This document provides an overview of Google Meet (or Meet) which is an alternative to Zoom, Facetime and Skype. Google Meet works in a similar way but has slight differences so you might want to decide which is best for you.

Google meet is free, secure (see https://cloud.google.com/blog/products/g-suite/how-google-meet-keeps-video-conferences-secure for more information) and available to everybody. With Google Meet, you can easily start a secure video meeting, invite others, and tailor the settings to your needs. With Meet, you can host as many meetings as you like with up to 100 participants.

You do not need a Gmail account if you only want to join someone else's meeting on Google Meet. But to start a meeting, you absolutely need one. If you do not have one, you can create it for free.
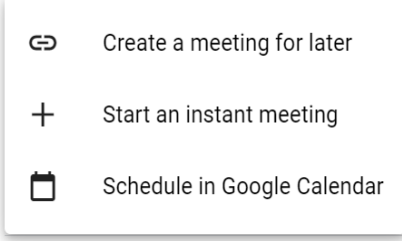
You can:

1. Host a meeting – Create a new meeting – You need a Google account.
2. Join a meeting – If you have a meeting code or link.
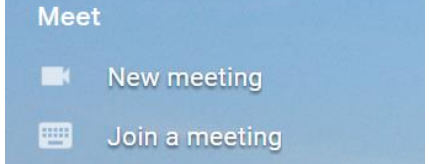3. Schedule a meeting – when you will require.

Starting a Meeting:

There are several ways to start a meeting:

1. The simplest way is to go to https://meet.google.com/ to start:

🔗 Create a meeting for later	It gives you a link or meeting code that you can sent to people you would like to meet.
+ Start an instant meeting	It starts a meeting straight away
📅 Schedule in Google Calendar	Use Google Calendar to start a meeting and invite others.

2. Join a meeting, If you received a link or meeting code on the format **abc-mnop-xyz**, provided by the organiser, by email, WhatsApp or any other means of communication.

3. If you have a Gmail account, on your Gmail Left hand side menus you see:

Meet 📹 New meeting ⌨ Join a meeting	It starts a meeting now Join a meeting, If you have already a link or meeting code, provided by the organiser.

4. If you have Google Calendar,
   a. Create a new event – Title, a date and time

   b. Under "Join with Google Meet" you have the meeting code – generated automatically.
   c. Add guests – you will need the people's email addresses.
   d. ⧉ To copy the link or meeting code and share it by email, WhatsApp, or any other means of communication.
   e. Save the event.

   f.
   g. You can choose if you would like to send an email or not to your guests. That email will contain the link or meeting code.

5. 📹 If you have the Meet App on your device, PC, Tablet, or phone, you can start a meeting or join a meeting, in the same way described before, see options described on 1. However, you do not need a desktop app to join a meeting. Google Meet runs on the Internet.

In a Meeting:

Once you are in a meeting, the following areas are on your screen:

If you are the organiser, you will allow the participants in, to attend the meeting.

1. https://meet.google.com/fpk-ynne-gwz?authuser=0&hl=en_GB link for this session or meeting. Google meet works on the Internet.
2. **Note**: if you are in your tablet/phone, you have the meeting code.
3. At the top right-hand corner, you will see:

   Number of people in the meeting, option for chat (it opens a new right column area on your screen) – to send messages to everyone or a particular person, the time, and your image.

   The three … allows you to show participants on tile format layout.

4. On the centre of the screen, you have your image, the person who is speaking, or the tile layout with the participants. When there are many people, the layout will show you if you need to go to additional screens.
5. At the bottom of the screen, you have

6.

   These icons give you:
   a. Meeting details – meeting link
   b. Microphone – On and Off
   c. Red phone – to hang out or leave the meeting
   d. Camera – On and Off
   e. Turn on captions – you can see immediately in words what the person is saying – available in English only.
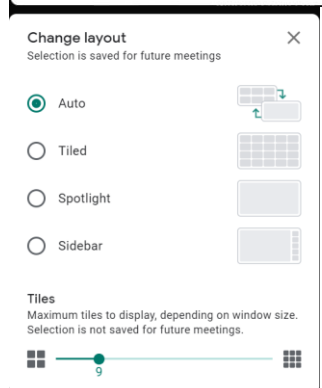   f. Present now – allows you to share your screen with everyone who is in the meeting.
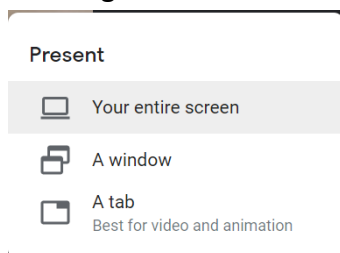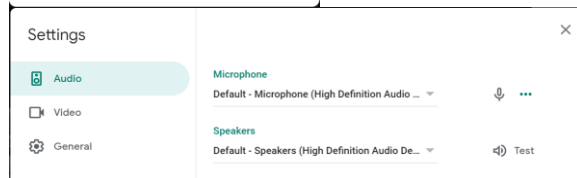

   g.
   h. The three vertical dots, allow you extra options such as:
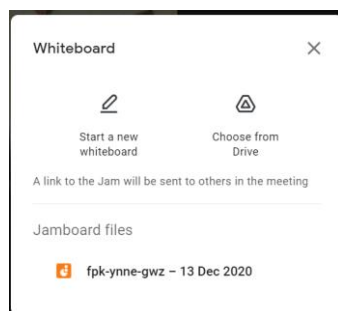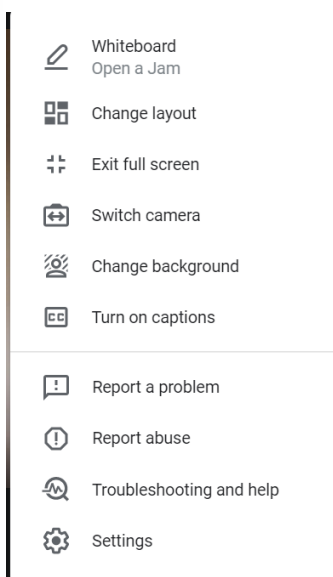
To share a note or add an explanation to the meeting or show a file from your Google drive.

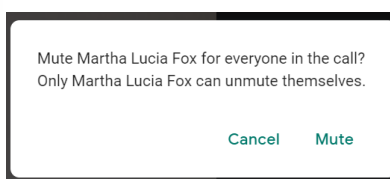Change your way to look at the screen layout of the meeting.

Settings allows you to test your microphone, speakers, and camera.

i. Change your status within the meeting:

Click on **People (1)** to see the people attending the meeting.
If you are the organizer, you can mute everybody clicking on the three dots … You will have a prompt

Anybody can mute/unmute themselves, clicking on the three dots in front of their name or on the microphone located at the bottom of the screen (see point 5 above).

IN CALL

The little pin will pin your image on the screen.

j. Three vertical dots ⋮ on the screen on the smart phones and tablets, shows you the different options on this document.

Finish a Meeting:

Press the red phone to leave the meeting.

Try Meet out:

We suggest that if you are interested on using Meet, you might like to use the free version to set up a test meeting and try It out with your group, another person, friend(s) or your family.

Google has announced that until March 31st there is no time limit on the free meetings. This is a good reason to try it out.

For more information go to,
https://support.google.com/meet/answer/9303069?utm_source=Google&utm_medium=Email&utm_campaign=madwelcome0520

Martha Lucia Fox
18 December 2020