



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

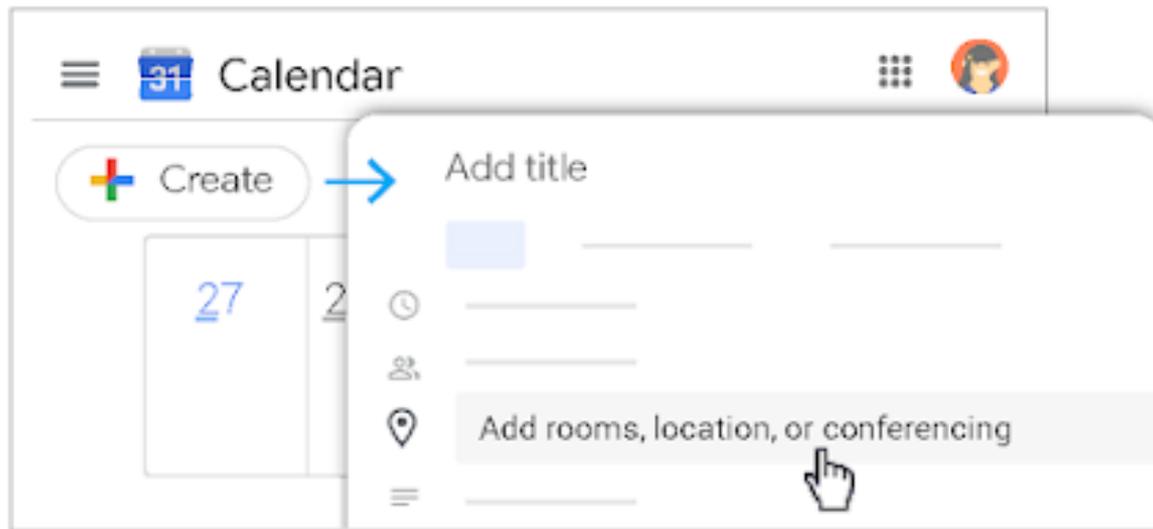
URL: https://meet.google.com/_meet



1. Schedule a video meeting from Calendar.



- * Go to [Google Calendar](#) and create an event.

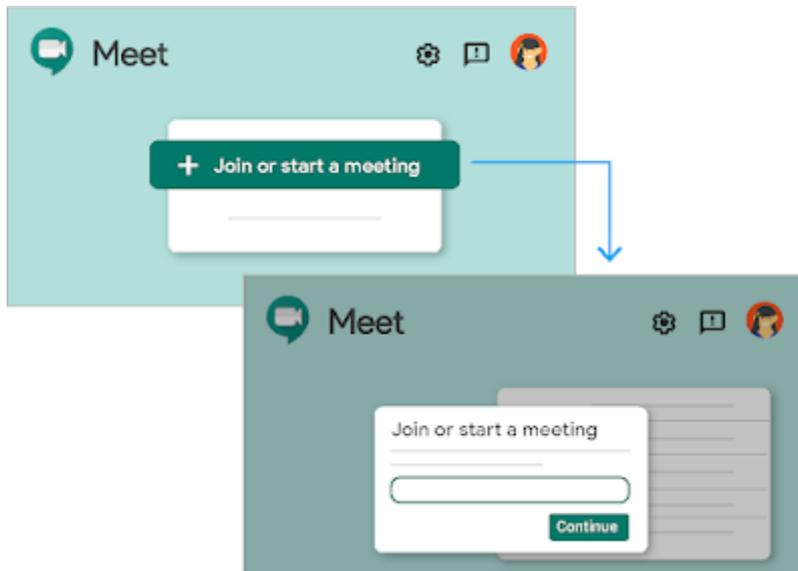




2. Start a video meeting.

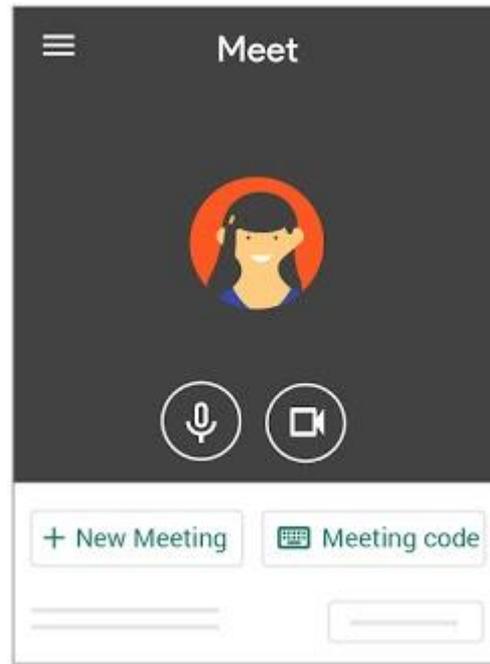


- * From a browser: Enter <https://meet.google.com> in Chrome Browser.





- * From your mobile device: Open the Meet app on your Android ([Play Store](#)) or Apple[®] iOS[®] ([App Store](#)) mobile device.

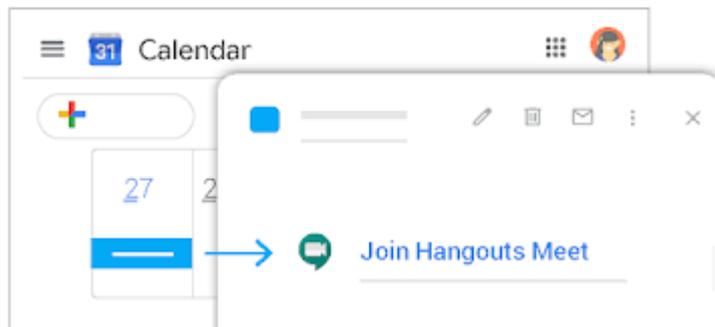




3. Join a video meeting.

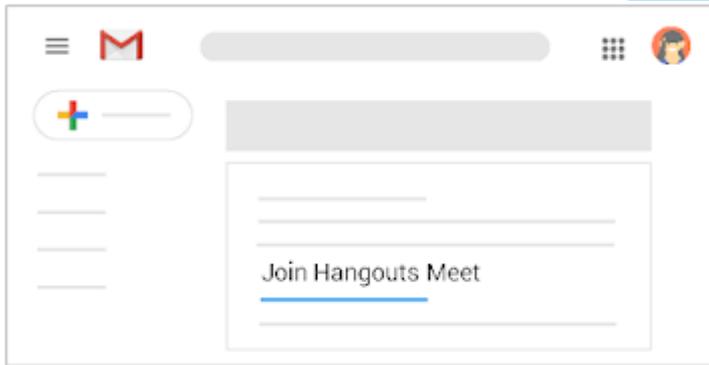


- * A chime sounds when the first 5 people join the meeting. Additional participants do not chime when joining and are automatically muted.
- * From Calendar: In [Calendar](#), click the event you want to join.

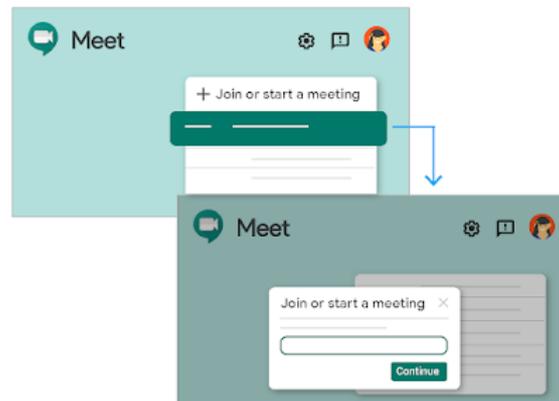




- * From Gmail: Click the meeting link in a text or email

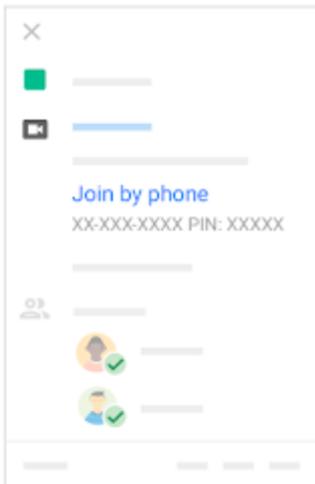


- * From Meet: In [Meet](#), join a scheduled meeting or use a meeting code



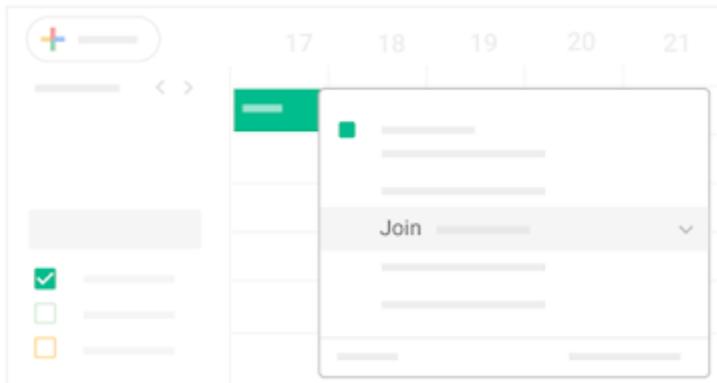


- * From your mobile device: Open the [Calendar](#) event or meeting invite to dial in to a meeting from a phone.





- * 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.



The screenshot shows a video meeting interface. On the left is a large video feed with a placeholder icon of a woman. On the right is a sidebar with 'PEOPLE (3)' and 'CHAT'. At the bottom is a control bar with icons for 'Team meeting', microphone, camera, 'Leave meeting', 'Present now', and a settings menu. Callouts point to these elements with the following descriptions:

- View meeting participants (points to the PEOPLE sidebar)
- Chat with meeting participants (points to the CHAT sidebar)
- Share meeting details with guests (points to the Team meeting icon)
- Turn microphone on or off (points to the microphone icon)
- Leave meeting (points to the red 'Leave meeting' icon)
- Turn camera on or off (points to the camera icon)
- Share your screen or give presentations (points to the Present now icon)
- See additional settings, such as recording the meeting or changing your video resolution (points to the settings menu icon)