Google Hangouts: Meet (Video)
Quick Reference Guide

Google Hangouts Meet allows you to host impromptu meetings of up to 25 people. You may join a meeting via phone or online. Google Hangouts Meet is secure, fast and reliable, but it is not available for personal accounts, but is accessible through Rowan Gsuite account.

Starting a Google Hangouts Meet

1. Use Chrome to go to meet.google.com.
2. Click Start Meeting.
3. Click Copy Joining info and then paste (ctrl+V) the joining information into an email. You may also chose to add individuals by phone. Simply click Add someone by phone and then enter the appropriate phone number.
4. You should begin to see attendees populate the right area of the screen as they join.

Presenting with Google Hangouts Meet

1. To present you screen or your window, click the Present Now button.
2. You will now be presented with the option to present “You entire screen” or “a window.”
3. Selecting “a window” will allow you to select which application window. Select the desired window you want to share and then click the Share button.

Mute a Participant’s Microphone

As the organizer, you may mute both your own microphone and other participant’s microphones. To mute your own microphone, click the mute icon at the bottom of your screen. To unmute your microphone, click the icon again.

To mute other people, click the mute icon next to the person’s name. To unmute the participant, simply click the icon again.
Chatting with Google Hangouts Meeting Participants

If you are the organizer, you will begin to see participants join the meeting, you can send chat messages to participants. Click on the arrow to the left of participants’ information. A window should expand. Click on the Chat tab. Then, in the “Send a message to everyone” field. Type the desired message and click the Enter key. All meeting participants’ will see the message and may respond to the message in the chat area of their Google Hangouts Meeting window.

Joining a Google Hangout Meet Room

Join from Google Meet
1. Go to meet.google.com.
2. Click Use a meeting code.
3. Enter the meeting code and click Join.

Join from a Mobile Device
1. Download the Hangouts Meet app.
2. Click the cheeseburger on the app to view the menu.
3. Enter the meeting code.
4. Click Join.

Join from Email link
1. If the meeting organizer sends you an email with a link, click on the link or copy and paste the link into the web browser URL field.
2. Click Join Meeting.

Join from Phone
1. You may also chose to dial-in to the meeting. Dial the phone number provided by the meeting organizer.
2. When prompted, enter the meeting code and press the # sign. The organizer will now see that you have joined the meeting.

Exit a Google Hangout Meet

Even if you setup the meeting, you may exit the Google Hangout Meeting without ending the meeting for everyone else. The video meeting will continue until the last person choses to leave the meeting.

1. When you want to exit the Google Hangout Meet, press the red handset icon.
2. You will see a window that confirms that you left the meeting. If you would like to rejoin the meeting, click rejoin.

Support for Google Meet
If you require support for Google Meet, https://support.google.com/meet/?hl=en#topic=7306097