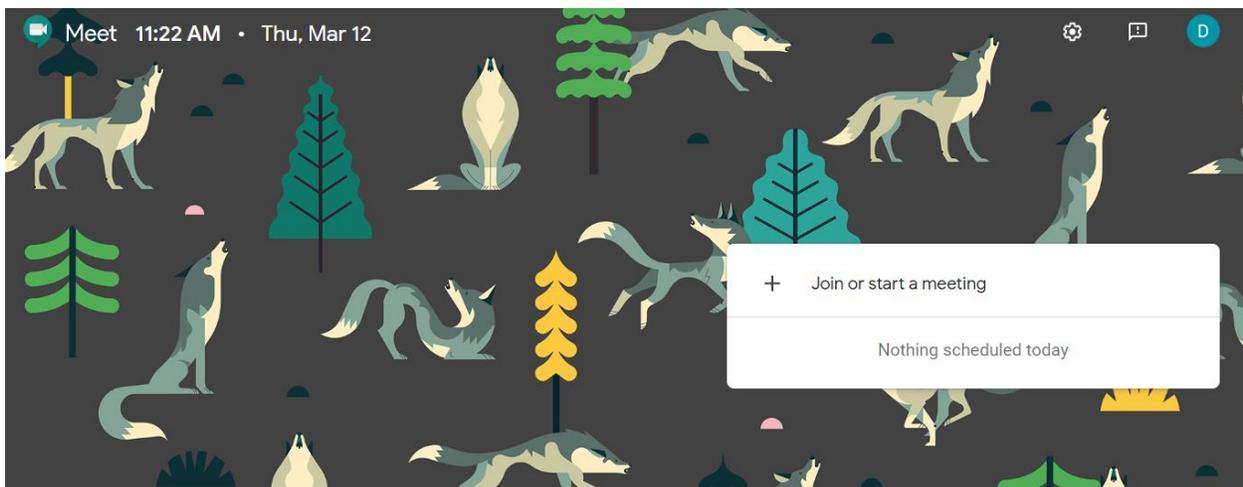


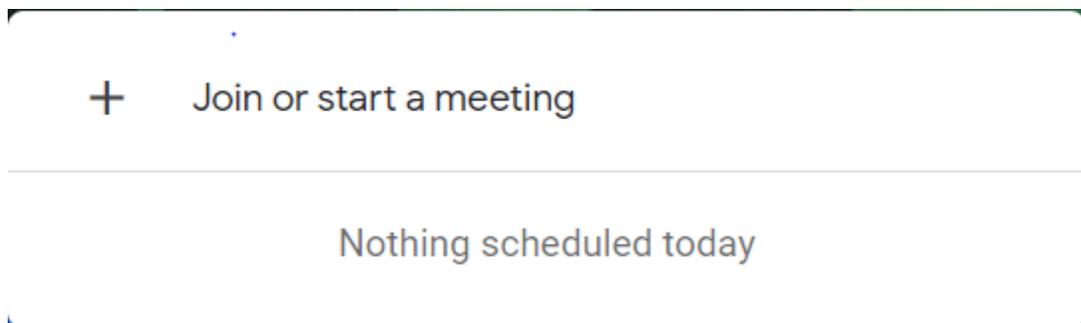
Using Google Meet

Google Meet is an alternative to common web conferencing like Zoom and Skype that can be accessed from any device by using the Google Meet app or going to meet.google.com on Google Chrome or FireFox. Google Meet is already associated with your Elmira College email accounts, since it is a Google product. This allows the user to record meetings and automatically have them uploaded to the Elmira College Google Drive for sharing. Below you will find a tutorial on the key features of Google Meet. Please email helpdesk@elmira.edu with any questions or issues you experience with Google Meet.

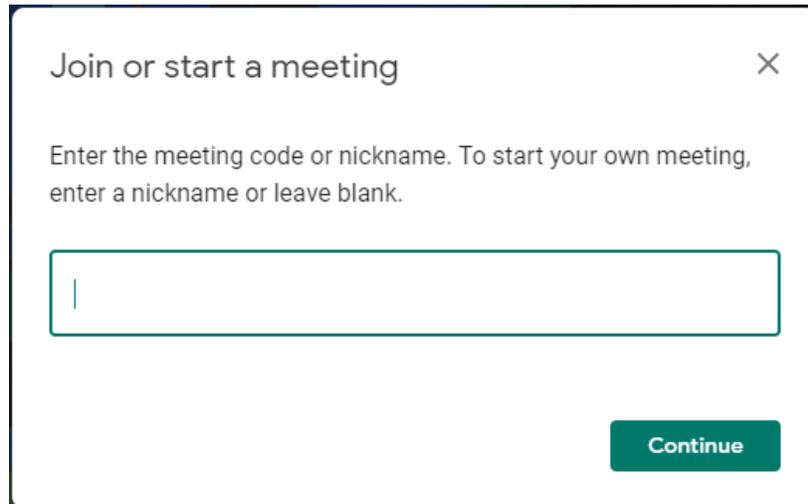
1. Below you will find the main screen after going to meet.google.com. Please note if you are already signed into your google account you will not need to sign in again.



2. Next you will want to select the Join or start a meeting icon that is depicted on the home screen (depicted below), which allows you to join an existing meeting or create a new one.



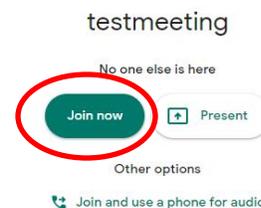
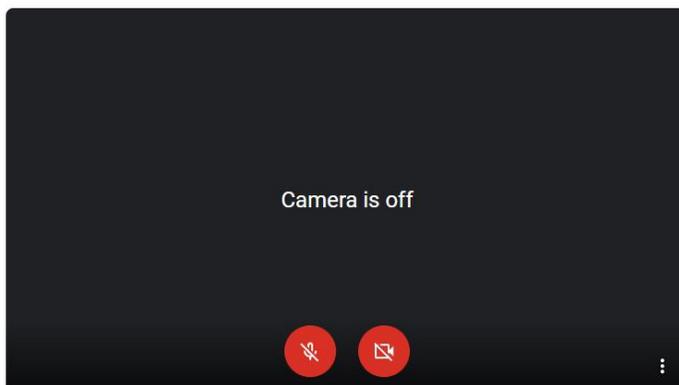
3. If you are starting a new meeting you can create a unique name based on your course or what the meeting will be about. You can also type in the name of the meeting that was created by the host (which should be provided to you by the host)



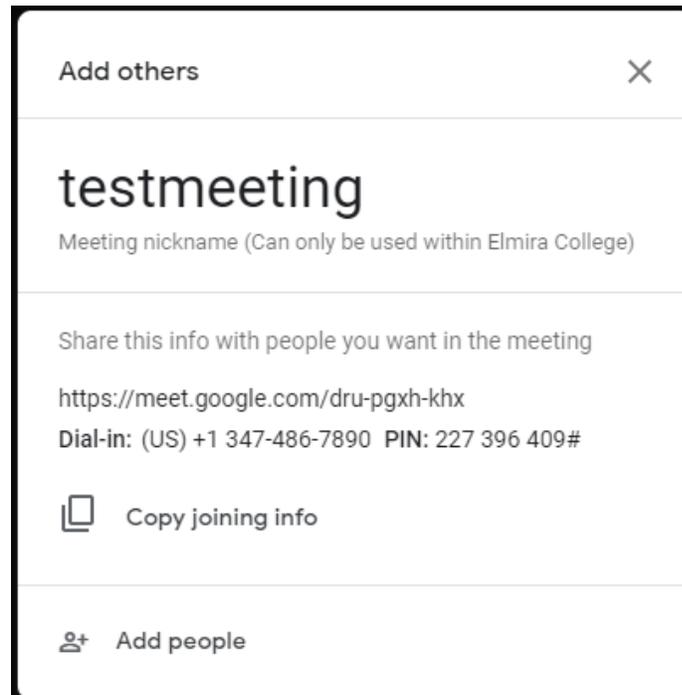
The screenshot shows a dialog box titled "Join or start a meeting" with a close button (X) in the top right corner. Below the title, there is a text prompt: "Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank." A text input field is positioned below the prompt, containing a single vertical line cursor. At the bottom right of the dialog box is a green button labeled "Continue".

4. Once you have decided on what your meeting will be called or you have found the meeting set up by the host, the following screen will appear and you will want to select the Join now icon (circled below)

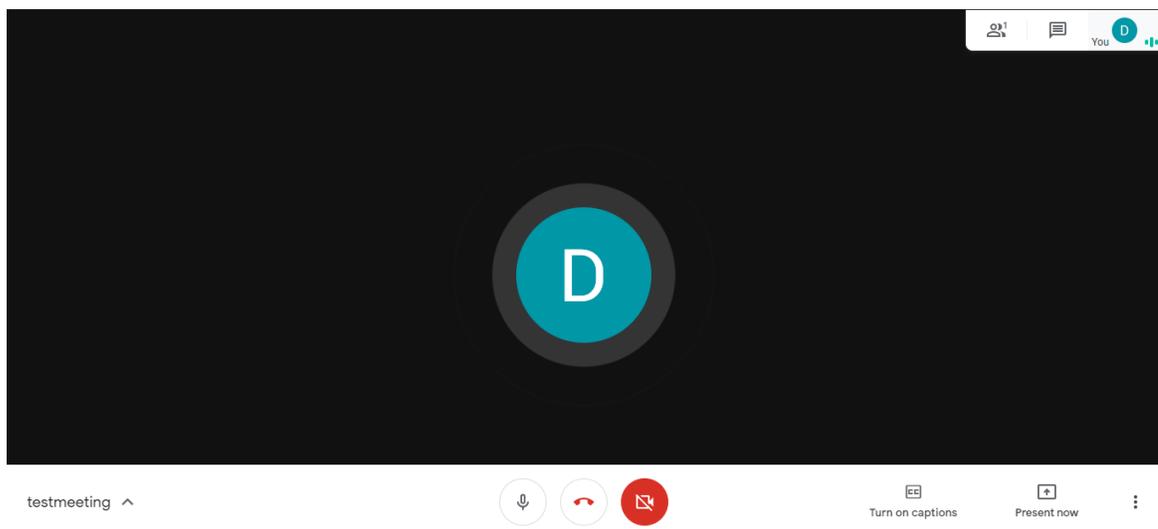
Meet



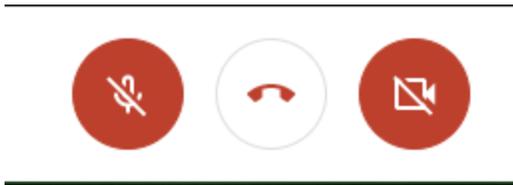
- When joining the meeting you will be prompted to invite the attendees of the meeting by selecting Add people or by providing the individual with either the link generated or the Dial-in number/PIN.



- After you have successfully joined or created your meeting, you will then be in your "meeting room" (depicted below). Here you will see everyone that is in the meeting. As you can see currently the video is not being shared.



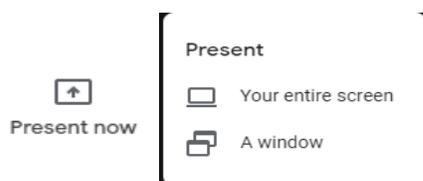
7. Google Meet works like any other video conference platform, where the user can mute themselves as well as their video feed (the icons are depicted below). When the microphone icon is red with a line through the mic icon your audio is muted and when it is live the mic is grey with a white background. This is also true with the video icon, when it is red with a line through the camera your video is off and when the mic is grey with a white background your video is showing. Between these two icons is the end call icon, which allows a user or host to leave or end the meeting.



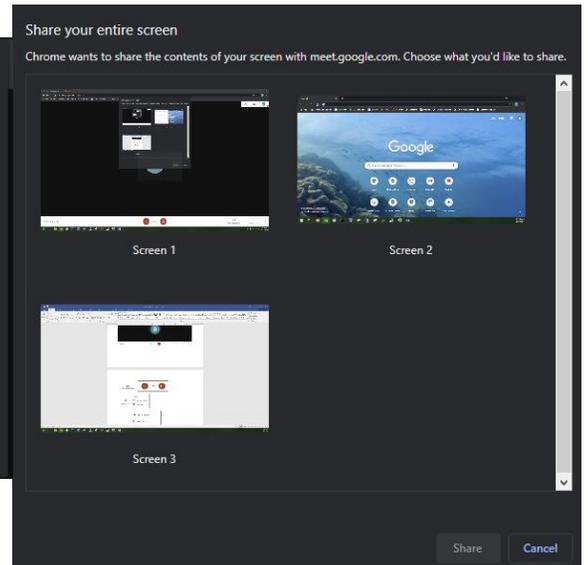
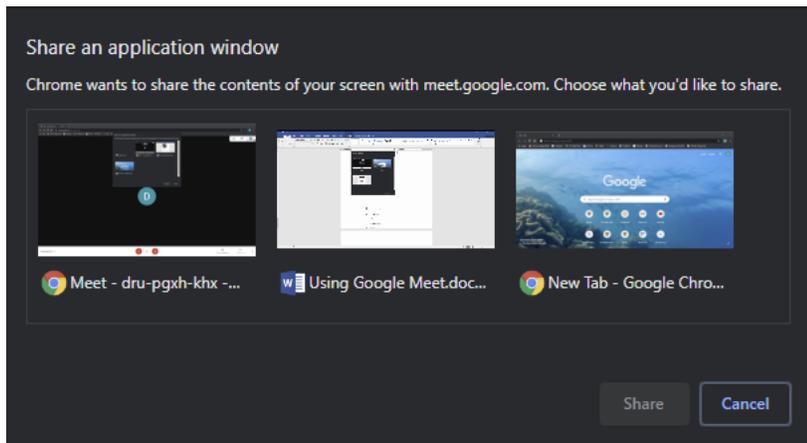
8. Another key feature that is found in the meeting room is the option to turn on live captions (icon to enable is depicted below), which presents whatever is being said in captions on the video.



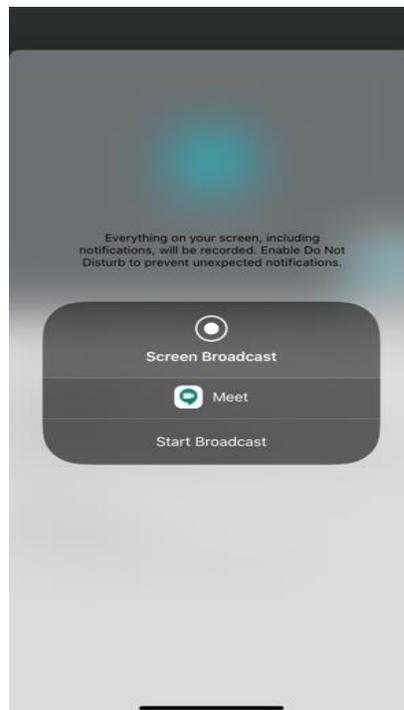
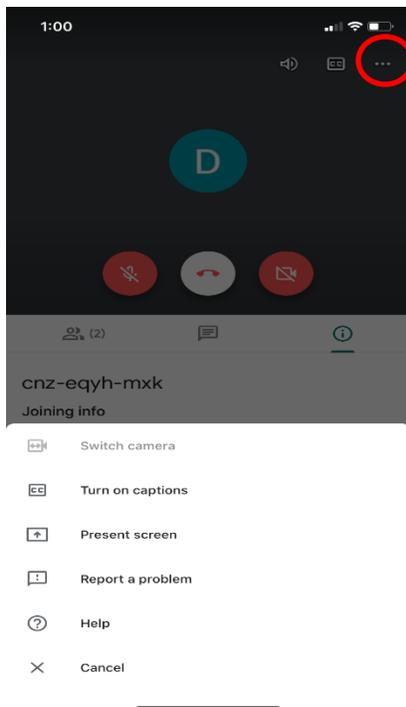
9. The next key feature is the ability to present one's screen, which is available on Mac, PC, and on newer IOS devices, but not on Android. When using the present feature on a PC or Mac from your browser you can click the Present Now icon (depicted below), which will allow you to either present your entire screen or a specific app that you have open (also depicted on the next page). Also depicted on the next page is how you can share your screen from an IOS device (iPhone or iPad).



Presenting from meet.google.com



Presenting from Google Meet App on iPhone. You will want to click on the three (circled in red) dots at the top of the Google Meet App to get the present screen option.



10. The last feature can be found when holding the video conference from meet.google.com. By clicking on the three vertical dots located at the bottom right of the meeting room, you have the option of recording the meeting by selecting the Record meeting option. This will record the meeting until recording or the meeting is stopped (please note that a consent message will appear when recording is started by the host). Afterwards the meeting is automatically uploaded to your Google Drive account and will be stored under a folder called Meet Recordings, which can be shared with others. You will also receive an email once the recording is successfully uploaded to your Google Drive.

