

# Getting started with Google Meet

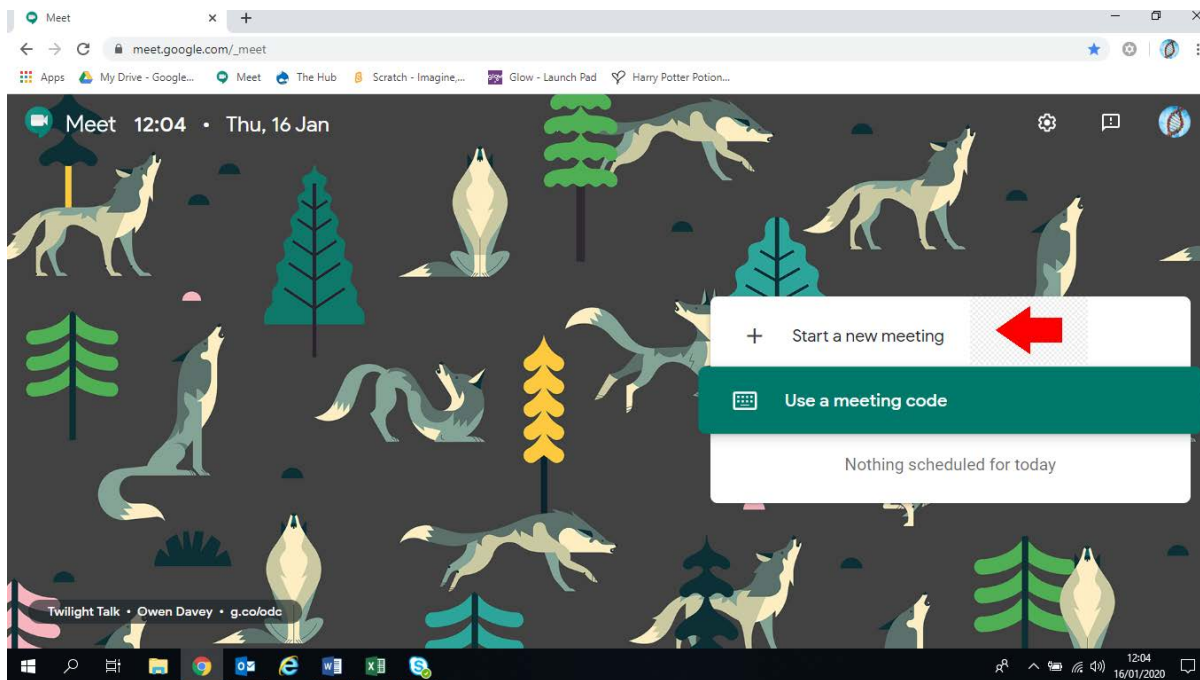
Google meet works best when using google chrome. If you do not have chrome installed on your laptop then please log a call with the service desk to request it.

Go to [meet.google.com](https://meet.google.com)

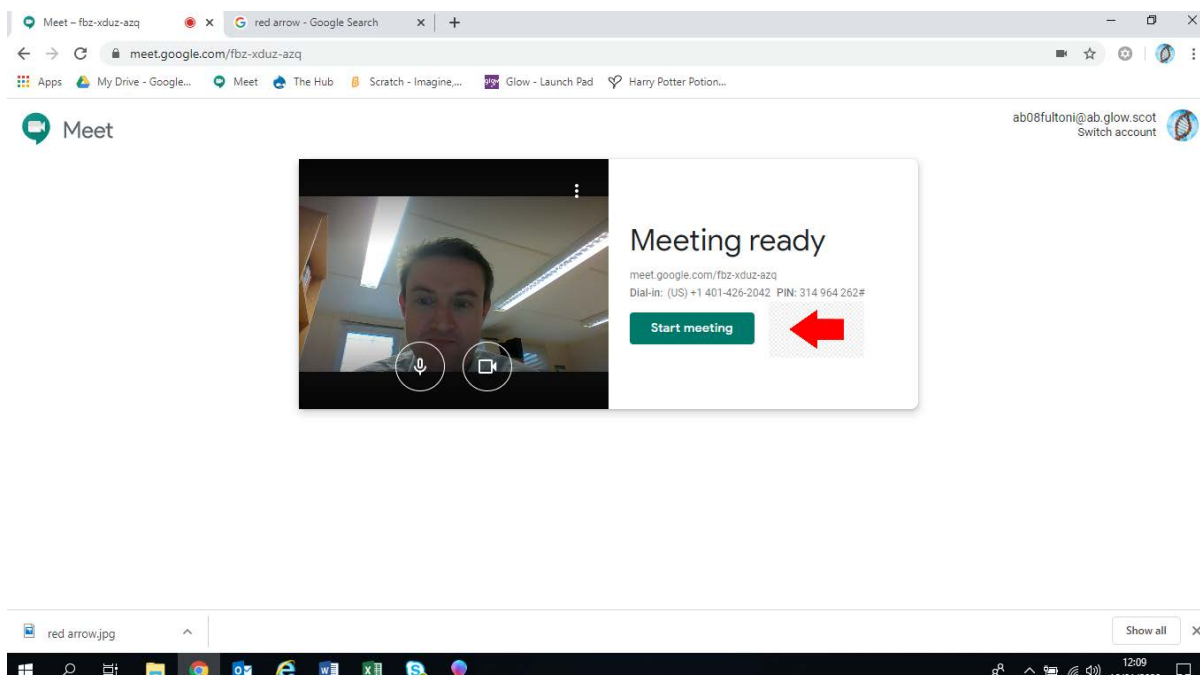
This should automatically take you to the glow sign in page if you're not already logged in. Once you have logged in you will go to the meet homepage. At this point you have two options.

## Setting up a meeting

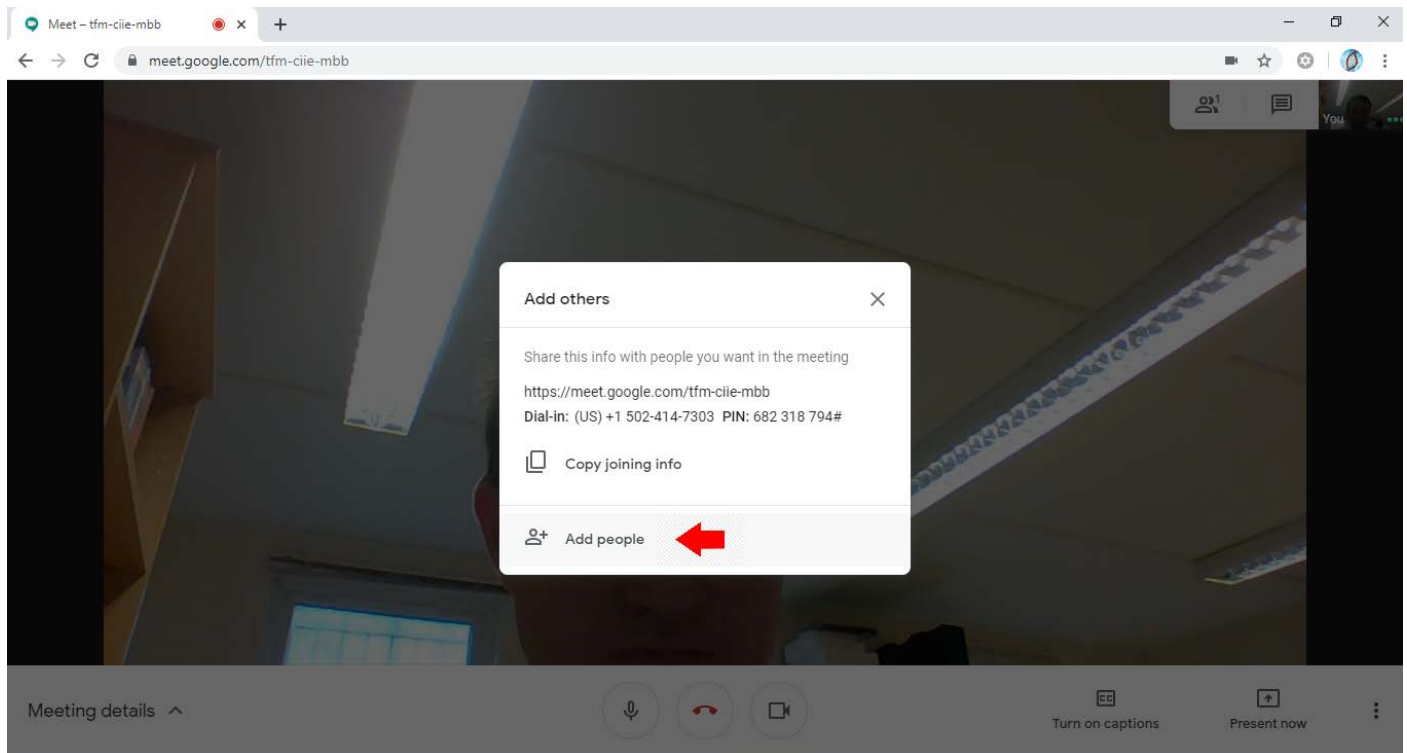
Click on "start a new meeting"



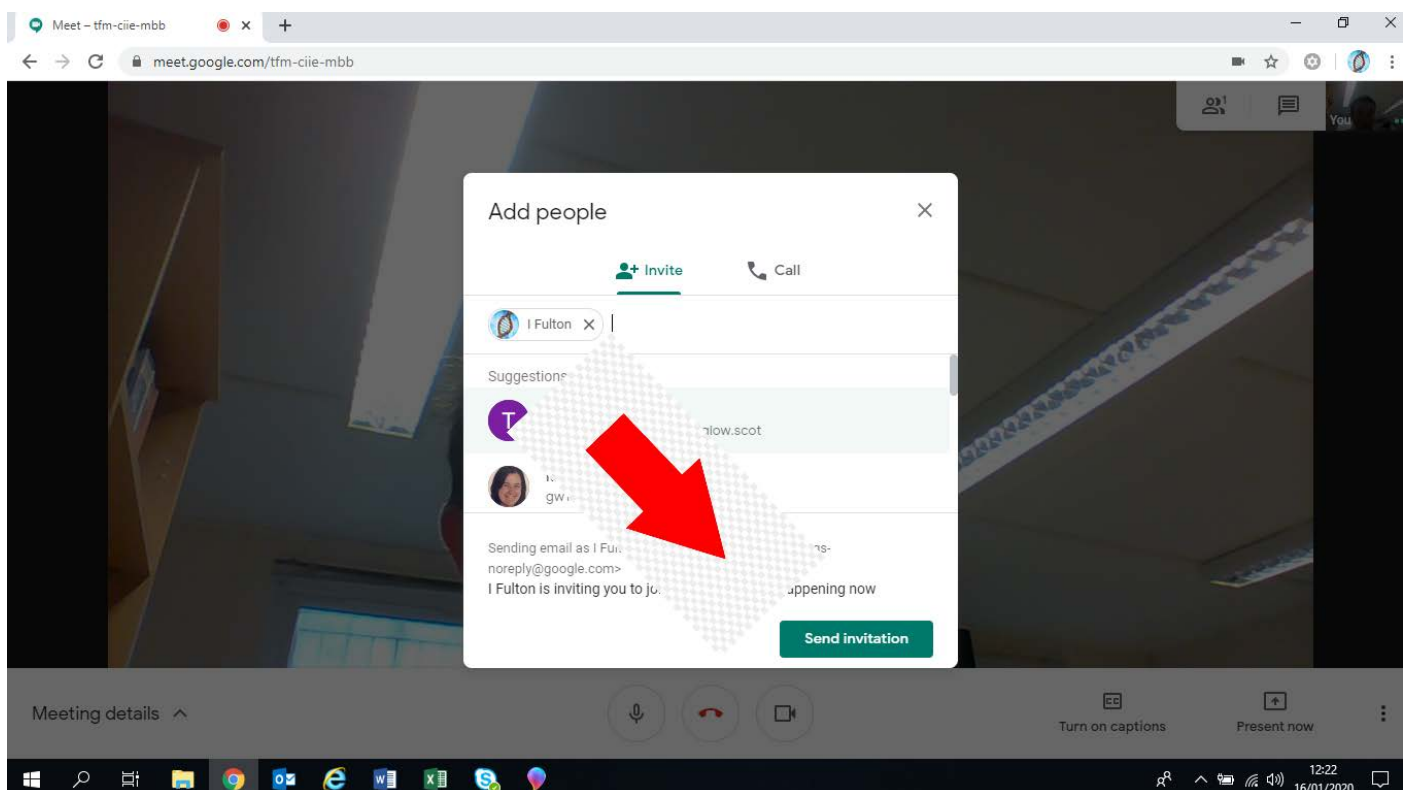
You should then see yourself on the screen if you have a camera built in to your laptop or attached. To start the meeting press "Start meeting"



At this point you have several options to add people to the meeting. You can copy the joining information and then paste this into an email to the appropriate person. Alternatively you can add people to the meeting by clicking “add people”



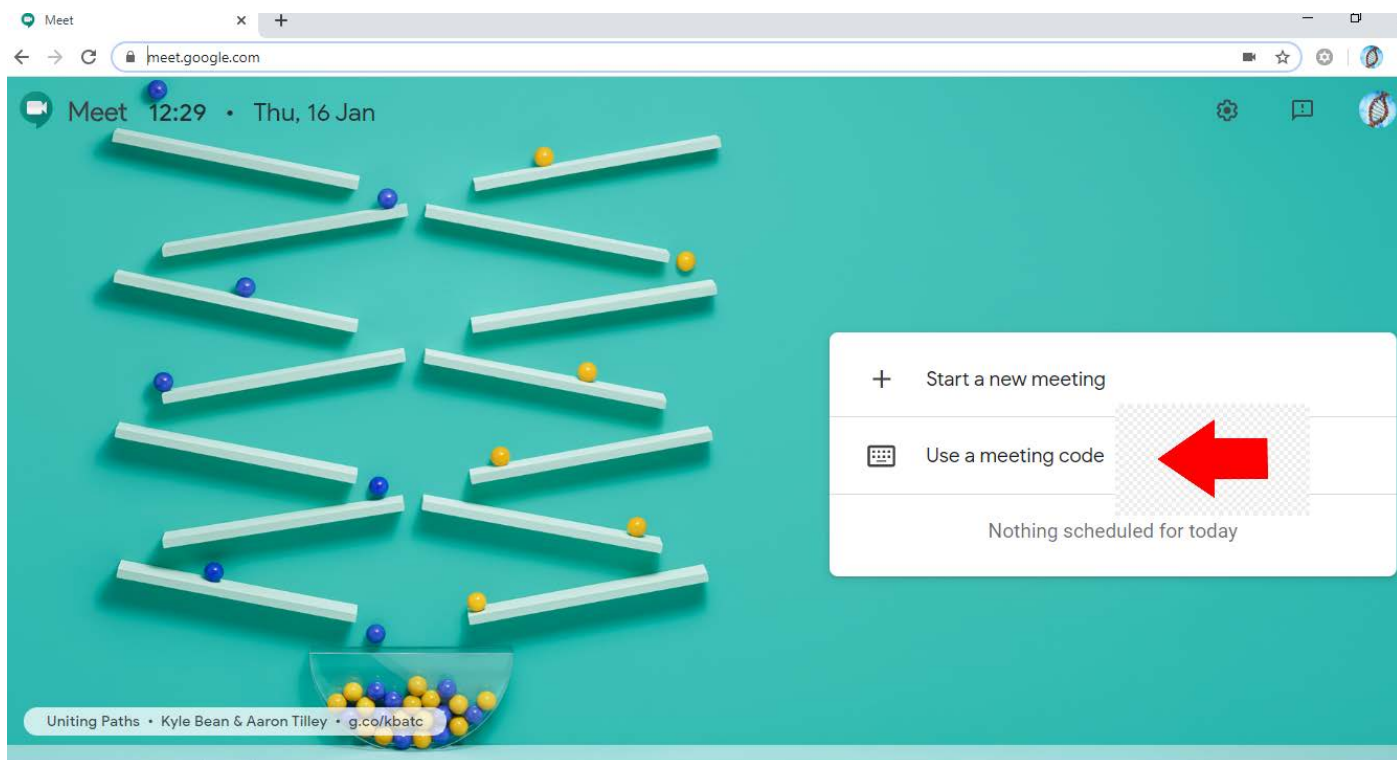
You can then add people by typing in their email address or glow username. Once you have all of the required people press “send invitation”



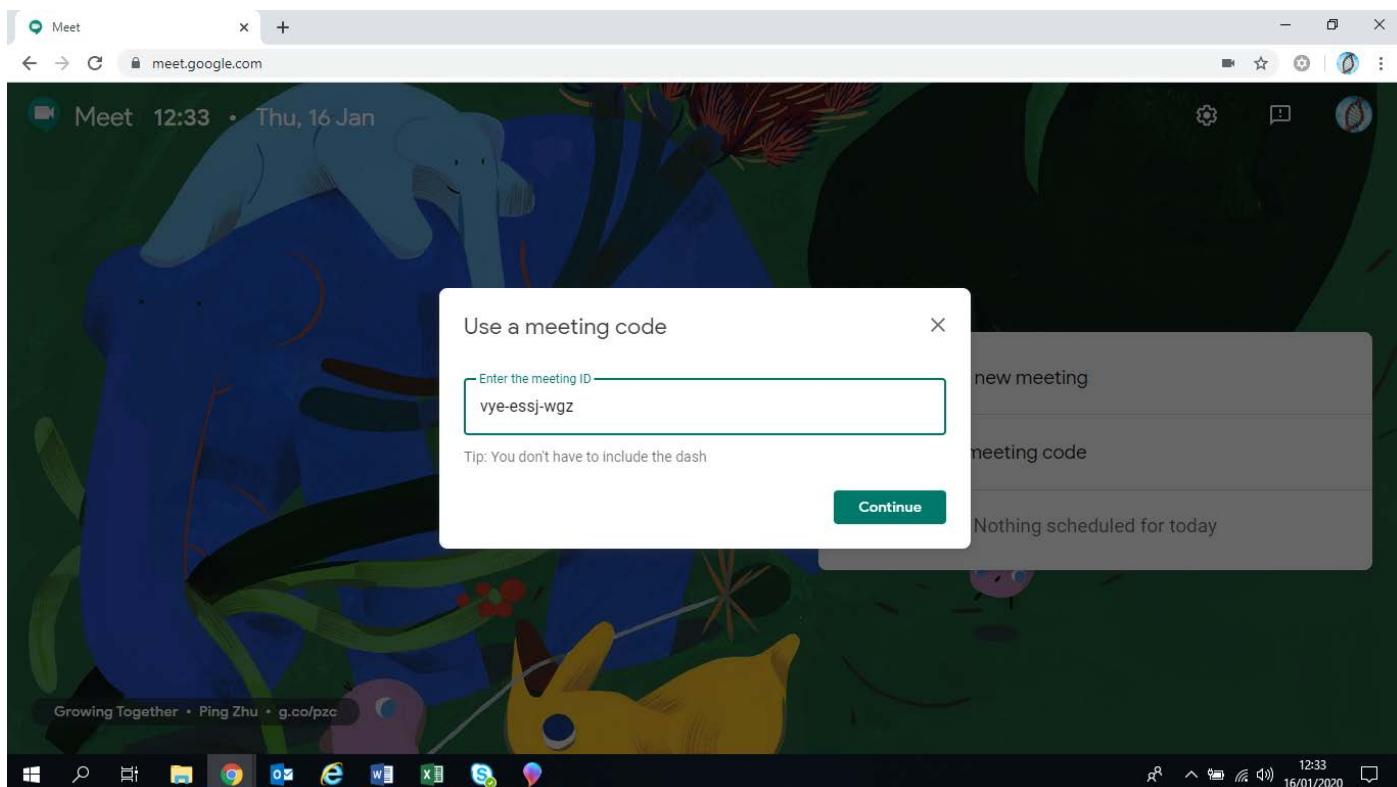
This will then send an email with a link for the person to click on which will take them to the meeting.

## Joining a meeting

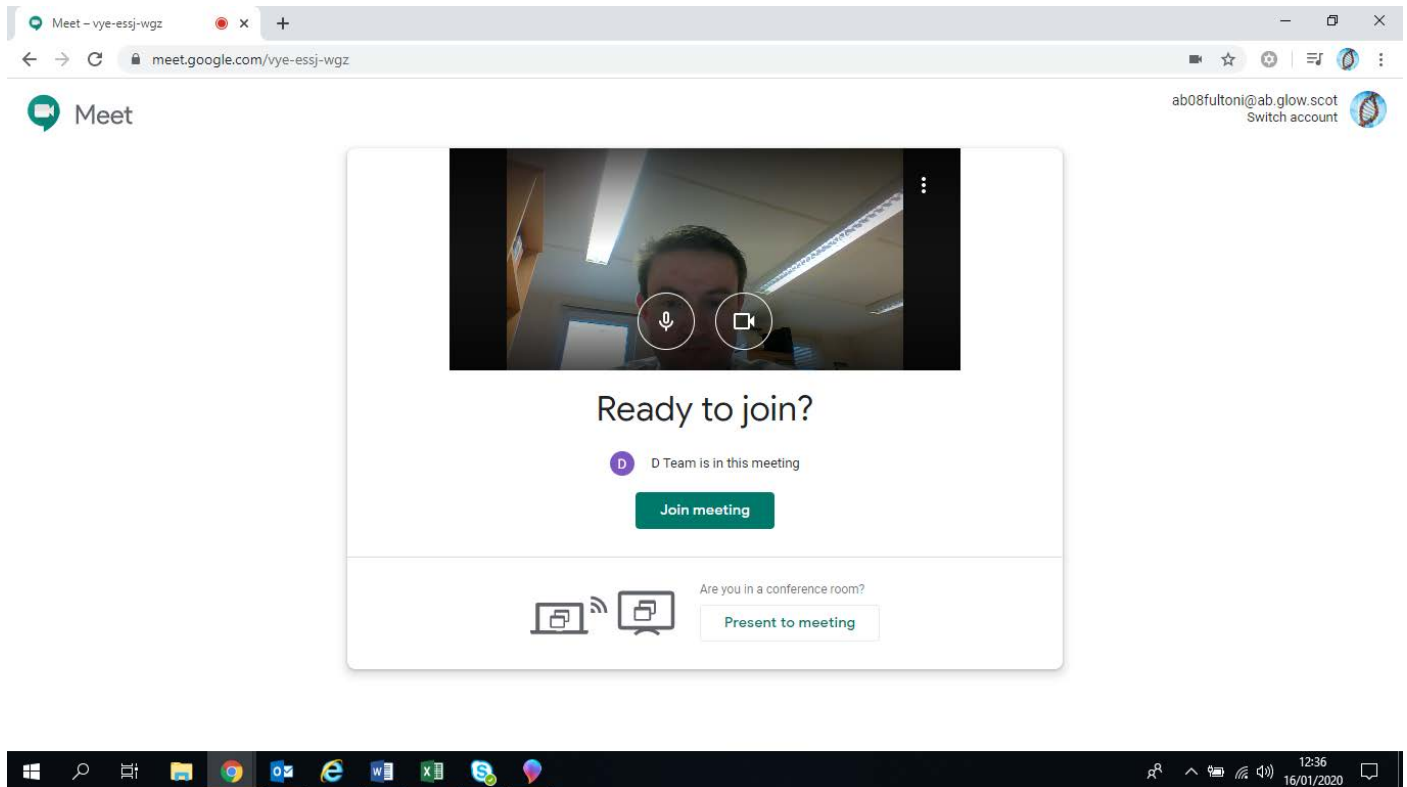
If you have been sent a meeting code then there should be a link to let you join the meeting in the email invitation. However, you can also join if you only have the code using the following steps. Go to [meet.google.com](https://meet.google.com) then click on “use a meeting code”



Enter the code you have been given, You don't need to include the dashes. Then click “continue”

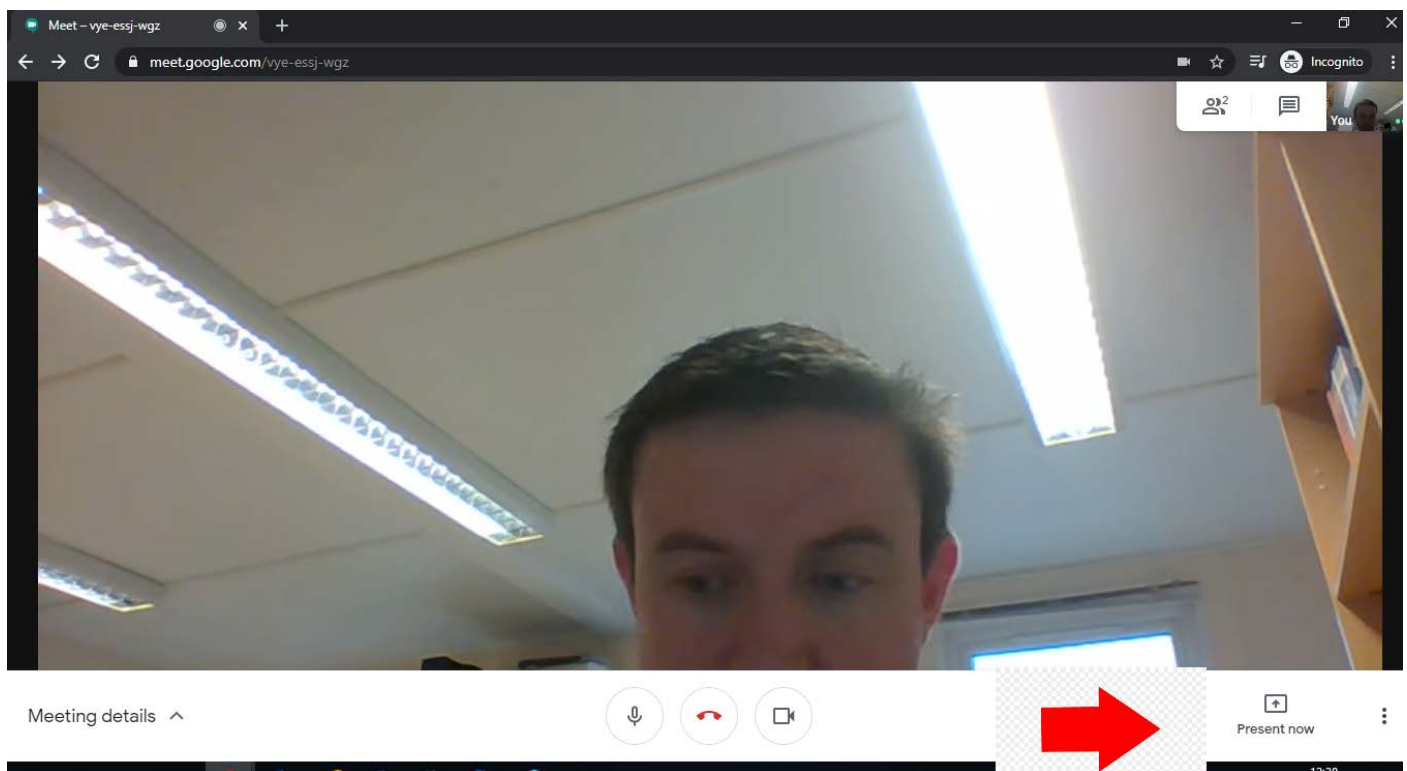


You will then be asked if you want to join the meeting. Click “join meeting” when you are ready, at this point your camera will be visible to everyone in the meeting.



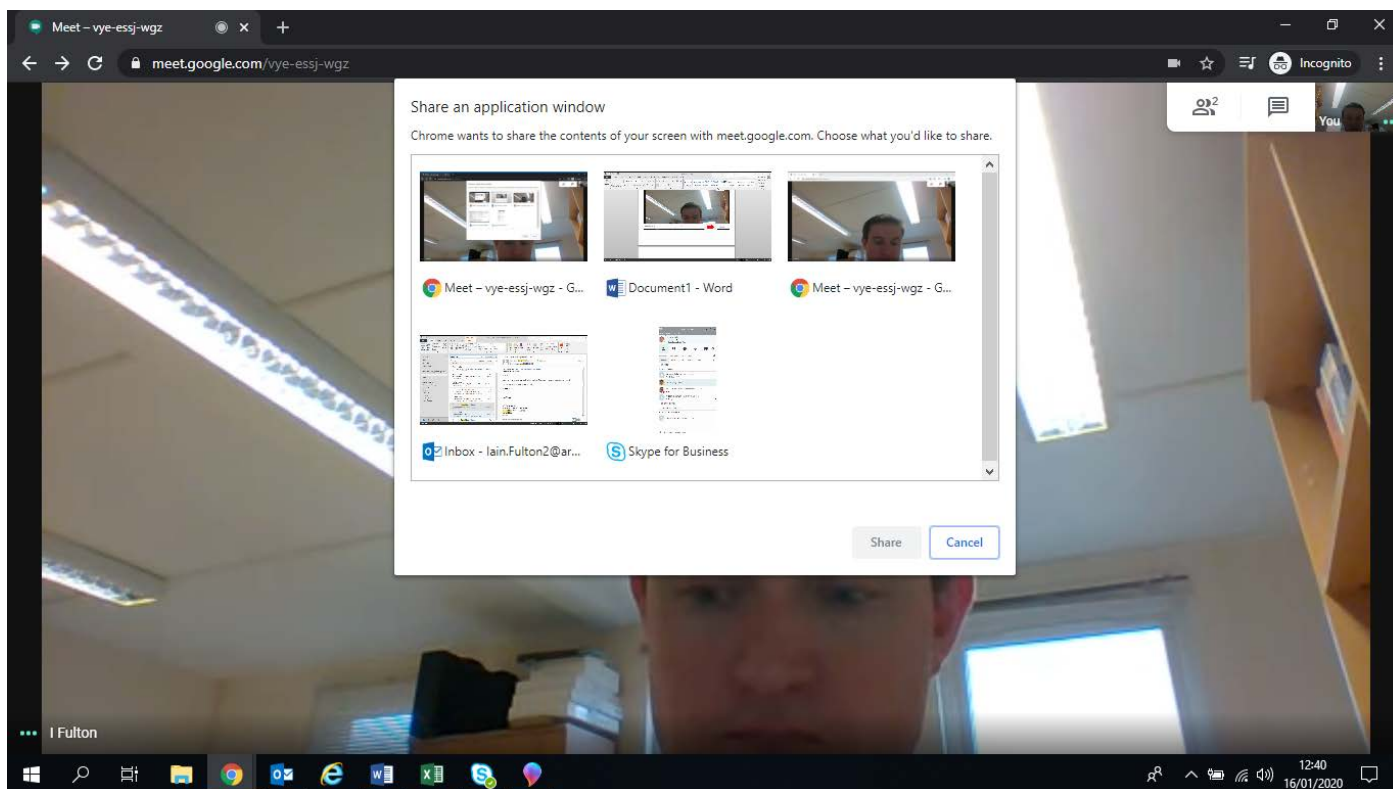
## Presenting your screen

There are several features that may be useful in Google Meet. If you would like to show your screen to everyone in the meeting, such as when delivering a powerpoint presentation or to show a website click on “present now”



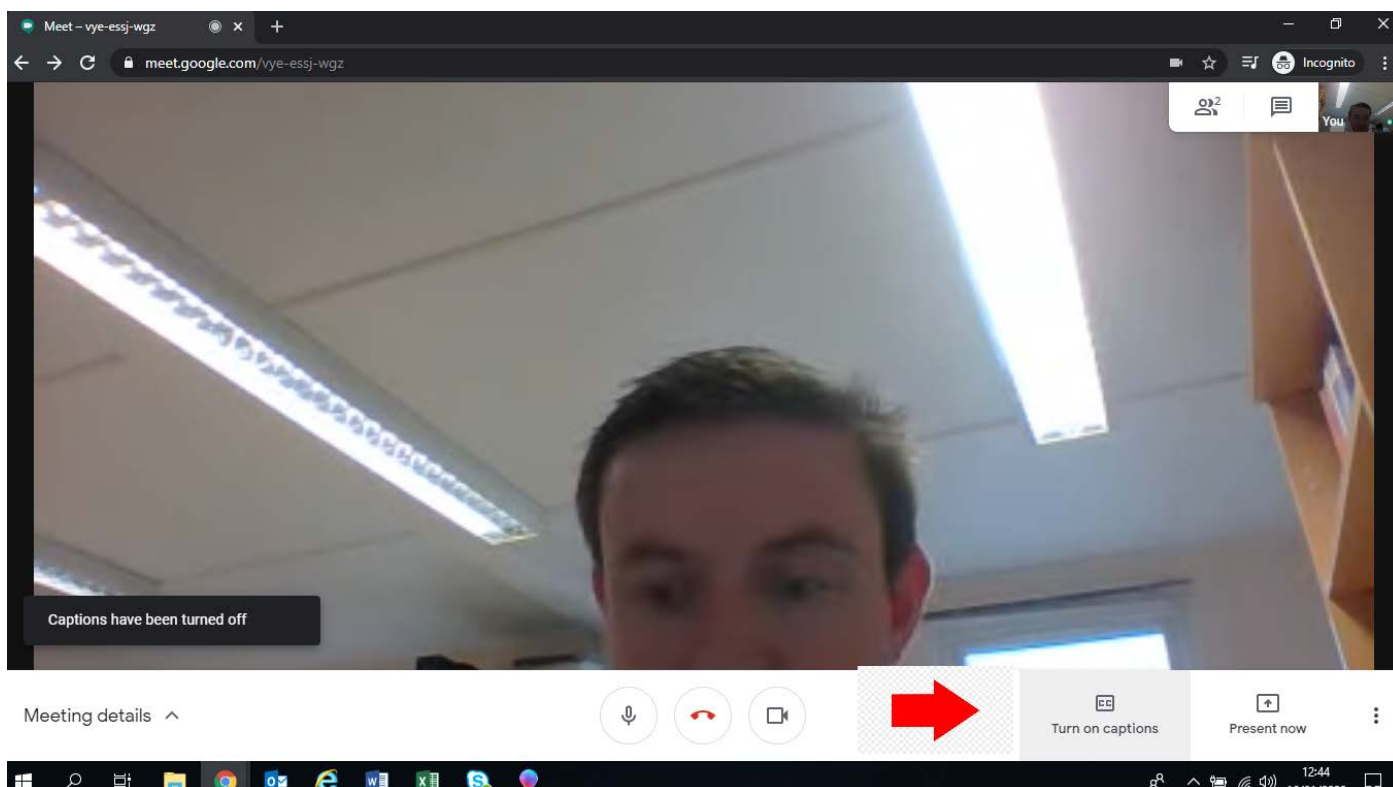


If you choose the option to show “entire screen” then everything that you can see on your screen will be transmitted to everyone else in the meeting. I would therefore suggest that you have whatever you want to show open in a different window and use the show “a window” option. You can then choose whichever window you would like to present to others in the meeting.



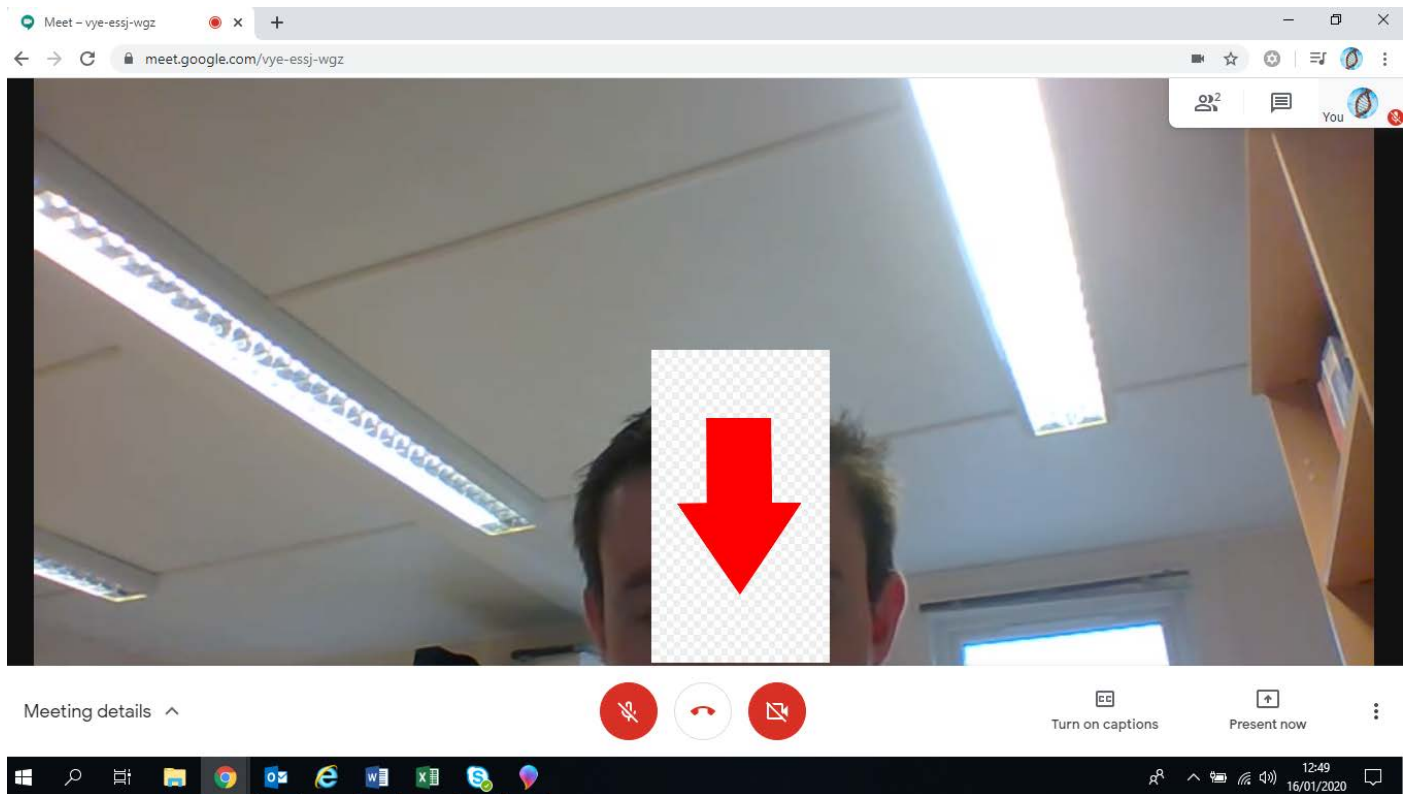
## Captions

A useful feature in Google meet is the “captions” function. This will turn all of the voice picked up by the microphones in the meeting into text that will display on your screen.



## Turning on/off video and audio

At any point you can turn off and on your video, audio or both. To turn off audio click on the microphone icon. If audio is off the icon will be red, it will be white when audio is on. To turn off video click the camera icon. The icon is red when video is off and white when it is on



Hopefully this will help you to get started with Google meet. If you have any more questions then please get in touch with me at [iain.fulton2@argyll-bute.gov.uk](mailto:iain.fulton2@argyll-bute.gov.uk)