmute microphone (click the up arrow to see your default microphone and speaker) **Helpful for troubleshooting sound and microphone issues!**
- Video** - Show and hide your camera (click the up arrow to see your default camera) **Helpful for troubleshooting camera issues!**
- Share Screen** - Lets you share your tab, window, or entire screen as well as audio from that source. (Show students your screen)
- Captions** - Turns on captions (just for you)(others can turn them on as well) and lets you pick the language captions are displayed in.
- Raise Hand** - Sends notification to the meeting that you raised your hand lets meeting participants know you have something to say or add.
- More Settings** - Gives more detailed options (Manage Recording,Layout, Full Screen, Picture in Picture, Background and effects, etc.)
- Leave Call** - Ends the meeting **(Make sure to end it not just leave!)**

## Meeting Settings - Bottom Right Navigation Bar

1. Inside a meeting you will see the bottom right navigation bar:

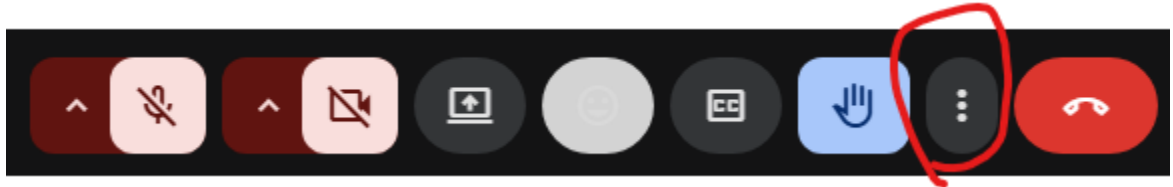


2. Here you can do a variety of things:

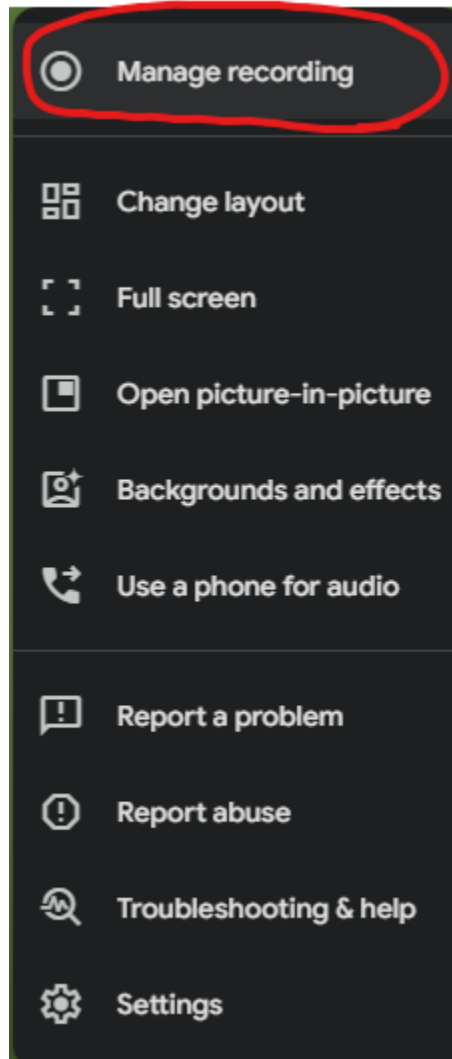
- A. **Meeting Details** - See joining information (Meeting link)
- B. **People** - See who is in the meeting, invite people, and see who has raised their hand
- C. **Chat** - See the meeting chat and any messages that have been sent. You can also send messages.
- D. **Meeting Tools** - Bring up meeting tools where you can create breakout rooms, polls, Q&A's, and access meeting recording and transcript settings.
- E. **Host Controls** - Change what members of the meeting can do including sharing their screen, and turning their microphone and video on. Control whether or not members can chat. Access other security settings such as who can join the meeting etc.

## Meeting Settings - Ending The Meeting

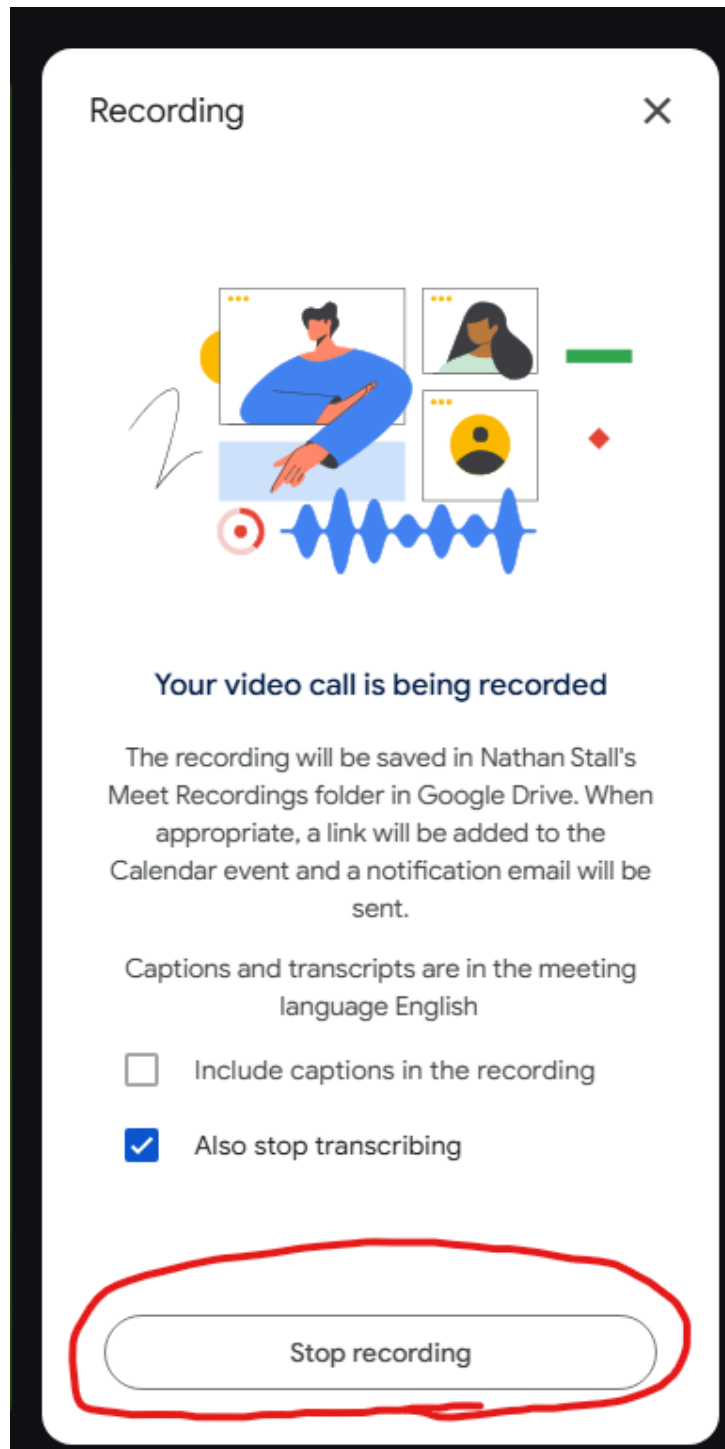
1. When a meeting is over you must first stop the recording before you can end the meeting. Navigate to more settings on the bottom middle navigation bar:



2. Select manage recording:

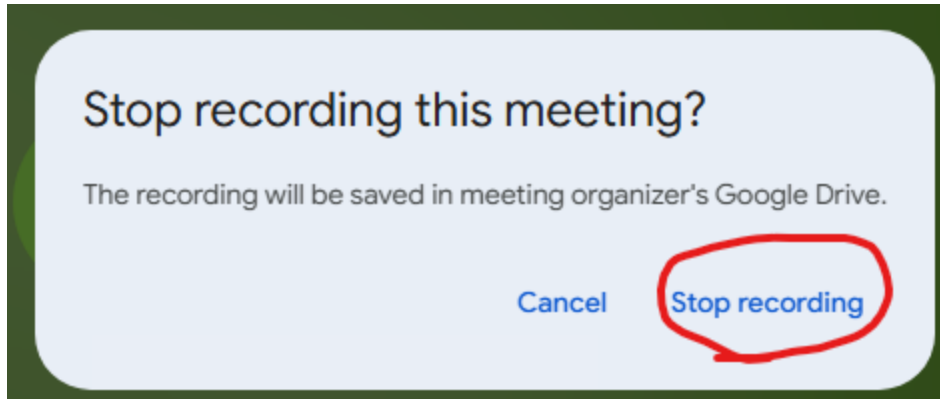


3. Select Stop recording:

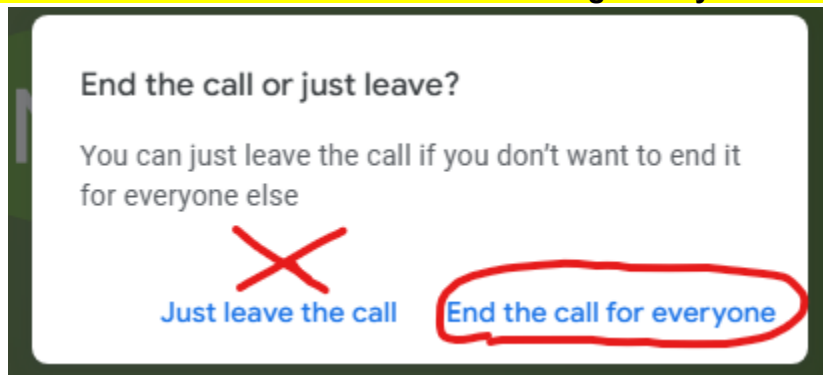




4. Click the red leave call button on the middle navigation bar:



5. Make sure to select End the call for everyone. (If you select Just leave the call students will still be able to access the meeting while you are not there!)



### Helpful Tips

- **Meetings are automatically recorded once started**
  - Recordings are stored in your Google Drive along with a transcript
  - Delete old recordings to save space
- **Meeting attendance will be emailed to you**
  - Contains who joins, what time they joined, and what time they left
  - Can be helpful for admins
- **When ending meetings**
  - End the recording
  - **Select "End meeting for everyone" DO NOT just leave the call!**