

How to Setup and Create Google Meetings



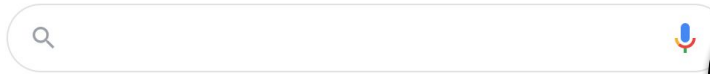
1. Login to your LAFS Google Account and click on the squares icon to view all Google Apps, then click on the Hangouts icon (Google Hangouts is used more for meetings, video conferencing and collaborating with your teammates and/or students)

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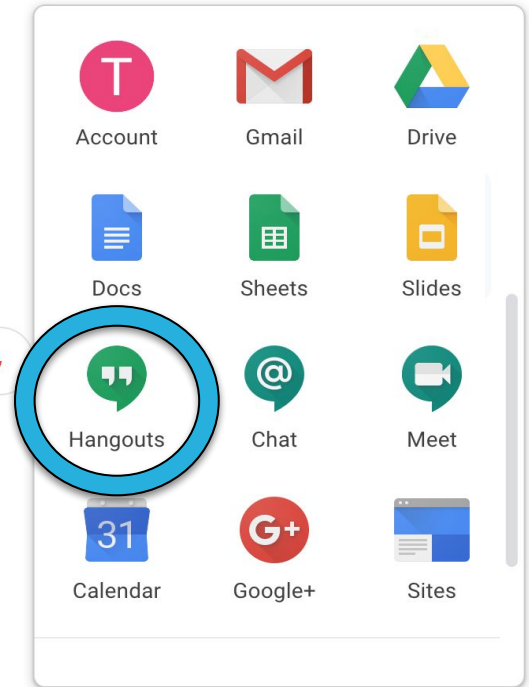


Google Search

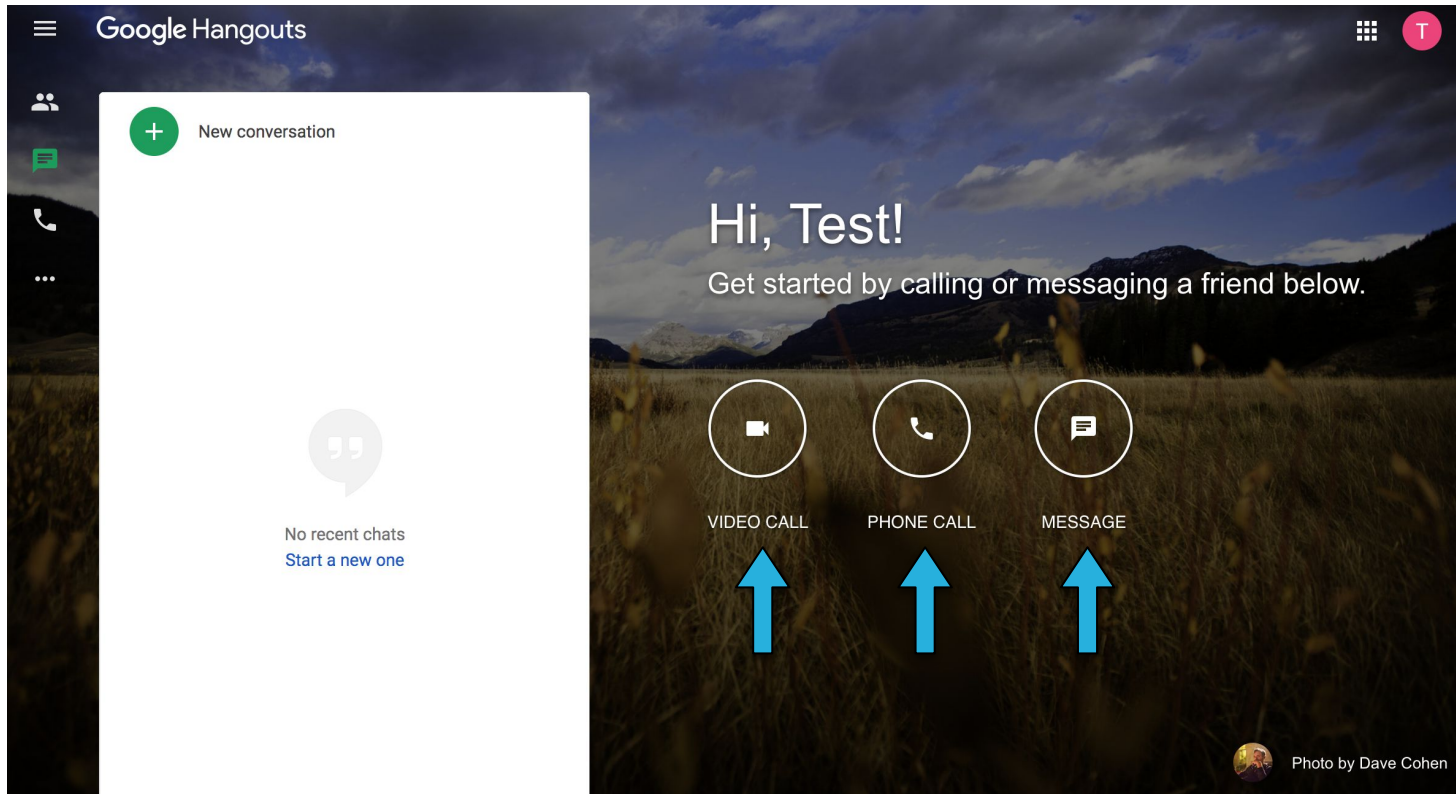
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2. Start a Video Call, Phone Call, or Message to anyone in the LAFILM community



How to Manage Settings on a Google Meet

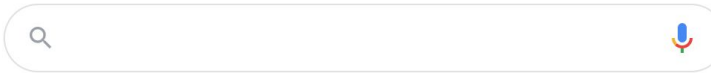
1. Login to your LAFS Google Account and click on the squares icon to view all Google Apps, then click on the Meet icon or go to meet.google.com

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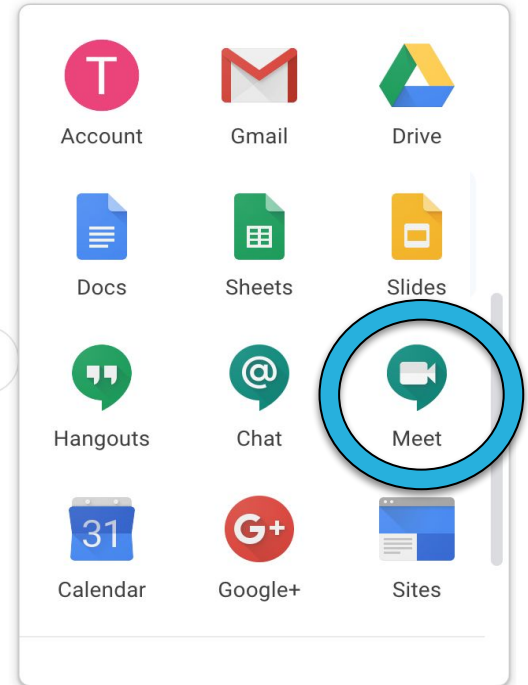


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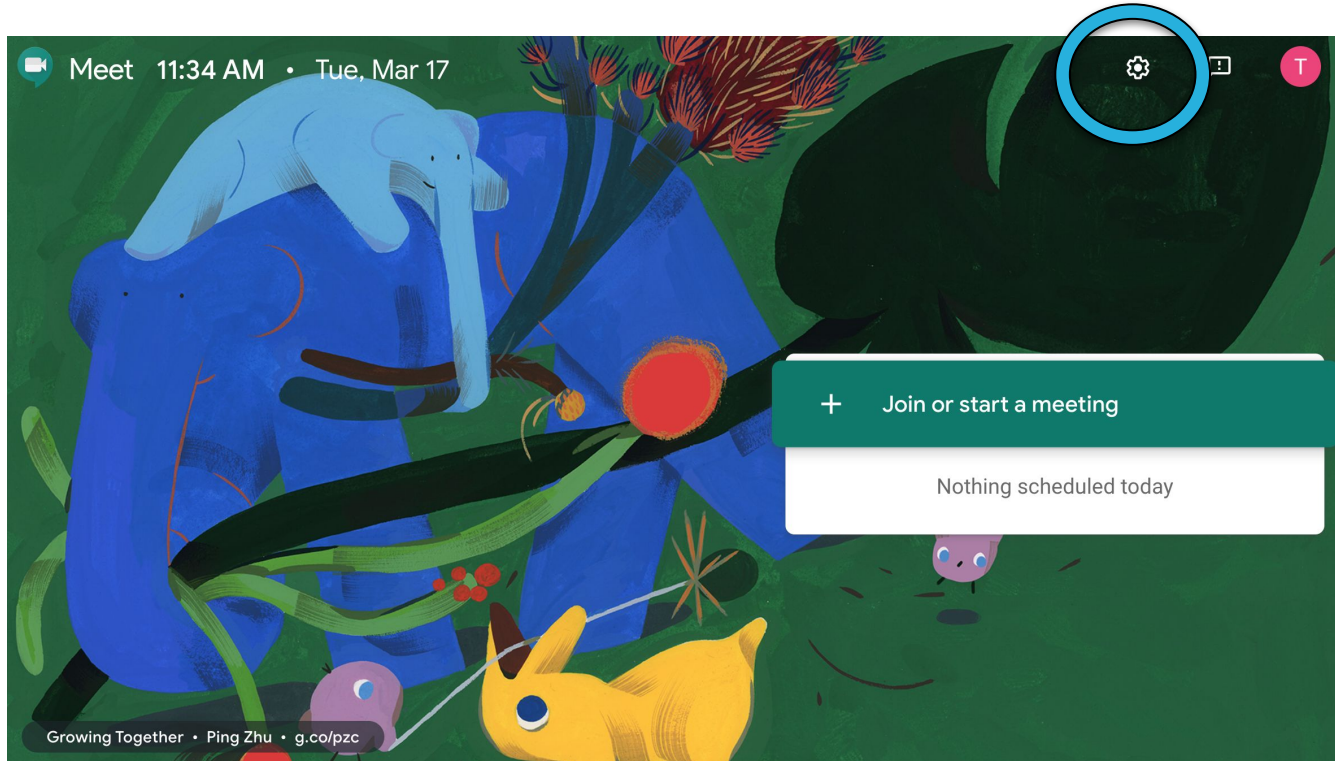
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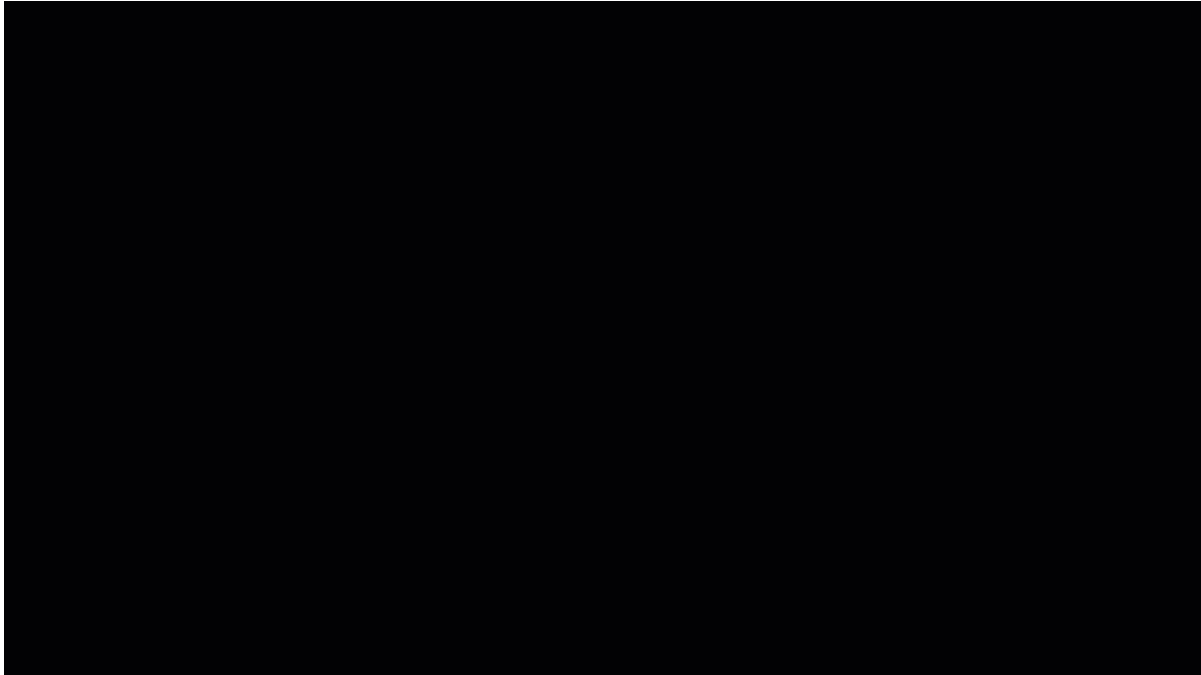
2. From the Homepage, you have the option to change your audio and video settings. To do this, select the Settings icon in the bottom left corner of the screen (Note: if on a Mac, it may be in the upper right corner). From here, you can choose which webcam, microphone, or speakers you want to use.



3. Once you have selected the settings you prefer, select done. These settings are now the default settings for all your meetings for that browser.

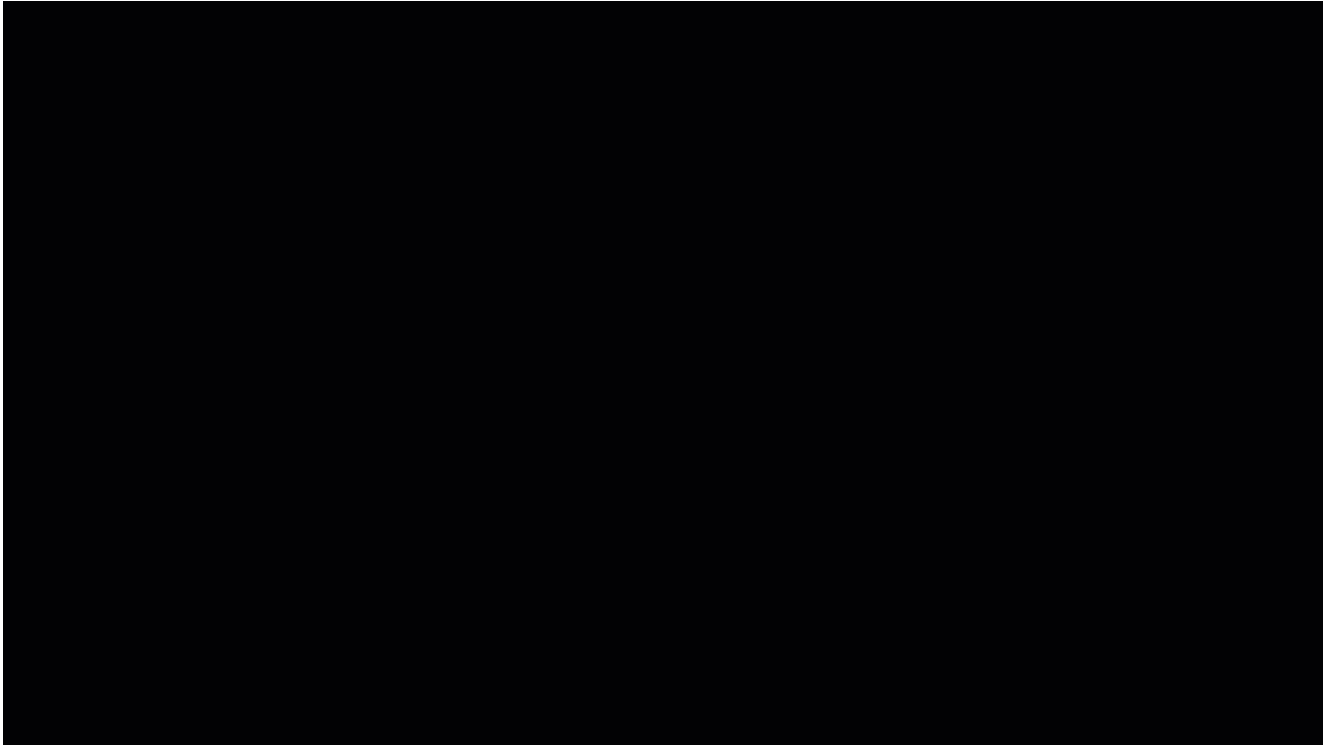


4. You can also change the settings for incoming or outgoing video resolution before or during a meeting. You may need to decrease the resolution if you have a weak network signal, a low computer battery, or experience video delays. To change the resolution, select the settings icon and choose the Network tab. Then make a selection from the dropdown menus to choose your settings for Send Resolution and Receive Resolution.



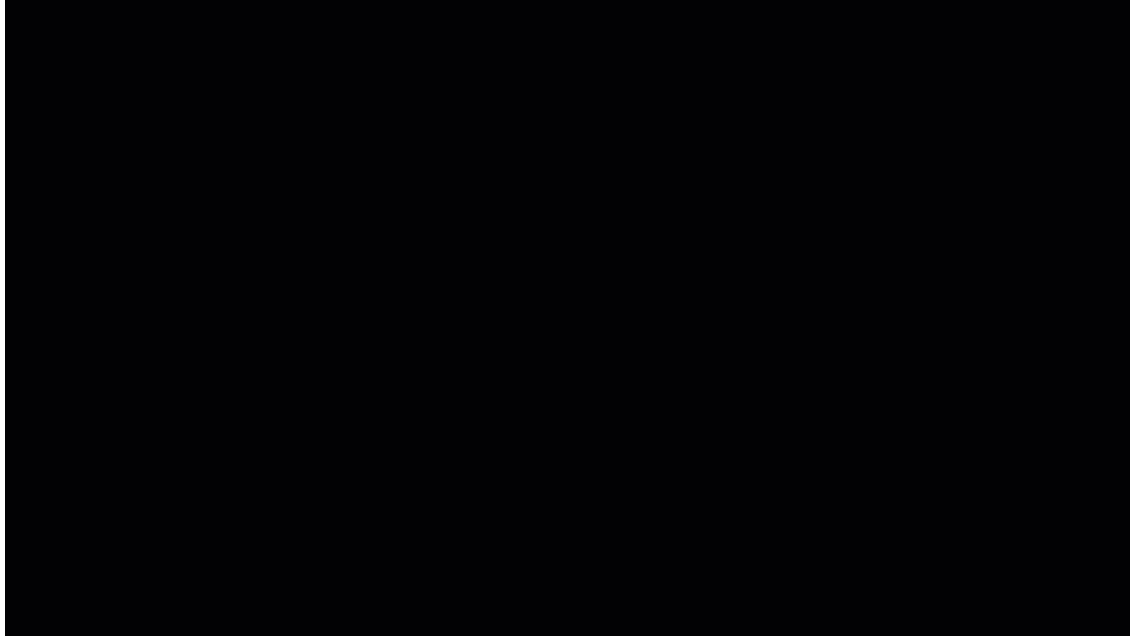
How to Create a Meeting

1. You can easily create a meeting with Google Meet by including it in a calendar event. From your event, enter all event information like title, date, and time, then enter all your guests. Finally, select Add Conferencing and choose Hangouts Meet from the drop down menu.



2. You can also view the meeting information by selecting View Details. Once you are done, select the Save button on your event and then Send to complete your event and invite your guests. You are now ready to join your event.

Alternatively, you can create an event using the Meet homepage. From meet.google.com, select Start a new meeting from your meeting list. This will instantly create and send you to a meeting. You can select copy joining info to later paste in a chat window or email to invite others.



For more details, please visit Google's Support pages to help get you started:

How to Start a Video Meeting

<https://support.google.com/meet/answer/9302870?co=GENIE.Platform%3DDesktop&hl=en>

How to Join a video Meeting

https://support.google.com/meet/answer/9303069?hl=en&ref_topic=7192926

Add people to a video Meeting

https://support.google.com/meet/answer/9303164?hl=en&ref_topic=7192926

Use a phone for audio in a Video Meeting

https://support.google.com/meet/answer/9518557?hl=en&ref_topic=7192926