Hangouts Meet

University of Nairobi G-Suite ToTs Training

Training Objectives

* **The objectives include training on :**
  * How to hold video meetings
  * Join impromptu meetings on the go
  * Virtual training classes
  * Remote interviews

  URL: https://meet.google.com/_meet

1. Schedule a video meeting from Calendar.

* Go to Google Calendar and create an event.
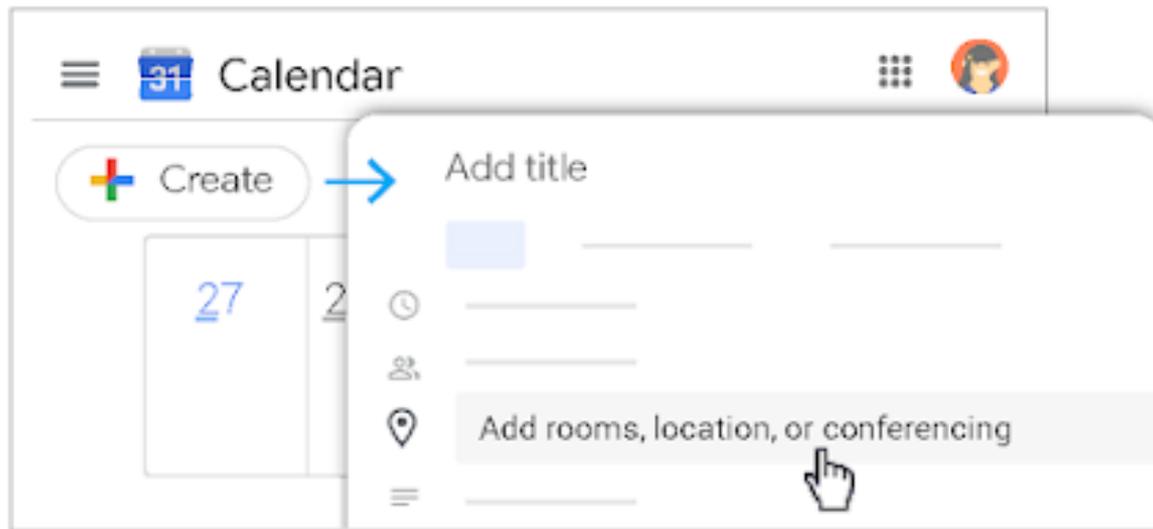
2. Start a video meeting.

* From a browser: Enter https://meet.google.com in Chrome Browser.
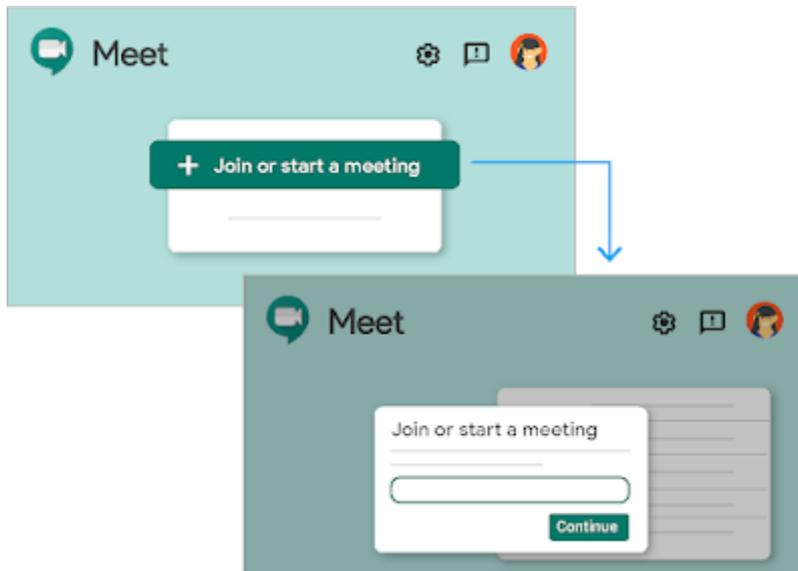
* From your mobile device: Open the Meet app on your Android ([Play Store](#)) or Apple® iOS® ([App Store](#)) mobile device.
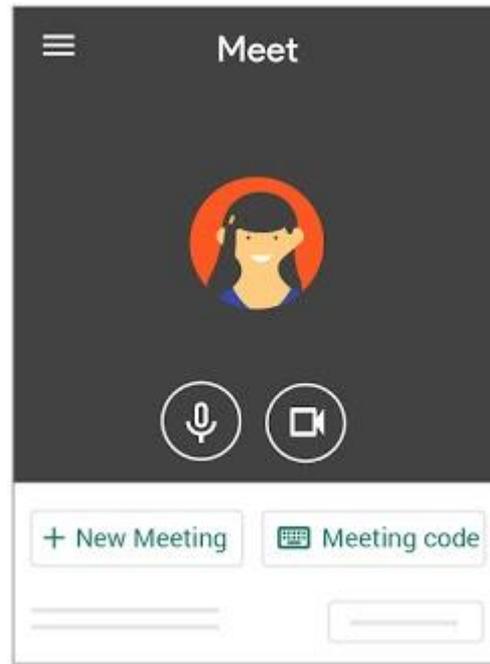
3. Join a video meeting.

* A chime sounds when the first 5 people join the meeting. Additional participants do not chime when joining and are automatically muted.

* From Calendar: In Calendar, click the event you want to join.
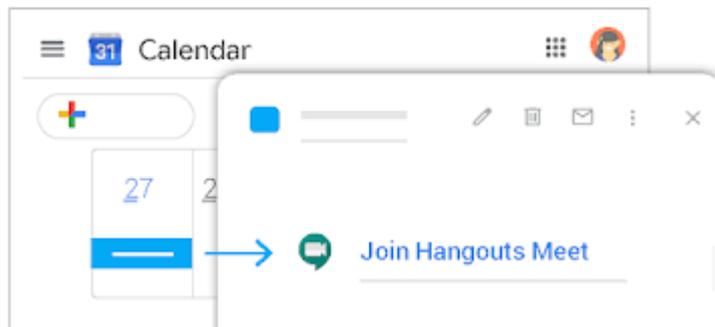
* From Gmail: Click the meeting link in a text or email
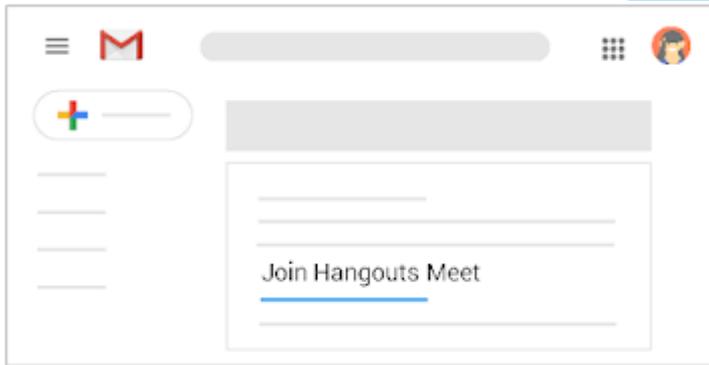
* From Meet: In Meet, join a scheduled meeting or use a meeting code
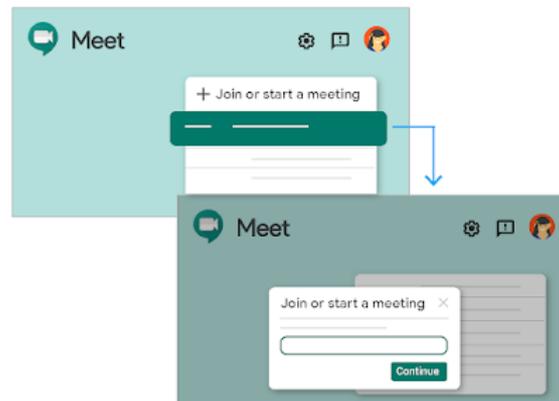
* From your mobile device: Open the [Calendar](#) event or meeting invite to dial in to a meeting from a phone.
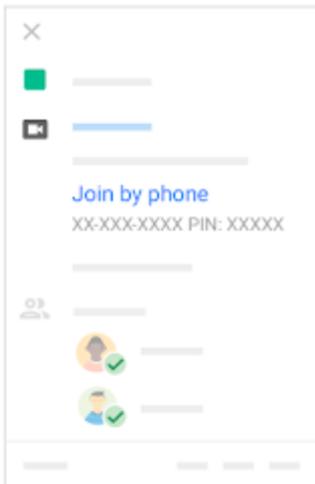
* From a third-party conferencing system: Open the [Calendar](#) event or meeting invite. Click More joining options to join from a third-party conferencing system.
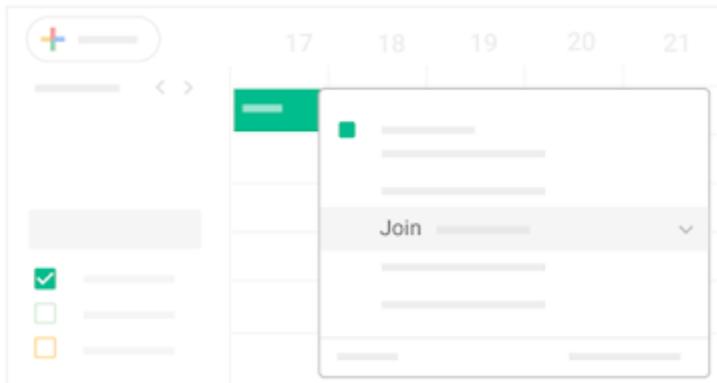
4. Collaborate during a video meeting.

View meeting participants

Chat with meeting participants

See additional settings, such as recording the meeting or changing your video resolution

Share your screen or give presentations

Share meeting details with guests

Turn microphone on or off

Leave meeting

Turn camera on or off