GOOGLE MEET TUTORIAL

Hello everyone!

With Covid-19 taking over our lives we are still in need of meeting platforms that are simple and easy to use for everyone.

In this tutorial we will get to teach you how to use Google Meet with your Gmail account so you can join or start your own meeting.

STEP 1; Open your browser and then the google search page

STEP 2; On the top right corner next to the icon of your account you will get to see a square icon with dots. Click on it

STEP 3: Once you click on it you will get to see on the third row an icon that says ''Meet''. This is how you will access the Google Meet page.

STEP 4: Now once you open the page, you see a blue button that says ''New meeting'' and a typing bar with the text ''Enter a code or link''

STEP 5; If you click on the blue button you will see three options.

- Create a meeting for later
- Start an instant meeting
- Schedule in Google Calendar

STEP 6: If you click on the Create a meeting for later option a message will pop up with the meeting link that you will have to save for yourself and the other meeting members.

STEP 7; Now on the next option Start an instant meeting once you click on it you will get to a call. A small window pop ups which gives you the option to add others with their emails or copy the meeting link so you can send it to your colleagues.

On your screen you will see some icons.

A microphone that lets you turn on and off your microphone

A camera with the same usage.

A square with the letter cc that lets you turn on and off the captions.

A square with an up arrow that gives you the option to share your screen

Then you will see 3 dots. If you click on them many options appear that provides you the option to personalize the meeting call and even communicate with the other members through activities.

In the middle is the big red button that if you click on it as the host of the call you get to finish the meeting for everyone or just for yourself.

Then the circle with the i inside is where you can see the meeting details

The next icon is so you can see who has joined the call and next to it a chat so you can communicate even easier.

Then the other one is an option to create activities for your callers

The last one as a host gives you the chance to control more options than the others

STEP 8; The next option Schedule in Google Calendar takes you to another page, Where you put the exact details you will need for your meeting

STEP 9; Now on the Enter a code or a link bar as a member you just copy paste the link you were given and you are able to enter a meeting.

And that's how you use Google Meet everyone