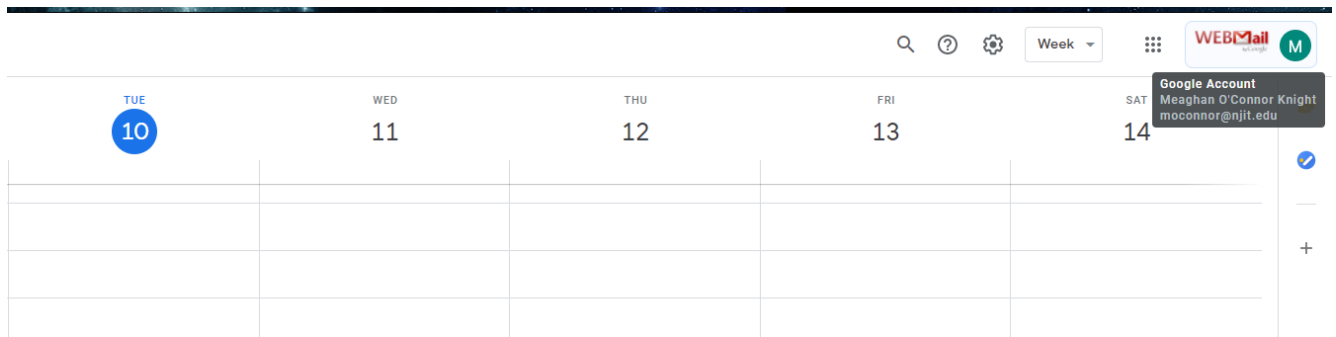


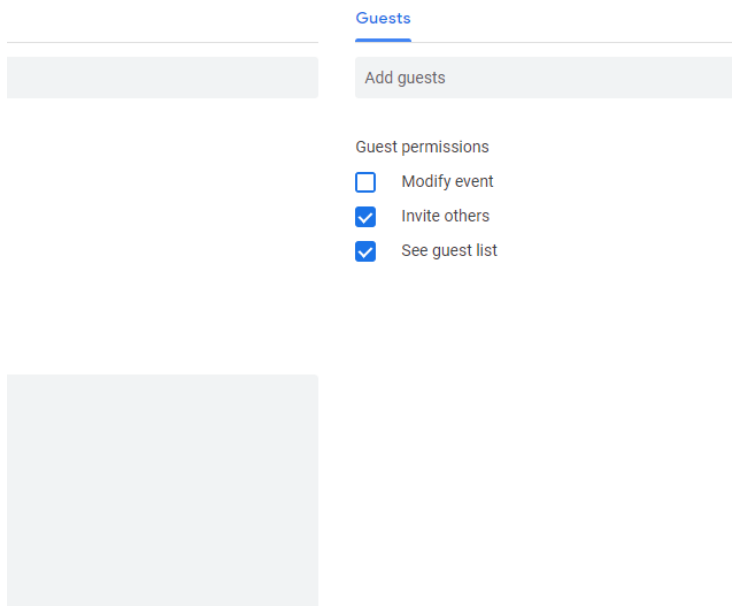
Scheduling Meetings

To set up meetings by appointment:

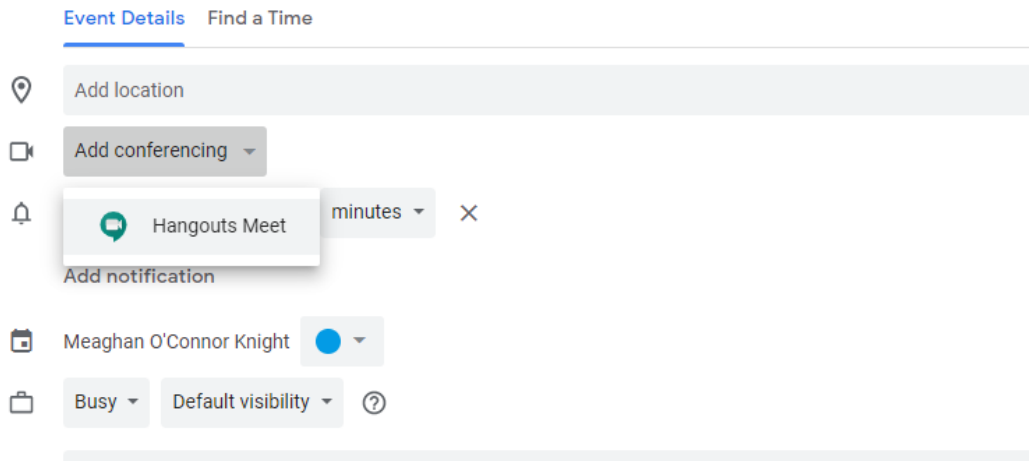
Go to your Google calendar (calendar.google.com) and make sure you are signed in (to the correct email address). Note: Personal GMail accounts likely do not have access to create Google Meet sessions



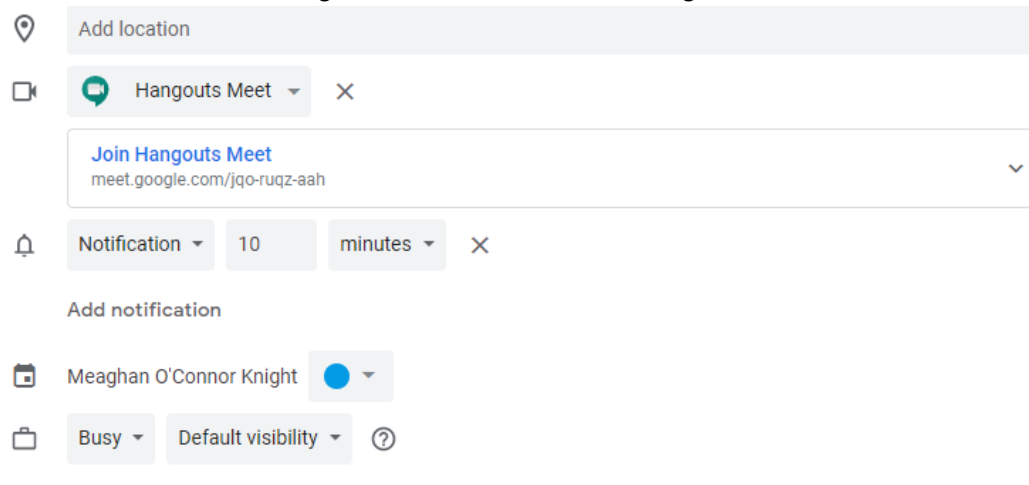
Create a new event in your calendar and edit it to include more information. Invite any guests that are part of this scheduled meeting.



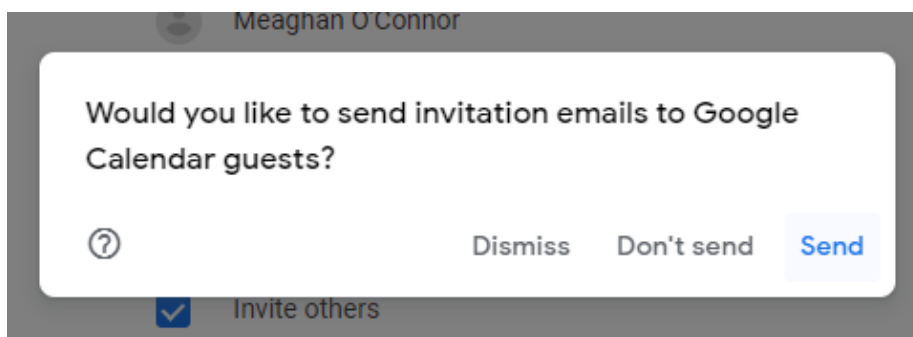
Click "Add Conferencing" then click "Hangouts Meet"



This will create a link for guests to access the meeting.



When you save event, you will have the option to send invites to guests.



Click send and your guests will get an invitation which includes the link to the meeting. If you add a meeting to an existing appointment and save it, any guests included will get an updated invitation that includes the link.

Mar
11
Wed

Test Appointment

[View on Google Calendar](#)

When Wed Mar 11, 2020 8:30am – 9:30am (EDT)

Who Meaghan O'Connor Knight*

[More options](#)

You have been invited to the following event.

Test Appointment

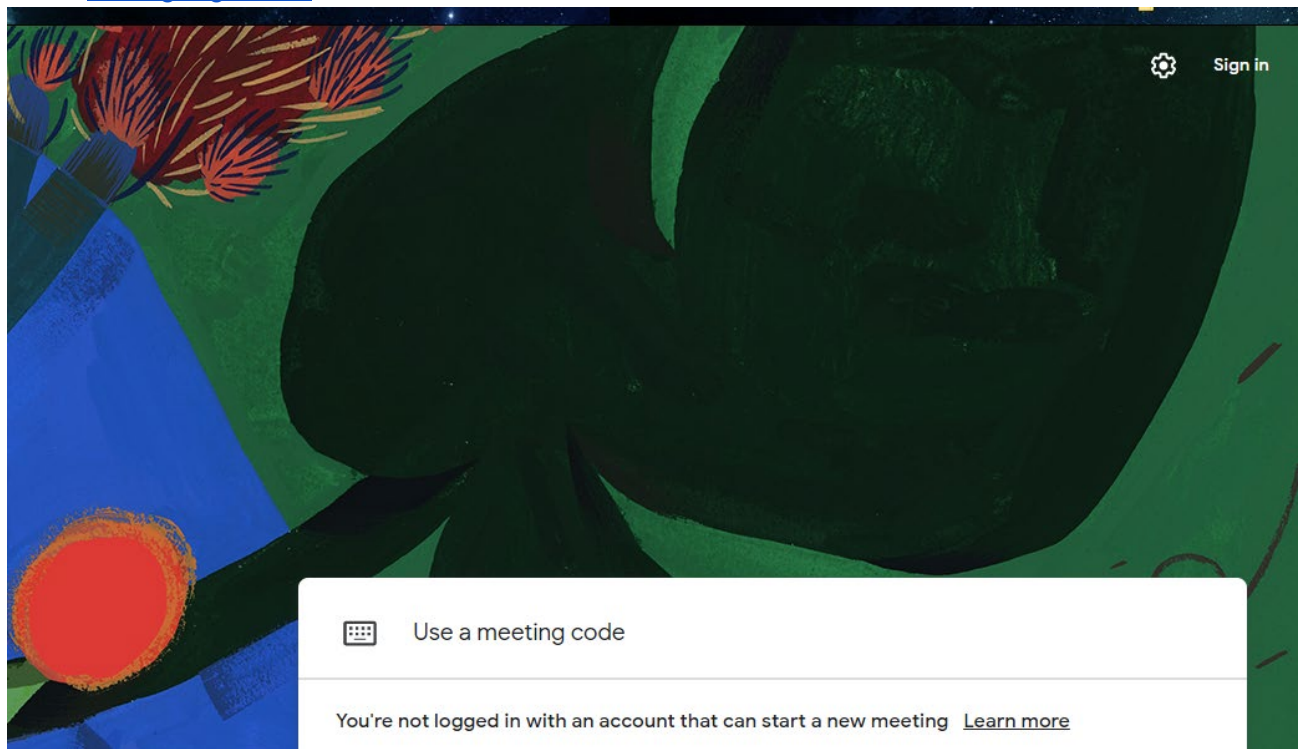
When Wed Mar 11, 2020 8:30am – 9:30am Eastern Time - New York

Joining info Join Hangouts Meet
meet.google.com/jqo-ruqz-aah

Join by phone
+1 314-649-9312 (PIN: 486963087)

To set up an impromptu meeting:

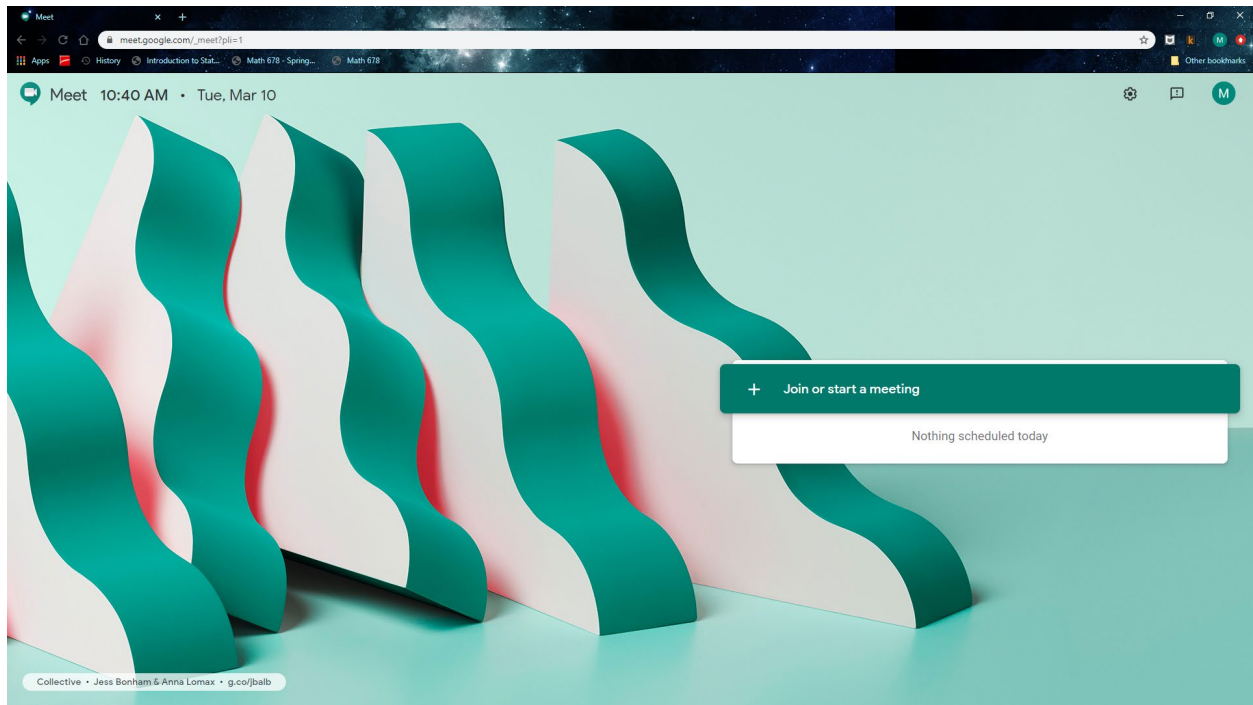
Go to meet.google.com



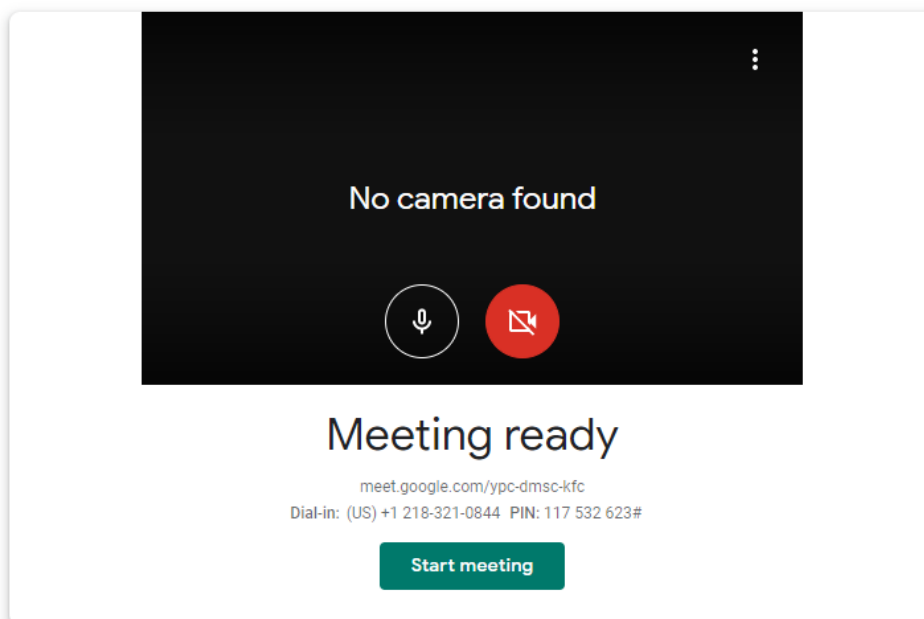
If you're not already signed in, sign in to your email account.

Click "Join or Start a Meeting". You can give it a name to make it clear to your guests or leave it blank.

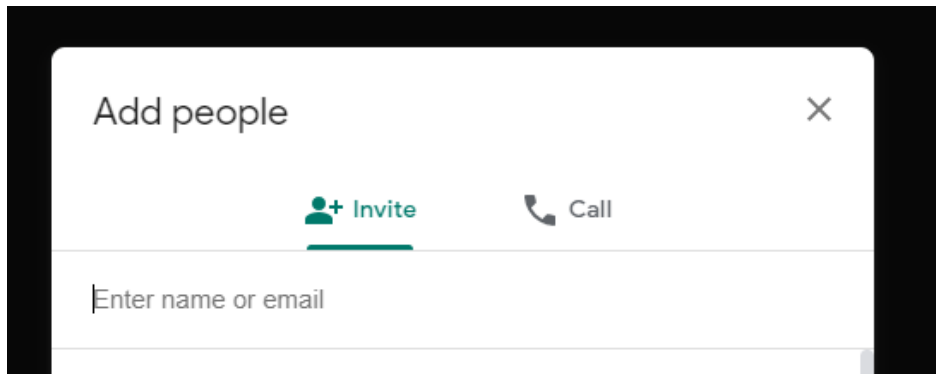
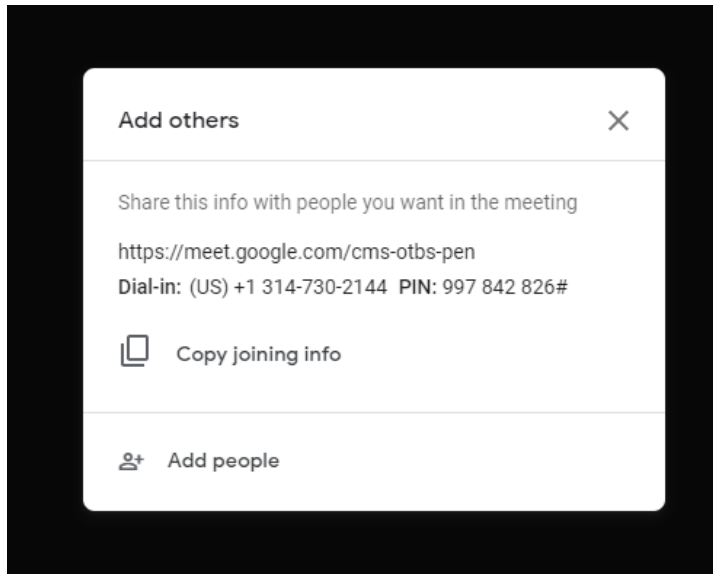
Meaghan O'Connor Knight, March 12, 2020



If you have a camera and microphone in your computer, you can activate/deactivate on the next screen. Red means that the device is not active.

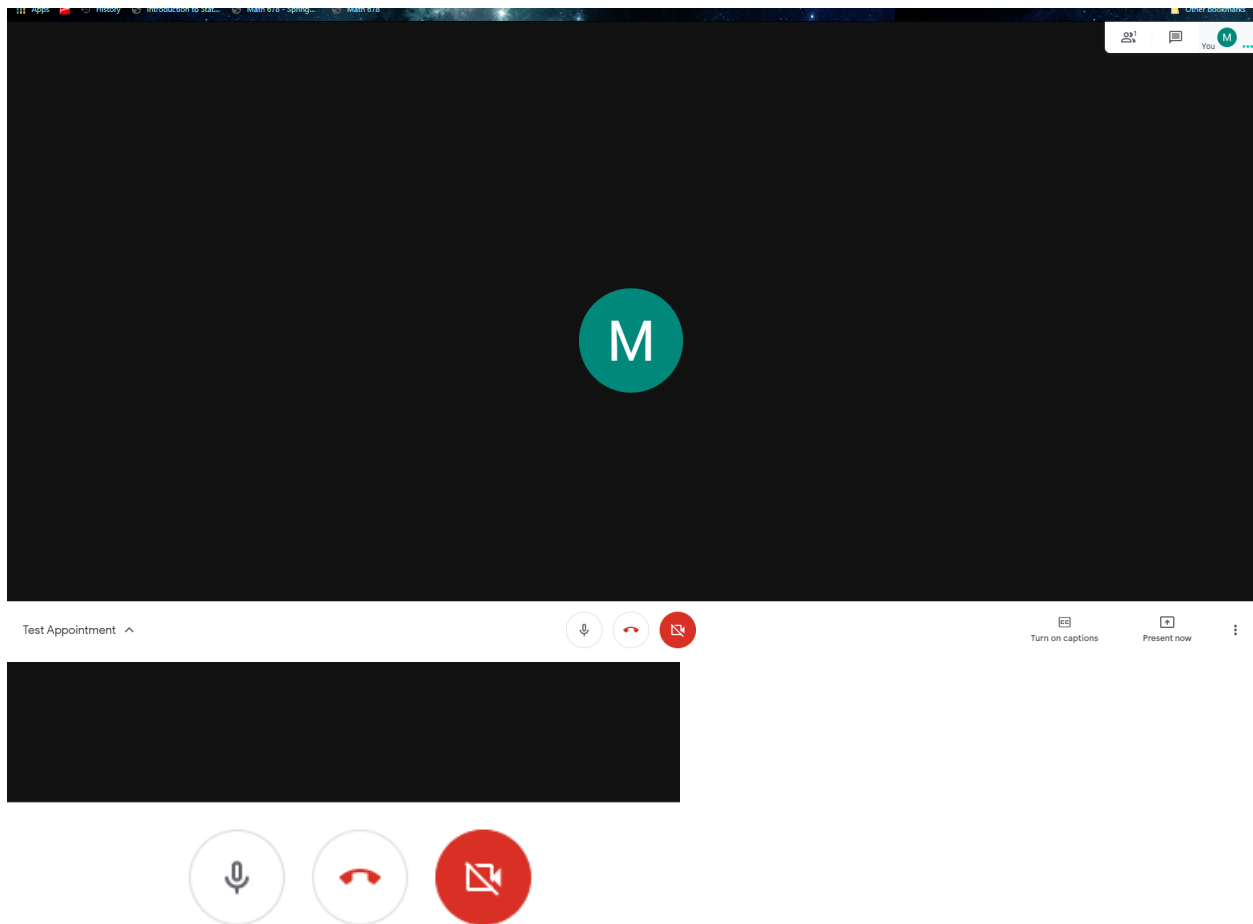


Click start meeting. You will then be given a link and phone number that you can share with guests, or you can invite them by name by clicking “Add People”.

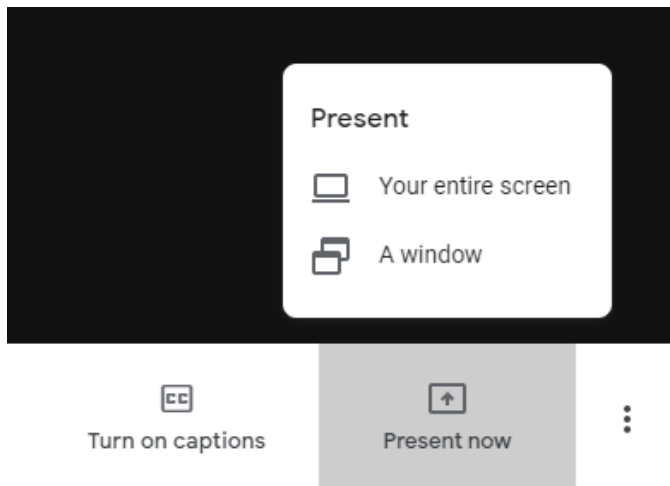


Inside the Meeting

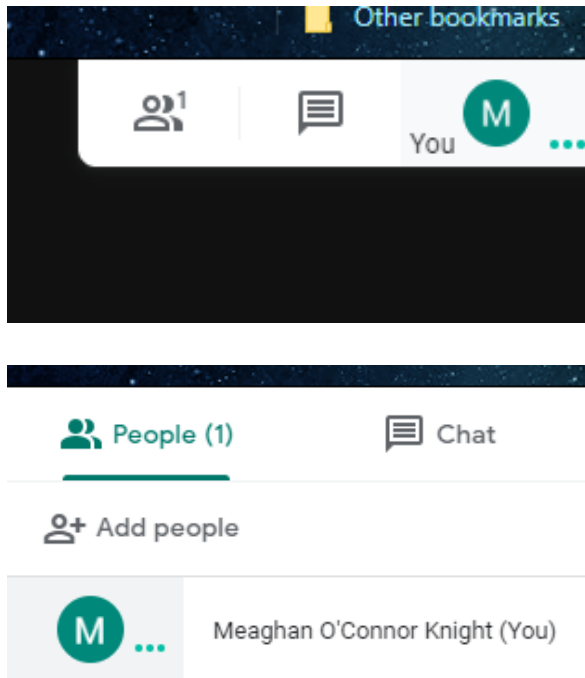
Once in the meeting, you will see a blank screen with options on the bottom to turn your microphone on/off, hang up, and turn your camera on/off. You can see these buttons again if they leave your view by clicking on the screen.



You will also see an option to Present either your entire screen or an individual window



To see who is in the meeting, click the People icon in the top right to see a list of users who have joined



Troubleshooting

If you don't see an option for "Hangouts Meet" (e.g. you only see hangouts or can't find the option to add conferencing at all):

Make sure that you are logged in to a gmail account that offers Hangouts Meet

If you cannot hear guests:

make sure that the sound on your computer is turned on

If your guests cannot hear you:

make sure that Google Meet has access to your microphone (built into most laptops, many headphones have built in microphones if you are on a computer that does not have one)

If your guests cannot see the screen you are sharing or you cannot see their screen:

Click the People icon in the top right corner. One of the options listed will be "{User Name} (presenting)". Click that option to see the screen

If you are still having trouble:

Click the button on the top right that looks like a speech bubble, this is the chat feature.

You can type in here to talk with your guests and try to figure out what the problem is.