



Runners Final Piece 1

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Click anywhere to begin

Module 5

How to Use Google Meet

Communicate with loved ones to maintain your mental health!

Click anywhere to begin

Help Page



Open the
help screen



Exit the
program



Go to the home
page for the
module

Right Arrow to go to
the next slide.
Left Arrow to go to
the prior slide.



How To Use Google Meet

1 Introduction

2 Setting up your account

3 Start a Meeting

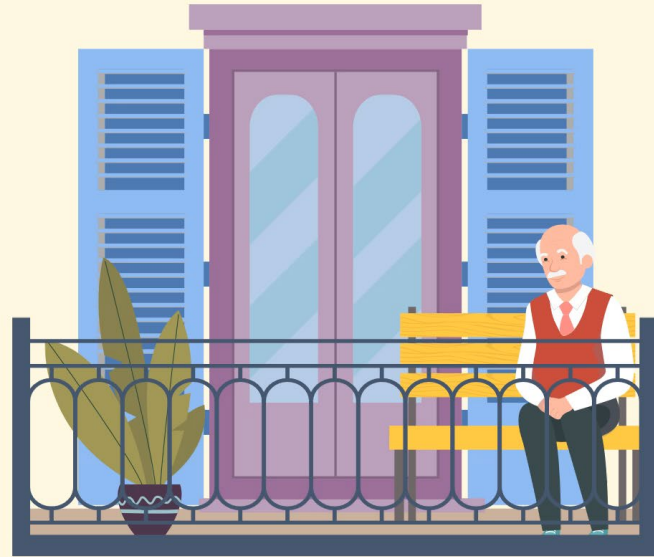
In 5 Steps you can meet with a friend

4 Meeting Controls

5 You try it!



Introduction



Getting Started

Google Meet (formerly Hangouts) x +
meet.google.com

Google Meet Overview How it works Plans & pricing Sign in Join a meeting Start a meeting

Learn about our solutions for [education](#) and [healthcare](#)

Enter
Meet.Google.com
to reach this page

Join video meetings.
NOW free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

Start a meeting

Enter meeting code Join

Don't have an account? [Sign up for free](#)



Signing In

Click

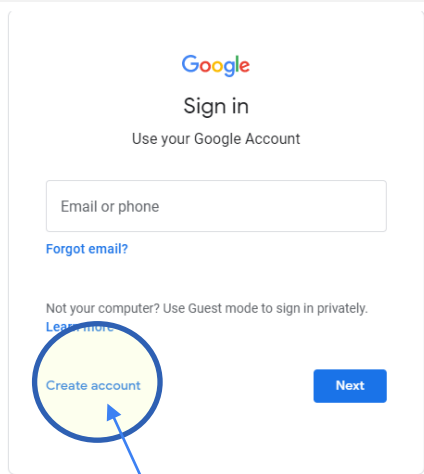


Enter Email Address
(You@Gmail.com)

Enter Password



Create an Account



Google
Sign in
Use your Google Account

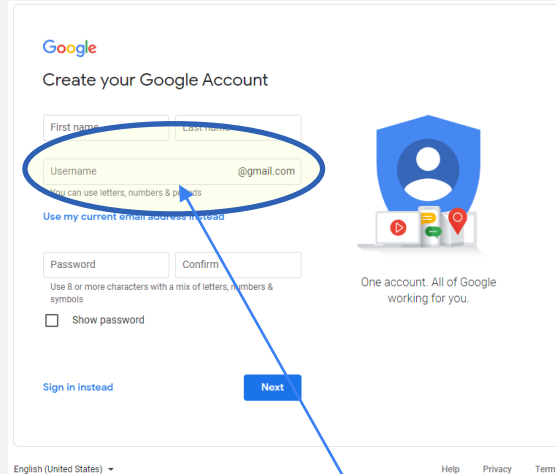
Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

Create account **Next**

Click here



Google
Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password Confirm

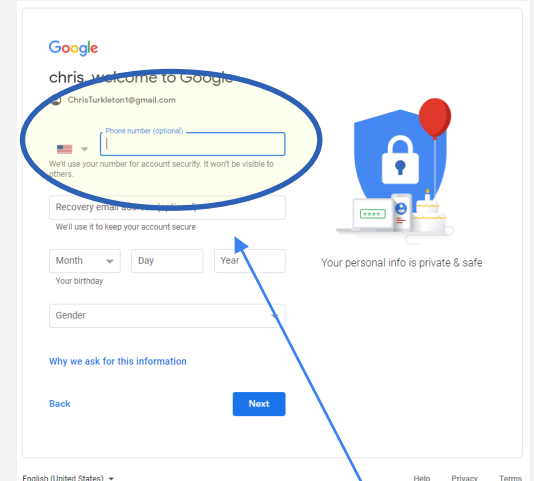
Use 8 or more characters with a mix of letters, numbers & symbols

Show password

Sign in instead **Next**

English (United States) [Help](#) [Privacy](#) [Terms](#)

Be creative or simply use your name!



Google
chris, welcome to Google
ChrisTurkleton1@gmail.com

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email

We'll use it to keep your account secure

Month Day Year

Your birthday

Gender

Why we ask for this information

Back **Next**

English (United States) [Help](#) [Privacy](#) [Terms](#)

Optional

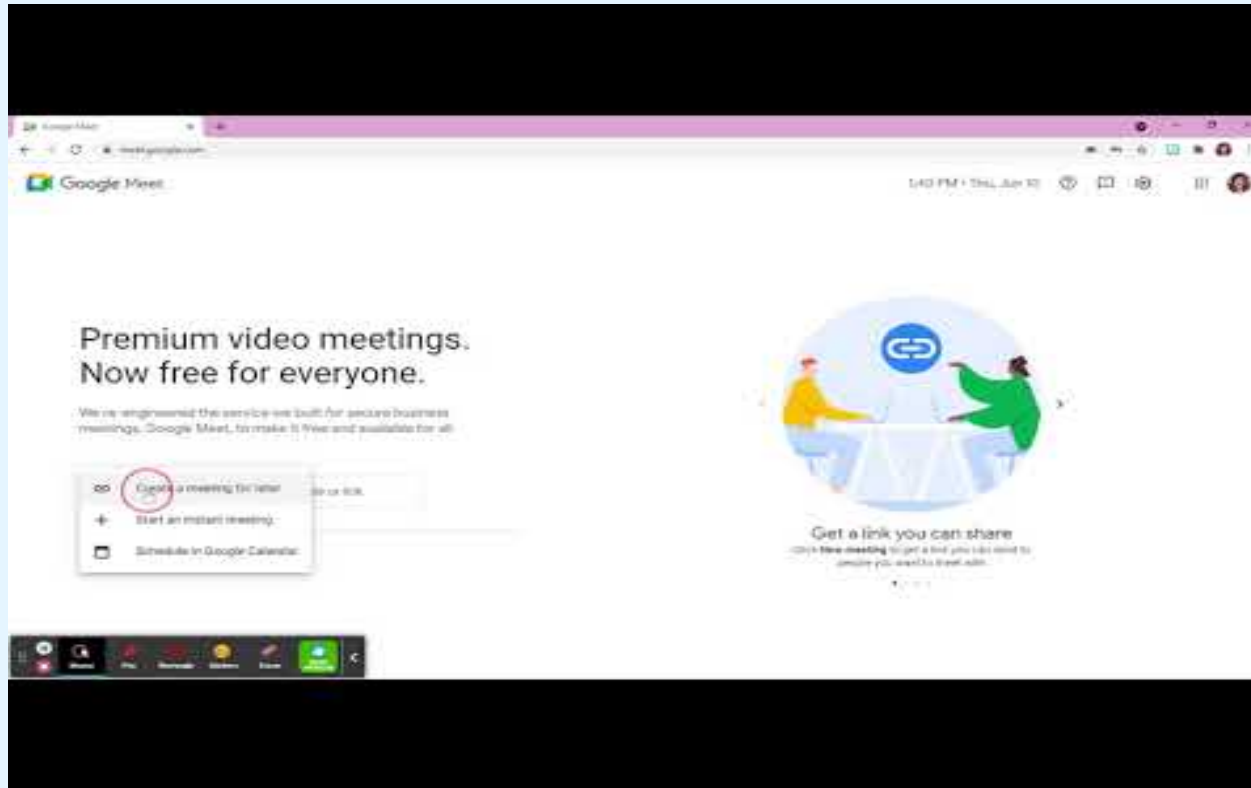


Start a Meeting Introduction

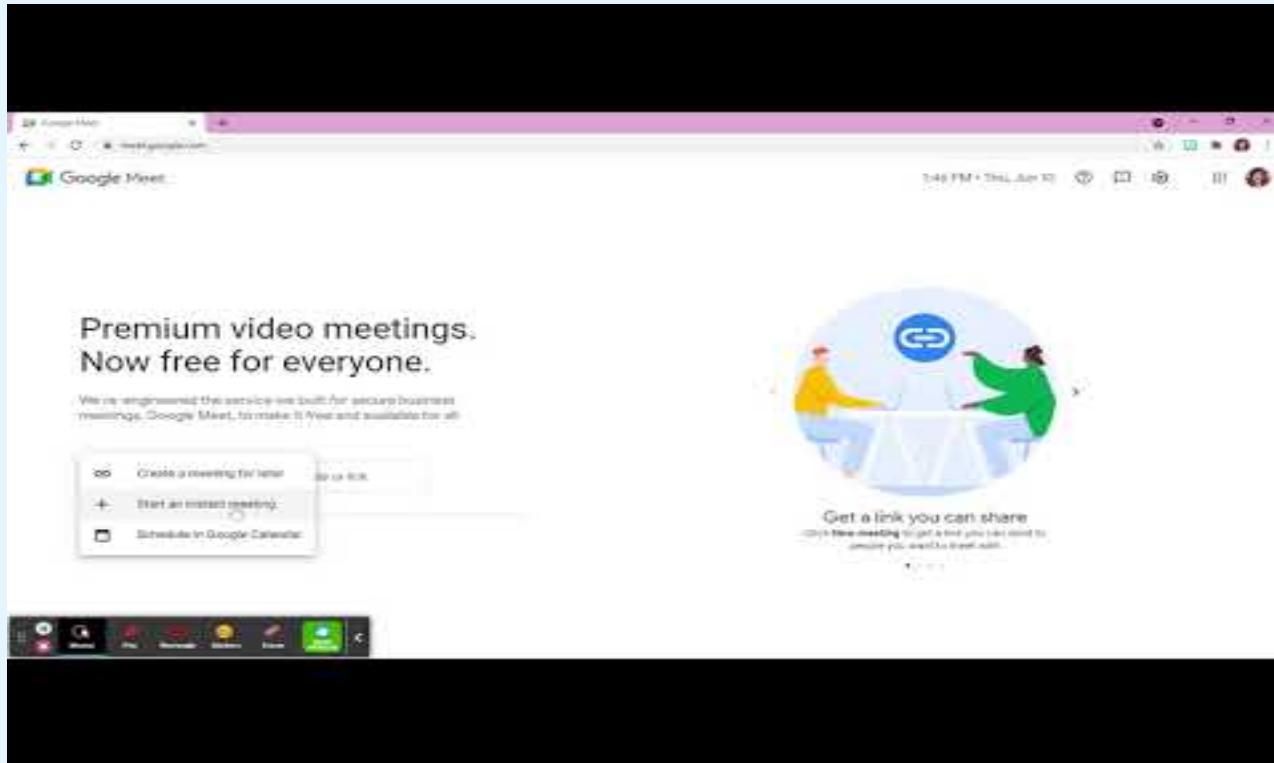
Start a Meeting Introduction



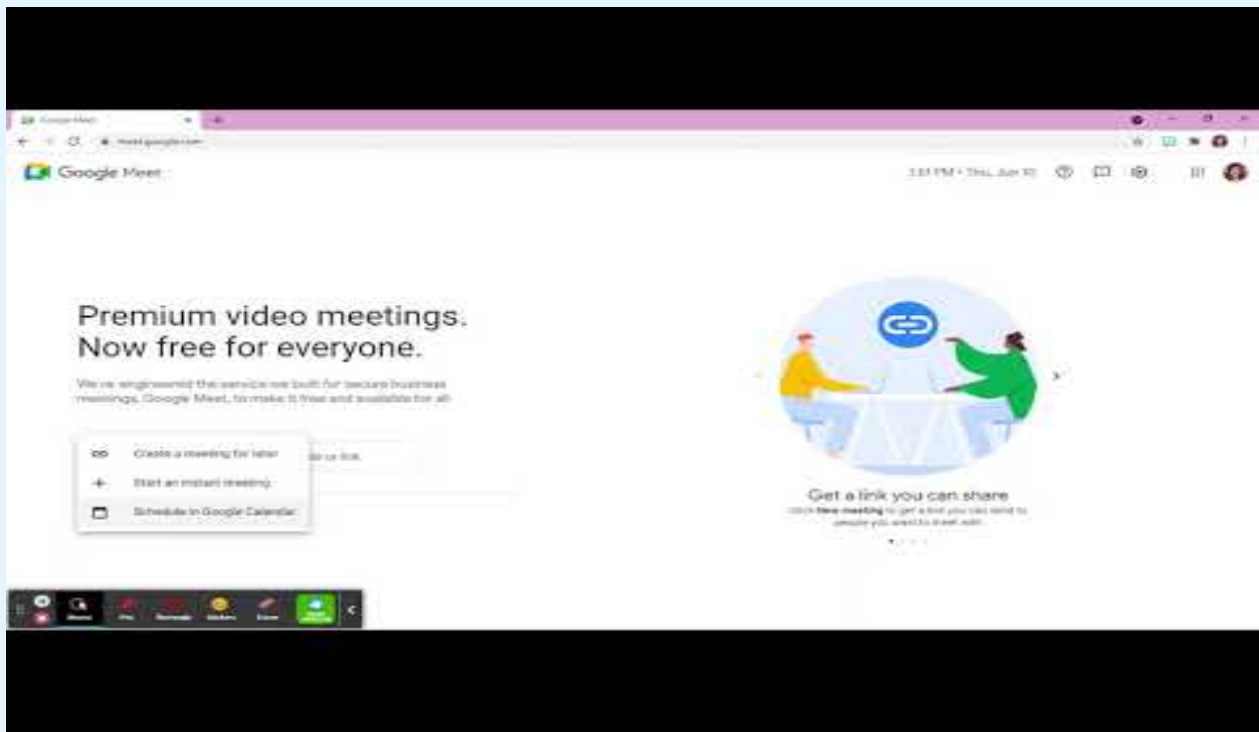
Create a Meeting For Later



Start an Instant Meeting

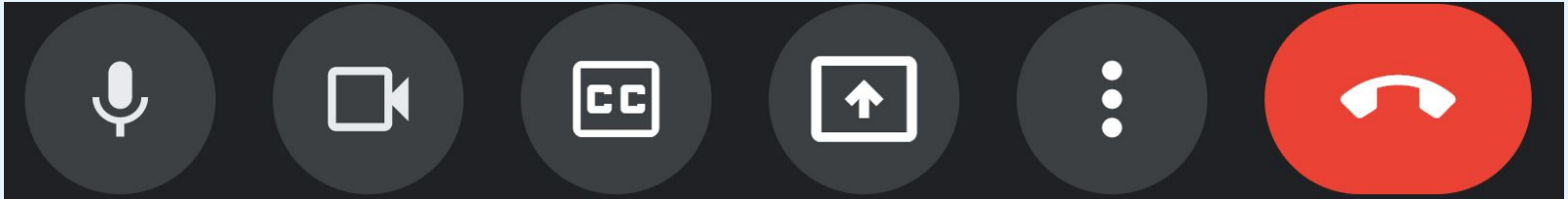


Schedule a Meeting in Google Calendar

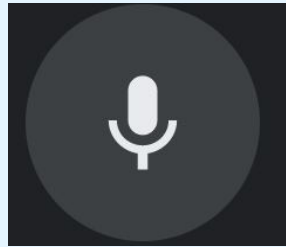


Meeting Controls

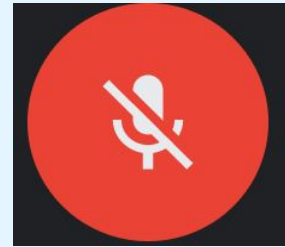
These controls display at the bottom of the meeting screen.
Click each one to see their function or
click the next button to view them in sequence.
When finished click the next arrow.



This is the microphone control.
It controls whether the other people in the meeting can hear you.



Microphone
On:
Everyone can
hear you.



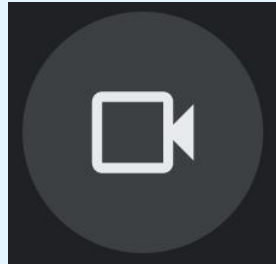
Microphone
Off:
No one can
hear you.

Return to Meeting
controls Main screen

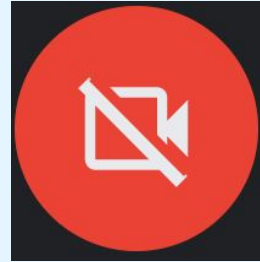


This is the camera control.

It controls whether the other people in the meeting can see you.



Camera On:
Everyone
can see you.



Camera Off:
No one can
see you.

Return to Meeting
controls Main screen



This is the closed captions control.

Google can auto generate captions to assist you if you're hard of hearing.



Closed Captions Off:
You will not see the
captions



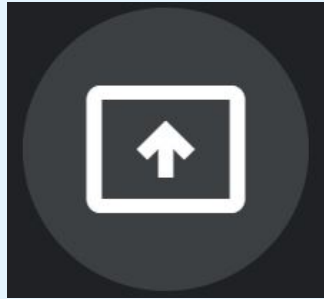
Closed Captions On:
You will see the
captions generated
as people speak.

Return to
Meeting controls
Main screen



This is the present control.

It controls whether the other people in the meeting can see your screen.



Present Off:
You are not sharing
your screen.



Present On:
You are sharing
your screen

Return to Meeting
controls Main screen

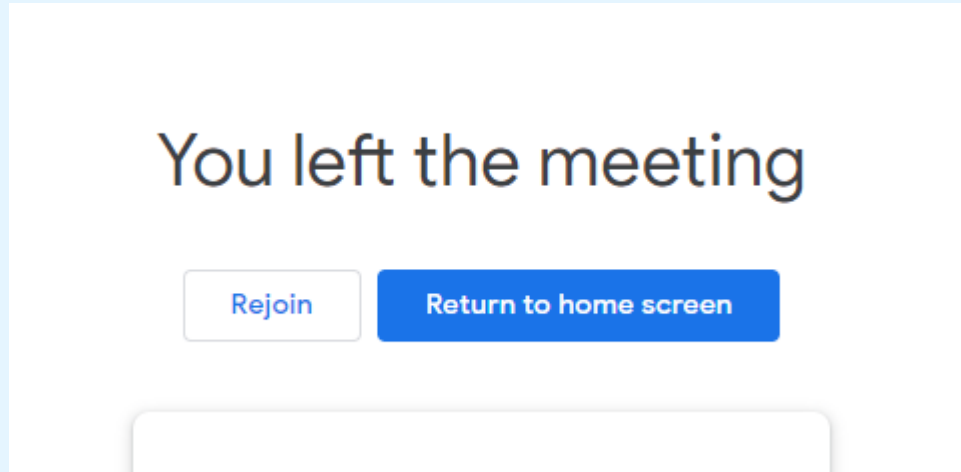


This is the hang-up control.

This button will hang-up the call and you will be removed from the meeting.



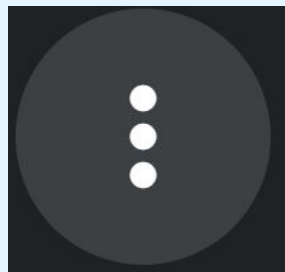
This will take you
out of the
meeting



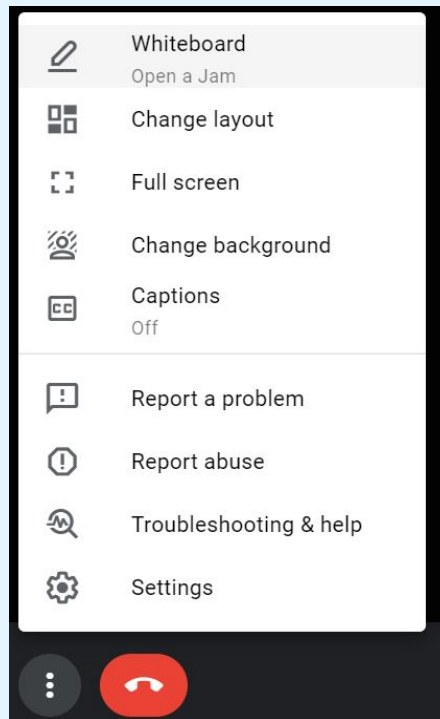
Return to Meeting
controls Main screen



Additional Optional Settings



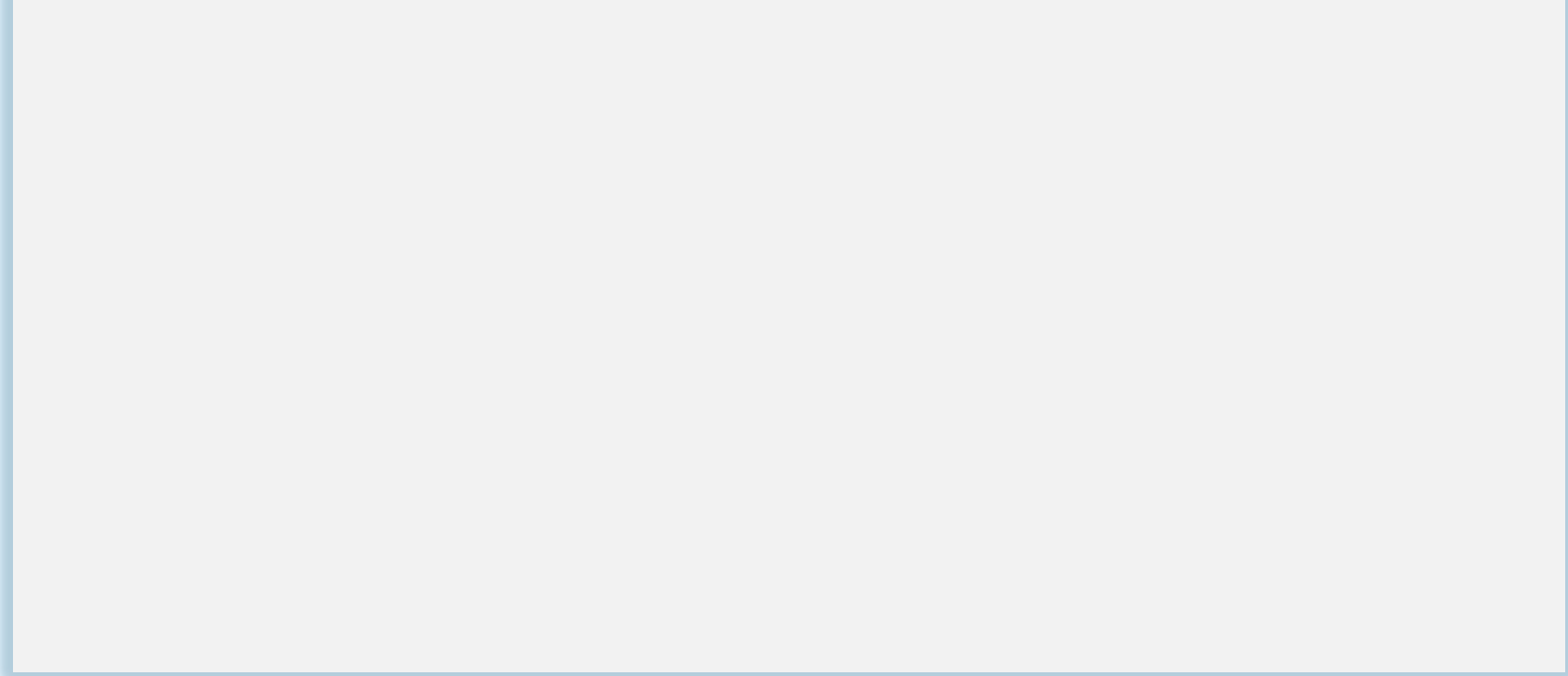
This icon indicates additional optional settings



Return to Meeting controls Main screen



Final Walkthrough



Practice

Google Meet (formerly Hangouts) x +
meet.google.com

Google Meet Overview How it works Plans & pricing Sign in Join a meeting Start a meeting

Learn about our solutions for [education](#) and [healthcare](#)

Premium video meetings. Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

[Start a meeting](#)

Enter meeting code [Join](#)

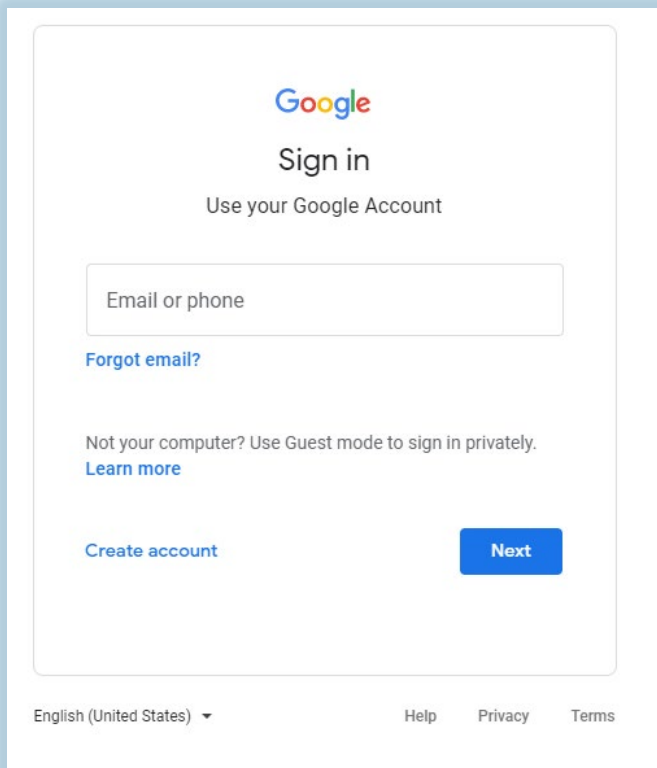
Don't have an account? [Sign up for free](#)

Click 'Sign in'



Practice

Enter your
email then
press 'Next'

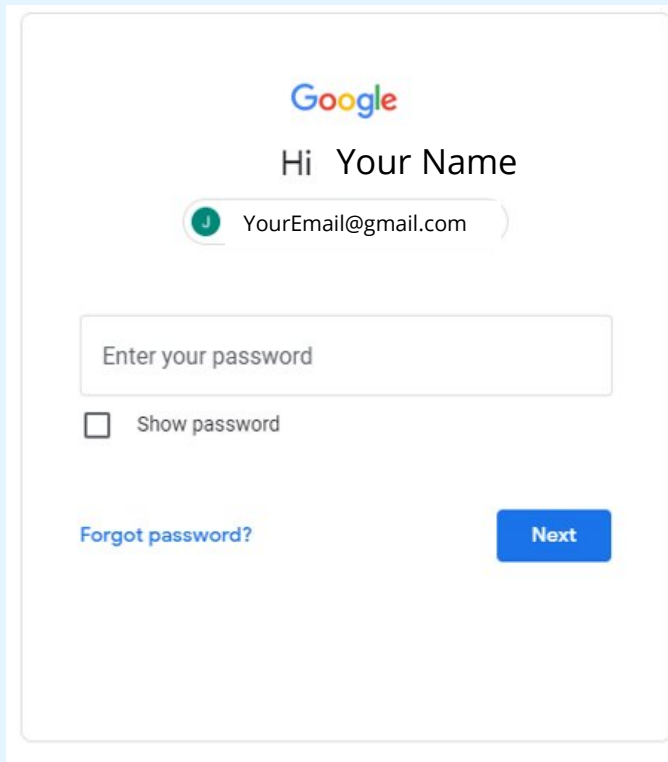


The screenshot shows the Google sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Underneath the input field is a link for "Forgot email?". Further down, there is a note: "Not your computer? Use Guest mode to sign in privately." with a "Learn more" link. At the bottom left is a "Create account" link, and at the bottom right is a blue "Next" button. The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".



Practice

Enter your
password
then press
'Next'



Google

Hi Your Name

YourEmail@gmail.com

Enter your password

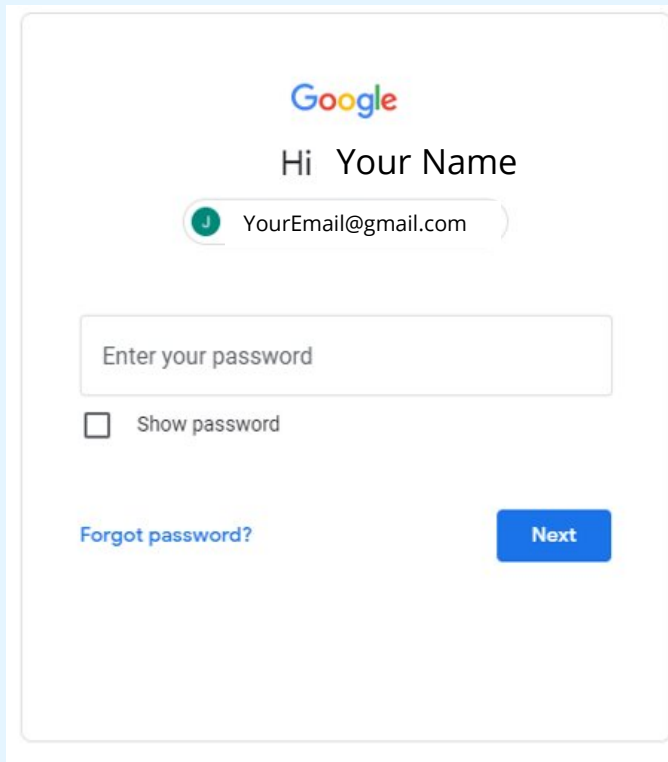
Show password

[Forgot password?](#) [Next](#)



Practice

Enter your
password
then press
'Next'



Google

Hi Your Name

YourEmail@gmail.com

Enter your password

Show password

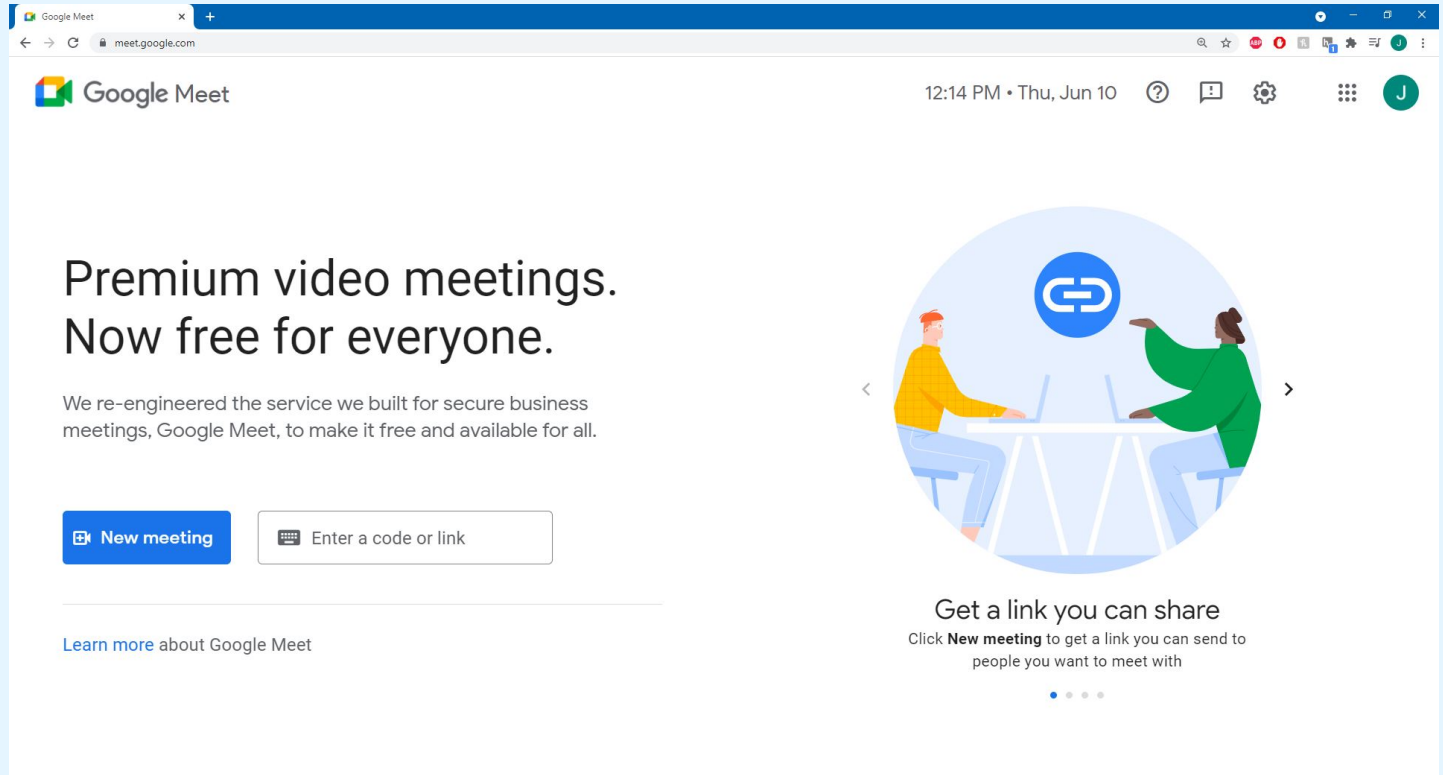
[Forgot password?](#)

Next



Practice

Click 'New Meeting'

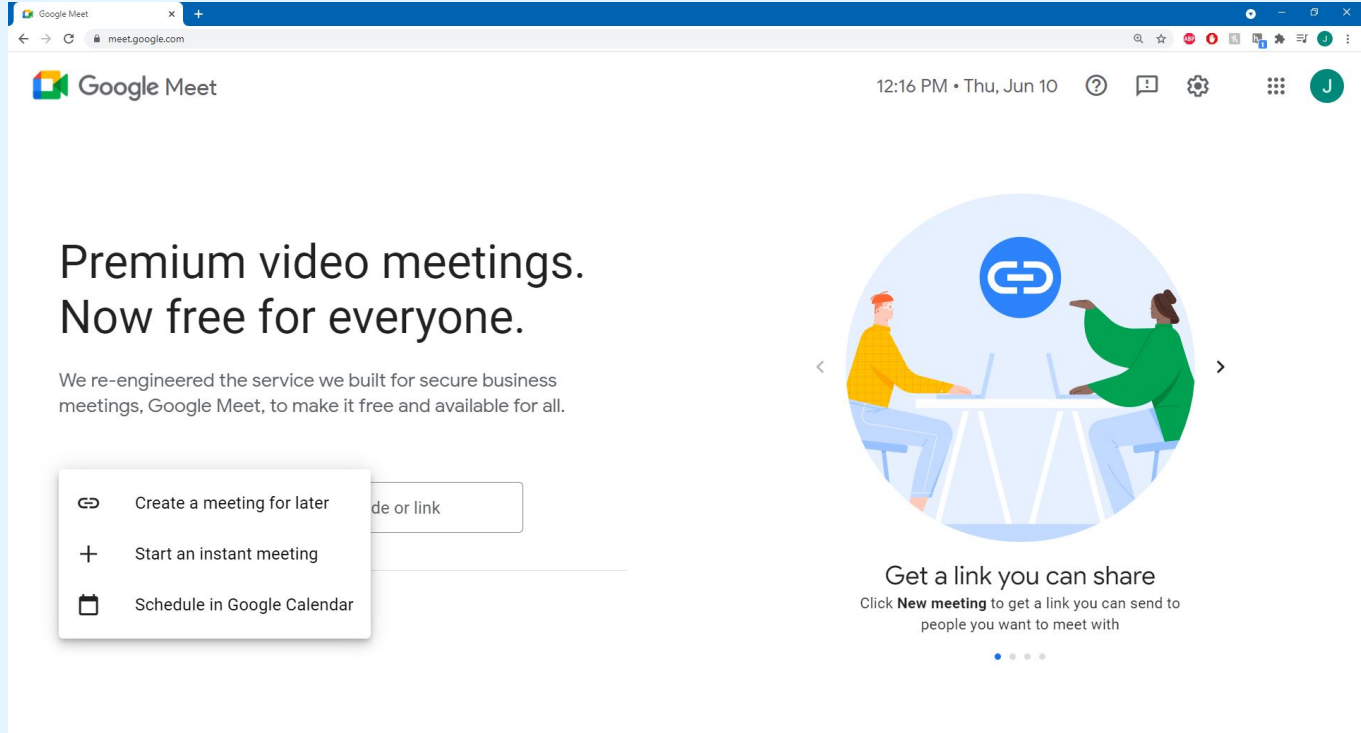


The screenshot shows the Google Meet homepage in a browser. The browser's address bar displays 'meet.google.com'. The page features the Google Meet logo, the current time '12:14 PM • Thu, Jun 10', and a user profile icon with the letter 'J'. The main heading reads 'Premium video meetings. Now free for everyone.' Below this, a sub-headline states: 'We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.' There are two primary actions: a blue button labeled 'New meeting' and a text input field with the placeholder 'Enter a code or link'. A horizontal line separates these from a link that says 'Learn more about Google Meet'. On the right side, there is a circular illustration of two people sitting at a table with a large blue 'G' logo above them. Below the illustration, the text says 'Get a link you can share' and 'Click **New meeting** to get a link you can send to people you want to meet with'. At the bottom right of this section, there are four small dots, with the first one being filled.



Practice

Click 'Create a meeting for later'



The screenshot shows the Google Meet homepage in a browser. The browser's address bar shows 'meet.google.com'. The page header includes the Google Meet logo, the time '12:16 PM • Thu, Jun 10', and several utility icons. The main content area features the headline 'Premium video meetings. Now free for everyone.' and a sub-headline 'We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.' Below this is a 'Create a meeting' button with a dropdown menu open, showing three options: 'Create a meeting for later', 'Start an instant meeting', and 'Schedule in Google Calendar'. To the right is a circular illustration of two people in a meeting with a large link icon above them. Below the illustration is the text 'Get a link you can share' and 'Click **New meeting** to get a link you can send to people you want to meet with'.

Google Meet

12:16 PM • Thu, Jun 10

Premium video meetings.
Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

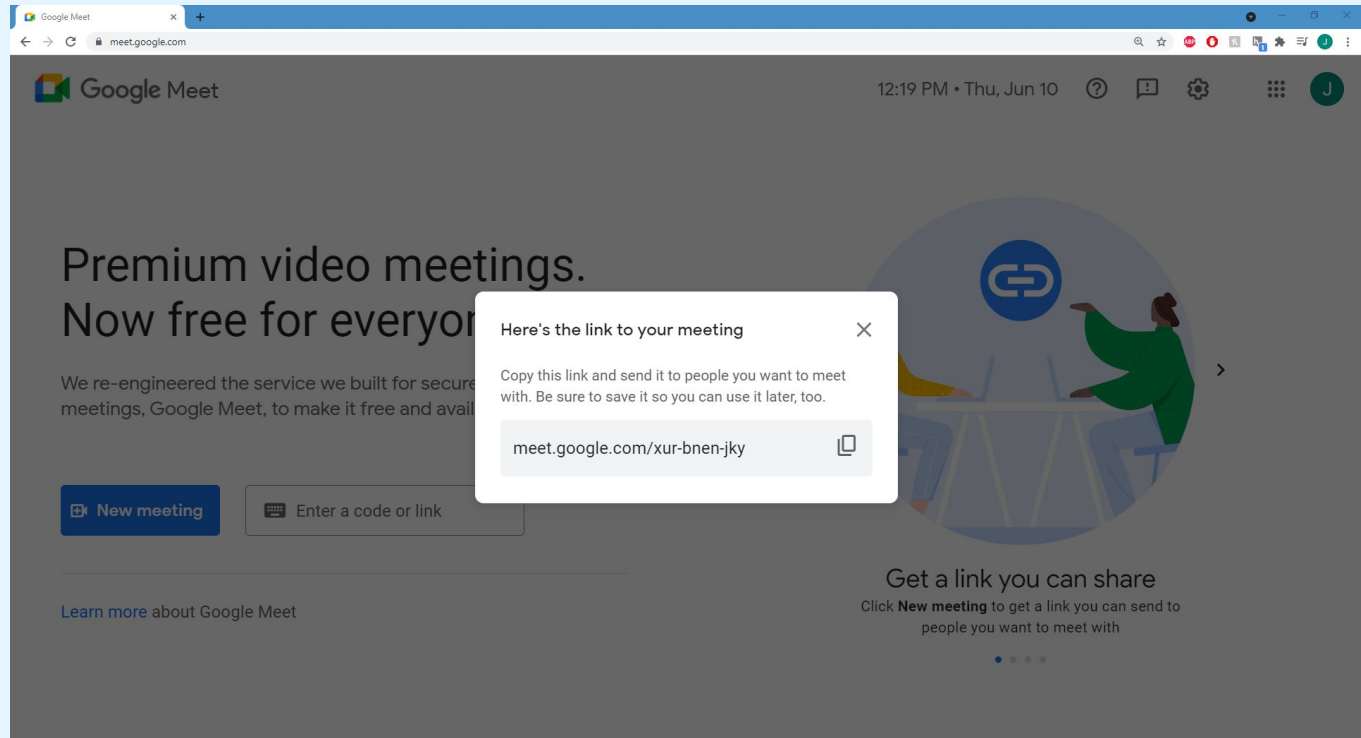
Create a meeting for later
Start an instant meeting
Schedule in Google Calendar

Get a link you can share
Click **New meeting** to get a link you can send to people you want to meet with



Practice

Click the rectangle icon to copy the meeting link, then the 'X' to close the pop-up

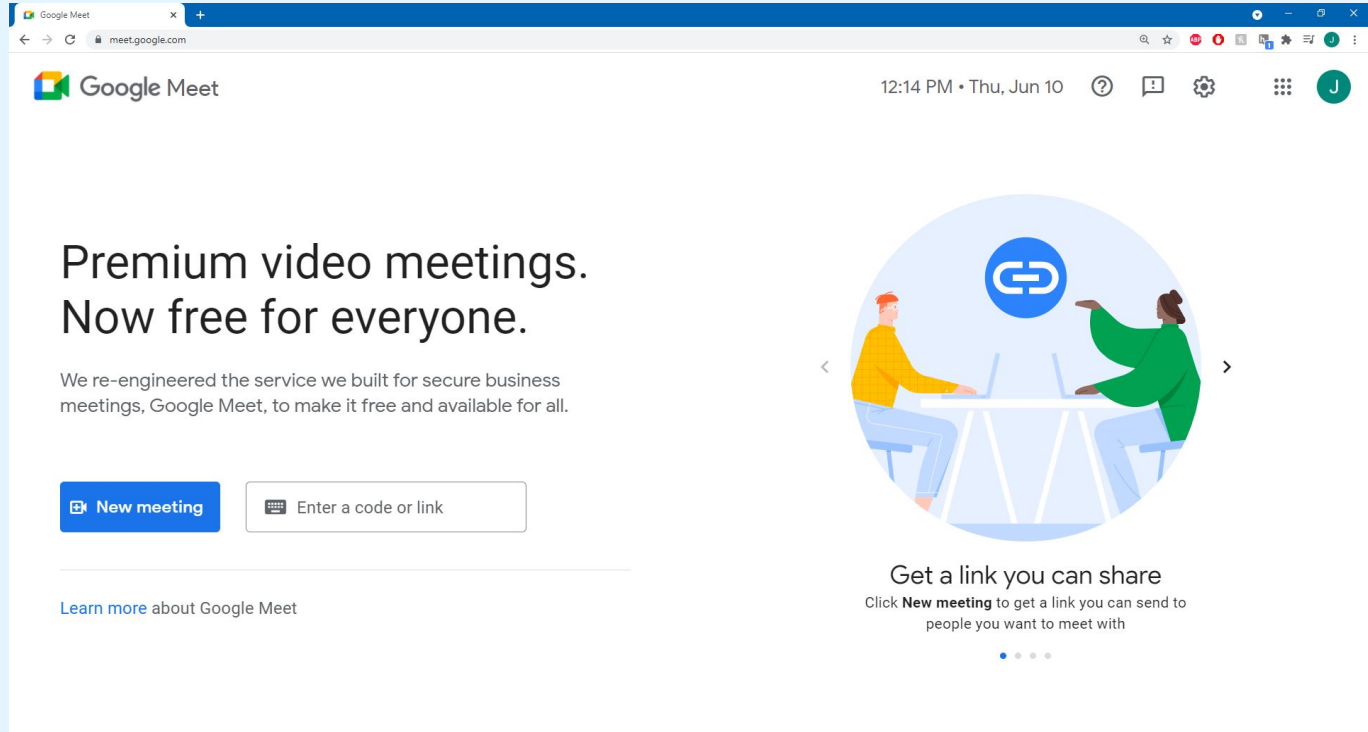


The screenshot shows the Google Meet homepage in a browser window. The page features the Google Meet logo, the time '12:19 PM • Thu, Jun 10', and navigation icons. The main heading reads 'Premium video meetings. Now free for everyone'. Below this, there is a 'New meeting' button and an input field for 'Enter a code or link'. A pop-up dialog box is centered on the screen, titled 'Here's the link to your meeting', with a close button (X) in the top right corner. The dialog contains the text 'Copy this link and send it to people you want to meet with. Be sure to save it so you can use it later, too.' and a text input field containing the meeting link 'meet.google.com/xur-bnen-jky'. A copy icon is visible to the right of the link. The background of the page is dimmed.



Practice

Click the 3x3 square in the top right corner

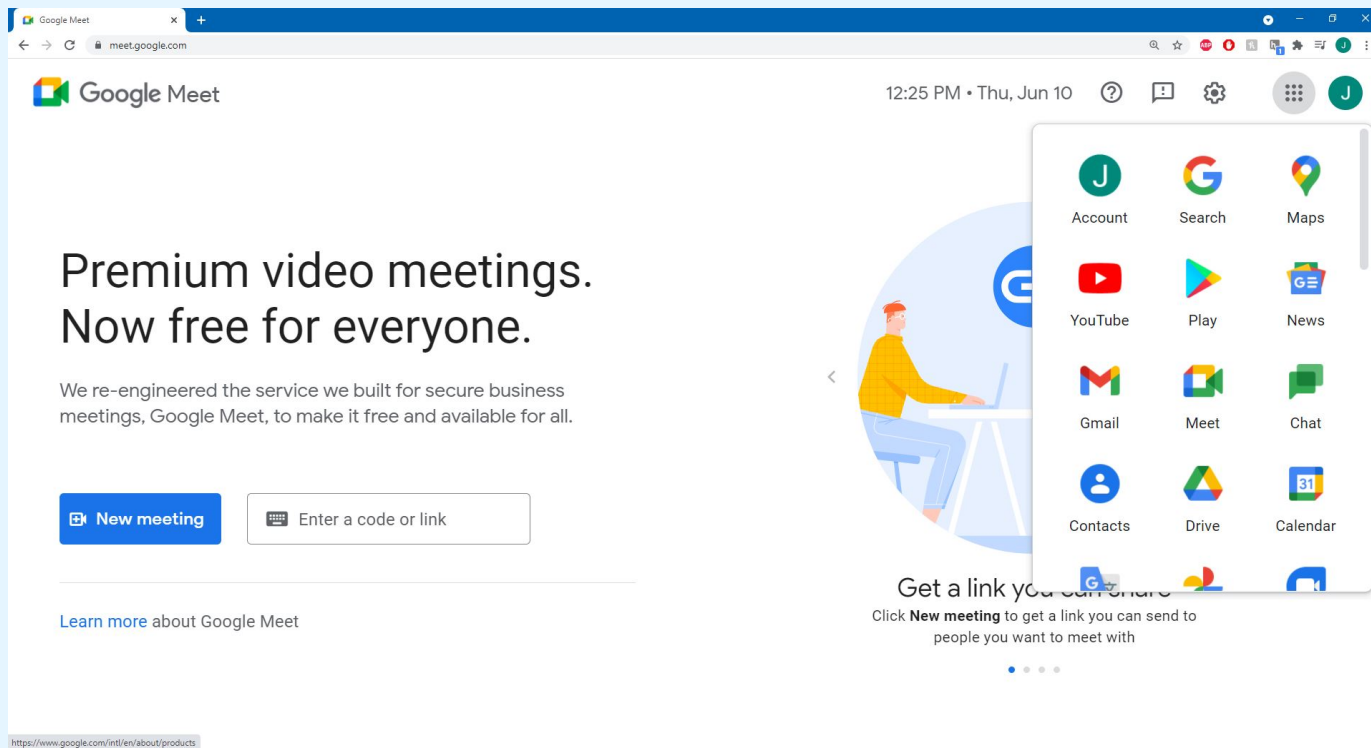


The screenshot shows the Google Meet homepage in a browser window. The browser's address bar shows 'meet.google.com'. The page features the Google Meet logo, the time '12:14 PM • Thu, Jun 10', and a user profile icon with the letter 'J'. The main content area includes the headline 'Premium video meetings. Now free for everyone.', a sub-headline 'We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.', a 'New meeting' button, and an input field for 'Enter a code or link'. On the right, there is a circular illustration of two people at a table with a large blue link icon above them. Below the illustration, the text reads 'Get a link you can share' and 'Click **New meeting** to get a link you can send to people you want to meet with'. A small navigation bar with four dots is at the bottom of the illustration.



Practice

Click the
'GMail' icon to
send the link to
your friends or
family

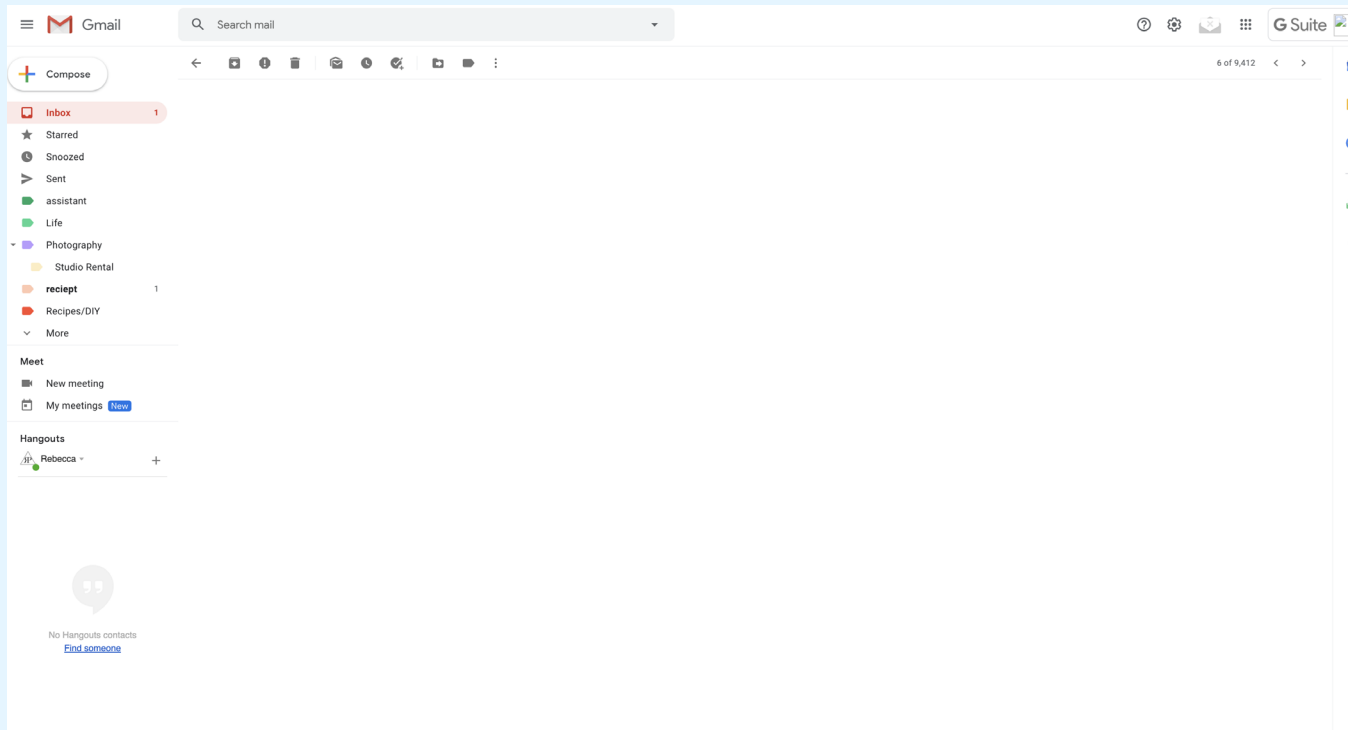


The screenshot shows the Google Meet homepage in a browser. The main heading reads "Premium video meetings. Now free for everyone." Below this, a text block states: "We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all." There are two input fields: a blue "New meeting" button and a white "Enter a code or link" field. A "Learn more about Google Meet" link is at the bottom left. On the right, a grid of Google services is displayed, including Account, Search, Maps, YouTube, Play, News, Gmail, Meet, Chat, Contacts, Drive, and Calendar. The Gmail icon is highlighted, indicating the next step in the practice.



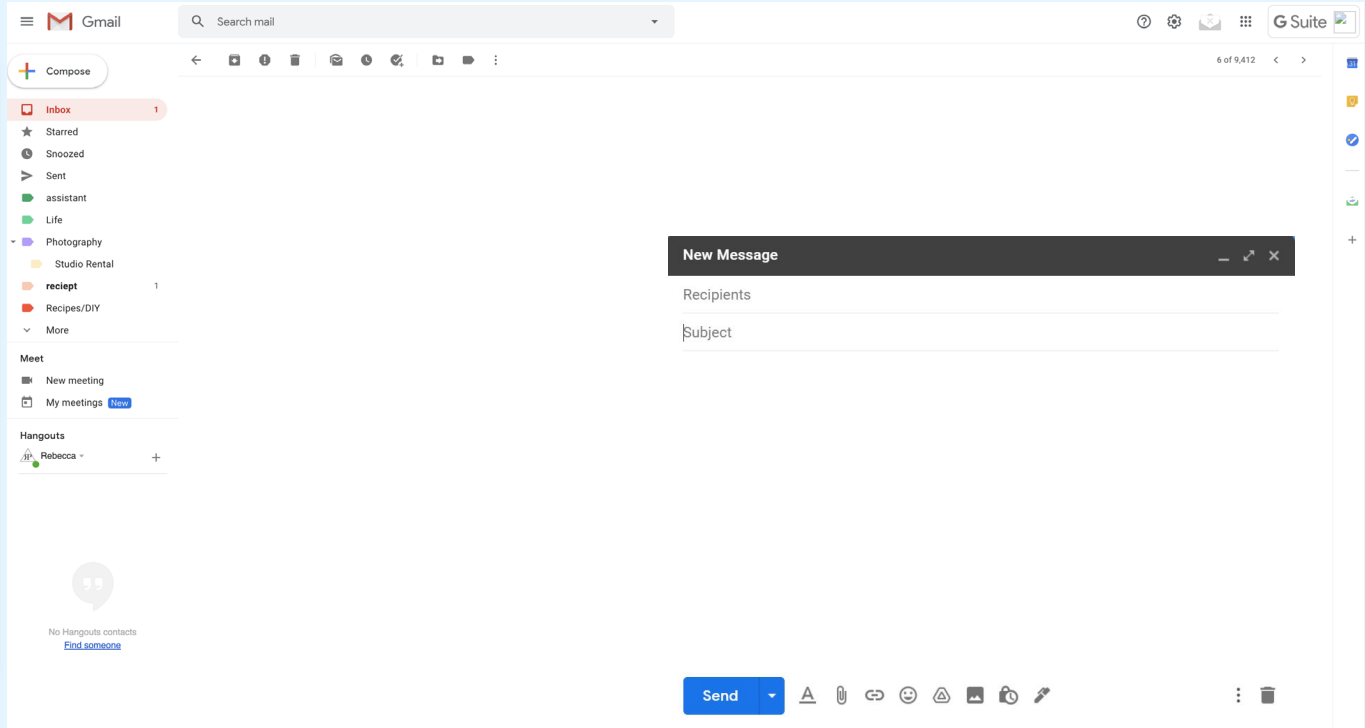
Practice

Click on
'compose'



Practice

Here, you will enter the email address for those you want to receive the link. Paste the link into the large empty area then press send. Use this same link later to join to the meeting. click 'Send' to finish your practice walkthrough



Other Uses For Video Meetings

Knowledge Check

Now it's your turn!

Go ahead and follow the steps set up your account and start a meeting.

Remember you can always come back to this course to review the correct steps or reach out.

Quick reference:

- **Step one** : Go to google.meet.com
- **Step two**: create an account and login
- **Step three**: Start a meeting and invite someone to join.
- **Step four**: Have fun on your meeting!



Module Complete

Now you are ready to go meet up with your friends and family on Google Meet!

