



G Suite™

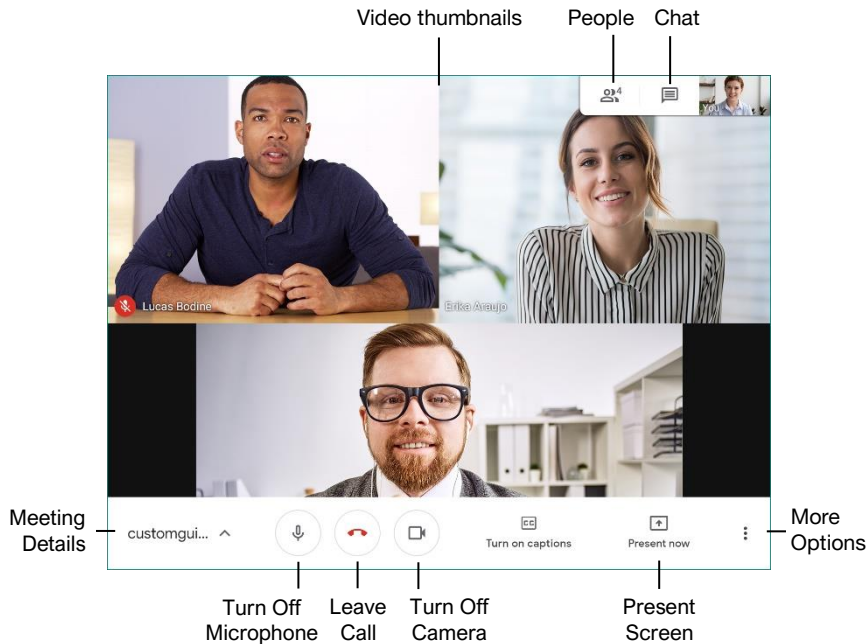
Google Meet

Quick Reference Guide



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The Meet Screen



Meeting Controls

Meeting Details: Click this button to display the meeting's details, including the join URL and the dial-in telephone number and PIN. You can also automatically copy the joining info to share and view any files that have been attached to the corresponding Google Calendar event.

Turn Off / On Microphone: Toggle your microphone off or on. If you're not talking, keep your microphone muted so that background noise does not disrupt the meeting. To change the microphone that you're using, click **More Options** and select **Settings**.

Leave Call: Leave the current meeting. Remember that even if the person that started the meeting leaves, you'll remain in it until you leave the meeting or close the browser window.

Turn Off / On Camera: Toggle your camera off or on. Depending on the etiquette of the group, you may turn off your camera when not actively participating to reduce distractions. To change the microphone that you're using, click **More Options** and select **Settings**.

Turn On / Off Captions: Toggle automatic captions for the speaker. Captions are provided by Google's automated speech recognition, and while they're fairly accurate, they are not perfect. Captions are only available in English.

Present Now: You can present your entire screen, a single window, or a single Chrome browser tab to the rest of the meeting.

More Options: Expand this menu to access a few more meeting options. You can change the layout of the video thumbnails, toggle full-screen mode for the meeting, adjust your audio and video settings, or choose to use a phone for audio instead of your computer.

People: Expand the People pane, which will list everyone in the meeting. If you started the meeting, you can also add and remove people from here.

Chat: Expand the Chat pane, where you can send text messages to everyone in the meeting without disrupting the speaker.

Meeting Fundamentals

Sign In: Visit meet.google.com, click **Sign In**, enter the email address associated with your Google account, click **Next**, enter your password, then click **Next**.

Join a Meeting: Click the **Join or start a meeting** link, enter the meeting code that you've been given, and click **Continue**. Allow the browser to access your camera and microphone, if necessary, toggle your camera and microphone as you need, then click **Join now**.

Host a Meeting: Click the **Join or start a meeting** link, give the meeting a nickname (optional), and click **Continue**. Allow the browser to access your camera and microphone, if necessary, toggle your camera and microphone as you need, then click **Join now**.

Copy Meeting Information: Click the **Meeting Details** button in the bottom left, then click **Copy joining info**.

Invite People at the Start of a Meeting: When first starting a meeting, click **Add people**, enter email addresses or select from suggested contacts, then click **Send email**.

Invite People Later: Click the **People** button, click **Add people**, enter email addresses or select from suggested contacts, then click **Send email**.

Admit People: When someone attempts to join a meeting, a popup will appear for everyone with the ability to admit them. Click the **Admit** button that appears in that popup.

Pin a Video: You can pin a video to the screen so that it's always visible, no matter who the active speaker is. Hover your mouse over a video thumbnail and click the **Pin** button, or click a person's name in the People pane and click the **Pin** button.

Mute Another Person: You can mute another person if their audio is distracting. Hover your mouse over their video thumbnail and click the **Mute** button, or click a person's name in the People pane and click the **Mute** button. For privacy reasons, you cannot unmute another person, so they will have to unmute themselves.

Remove Another Person: Hover your mouse over their video thumbnail and click the **Remove** button, or click a person's name in the People pane and click the **Remove** button. When asked to confirm, click **Remove**.

In order to remove another person from a meeting, you must be a member of the organization that organized the meeting (for meetings started by G Suite users) or the person that organized it (for meetings started with a personal Google account.)

Meeting Tips

Prepare Your Space: Connect to a meeting from a quiet space with few distractions. If you're going to be sharing your camera, check your background to make sure that there's nothing that would distract others, and make sure that you're in a well-lit location with the light in front of you, not behind you. If you'll be sharing your screen, don't have unnecessary windows or browser tabs open.

Mute Your Microphone: When you're not talking, mute your own microphone so that any unexpected noises from your end don't disrupt the meeting.

Use Headphones: When you hear an echo during a meeting, it's because someone's microphone is picking up the audio from their speakers and repeating it. Using headphones will prevent this feedback.

Test Your Camera and Microphone Ahead of Time: You can test both your camera and microphone before joining a meeting to make sure that both are working properly. This prevents you from delaying a meeting by troubleshooting your camera and microphone after joining.

Wires Over Wireless: Wired connections, for both your computer and audio devices, tend to be more reliable than wireless connections. Connect your computer via ethernet instead of Wi-Fi when possible, and use a headset that connects by USB or audio jack instead of Bluetooth.

Audio and Video

Mute Your Microphone: Click the **Turn Off Microphone** button. Click the button again to turn your microphone back on.

Turn Off Your Camera: Click the **Turn Off Camera** button. Click the button again to turn your camera back on.

Change Audio Devices: Click the **More Options** button, select **Settings**, click the **Microphone** or **Speakers** menu arrow, and select another microphone or speaker. Click **Done**.

Change Video Devices: Click the **More Options** button, select **Settings**, click the **Video** tab, click the **Camera** menu arrow, and select another camera. Click **Done**.

Share Your Screen

Share Your Entire Screen: Click **Present now**, select **Your entire screen**, select a screen, then click **Share**.

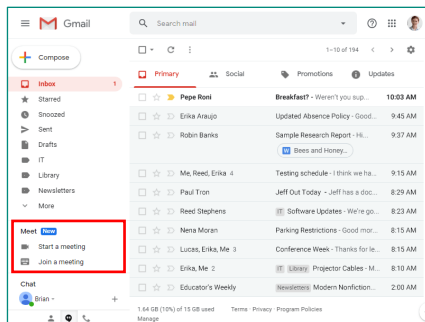
Share a Single Window: Click **Present now**, select **A window**, select an application window, then click **Share**.

Share a Chrome Browse Tab: Click **Present now**, select **A Chrome tab**, select a tab, then click **Share**.

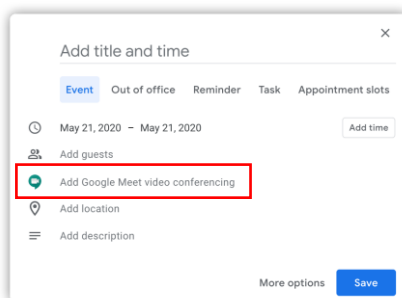
Stop Sharing: While presenting your screen or a single window, click the **Stop sharing** button that appears at the bottom of the screen. While sharing a Chrome browser tab, click the **Stop** button that appears at the top of the Chrome window.

Create a Meeting Using Gmail and Google Calendar

You can start and join meetings directly from your Gmail inbox by clicking the **Chat** button at the bottom of the left pane, then clicking the **Start a meeting** or **Join a meeting** links.



You can schedule a meeting through Google Meet when creating a new event in your Google Calendar. Just click the **Add Google Meet video conferencing** link when creating a new event to generate a meeting code that will be shared with everyone invited to the meeting.



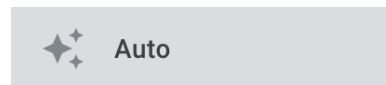
Meeting Views

Toggle Meeting Captions: Click the **Turn captions on** button to turn them on, and click the **Turn captions off** button to turn them off. You can also click the **More Options** button, then select **Turn captions on** or **Turn captions off** to toggle them.

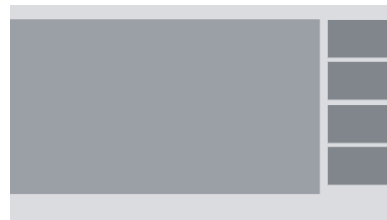
View a Meeting Full Screen: Click the **More Options** button, then select **Full screen**, or double-click anywhere on the video. Press the **Esc** key to exit full screen.

Change Meeting Video Resolution: Click the **More Options** button, select **Settings**, click the **Video** tab, click the **Send resolution (maximum)** or **Receive resolution (maximum)** menu arrow, and select another resolution. Click **Done**.

Change Meeting Layout: Click the **More Options** button, select **Change layout**, then click a layout from the dialog box.



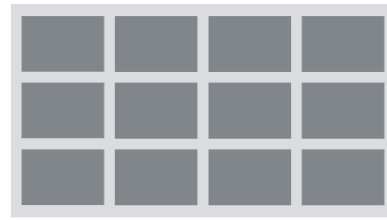
Auto will automatically change the layout, depending on how many people are in the meeting, who is speaking, and who is sharing their screen.



Sidebar view shows the active speaker in a large video or screen share, with everyone else's video as smaller thumbnails on the side.



Spotlight view shows only the active speaker's video or screen share, hiding the video for everyone else in the meeting.



Tiled view shows everyone's video as an equally sized thumbnail arranged in a grid.

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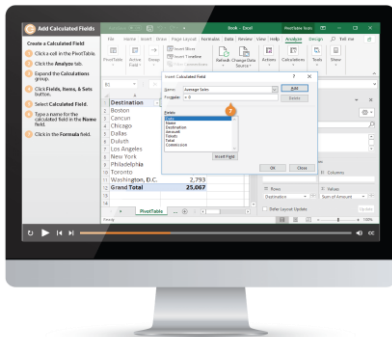
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