



## How to Use Google Meet for Web Conferencing and Remote Presentations

David Raco - 2020-04-02 - Comments (0) - Google Apps

This article will show you how to host and join a Google Meet session for web conference and remote presentations. If you need help with Google Meet, contact your [Computing Coordinator](#) or call the IT Helpdesk at 541-552-6900. **If you are experiencing an issue with Google Meet, please [check if it is a known issue](#) before you contact us.** There may be a simple fix that you can perform right away to address the problem.

## Requirements

You will find a [full list of requirements for Google Meet here](#). Google is extending some [premium features](#) to us through July 1st, 2020 as a response to COVID-19.

- Meets can host up to 250 participants per call.
- You can record your meets to Google Drive.
- You can invite groups to your meet.
- You can call into a meet with a phone (audio only).

**TIP:** If you want to use a remote whiteboard feature along with Google Meet for a complete remote lecture solution, you should [try Google Jamboard](#).

## How to Host a Google Meet

### From the Google Meet App

#### Step 1 - Launch Google Meet using the Google app picker

You will find the app picker button next to your profile icon in Google Mail. Look for it in the top-right area of your screen. After you click the app picker icon, look for the Google Meet icon in the list of Google apps and then click on it.



You can either provide a nickname for your Google Meet or leave the text field blank to receive a randomly-assigned meeting code. The advantage of using a nickname is that you can more easily share your Google Meet with others by enabling them to join it by using the friendly nickname rather than by using a random code. Participants can only join your

meeting via its nickname if they are SOU employees or students. **Nicknames will not work outside of the SOU domain!**



If everything goes well, you should see yourself on the screen. Click the **Join meeting button** when you are ready.



### **From Google Calendar**

You can schedule and embed a Google Meet right into your Google Calendar invitations.

#### **Step 1 - Create Your Calendar Event and Add Conferencing**

Create your calendar event in Google Calendar, but before you save it, add conferencing using the button for **Add conferencing** right below the location field.



After saving the calendar event, you can easily find the details for your scheduled Google Meet session by opening up the calendar event again.



## How to Control Your Google Meet

After you have started your Google Meet, this is how you can control it and end it.

### **Find your meeting info again**

Use the Meeting details button in the bottom-left corner of the screen to find your meeting info again.



Use the **Add people button** to invite more guests.



Camera and Mic are on



You can then adjust the audio and the video settings that appear on the screen. You may need to adjust the video settings if you are having issues with video quality or if Google Meets does not select the right webcam to use. (For example, you connect a USB webcam to a laptop that also has an integrated webcam.)



### **Pin, mute, or kick participants**

Bring up the people window that shows your participants.



### **Turn on captions**

Turn on captions to provide real-time closed captioning as you speak. Be careful, though. The speech recognition isn't perfect.

Look for the **Tun on captions** icon along the bottom of the video feed. Click it to start.



To end captions, just click the same button to toggle it off.



If you are prompted to allow [meet.google.com](https://meet.google.com) to see your screen, be sure to allow it. You may also need to tell your web browser which window to share, or select Entire screen.



### **Change layout**

You can change the layout of your Google Meet session by clicking on the three vertical dots in the bottom-right of the screen and then selecting Change layout.



### **Enter Full screen**

You can enter full screen by clicking on the three vertical dots in the bottom-right of the screen and then selecting Full screen.



When you start the recording, Google will remind you to ask everyone for their consent to be recorded.



Follow the same instructions as starting the recording to stop the recording. The start recording button will become a stop recording button.



When the recording is finished, you will receive an email with a copy of the file tagged with the meeting ID.



### **Leave the meeting**

To leave your meeting, click on the red "hang up the phone" icon in the banner along the bottom of your video feed.



## How to Join a Google Meet

If you do not receive a link to join the meeting in an email, then you will need to enter the meeting code when you go to [meet.google.com](https://meet.google.com). (See the hosting instructions for how to get there.) If you are joining a scheduled meeting, then you might also see a one-click link to the meeting when you visit [meet.google.com](https://meet.google.com).



Joining using a meeting code or a meeting nickname