

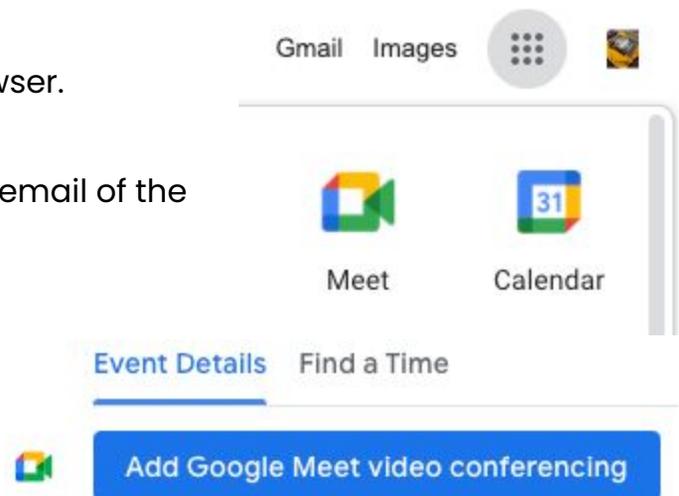
This guide is designed to help users become familiar with the most common features and functions of Google Meet on a computer. With this guide, you will be able to:

- ❖ Schedule a meeting from Calendar
- ❖ Start meeting from Meet
- ❖ Layout and View options
- ❖ Mute audio/video and see chat options
- ❖ Present a screen during a meeting and view participants at the same time
- ❖ Change your background
- ❖ Organize Breakout Rooms
- ❖ Open and share a Whiteboard

Adapted from Google Meet Help page: <https://support.google.com/meet#topic=7306097>

## Schedule a video meeting from Google Calendar

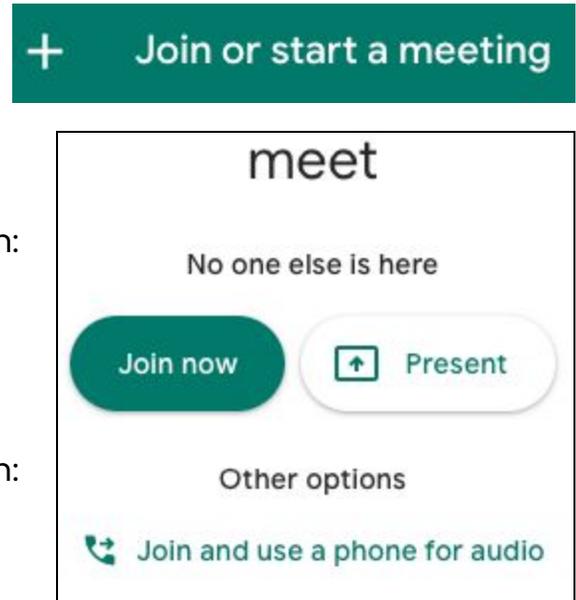
1. Open Chrome browser and select Google Calendar from the waffle menu or go to <https://calendar.google.com/> in any browser.
2. In **Calendar**, create an event.
3. Click Add guests and enter the names or email of the people you want to invite.
4. Click Save.
5. Click Send to notify guests.



## Start a video meeting from Meet

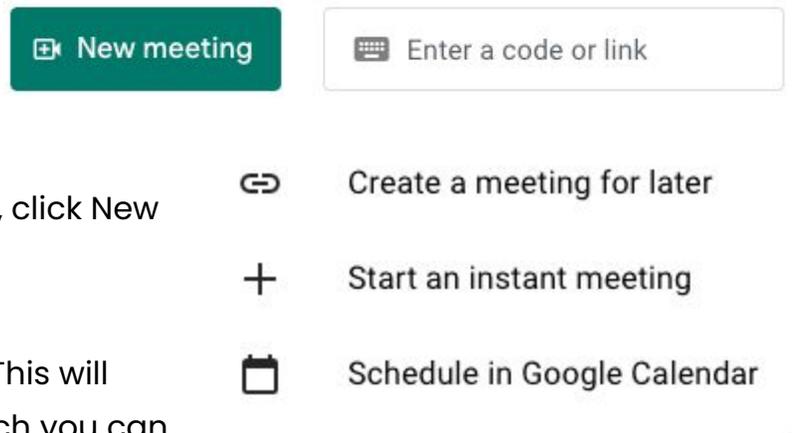
For **Google Workspace** users (using Meet with a work or school account)

- ❖ [Go to Google Meet](#).
- ❖ Click Join or Start a meeting.
- ❖ *Optional*: Create a nickname for your meeting and enter the nickname. Click Continue.
- ❖ Click **Join now**.
- ❖ To add someone to a meeting, choose an option:
  - Click Copy joining info  and paste the meeting details into an email or another app.
  - Click Add people  and choose an option:
    - Under the Invite section, select a name, or enter an email address and click Send invite.
    - Under the Call section, enter a phone number and press Call .



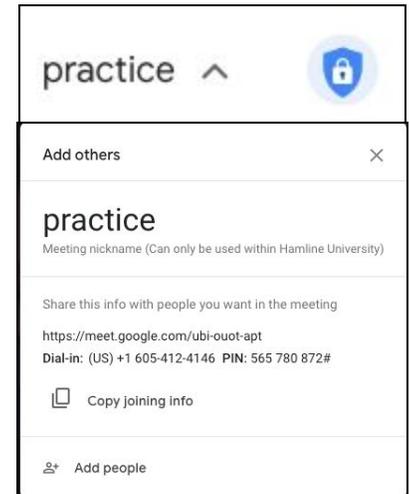
For users using Meet with a **personal account**

- ❖ [Go to Google Meet](#).
- ❖ If you have a meeting code, enter a code in the “Enter meeting code” field  click Join.
- ❖ If you want to start a new meeting, click New Meeting.
- ❖ Choose an option:
  - **Create a meeting for later**: This will generate a meeting link which you can share to meet now or later.
  - **Start an instant meeting**: Creates a meeting that you join now.
  - **Schedule in Google Calendar**: To schedule a meeting, you will be directed to [Google Calendar](#).



## View meeting details

- ❖ The Meeting details panel provides information like the Meeting link, Dial-in number and Pin number. You can also copy the meeting invitation here.
  - Click the lower left hand panel with the up carrot ^. Your meeting nickname should appear here.

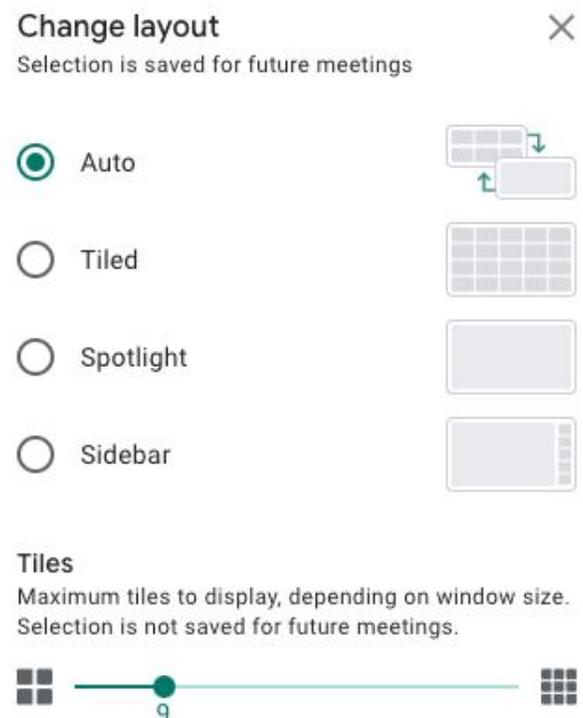


## Change your layout

Google Meet automatically switches the layout in a video call to display the most active content and participants. You can change the number of participants you see on your screen. The number of tiles may change depending on the size of your browser window.

- ❖ At the bottom right, click More  >  
Change layout .

- **Auto:** The view that Meet chooses for you. By default, you'll see 9 tiles on your screen.
- **Tiled:** The view that can show up to 49 people at the same time. By default, you'll see 16 tiles on your screen. At the bottom of the window, move the slider to the number of tiles you want to see on your screen.
- **Spotlight:** The active speaker or shared screen fills the entire window.
- **Sidebar:** The main image is of the active speaker or shared screen. You'll see thumbnails of additional participants on the side.



## View yourself in a video meeting

You can choose whether or not you would like to see yourself appear alongside other participants in a meeting. You will not see yourself among participants if you select the Spotlight layout or have pinned another participant.

### **Turn on self view in a video call:**

- ❖ On the top right corner of your screen, hover over yourself preview > click Show in a tile . On the People panel, click Show in a tile .

### **Turn off self view in a video call:**

- ❖ On the top right corner of your screen, hover over yourself preview > click Remove tile .
- ❖ On the People panel, click Remove tile . Hover over your tile in the video grid > click Remove tile .

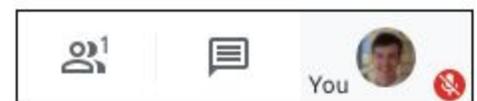
## Mute a participant's microphone

If there is feedback or background noise in a video call, you may want to mute other participant's microphones. For video calls organized through a personal account, only the video call moderator can mute other participants.

- ❖ To mute other people, on the People tab, select the person and tap Mute .
- ❖ **Important:** If you don't see the People tab, long press/tap a participant's thumbnail, tap .
- ❖ **Tip:** For privacy reasons, you cannot unmute another person. Ask the participant to unmute their audio. To mute or unmute yourself, tap Mute .

## Send a chat message during a video call

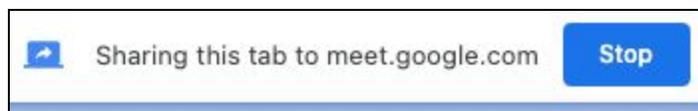
- ❖ Click Chat (upper right corner). 
- ❖ Enter a text message and click the Send icon



**Note:** If you want guests to be able to edit a file, make sure you have shared the Google file with them.

## Present screen during a meeting

- ❖ In the bottom-right corner, select Present now.
- ❖ Select **Your entire screen, A window, or Chrome tab**. If you present a Chrome tab, it shares that tab's audio by default.
- ❖ **Tip:** If you are sharing audio/video mute your own window to prevent a feedback loop.
- ❖ Sharing is indicated by a blue square on a tab or blue border around a window.
- ❖ To present a different tab, select the tab you want to present, click Share this tab instead. Select Share.
- ❖ **Important:** If your camera is turned on, your video is active while you're presenting.



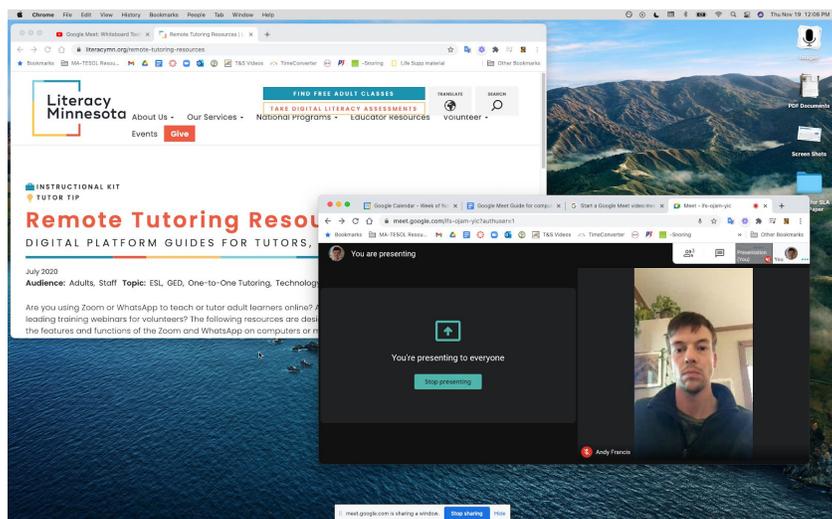
## **Stop presenting**

- ❖ In the Meet window, click Stop Presenting. In the bottom-right corner, you can also click You are presenting > Stop presenting.

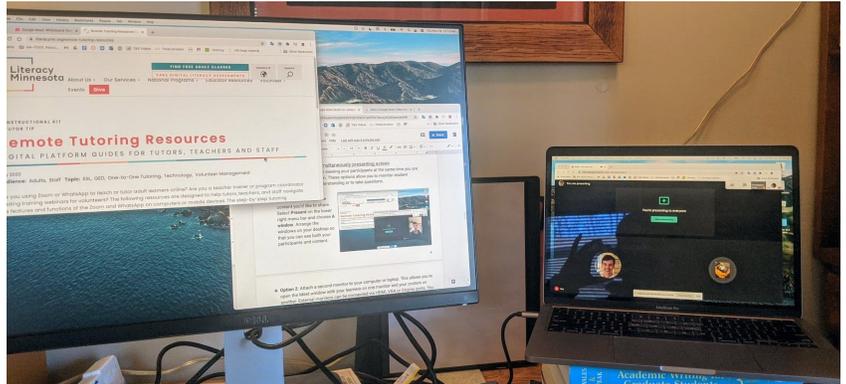
## View participants while simultaneously presenting screen

There are two easy options for viewing your participants at the same time you are sharing content on your screen. These options allow you to monitor student engagement, assess their understanding or to take questions.

- ❖ **Option 1:** Open a new browser window with the content you'd like to share. Select **Present** on the lower right menu bar and choose **A window**. Arrange the windows on your desktop so that you can see both your participants and content.



- ❖ **Option 2:** Attach a second monitor to your computer or laptop. This allows you to open the Meet window with your learners on one monitor and your content on another. External monitors can be connected via HDMI, VGA or Display ports. You will need an adapter if your computer uses USB-C ports. You may need to configure your displays once the monitor is connected. Select the option to extend your screen and be sure to deselect screen mirroring.



## Change your background

### Before a video call

- ❖ On the bottom right of your self view, click Change Background  .
  - To slightly blur your background, click Slightly blur your background  .
  - To completely blur your background, click the second button  .
  - To select a pre-uploaded background, click a background.
  - To upload your own image for your background, click Add  .
- ❖ Click Join Now.



### During a video call

- ❖ On the bottom right, click More  .
- ❖ Click Change background  .
  - See instructions above.

**Tip:** Your camera is automatically turned on when you click Change background. Changing your background may slow down your device. You may want to turn this feature off to allow other apps to run faster on your computer or if your connection is slow.

## Use breakout rooms in Google Meet

**Important:** Breakout rooms are available to users with a **G Suite Enterprise for Education** license and permissions to create meetings. Click [here](#) for more information.

### **For video call moderators**

- ❖ On your computer, start a video call.
- ❖ In the top right, click Activities  > Breakout rooms.
- ❖ In the Breakout rooms panel, choose the number of breakout rooms. You can create up to 100 breakout rooms in a call.
- ❖ Call participants will then be randomly and equally distributed across the rooms.
  - To manually move people into different rooms, you can either:
    - Enter the participant's name.
    - Click the participant's name. Hold down the mouse, drag the name, and then drop it into another breakout room.
  - To randomly mix up the groups again, click Shuffle .
- ❖ In the bottom right, click Create.

**Tip:** To redo the breakout rooms and put all participants back in the Main room, click Clear .

### **Edit, join, or leave breakout rooms**

- ❖ Once you've created breakout rooms, you can make changes to the rooms or join each breakout room to monitor and participate in discussions.
- ❖ **Tip:** Moderators won't see chat messages that were exchanged between participants before they join or after they leave a breakout room.  
To make changes to the participant groups or number of breakout rooms, click Edit breakout rooms . Once you've made your changes, click Save.
- ❖ To join an individual breakout room, next to the breakout room number, click Join.  
To leave all breakout rooms and return to the Main room, next to the current breakout room, click Leave.

### **End breakout rooms**

- ❖ In the Breakout rooms panel, at the top right, click End breakout rooms .
- ❖ Click End breakout rooms.

## For video call participants

Your moderator will create breakout rooms and invite you to join one. Your moderator can join each breakout room at any time during the video call.

- ❖ On a computer or mobile device, sign in to your Google Account.
- ❖ Join a video call from your computer or the Meet mobile app.
  - **Important:** If you dial in to the call from your phone, you won't be able to join breakout rooms.
- ❖ When your moderator invites you to join a breakout room, you'll see a prompt on your screen. Click Join.
  - **Tip:** If you click "Cancel," you'll remain in the Main room. At the top, next to "Invited to Breakout #," click Join.

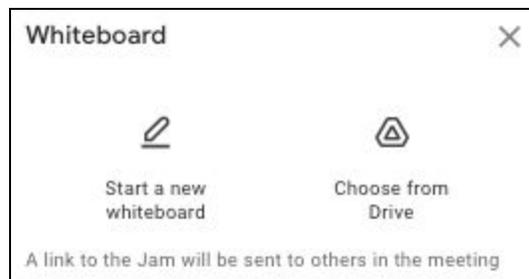
## Use a whiteboard in Google Meet

Start or open a Google Jamboard while in a video call. A Jamboard is a virtual dry erase board where you can brainstorm ideas live with others.

**Important:** You can only start or open a Jamboard during a Meet call if you joined the call on a computer. Video call participants on a mobile device or tablet will get a **link** to a Jamboard file and be directed to the Jamboard app.

### Start or open a Jamboard in a video call

- ❖ In the video call at the bottom right, click More options  > Whiteboard.
- ❖ To create a new Jamboard, click Start a new whiteboard. To open an existing Jamboard from your drive, shared drives, or computer, click Choose from Drive.



**Tip:** The Jamboard file will open in a new tab and a link is shared automatically via the in-call chat. Click [here](#) for more information on using Jamboards.