Mahidol University

MUIT

Google Hangouts Meet Handbook

Mahidol University, Office of the President, Division of Information Technology (MUIT)

Photo by fauxels from Pexels

Google Hangouts Meet Handbook for an online class, and an online meeting

There is High-definition video, up to 100 attendees. Attendees are able to share screens, images and text. Due to the COVID-19 virus situation, Google has launched a special feature for educational institutions. Up to 250 people can attend the meeting online, and There is function to record video lessons, or online meetings until July 1, 2020.

*** E-mail account xxxxxx.xxx@mahidol.edu does not has video recording function.

Which devices can use with Google Meet?

Mobile (iOS and Android), Desktop (PC/MAC), Tablet

Before using

User must have Gmail account, for example, xxxxxx.xxx@mahidol.edu, or

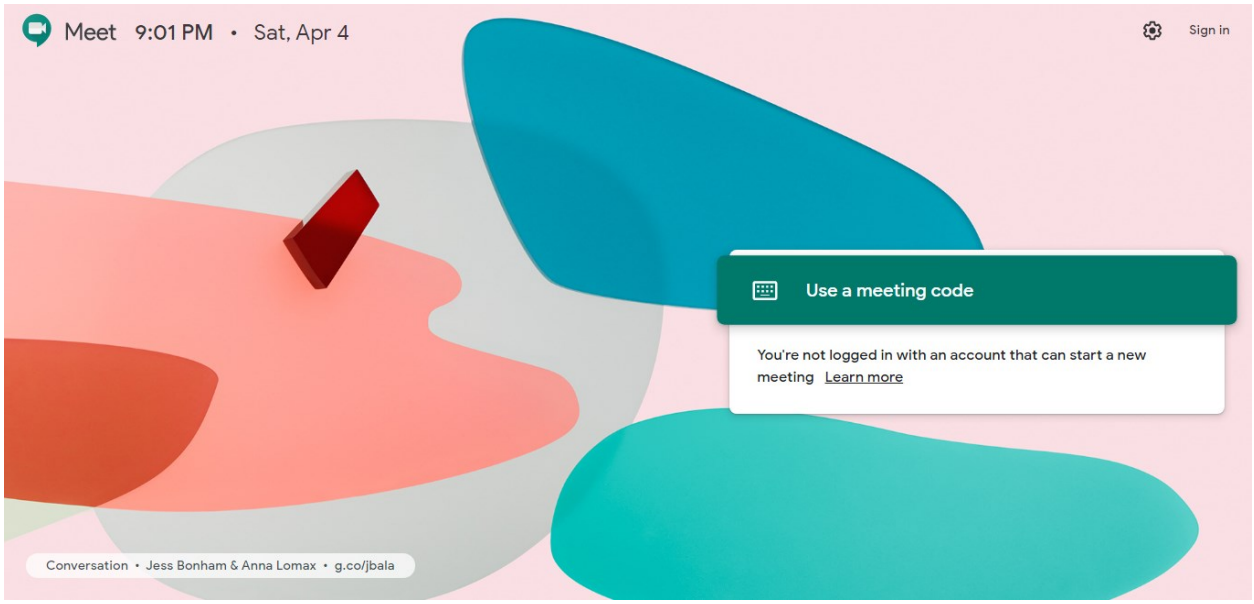
xxxxxx@gmail.com

How to access to Google Hangouts Meet

1. Desktop (PC/MAC) can use Google Hangouts Meet without the program installation.

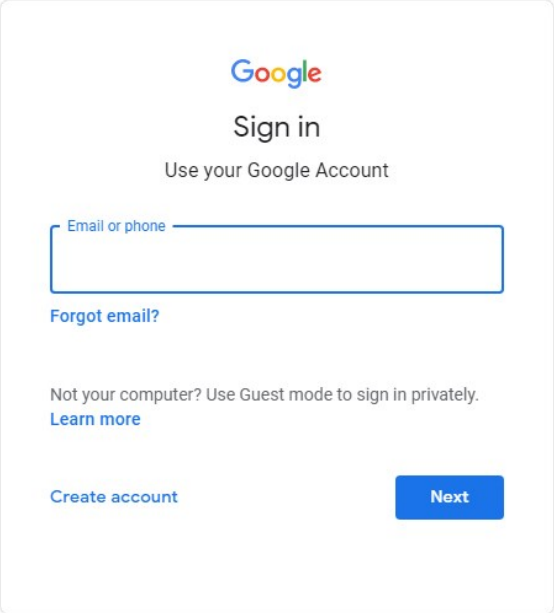
Go to https://meet.google.com/

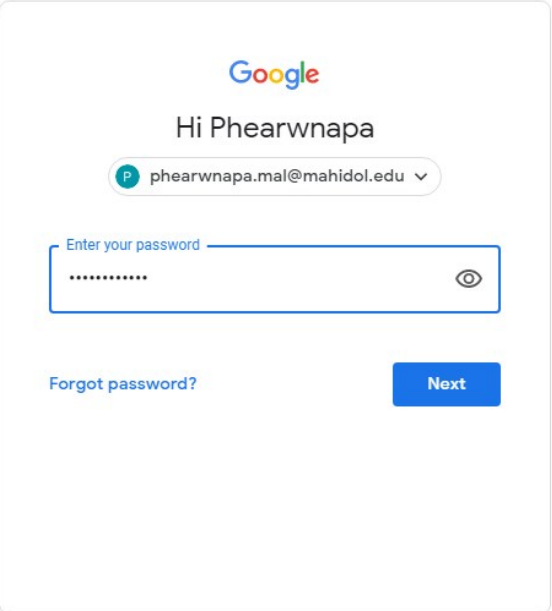
Click “Sign in”



Enter Gmail account > Click “Next”

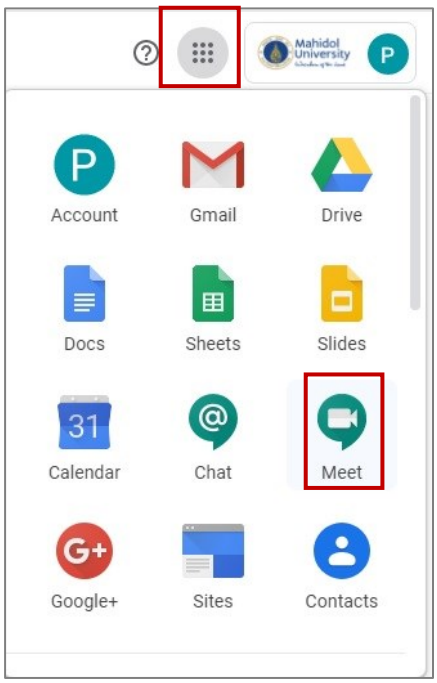
Enter Password > Click “Next”



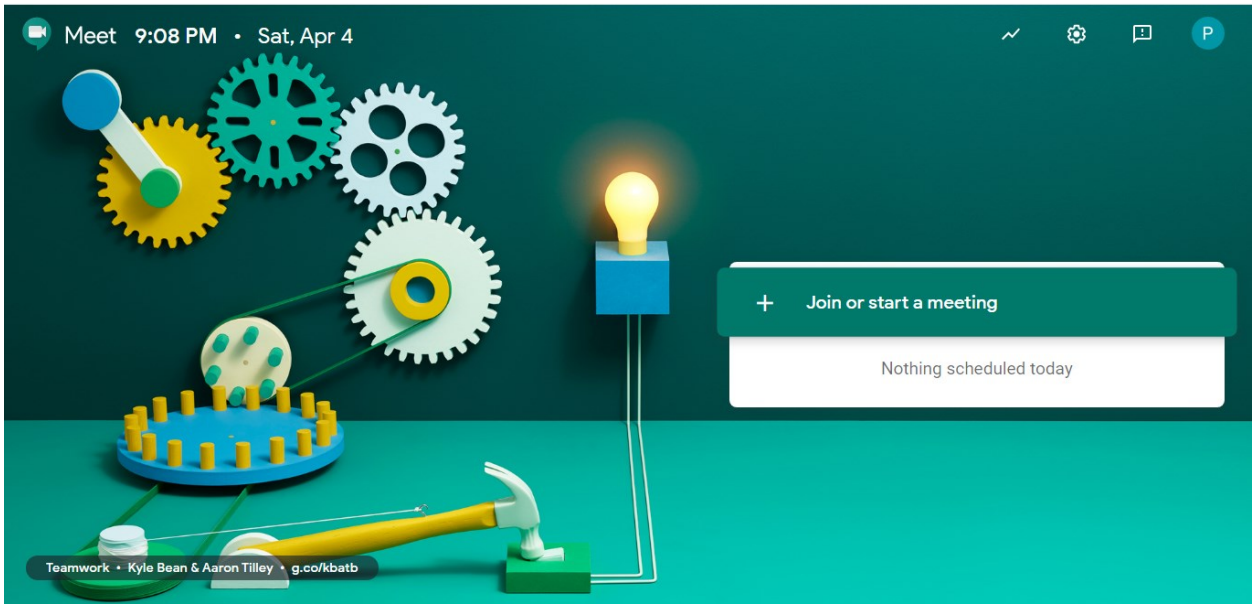


Other option, user sign in to Gmail

Click on Apps > Choose “Meet”



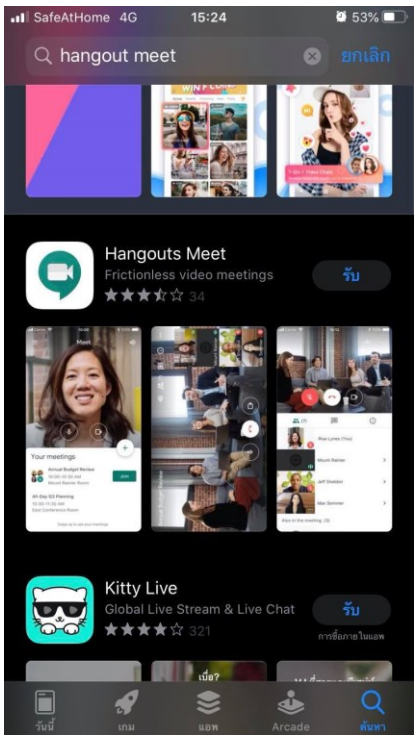
How to access to Google Hangouts Meet

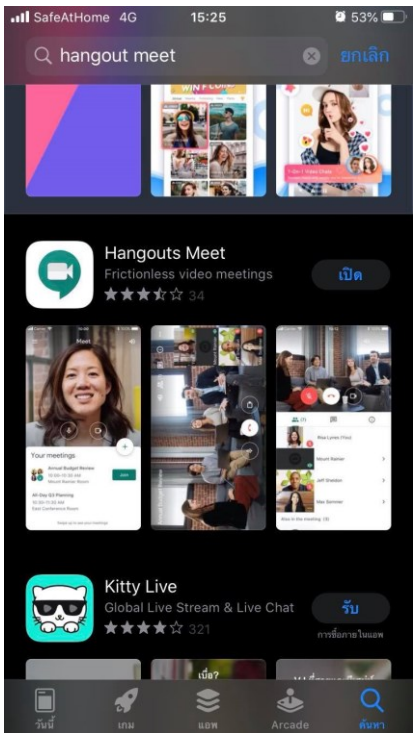


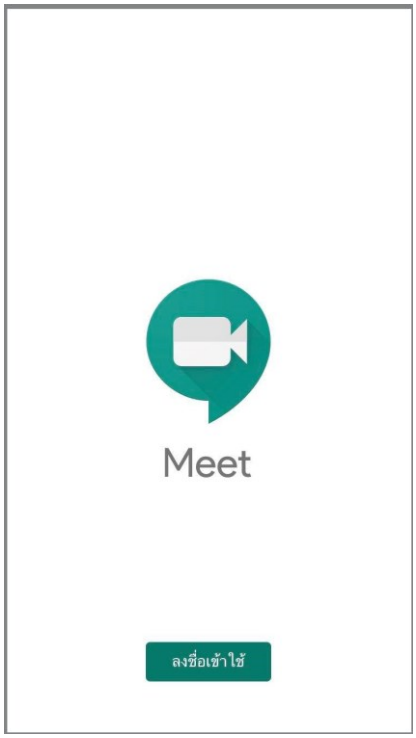
2. Mobile (iOS and Android), Tablet must install the application, before using the app

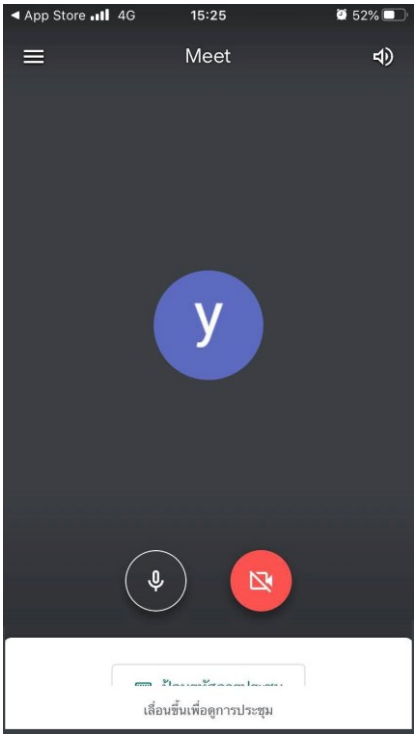
2.1 Go to App Store

Search “Hangouts Meet”, then install and log in



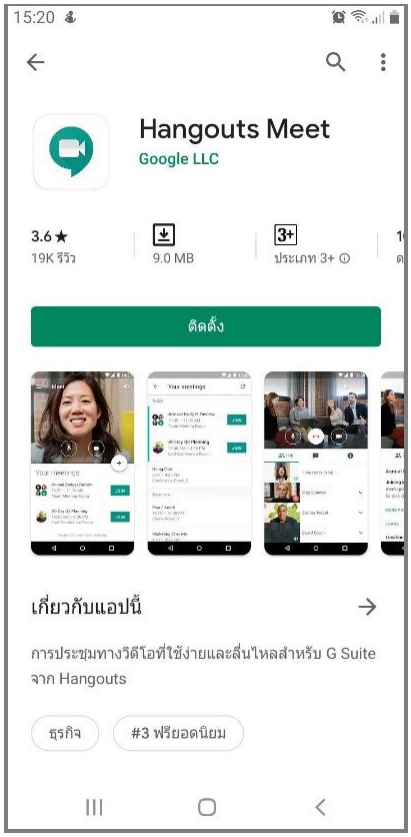


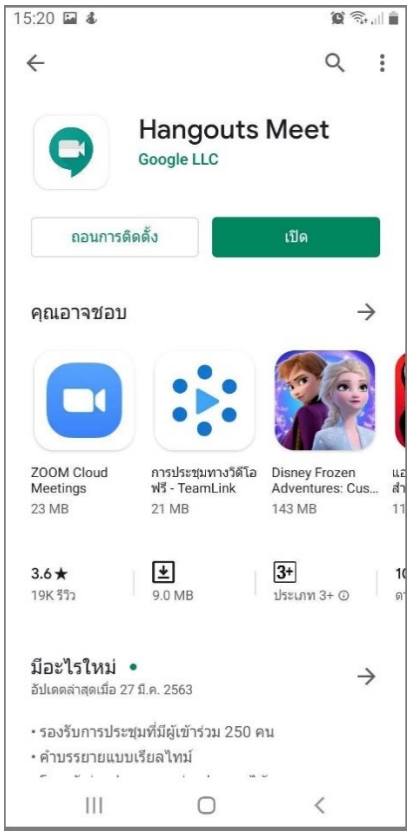

Meet
ลงชื่อเข้าใช้

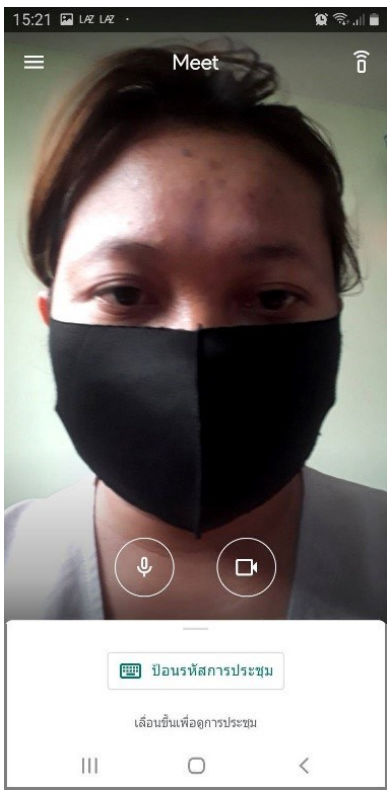

App Store 4G
15:25
52%
Meet
y
เลื่อนขึ้นเพื่อดูการประชุม

2.2 Go to Play Store

Search “Hangouts Meet”, then install and log in

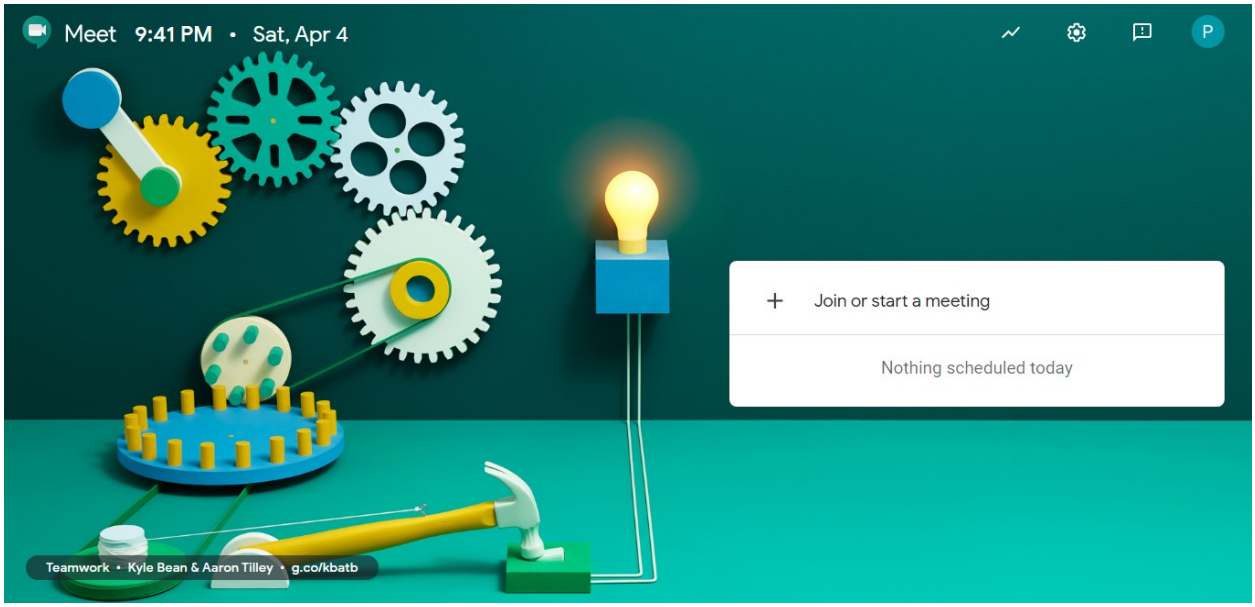






The online learning and the online meeting process via Google Hangouts Meet on Desktop (PC/MAC)

1. Setting Microphone, and Speaker Click on



Audio

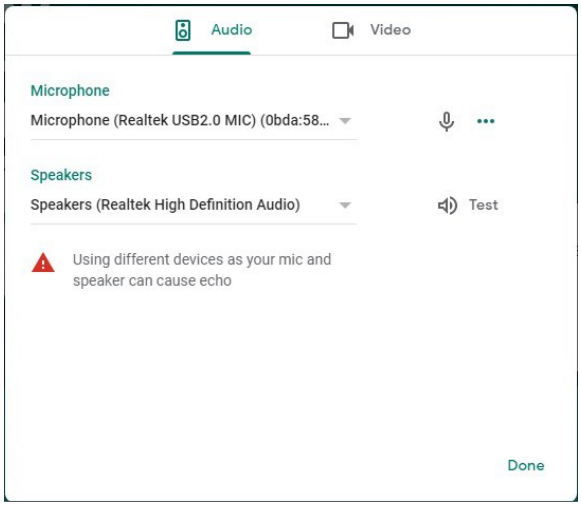
Microphone Click Drop Down list

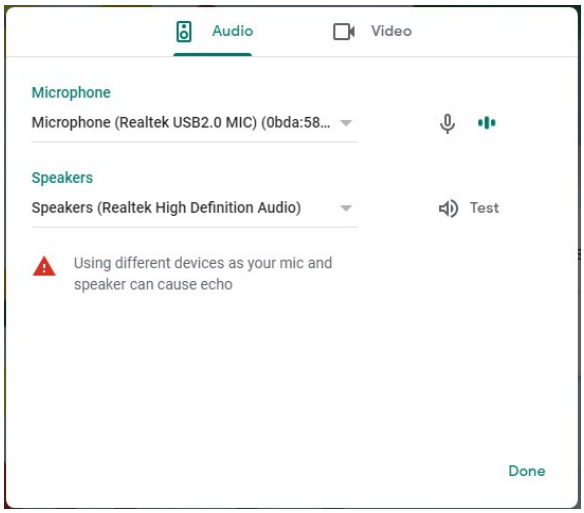
Choose type of Microphone's sound

Speakers Click Drop Down list

Choose the speaker, which you would like to use

Click "Test" for testing the speaker



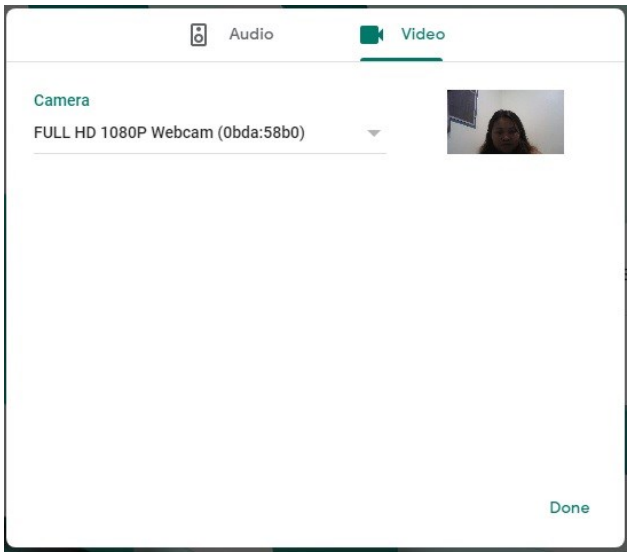


Video

Camera Click Drop Down list

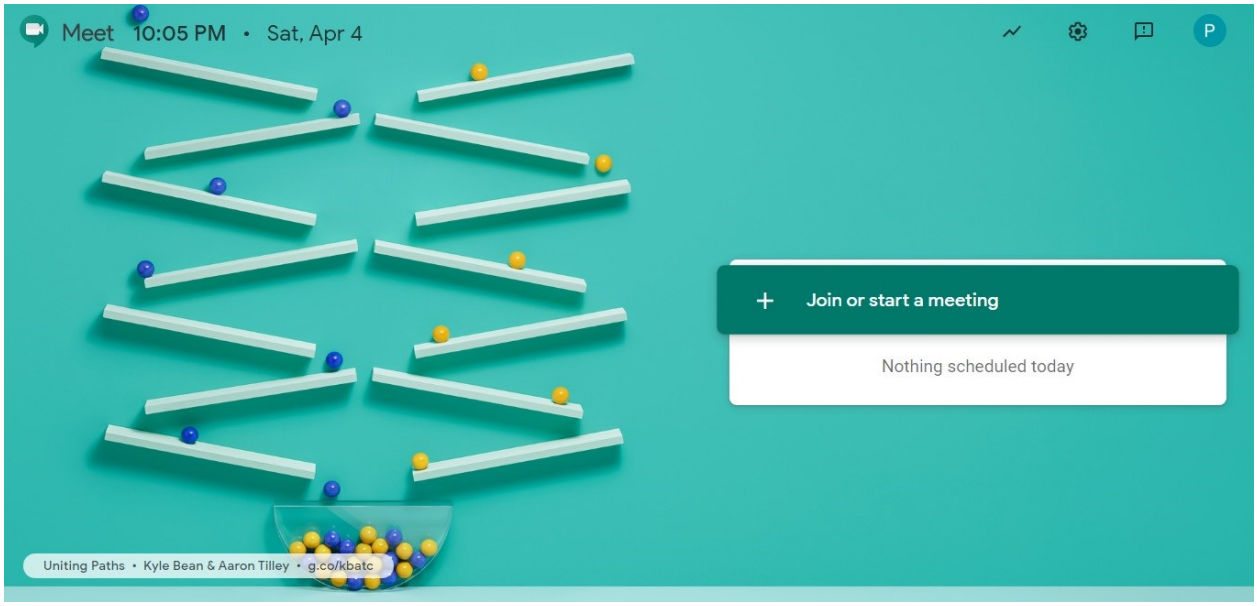
Choose the Picture's signal, which you would like to sync

Click "Done"



2. Start Learning or Meeting

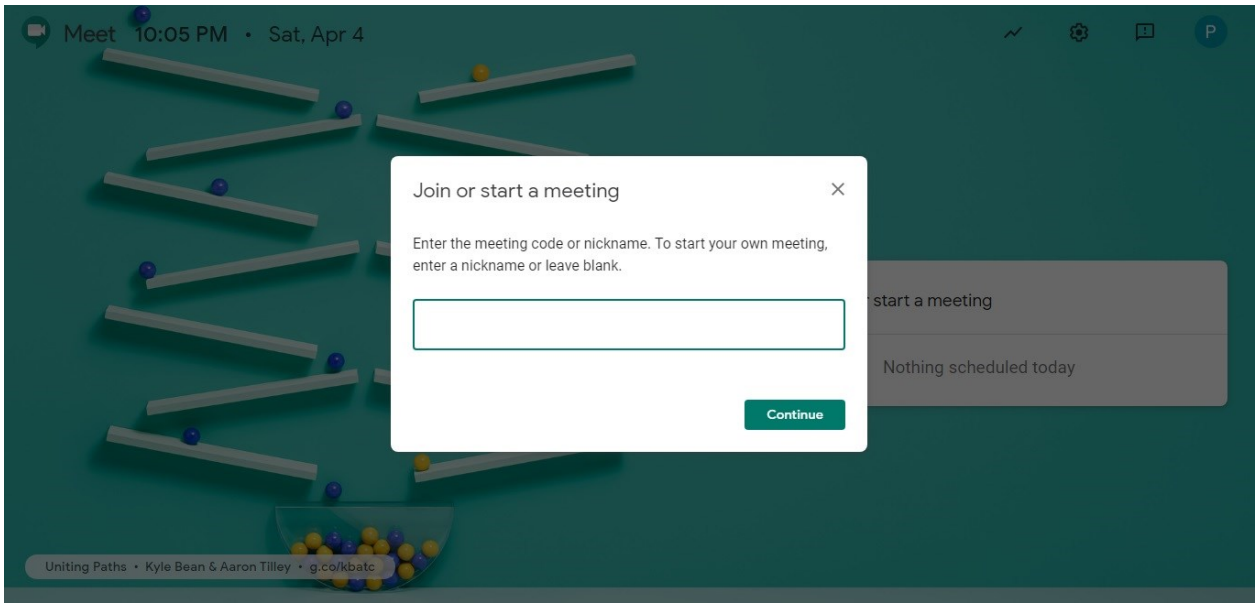
Click “Join” or “start a meeting”



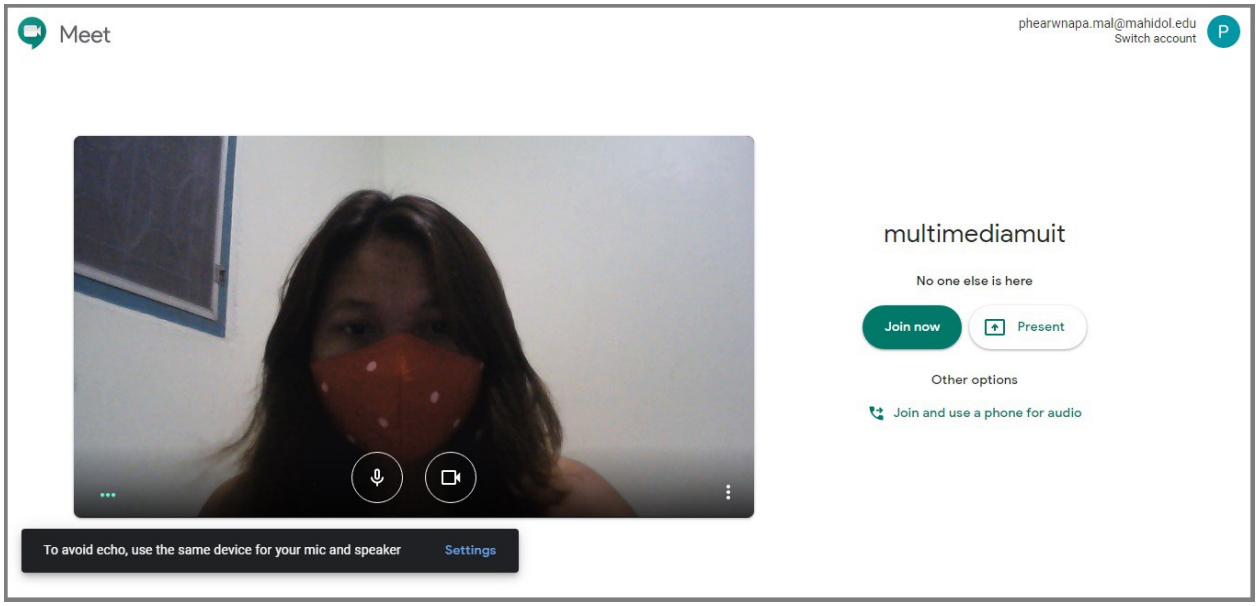
3. The programme show Join or start a meeting window.

Join, the attendees will enter the code from meeting’s host to attend the class or the meeting.

Start a meeting, host open the class or the meeting. The host must set of the code and the class’ topic or the meeting’s topic, then click “continue”.



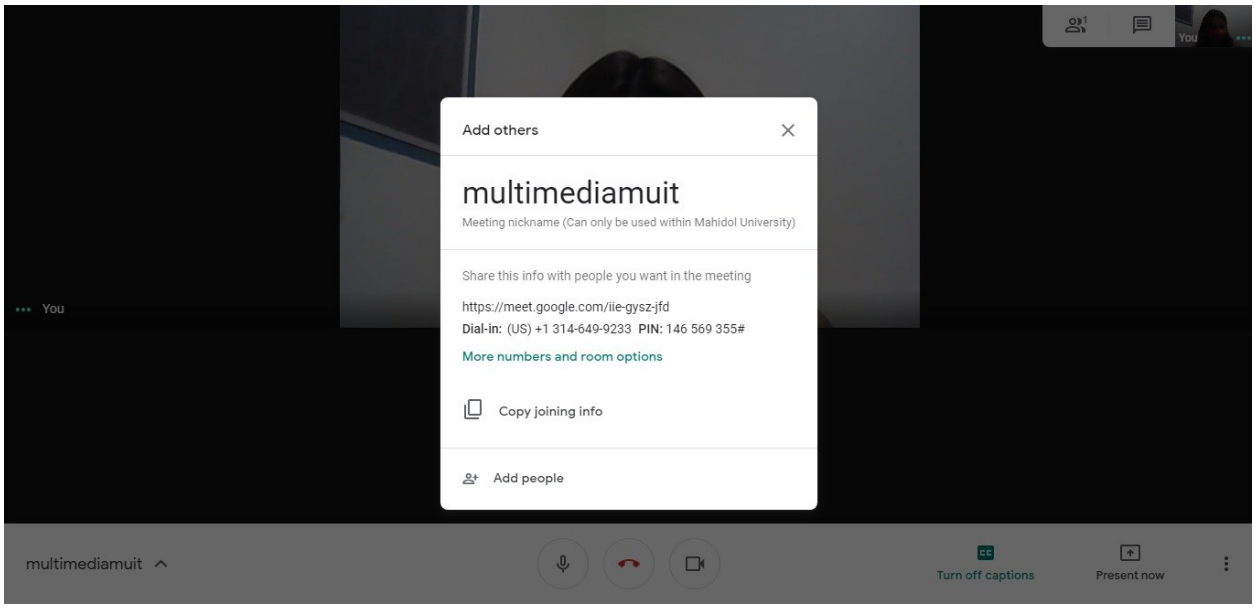
Click “Join now”



Sending the invitation to attendees for joining the class and the meeting

There are two options to invite the attendees.

To copy joining info, or to add people



1. To copy joining info

For example, to copy joining info

To join the video meeting, click this link: https://meet.google.com/iie-gysz-jfd

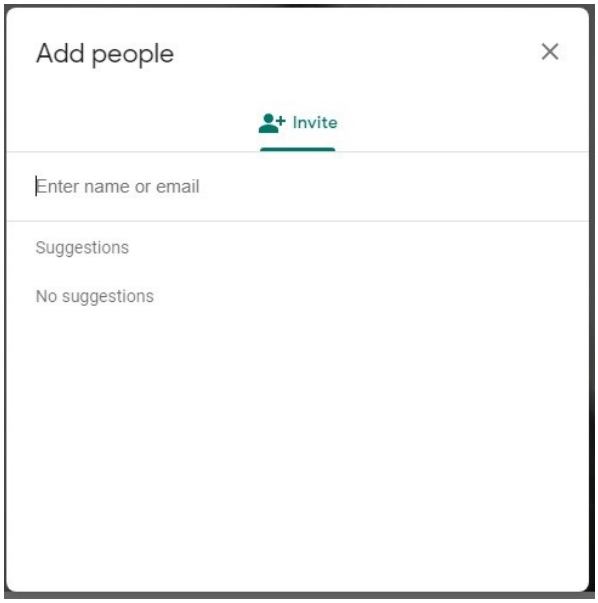
Otherwise, to join by phone, dial +1 314-649-9233 and enter this PIN: 146 569 355#

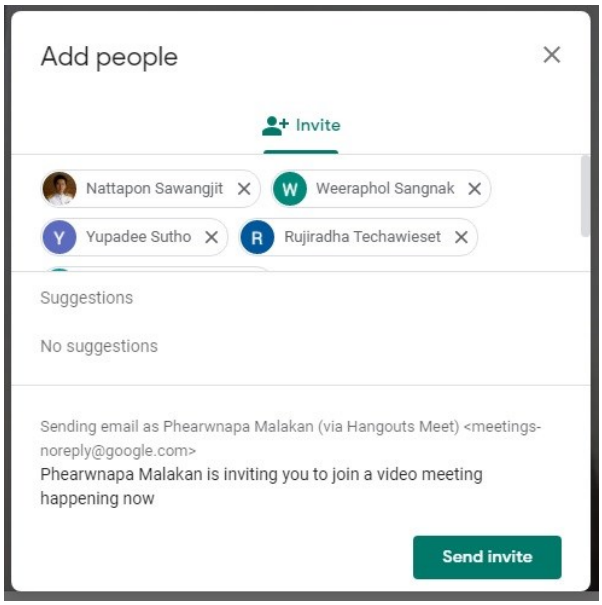
To view more phone numbers, click this link: https://tel.meet/iie-gysz-jfd?hs=5

2. To add people

Enter attendees' email account

Click "Send Invite" to send invitation to attendees' email.

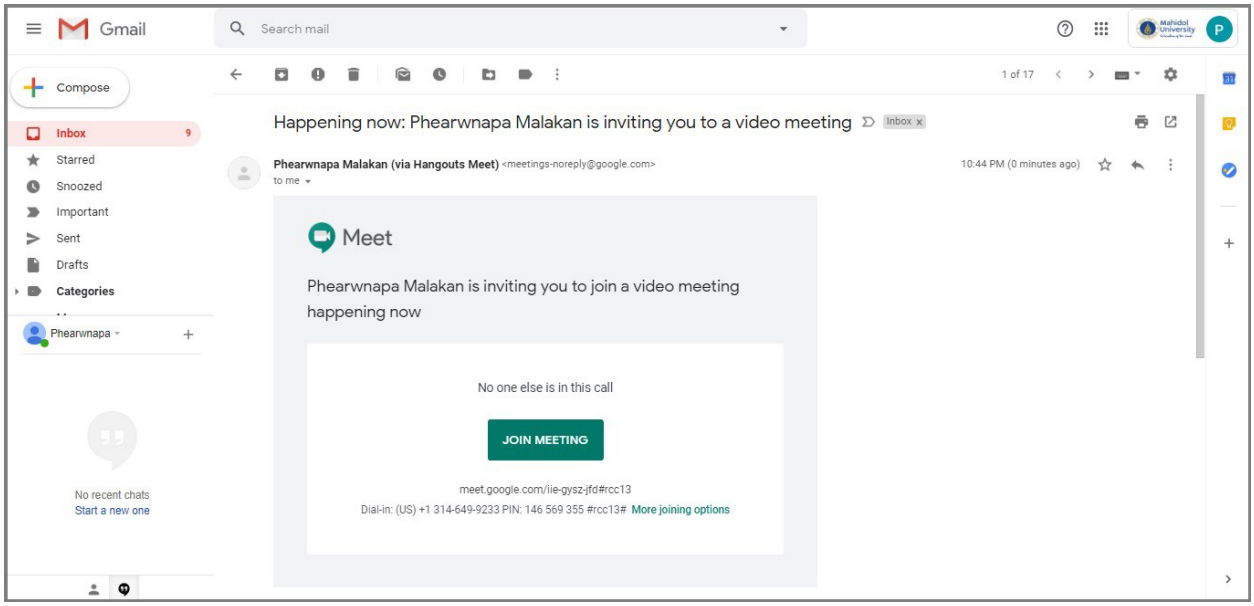




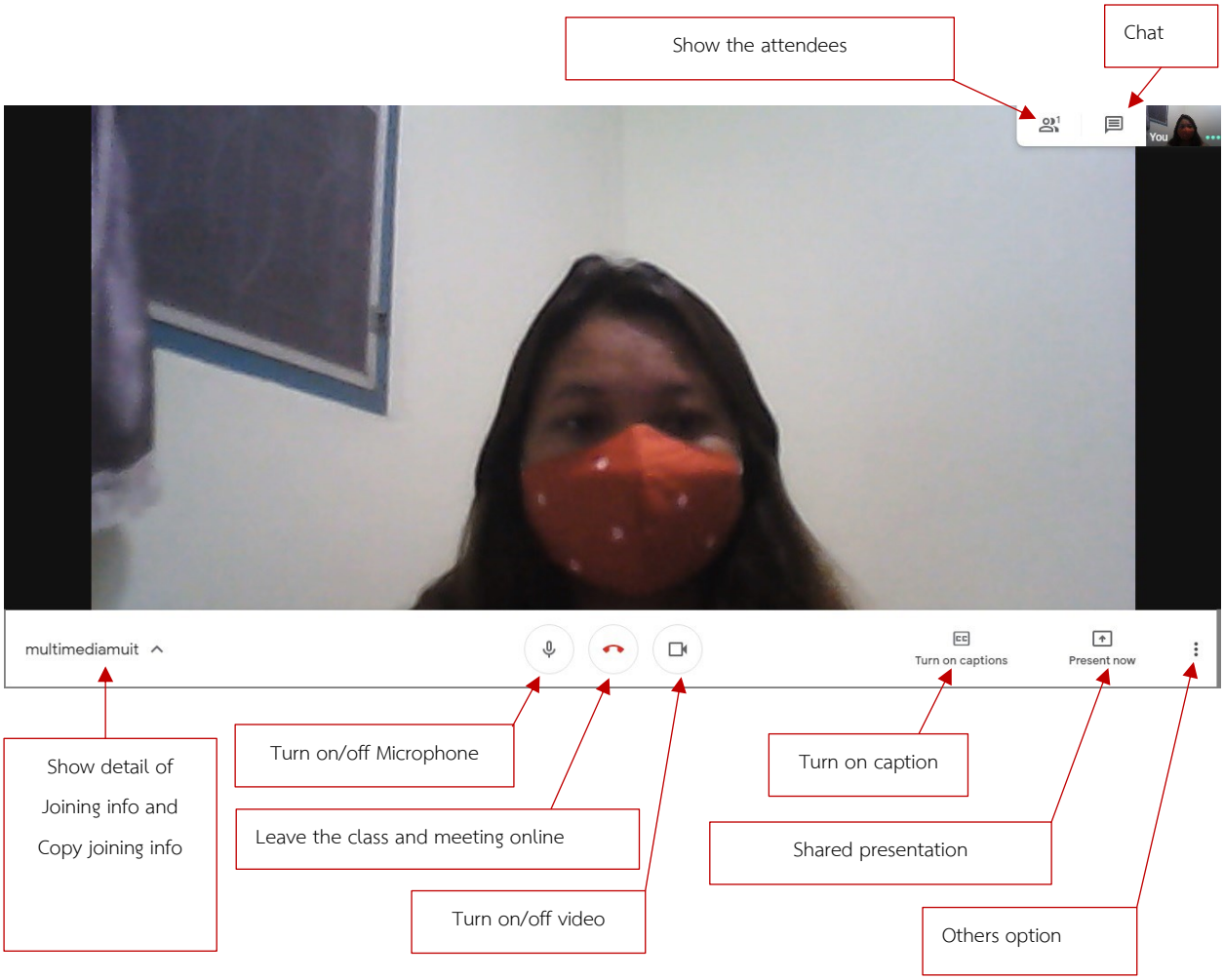
Invitation email

Attendees receive the email

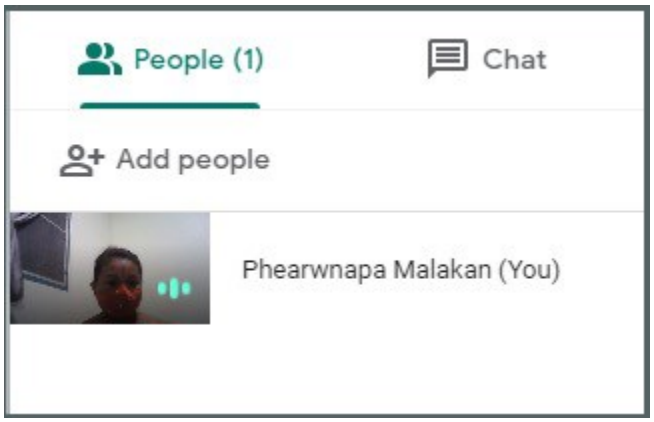
Click “JOIN MEETING” to attend the class, or the meeting.



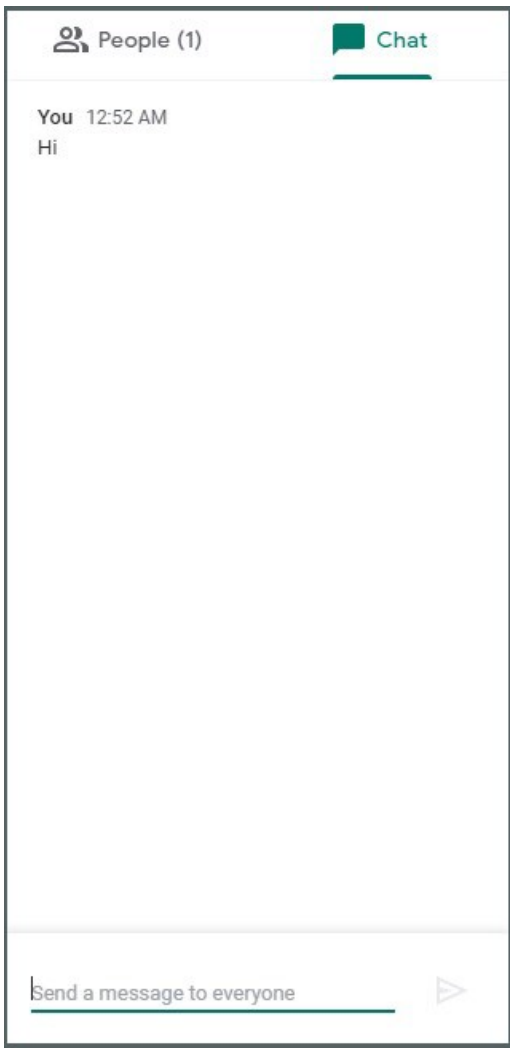
Tools in Google Hangouts Meet program



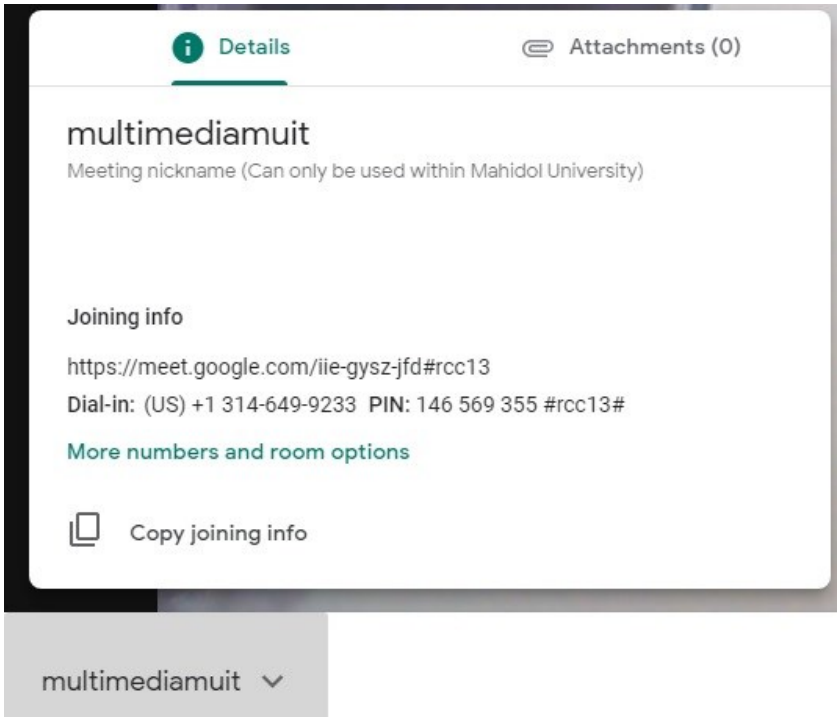
People: show attendees



Chat: chat

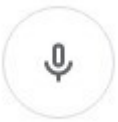


Meeting code or nickname: Showing the detail of joining info, and copy joining info



Turn Off microphone

Turn On microphone

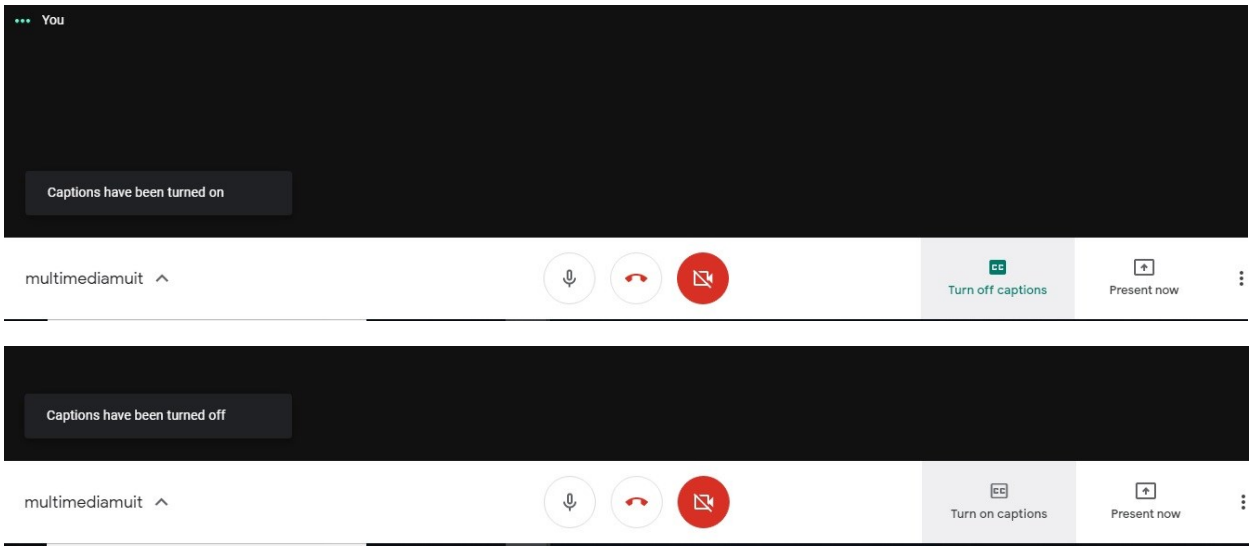


Leave call

Turn Off camera

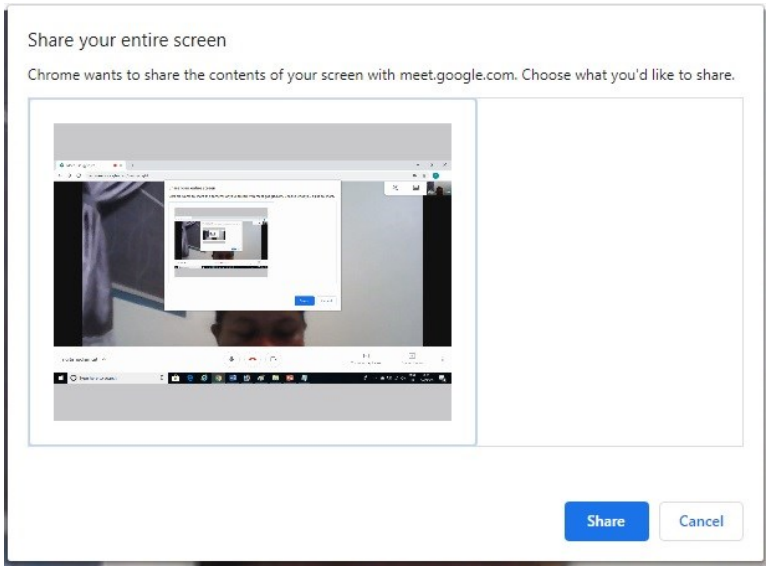
Turn On camera

Turn On captions Turn Off captions

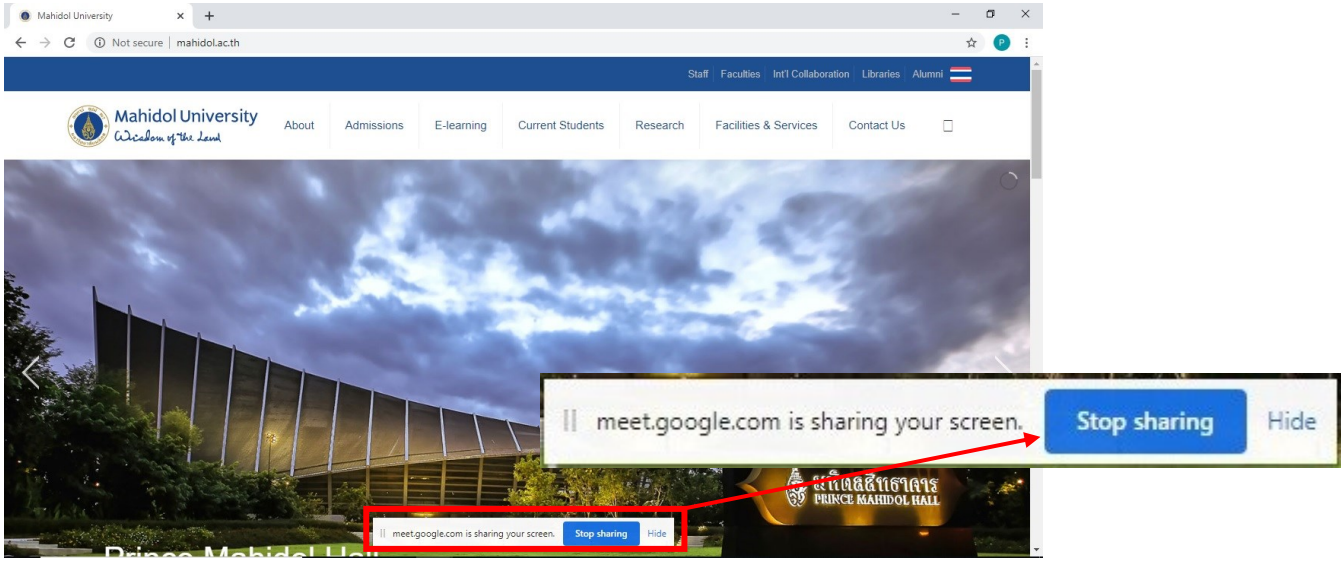


Present now: share the presentation

Your entire screen: click share to share entire screen

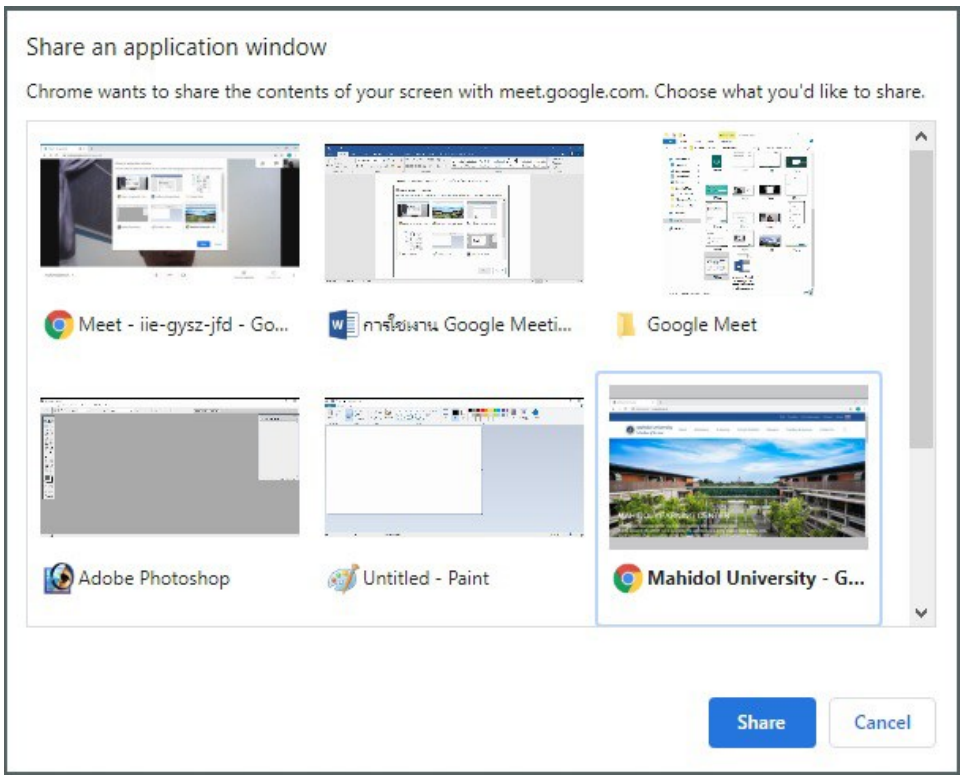


When you finished presentation, click "Stop sharing"

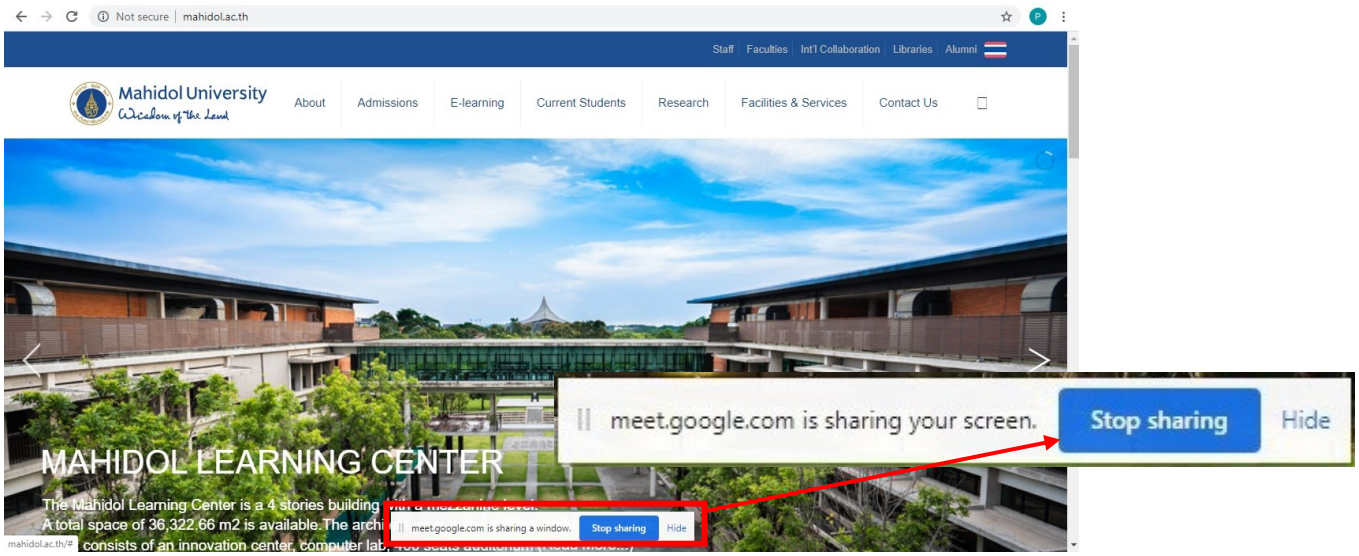


Share application: to share documents, websites, files, which you have opened

Click “Share”



When you finished presentation, click “stop sharing”.



More Options

Change layout

Full screen

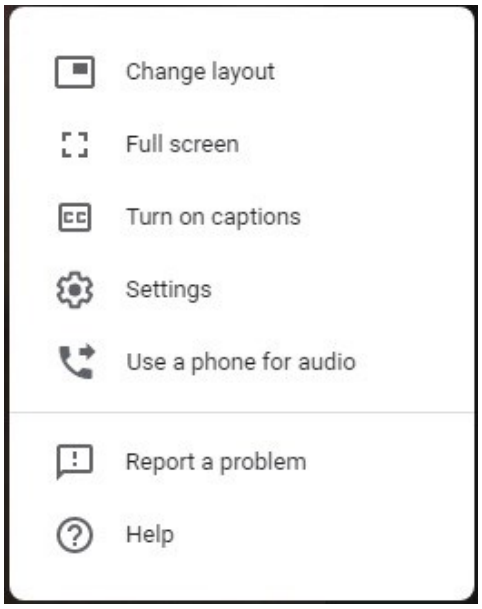
Turn on captions:

Settings: Microphone speaker and video's camera

Use a phone for audio: sound from phone

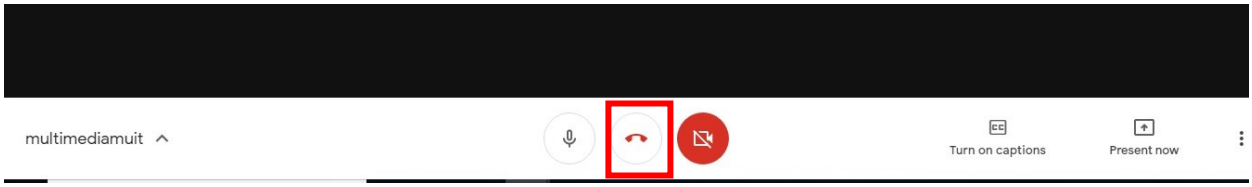
Report a problem

Help



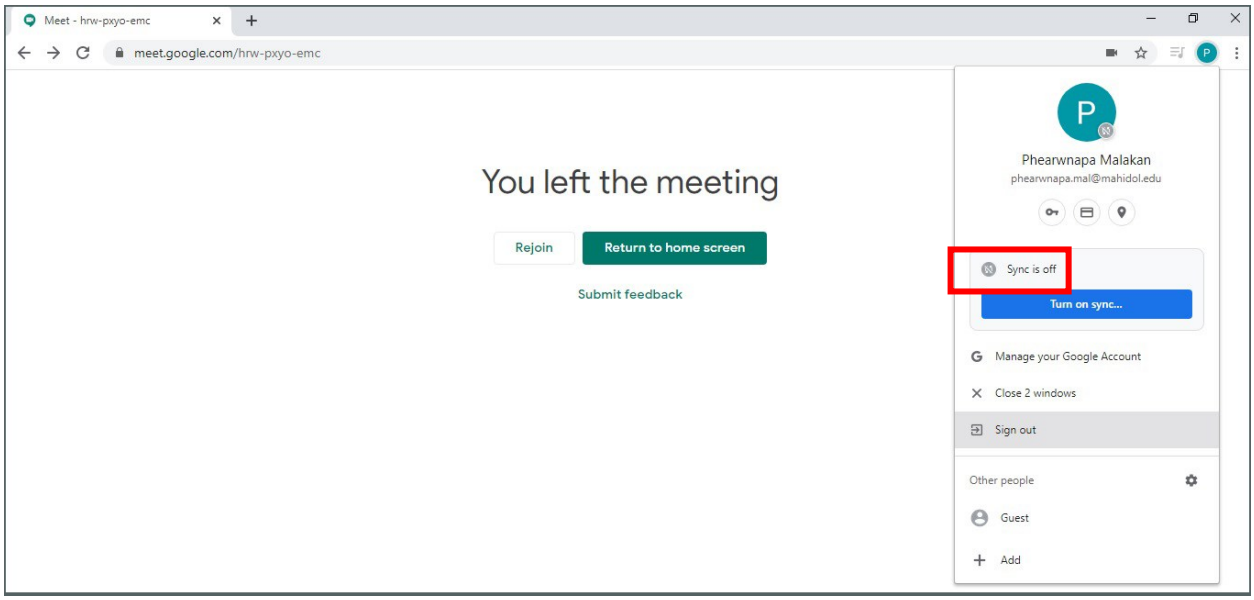
Signing out Google Hangouts Meet

Click “Leave call” to leave the class, or the meeting



Click at user’s icon

Choose sign out



References

website 1

https://gsuite.google.com

website 2

https://cloud.google.com/blog/products/g-suite/helping-businesses-and-schools-stay-connected-in-response-to-coronavirus

Content

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