

HOW TO CONDUCT MEETINGS

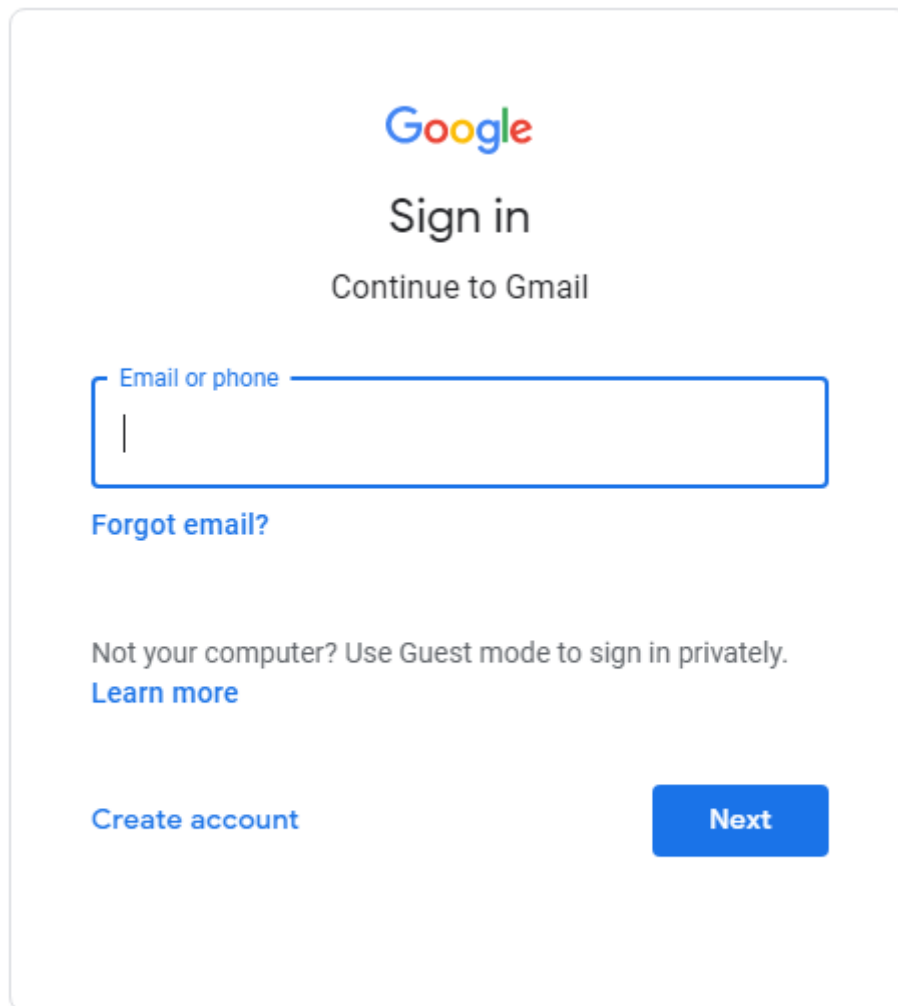
WITH

GOOGLE MEET



ON A DESKTOP / LAPTOP:

- Open Chrome browser and visit <https://www.gmail.com>
- Log in to your Gmail account using the email address and password given to you.



Google

Sign in

Continue to Gmail

Email or phone

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Not your computer? Use Guest mode to sign in privately.
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English (United Kingdom) ▼

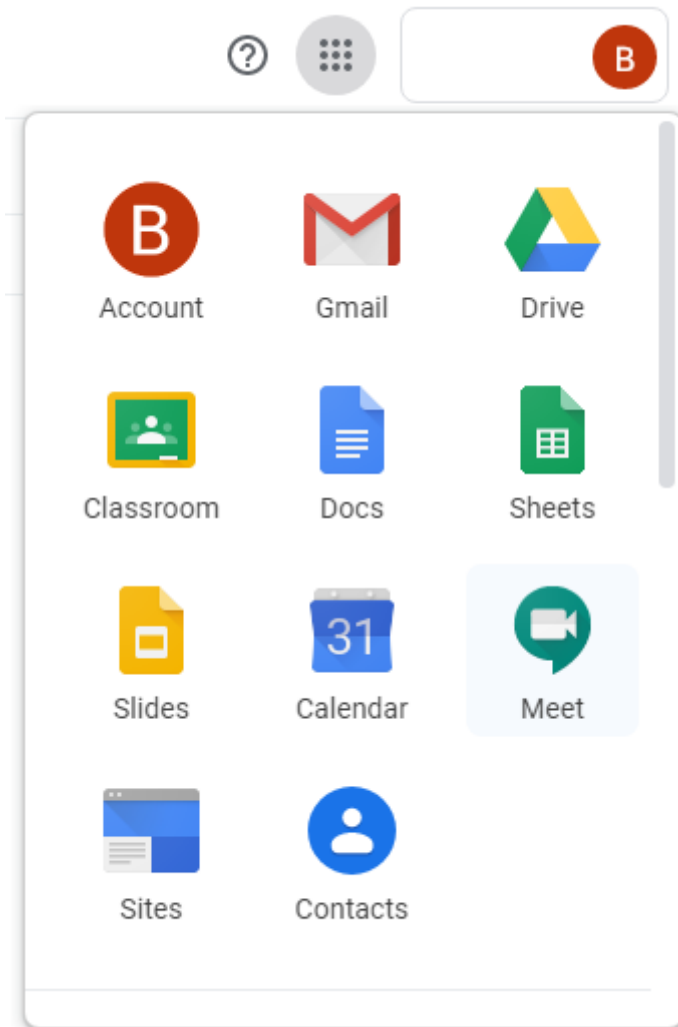
[Help](#)

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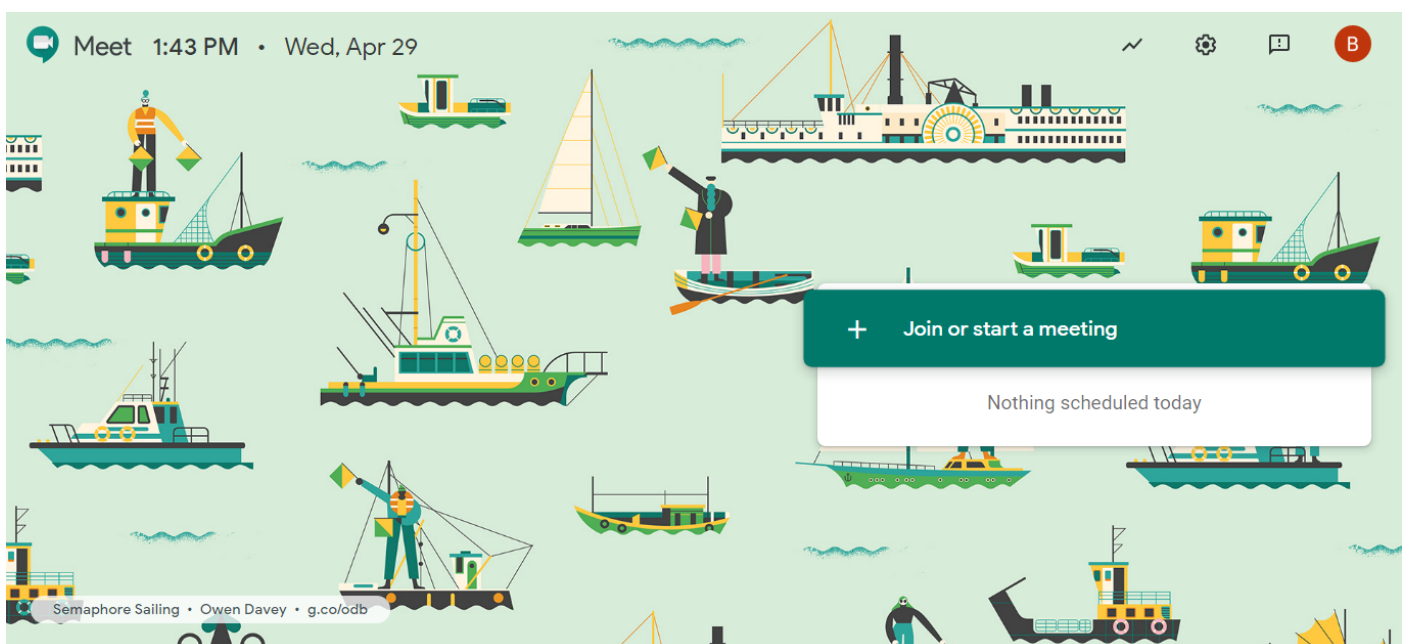
[Terms](#)



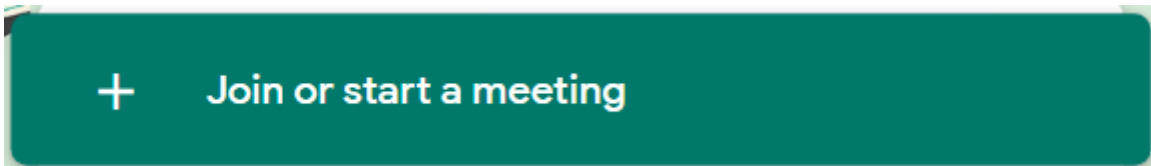
- After successful sign in, click on the Google Apps button on the upper right corner
- This will open the Google Apps drop list



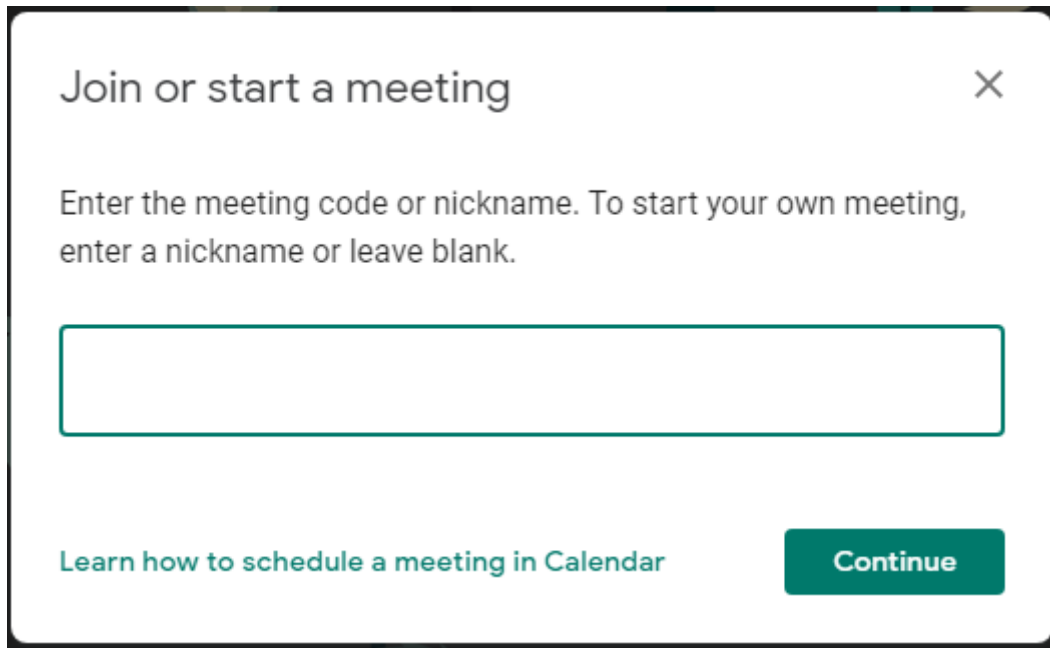
- Click on “Meet”. This will open a new tab/window.



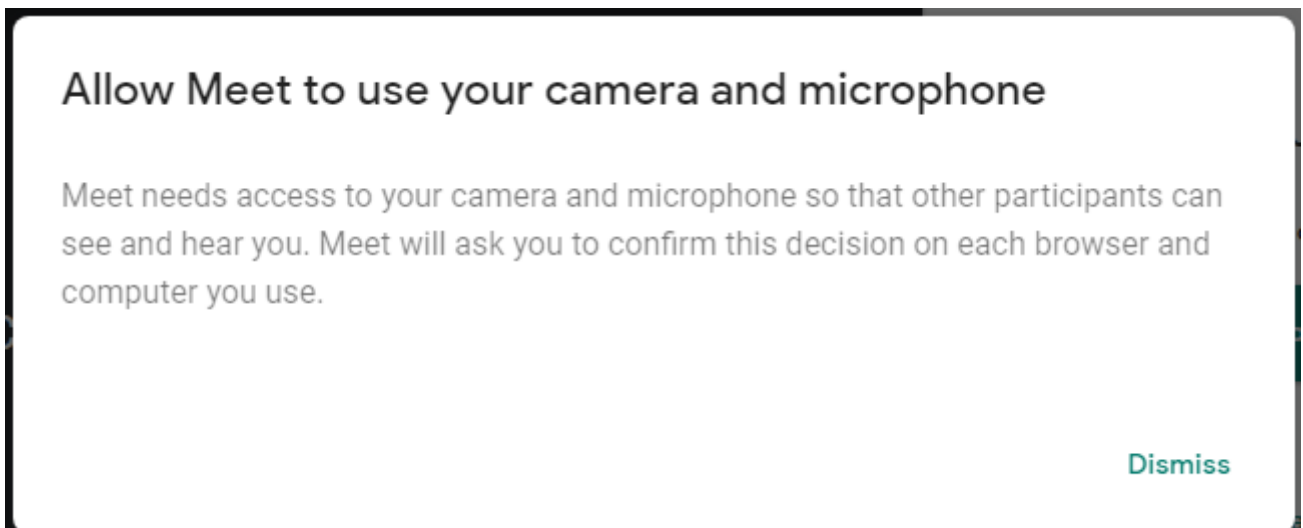
- Click on “Join or start a meeting”



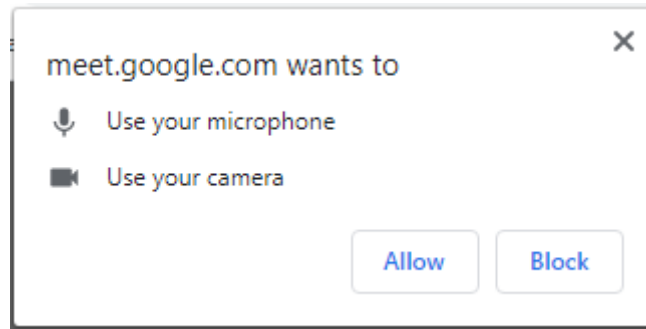
- Give a meaningful meeting name in the box that opens up. Keep it short and avoid punctuation marks.
- Click "Continue"



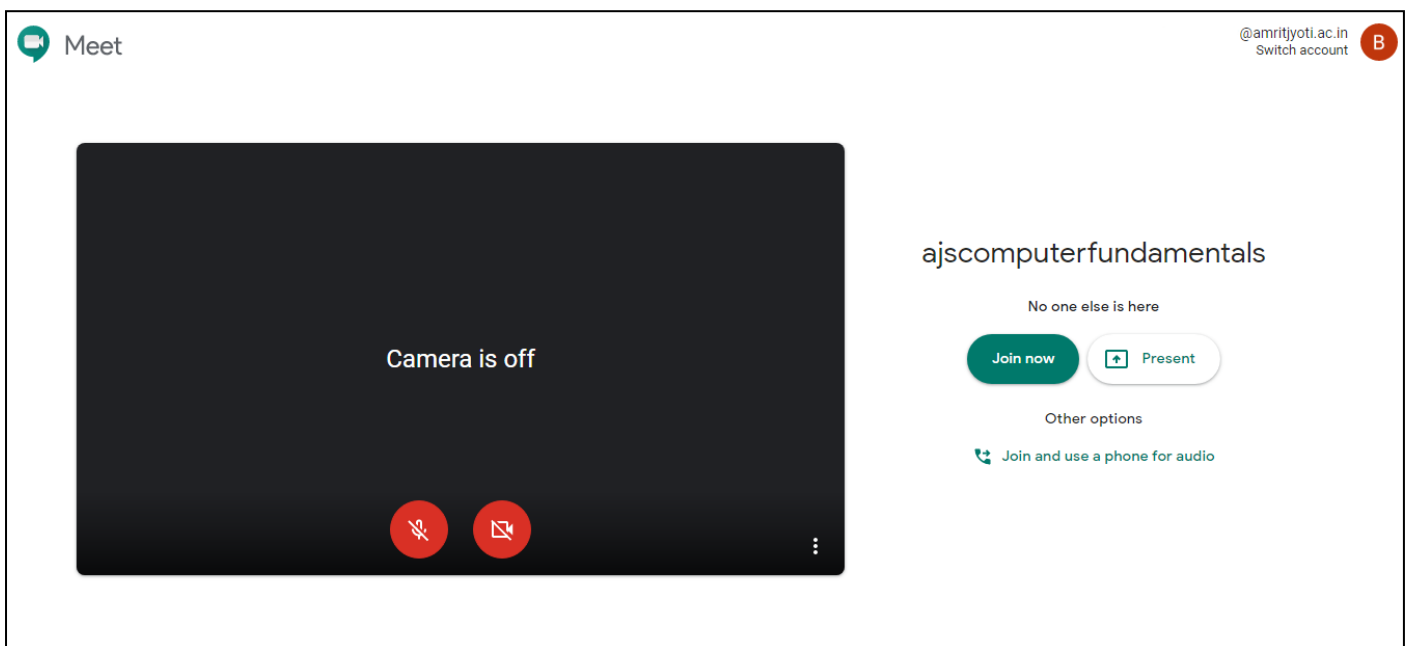
- Chrome will alert you about the use of Camera and Microphone for the purpose of conducting the meeting. Click "Dismiss"



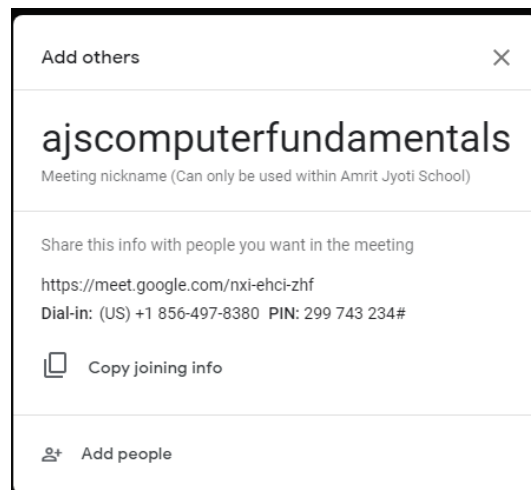
- Click “Allow” for Chrome to use of Camera and Microphone for the purpose of conducting the meeting




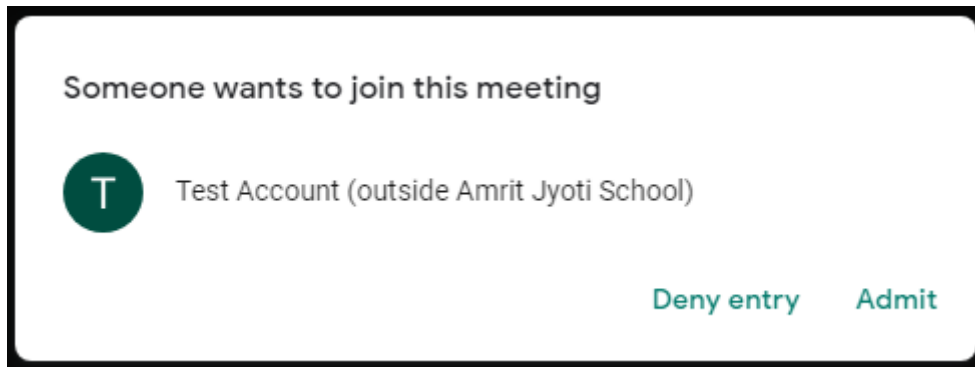
- You should now see a screen as follows:



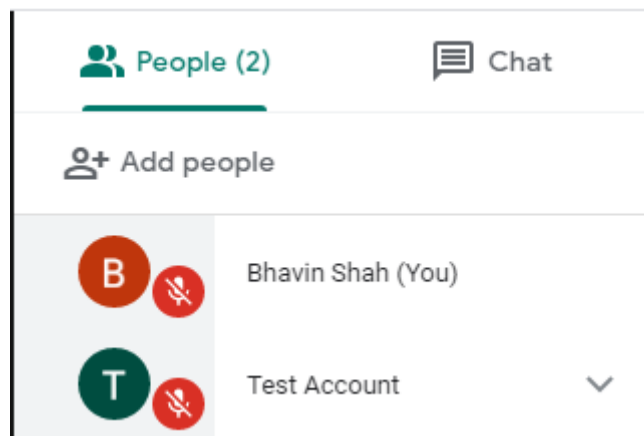
- Here, click “Join now” to start a meeting.
Note: You may keep the camera and microphone off until the meeting has started.
- A meeting code will be generated for you to share with the participants



- Click  to copy the joining information and share it with the participants.
- Once participants start joining in you'll be required to admit them in the meeting by clicking "Admit" for each participant. To deny entry in the meeting, click "Deny entry"



- Once all participants have joined the meeting, you can switch on the Camera and Microphone to start the meeting.
- You can see a list of all participants on the tab on the right hand side of the screen

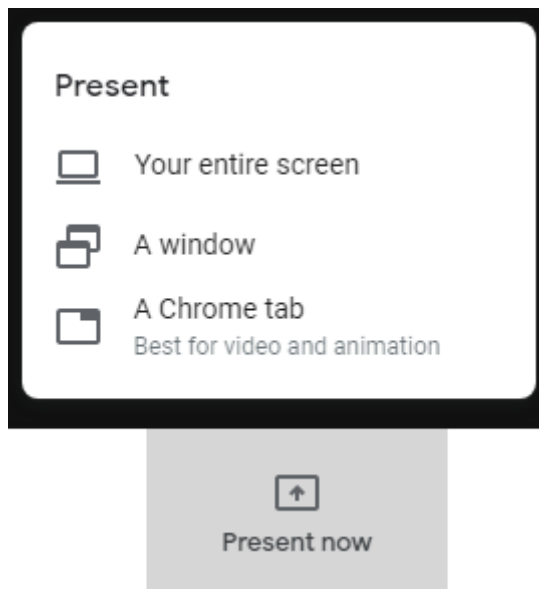


- You can also start a chat conversation with the participants by clicking on the Chat button.

TO SHARE YOUR SCREEN WITH PARTICIPANTS:

BEGIN SHARE

- To share your screen or a window, click on “Present Now” . It appears on the lower right corner of the screen



- Once you have selected the suitable option, your screen will be visible to the participants.
 - Your entire screen: The entire screen will be shown to the participants.
 - A Window: One window (application) can be selected that you wish to share with the participants. The whole screen will not be shared
 - A Chrome tab: Any existing Chrome browser tab can be shared with the participants.

END SHARE

- Click “Stop Presenting” in the main Meet window to stop sharing the screen.

END MEEETING

- To end a meeting, click on the Hang up button visible in the main Meet window at the

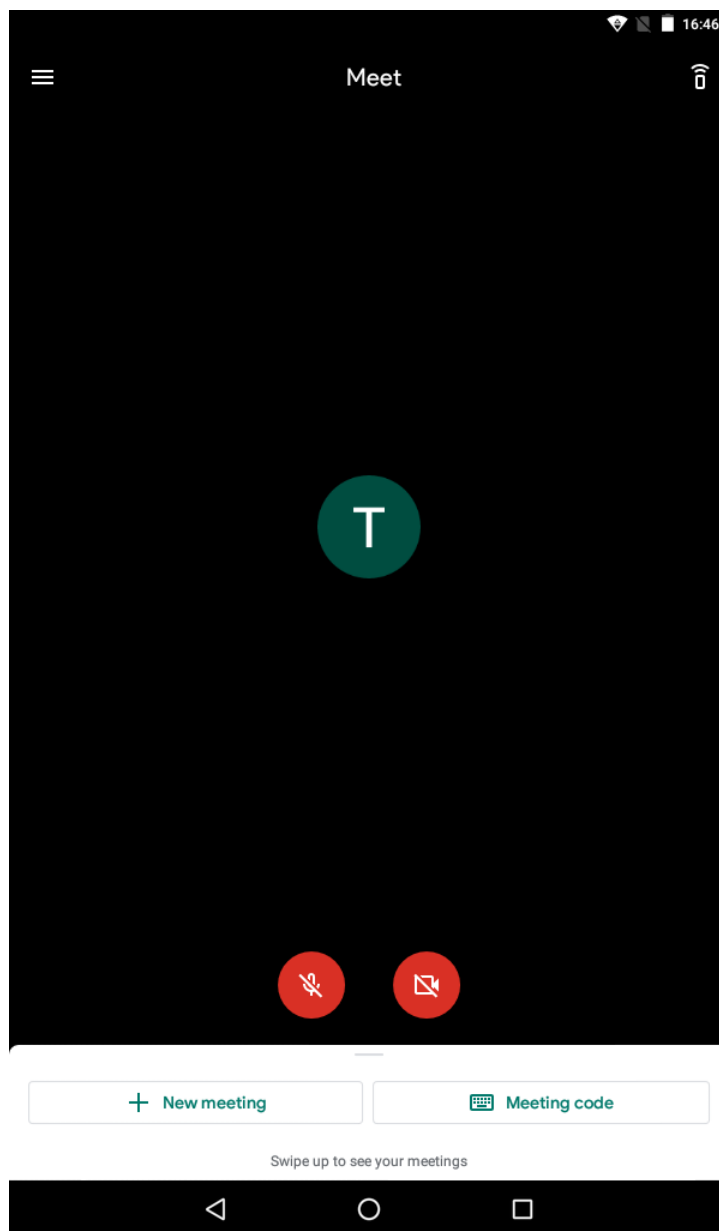


bottom of the screen.

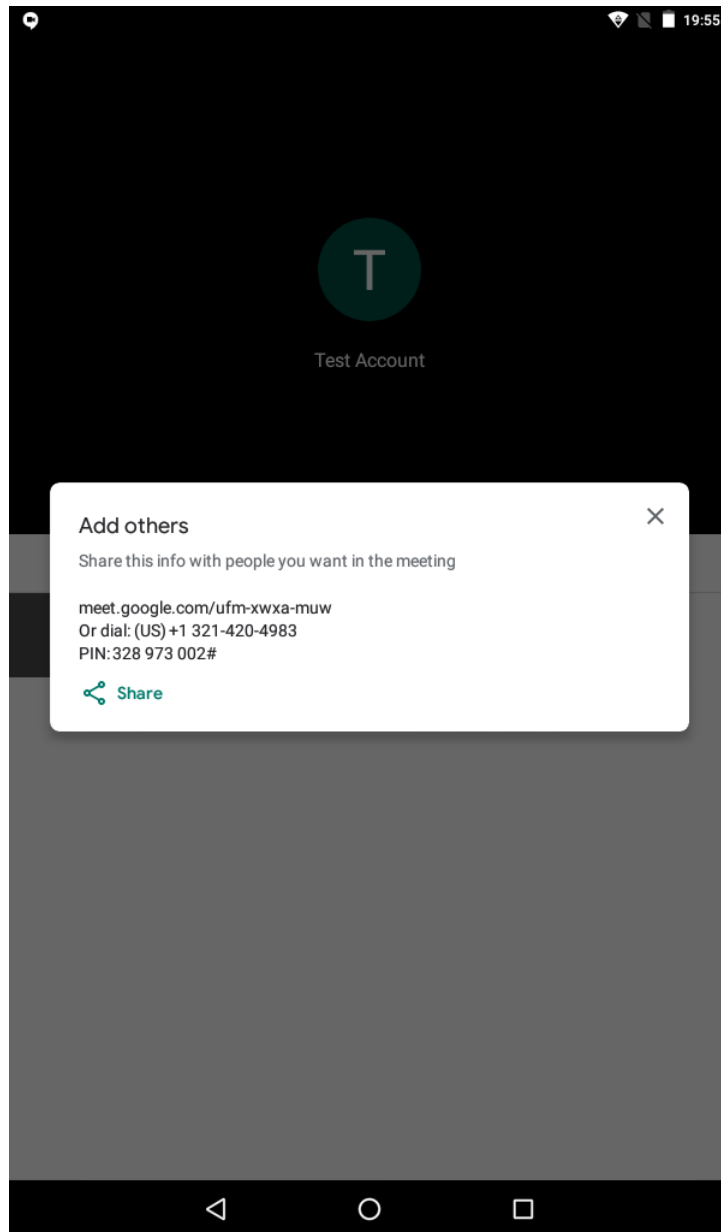
- Close the Meet Tab in Chrome.
- Sign out of your Gmail account.

ON A MOBILE / TABLET:

- Under Settings, go to Accounts and add a new Google Account.
- Enter your email ending in @amritjyoti.ac.in and the password.
- Install the Meet App from Google Playstore.
Note: Google Hangouts and Google Meet are two different apps.
- Open the App. Use the @amritjyoti.ac.in ID if asked for.

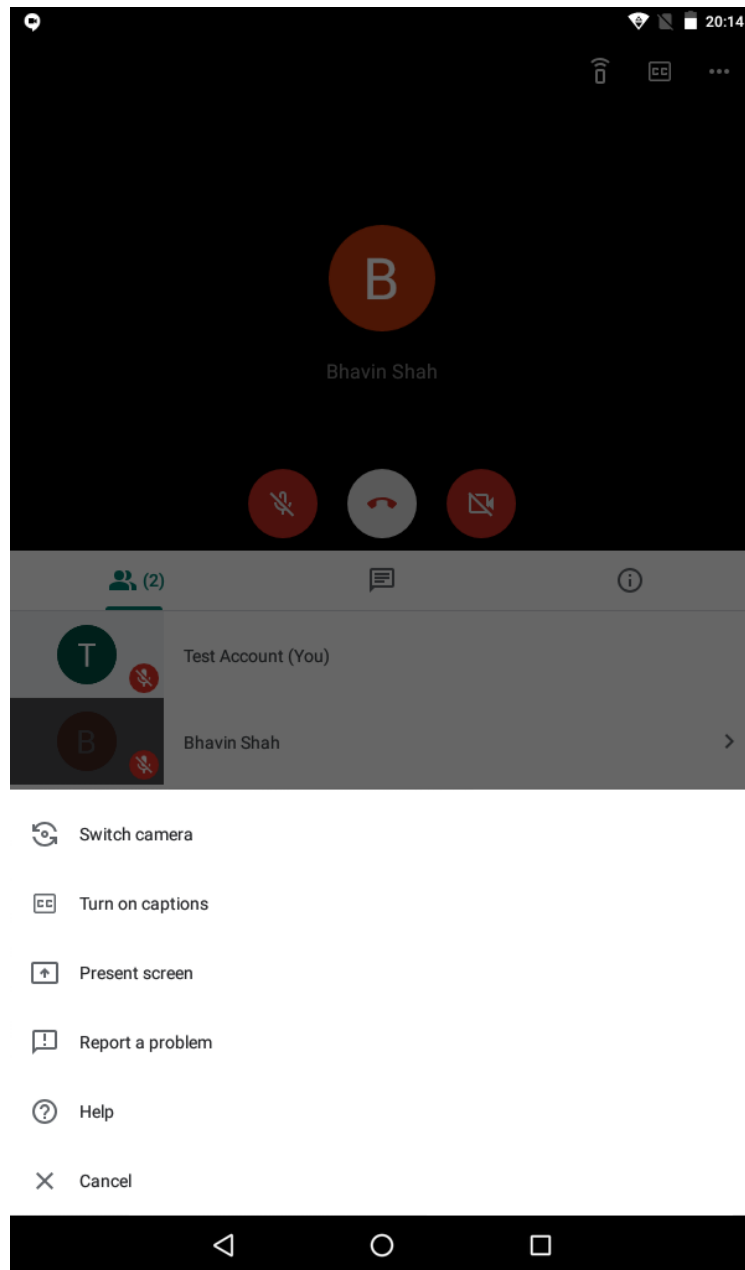


- Tap on “New Meeting”
- A Meeting code will be generated which will have to be shared using the Share button.
Note: The meeting code which is in the format of xxx-xxxx-xxx can also be shared directly.



- Close the “Add Others” box.
- Admit the participants as they send request.

- Tapping on the screen will bring up the options like switch on/off camera and microphone, settings and others.



- Tap on the Hang up button  to end the meeting.

NOTES:

- 1) Participants to be asked to mute their microphones.
- 2) Admitting a large number of participants will take a good amount of time so schedule the meeting with some spare time before the meeting.