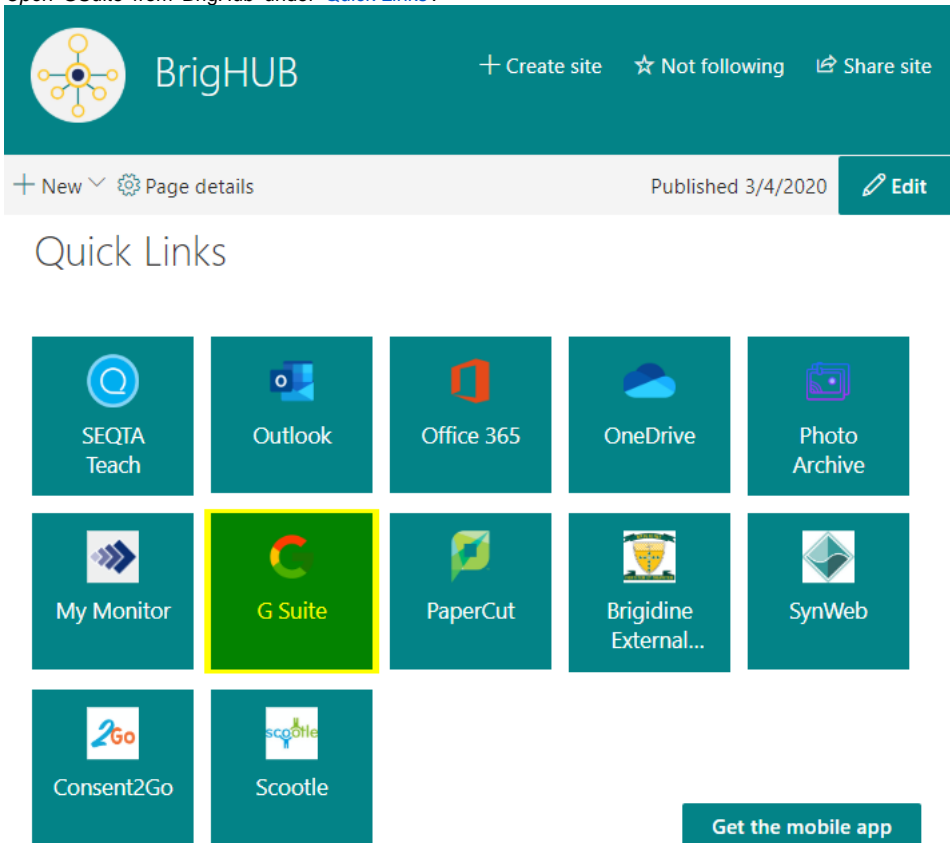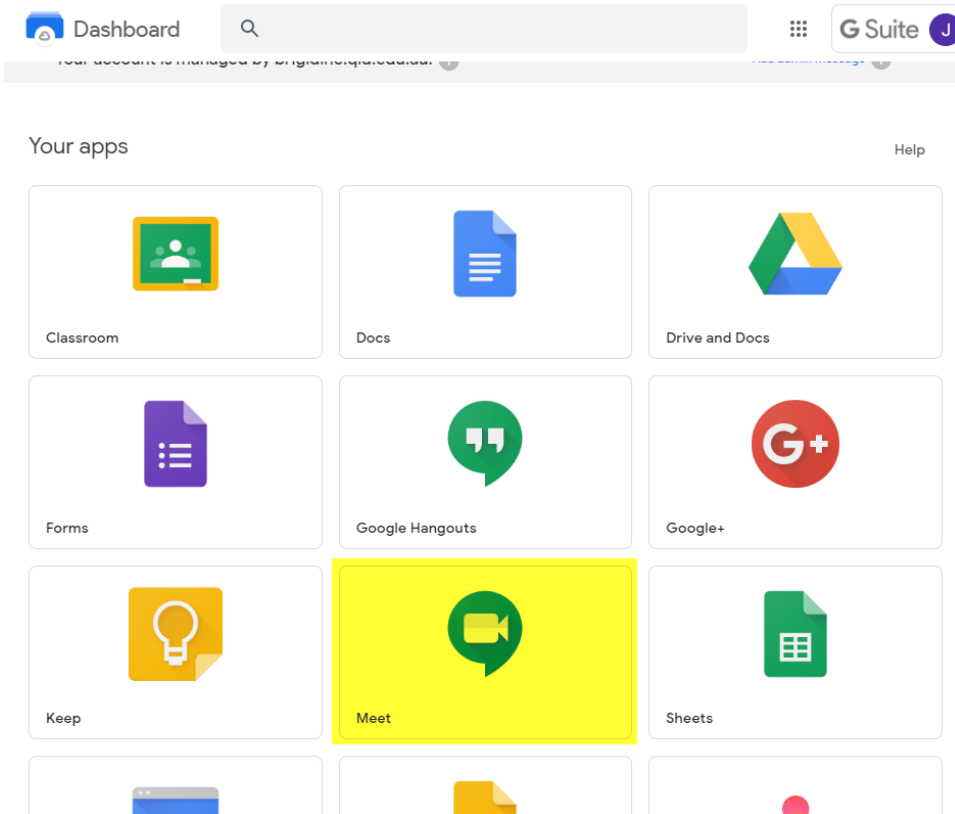# Creating and Managing a Google Meet Video Call

Use this tutorial to create and manage a Google Meet video call to any staff or students.
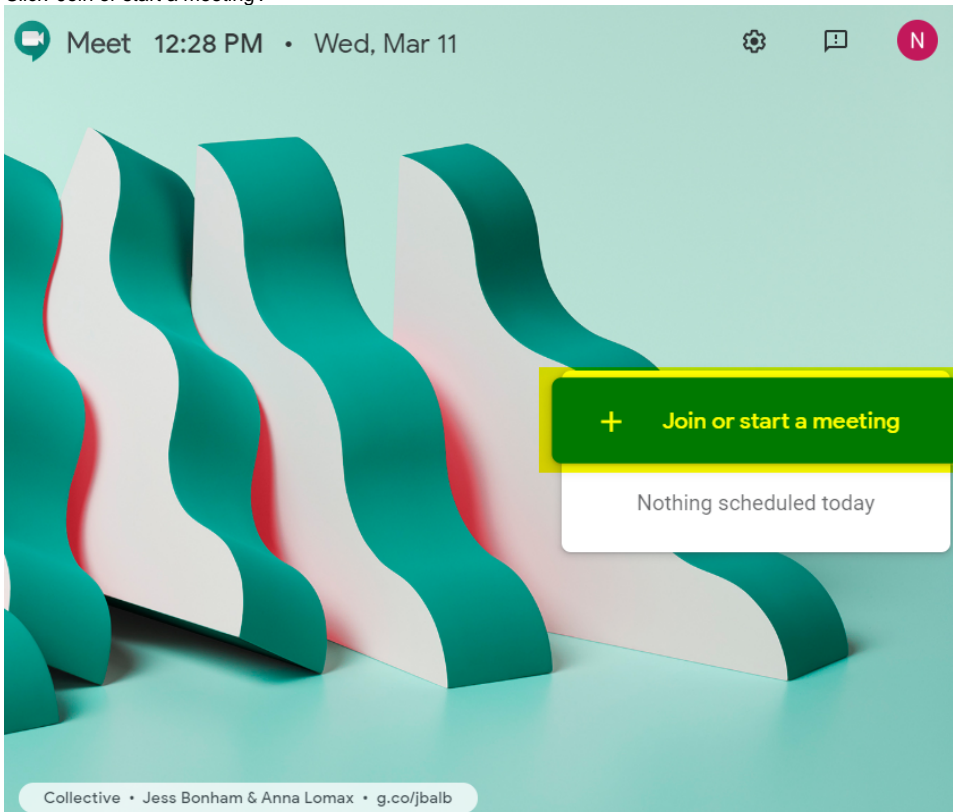
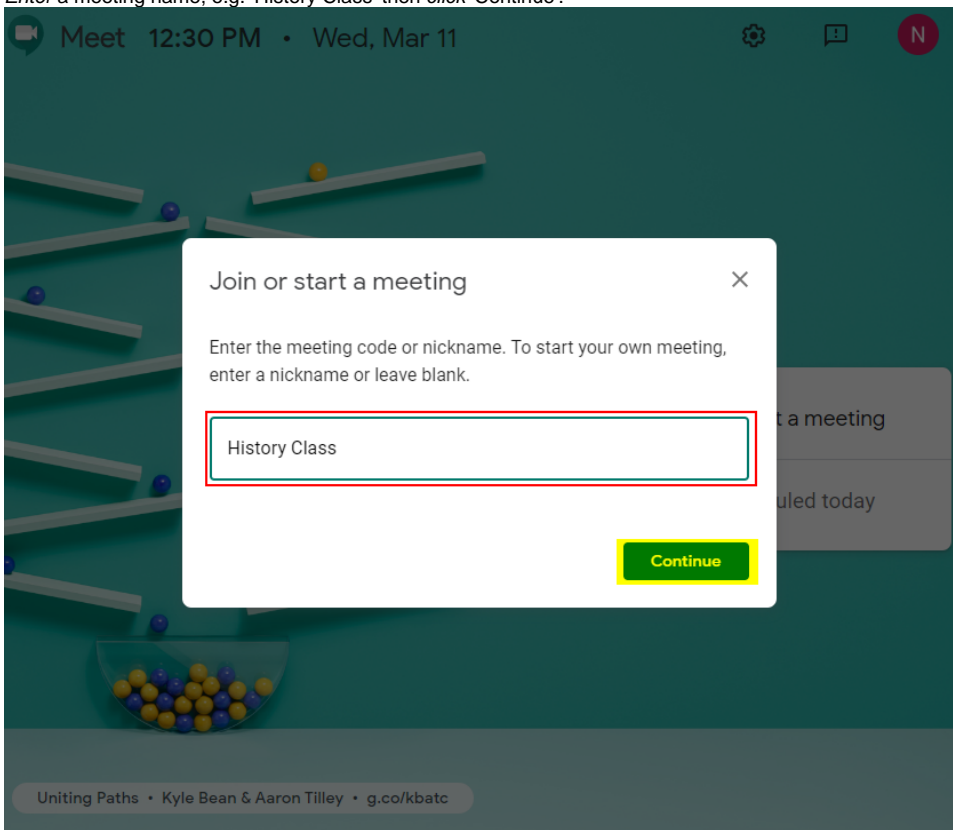1. *Open* 'GSuite' from 'BrigHub' under 'Quick Links'.
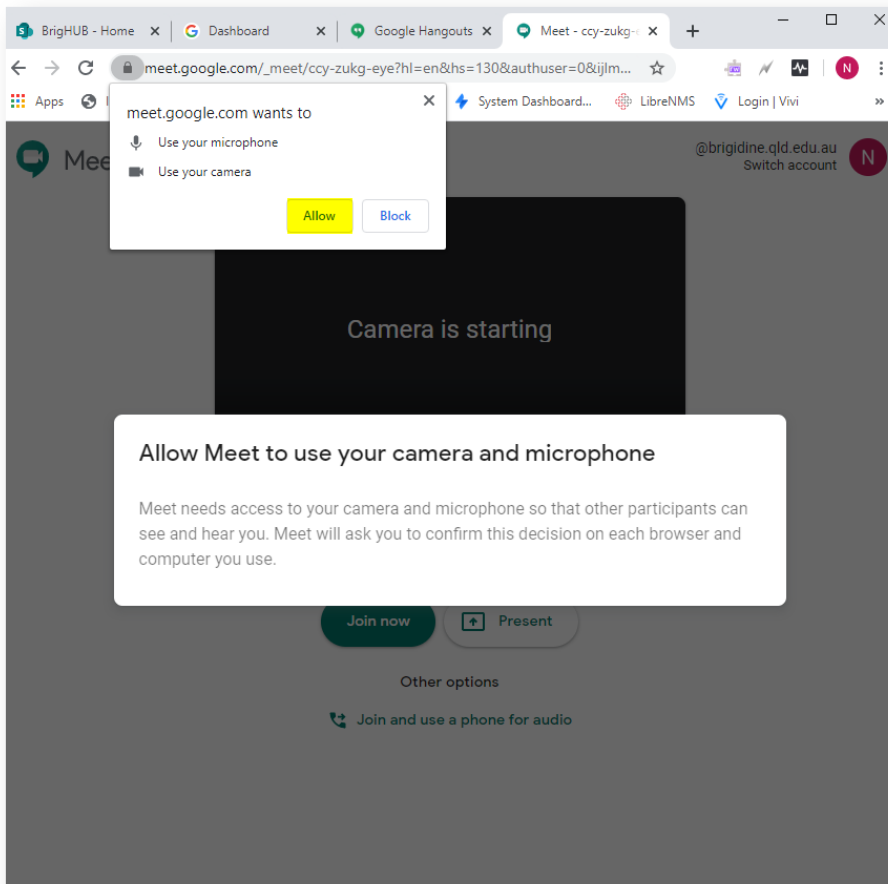
2. *Open* 'Meet'
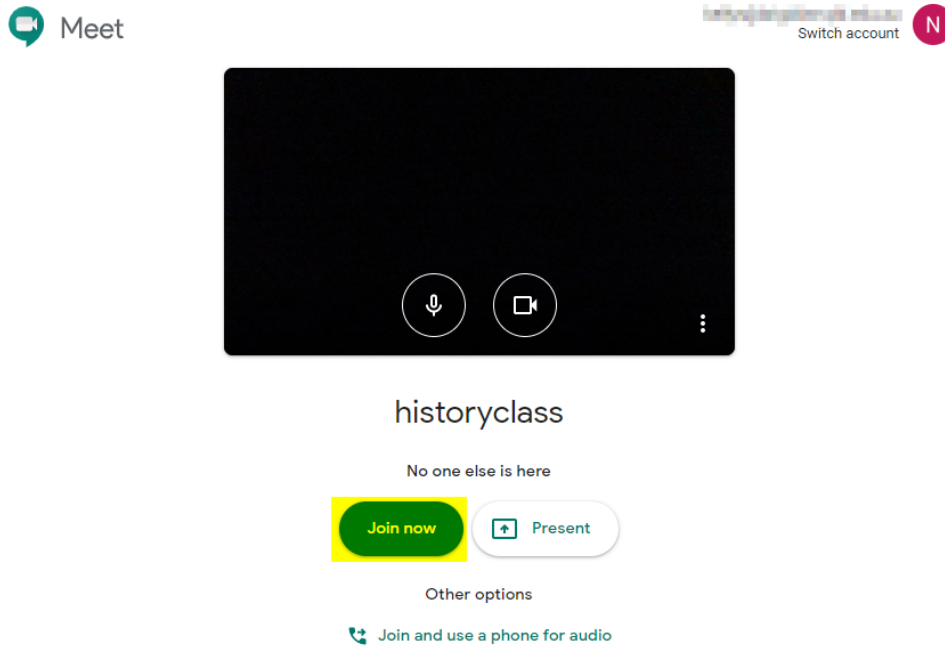

3. *Click* 'Join or start a meeting'.

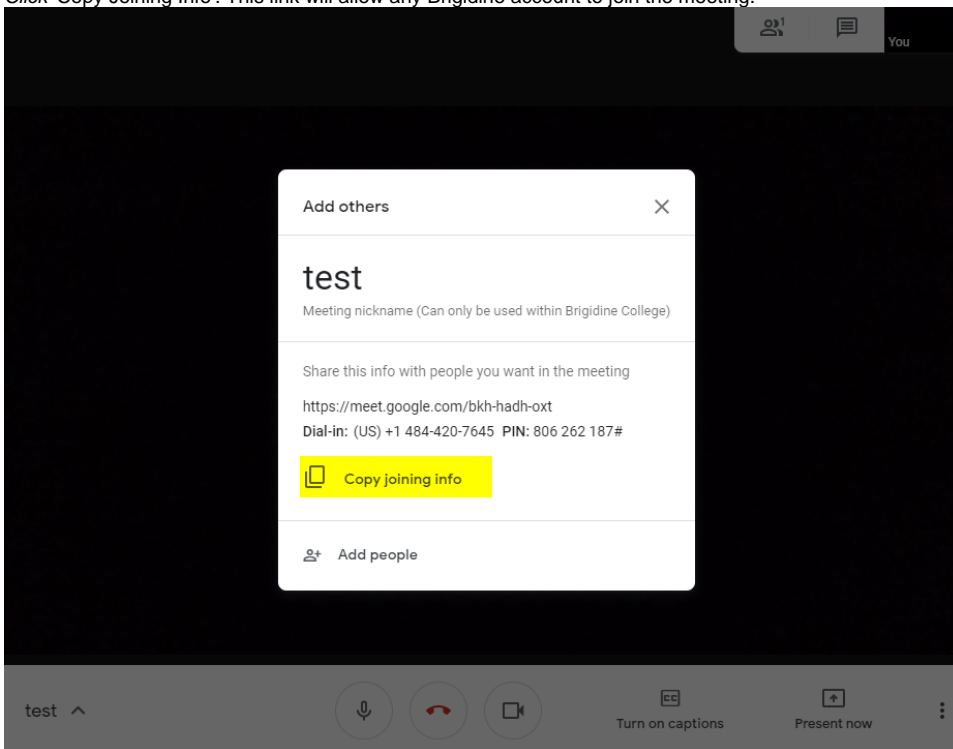4. *Enter* a meeting name, e.g. 'History Class' then *click* 'Continue'.

5. If this is your first time using Google Hangouts you will be prompted to enable your microphone and camera. *Click* 'Allow'.
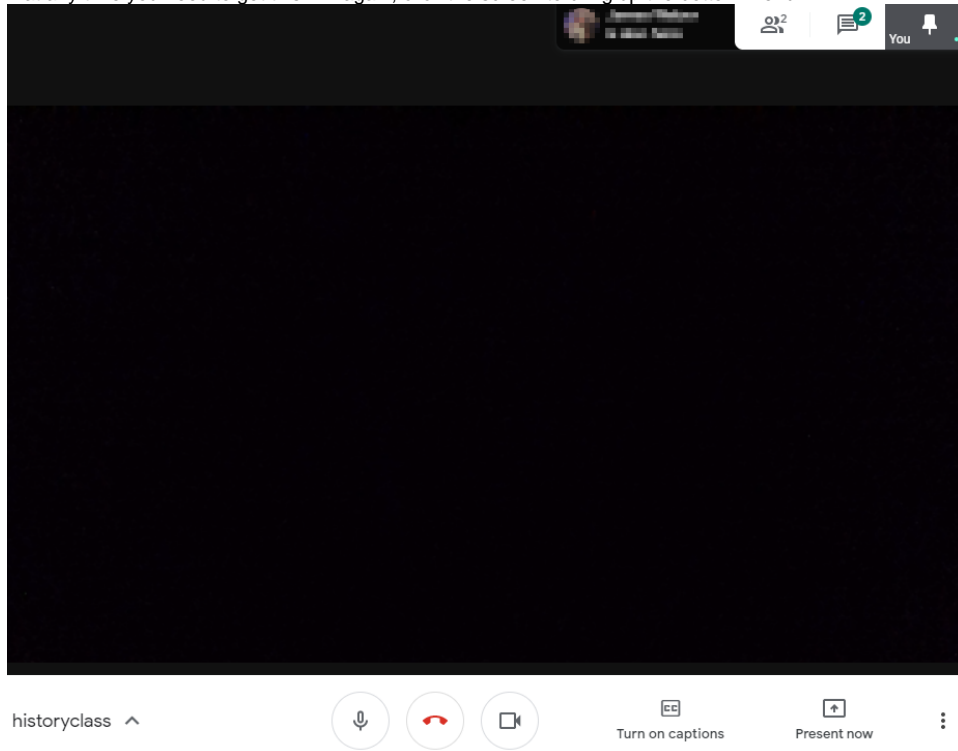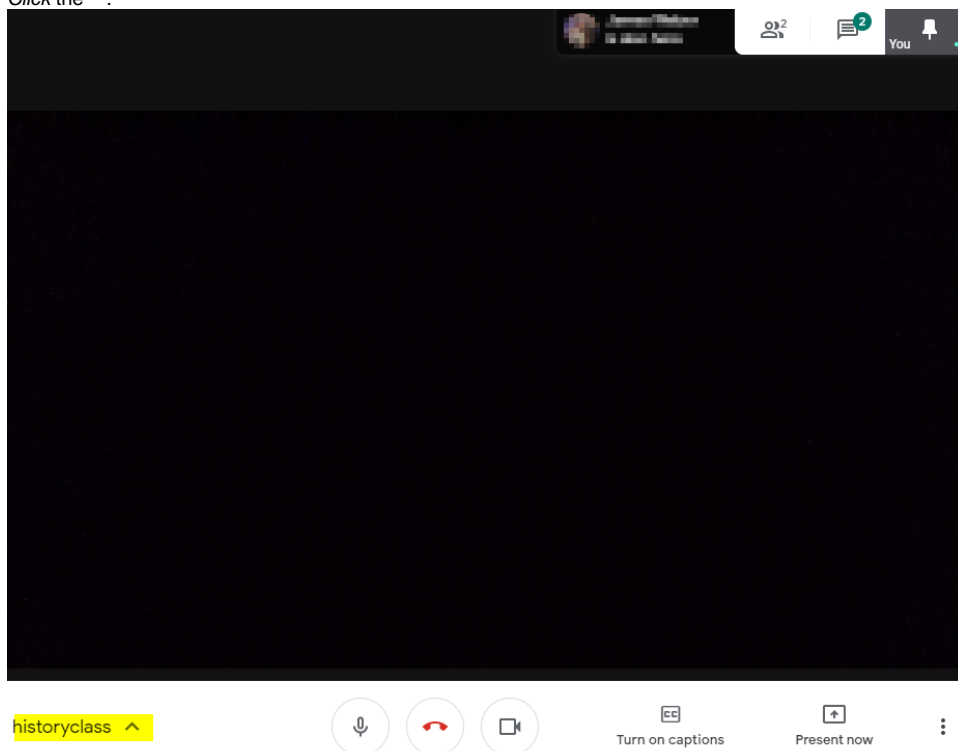
6. *Click* 'Join Now'.

7. *Click* 'Copy Joining Info'. This link will allow any Brigidine account to join the meeting.

a. If at any time you need to get this link again, *click* the screen to bring up the bottom menu.

historyclass ^   Turn on captions   Present now

b. *Click* the '^'.

historyclass ^   Turn on captions   Present now

c. *Click* 'Copy Joining Info', this will copy the link and allow you to paste it into an email/ direct message.

Details   Attachments (0)

historyclass
Meeting nickname (Can only be used within Brigidine College)

Joining info
https://meet.google.com/ccy-zukg-eye
Dial-in: (US) +1 650-667-3986 **PIN:** 289 674 983#

Copy joining info

historyclass ∨

Turn on captions

Present now

    d.

8. *Send* the link in an email or Direct Message to your class (Paste the link in the contents by pressing crtl-v).
9. Once students start clicking on the link, a pop up will appear indicating that they want to join.
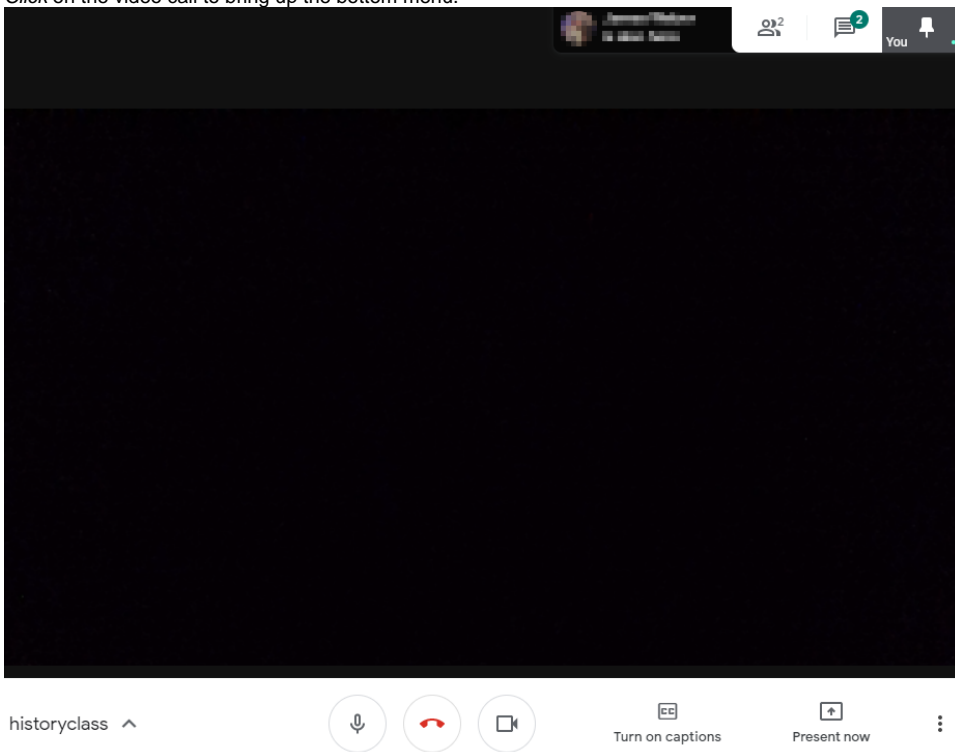   *Click* 'Admit'.
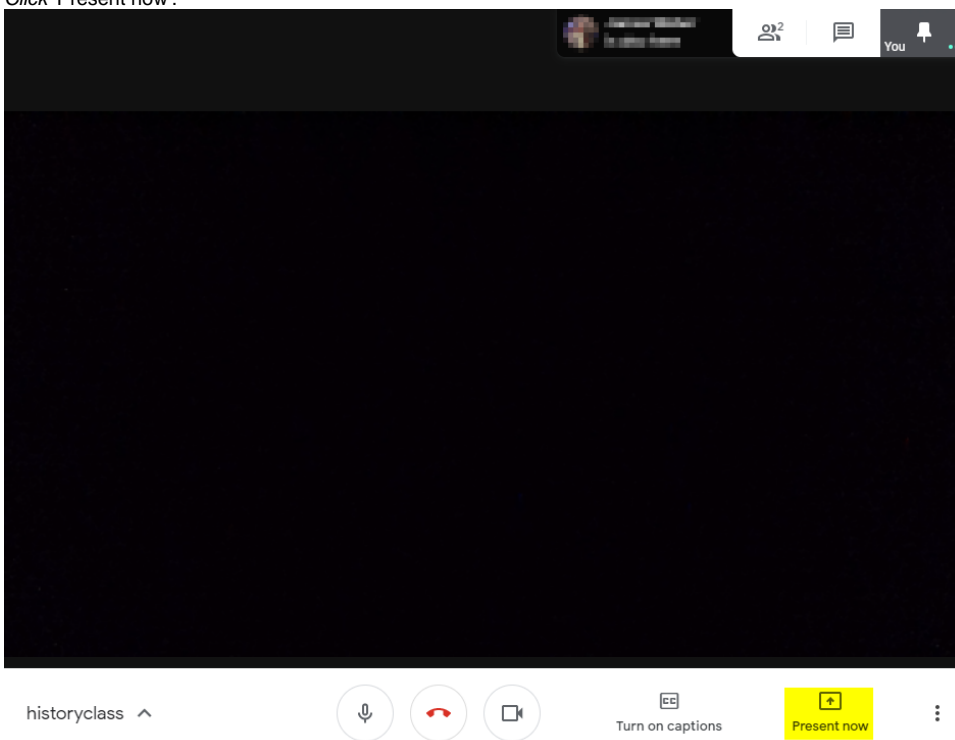
Someone wants to join this meeting
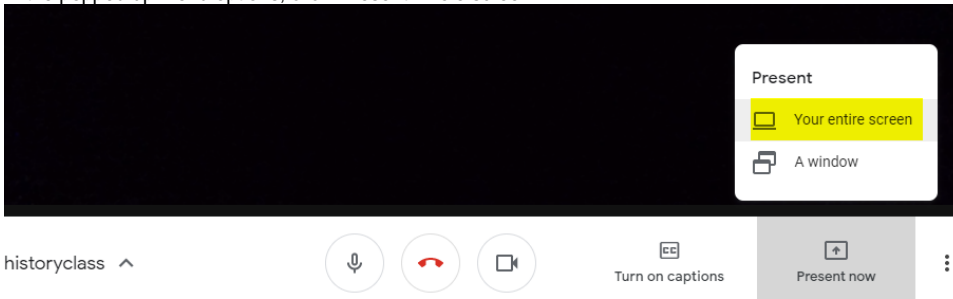
Deny entry   Admit

1. *Click* on the video call to bring up the bottom menu.

historyclass ∧　　　🎤　　📞　　📹　　　　CC
　　　　　　　　　　　　　　　　　　　Turn on captions　　Present now　　⋮

2. *Click* 'Present now'.

historyclass ∧　　　🎤　　📞　　📹　　　　CC
　　　　　　　　　　　　　　　　　　　Turn on captions　　Present now　　⋮
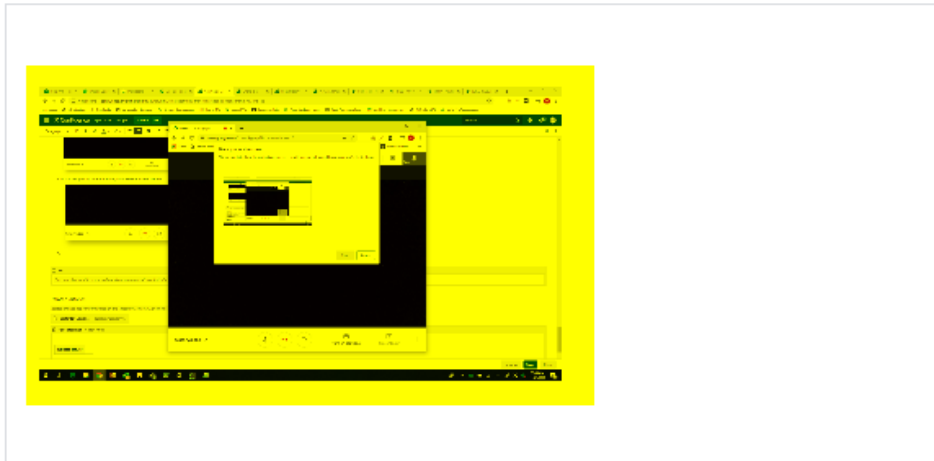
3. In the popped up menu options, *click* 'Present whole screen'.

4. *Click* the rectangle of showing your current screen.

5. *Click* 'Share'.
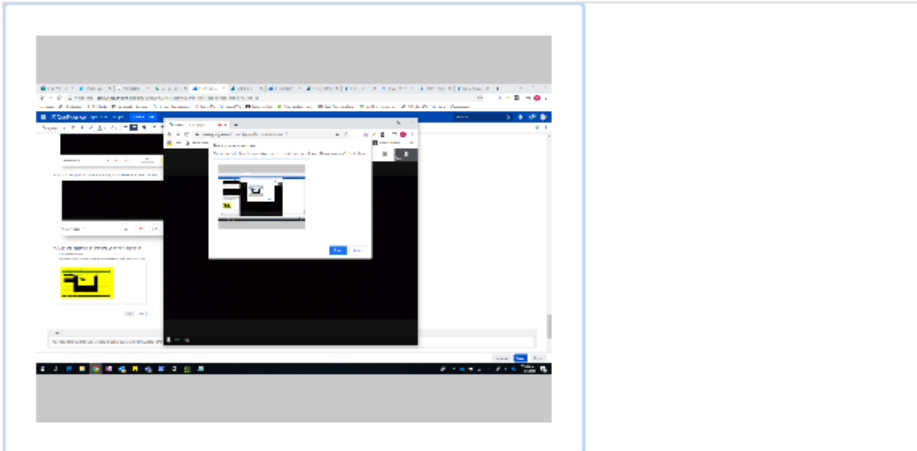
6. After a moment, you will now be presenting your screen.
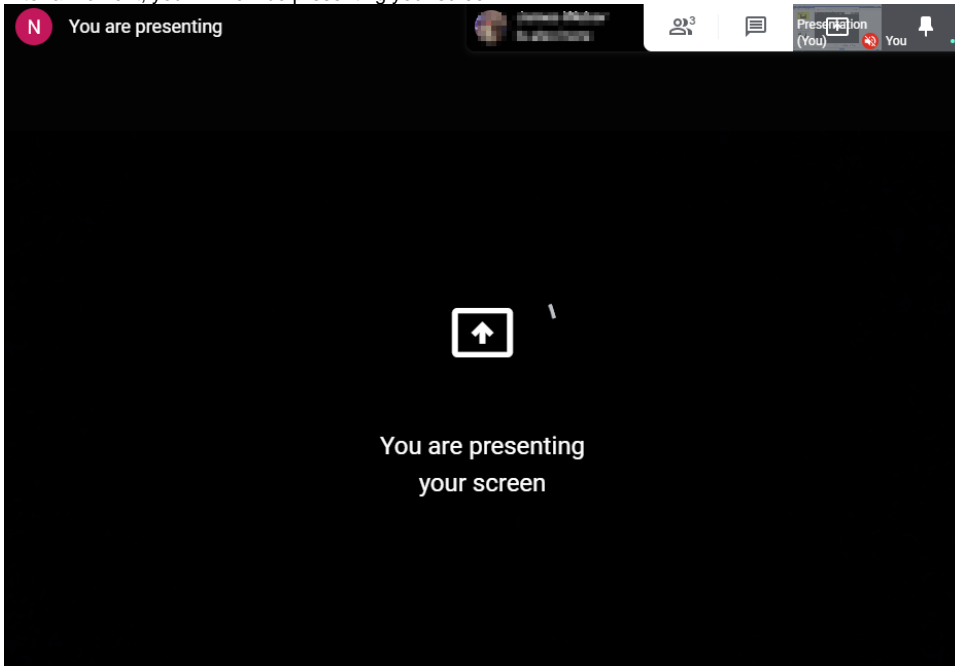
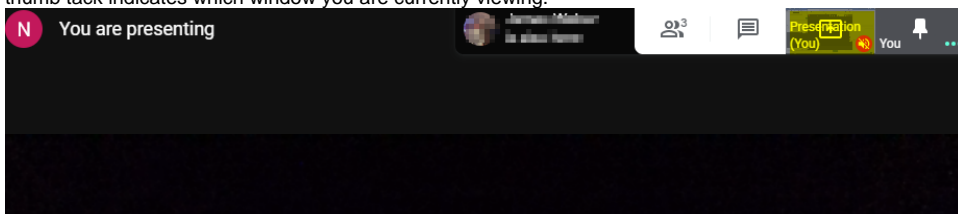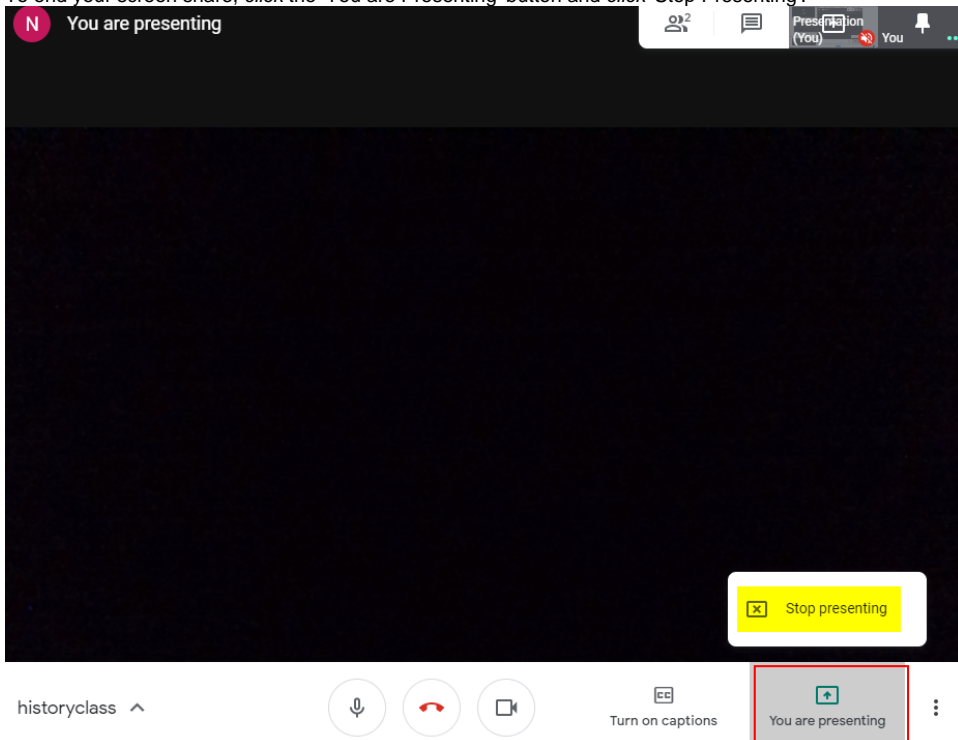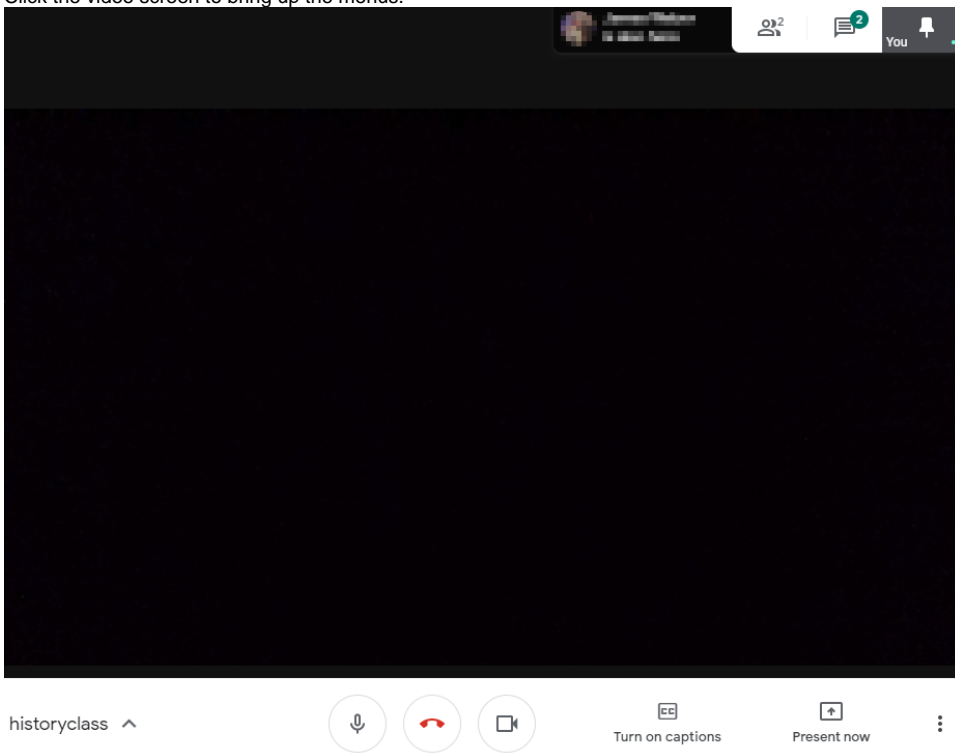a. To switch between viewing what your presentation(screen) share and video share, click the small windows on the top right corner. The thumb tack indicates which window you are currently viewing.
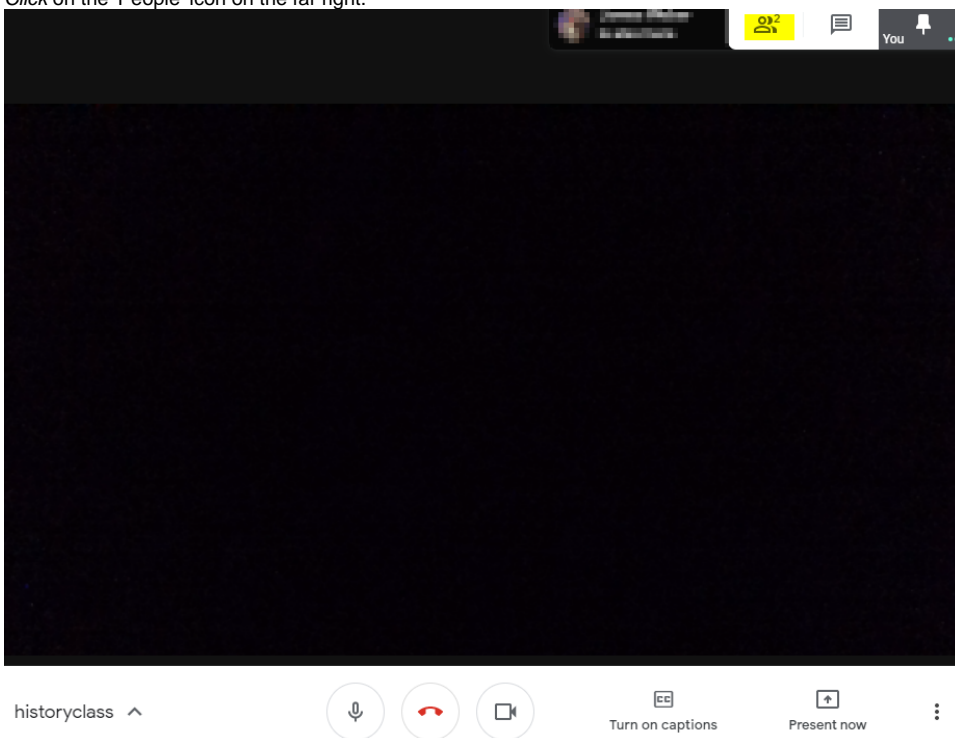

b. To end your screen share, *click* the 'You are Presenting' button and *click* 'Stop Presenting'.
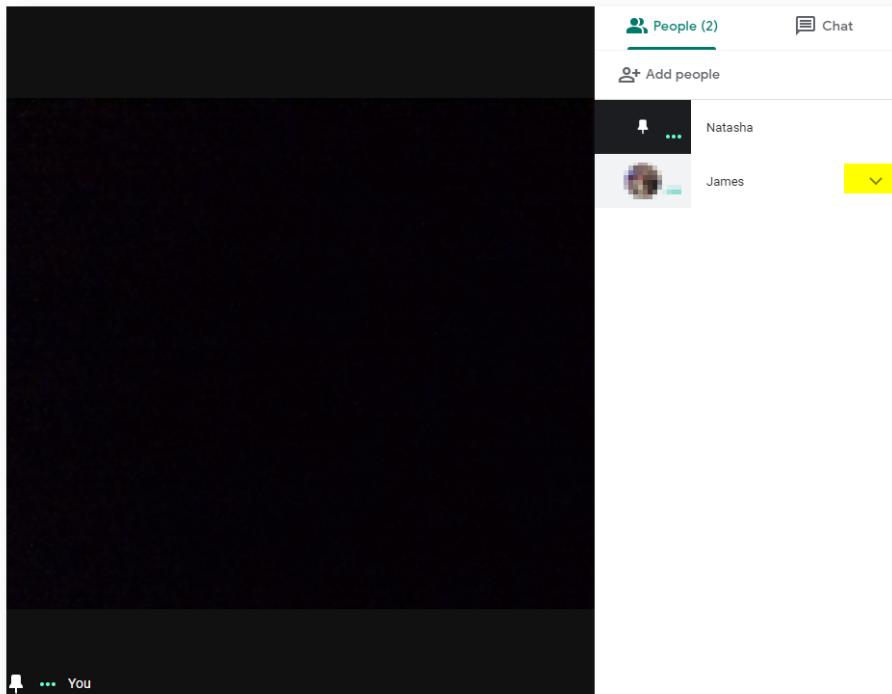
1. Click the video screen to bring up the menus.

historyclass ⌃   🎤   📞   📹   CC   ⬆
                                        Turn on captions   Present now   ⋮

2. *Click* on the 'People' icon on the far right.

historyclass ⌃   🎤   📞   📹   CC   ⬆
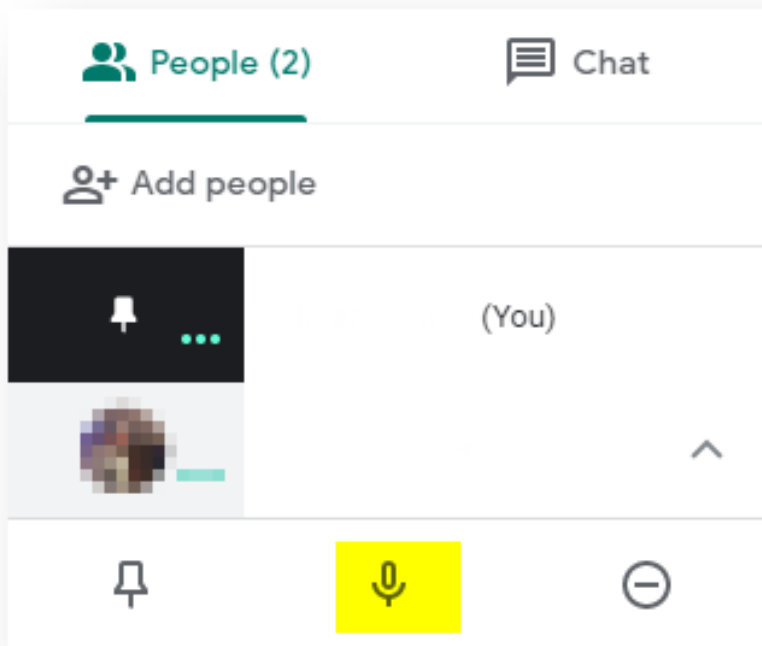   Turn on captions   Present now   ⋮
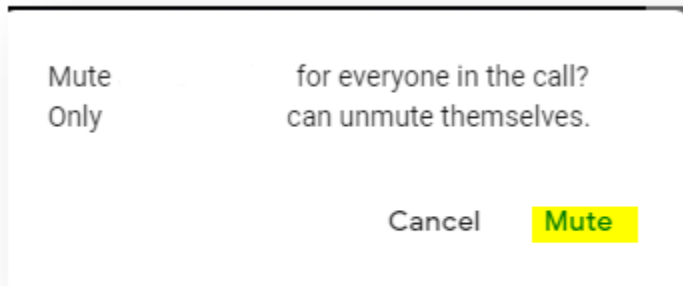
3. A window will appear on the far right, *navigate* the student, *click* the 'v'.

4. *Click* the microphone icon.

5. A prompt will come up, *Click* 'Mute'.

Mute   for everyone in the call?
Only   can unmute themselves.

Cancel   **Mute**

The student will now have a muted microphone sign next to their name, they will have to unmute themselves if required.

People (2)   Chat

Add people

(You)
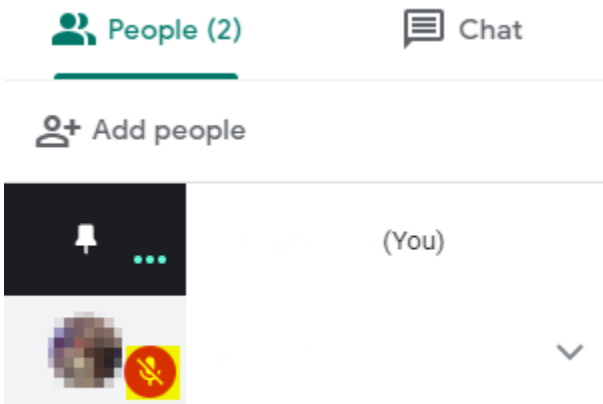
The messages from students will pop up briefly before disappearing. These messages can be viewed in the chat window, unread messages will be shown as numbered badges next to the chat icon.

1. *Click* the video window to bring up the menu options.

2. *Click* the chat icon in the far right corner.

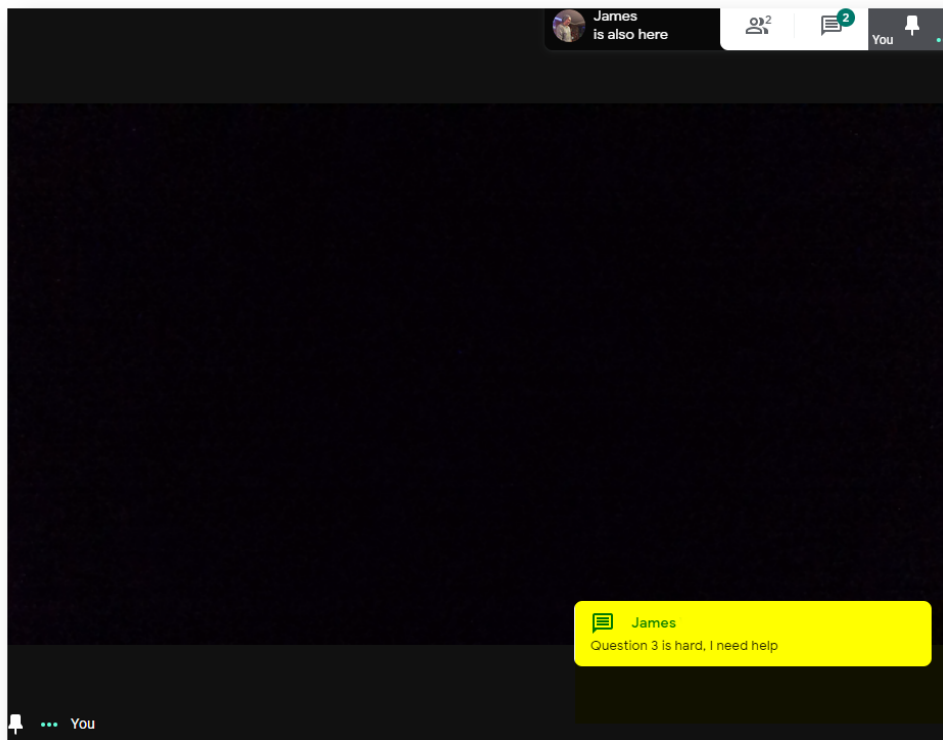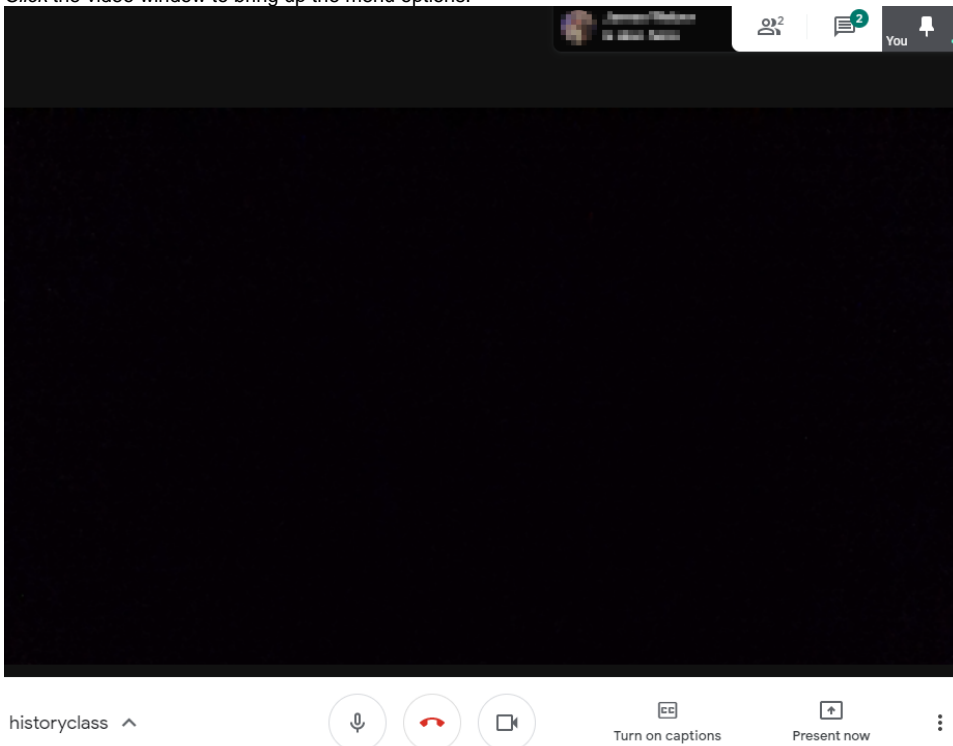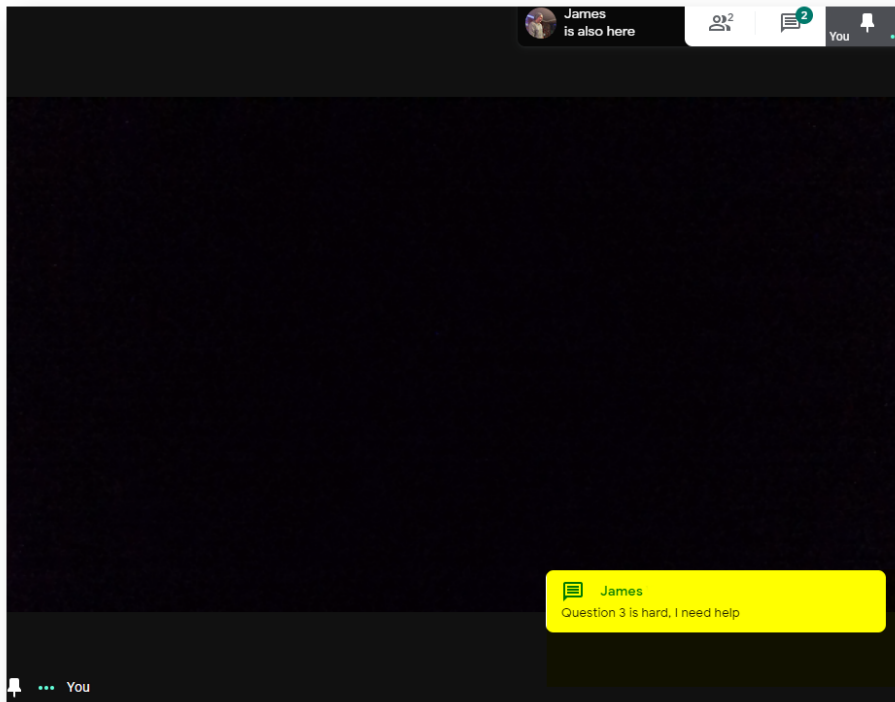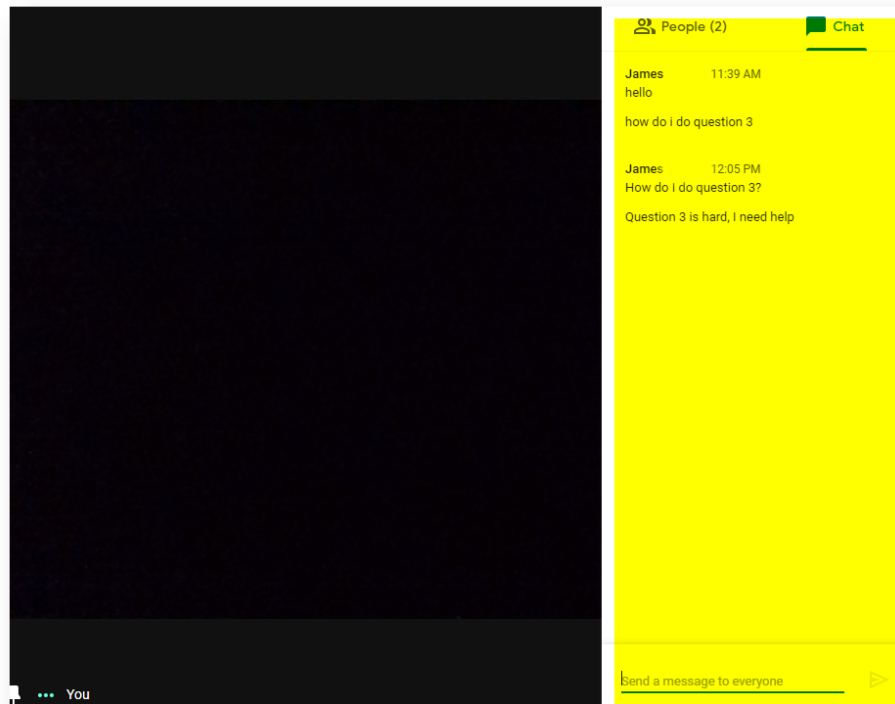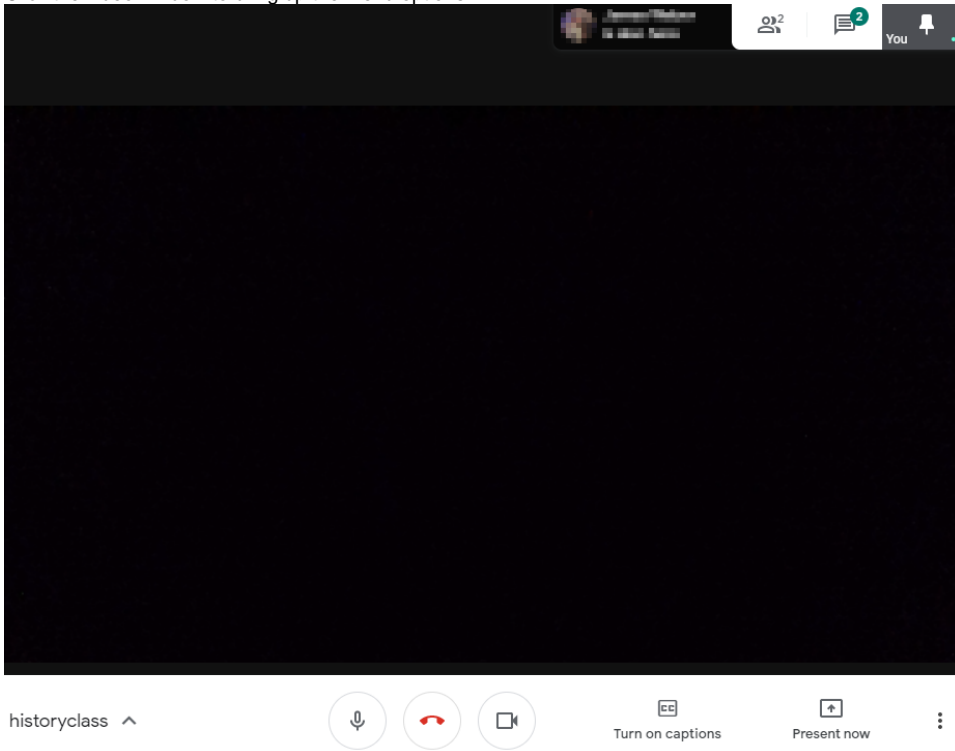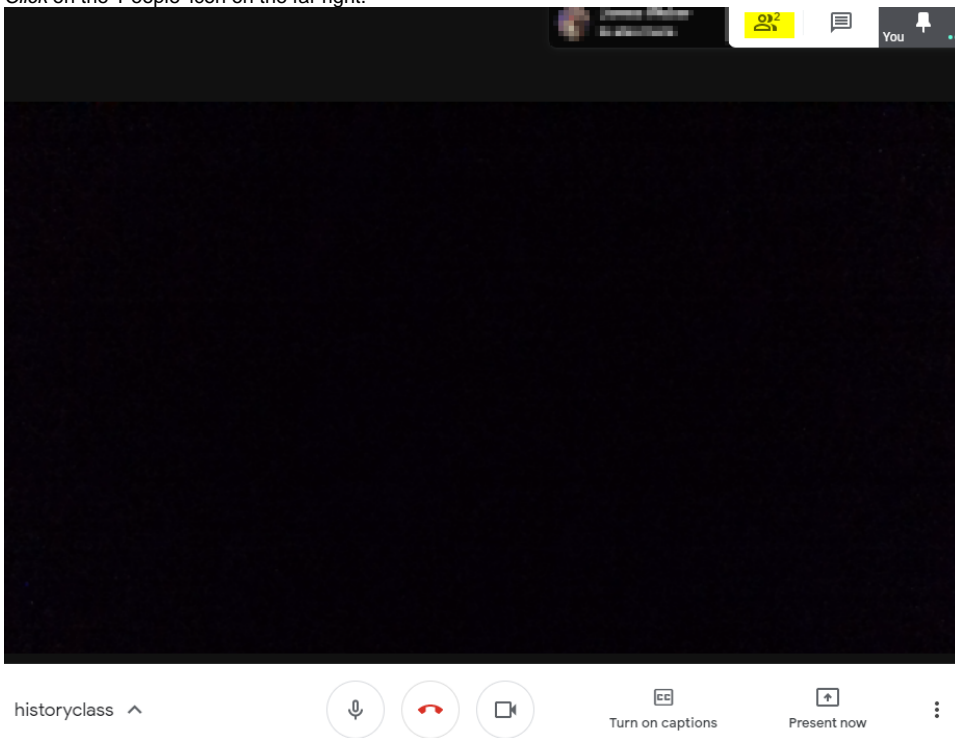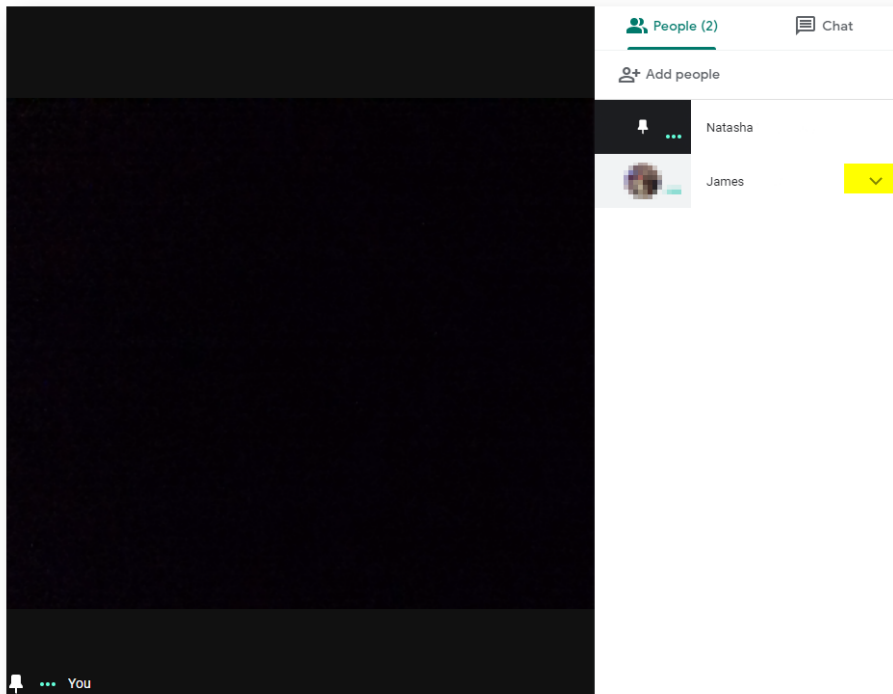3. A chat window will appear on the far right.

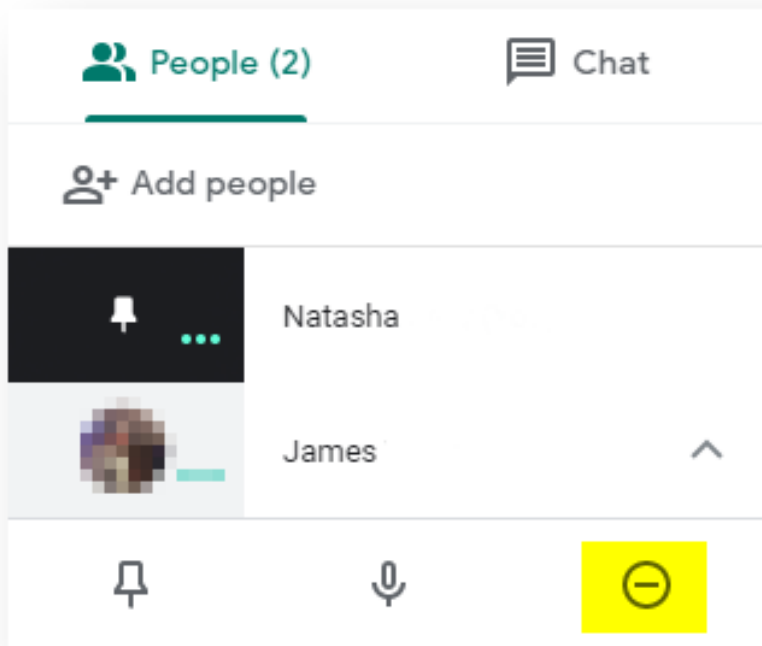1. *Click* the video window to bring up the menu options.

historyclass ∧   🎤   ☎   📹   CC Turn on captions   ⬆ Present now   ⋮

2. *Click* on the 'People' icon on the far right.

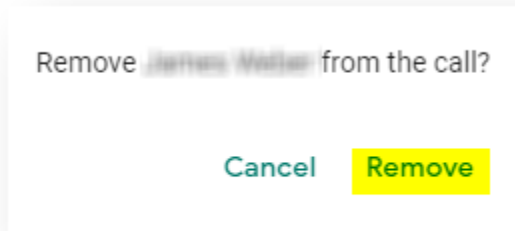historyclass ∧   🎤   ☎   📹   CC Turn on captions   ⬆ Present now   ⋮

3. A window will appear on the far right, *navigate* the student, *click* the 'v'.

4. *Click* the far right circle icon to remove the student.

5. A prompt will appear, *Click* 'Remove'.

Remove ███████ from the call?

Cancel   Remove

6. A message will appear indicating who you have removed and their name will disappear from the people list.

James was removed from the meeting

People (1)   Chat

Add people

Natasha Kelly (You)
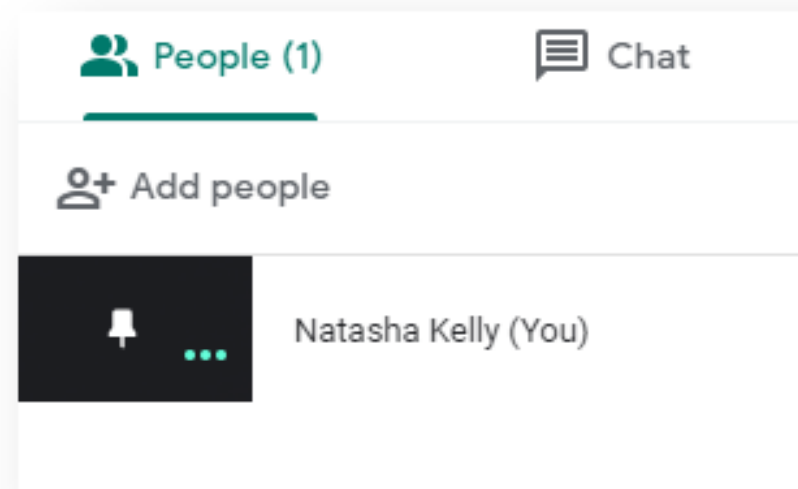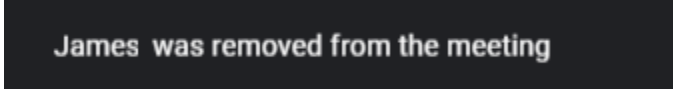
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