



Using Google Meet

Google Meet

IMPORTANT: Information contained in this document is for the use of staff and should be used as guidelines in order to 'meet' with participants during emergency situations.

Get Started

Google Meet is a tool that enables you to "meet" with people without being in the same place using a computer, mobile phone or tablet.

It is suitable for use for small meetings, supervisions and other small group teaching. It is free to use and you just need a University Raven account to set it up.

Set up a new meeting

Someone needs to start a new meeting and invite other people to join.

To create a meeting on the web:

1. Go to meet.google.com.
2. Click **sign-in** at the top right hand corner of the screen
3. Login using you CRSid@cam.ac.uk (eg abc123@cam.ac.uk),
4. You will see the Raven login screen and will need to type your CRSid and password
5. *At this point you might get prompted to enter a mobile phone number in order to verify your identity*
6. Click **Join or start a meeting**
7. You will see a prompt to "Join or start a meeting", enter a nickname (anything meaningful) into the box and click continue
8. *You may be prompted for permission for meet to use your microphone/camera, please click **allow***
9. You should see your face on the screen and the nickname of your meeting
10. Click **Join Meeting**
11. The meeting starts and you can now add other people




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Add others ×

supervision
Meeting nickname (can only be used within University of Cambridge)

Share this info with people you want in the meeting

<https://meet.google.com/hwb-undy-yye>
Dial-in: (US) +1 484-552-3090 **PIN:** 538 398 768#

 Copy joining info

 Add people

12. You can choose **copy joining info** to get a link to email to participants or click **add people** and enter the email addresses of people to invite
13. The other participants can then click on the link in the email to join the meeting

For more information on the above or for more ways to join a meeting—whether with a link or from your phone’s lock screen, visit the [G Suite Learning Center](#).




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Present in a meeting


Want to present to a group during your video call? It just takes a few steps.

1. **Join** a video meeting from your computer
2. Click **Present now** and choose what to share:
 - a. Your entire screen
 - b. A window
 - c. A browser tab
3. Select **Share**.
4. When you're done presenting, click **Stop Presenting**.

(Optional) To take over presenting from someone else, click Present  , in the bottom right corner of the screen, choose what to share, and select **Present**.

Record a meeting & Upload to Moodle

Want to record a meeting/presentation.

1. **Join** a video meeting from your computer
 2. Click on the three vertical dots in the bottom right hand side of the meeting window (note: you may have to hover the mouse over the bottom part of the Meet window to make the menu bar visible) see screenshot:
 3. Select **Record meeting**, all meeting attendees will have to click on **Accept** in the **Ask for Consent** window
 4. When you have finished recording select **Stop Recording** from the three vertical dots menu
 5. The recording will be saved to your Google Drive CRSid account.
 6. To download the recording go to <https://www.google.co.uk/> If not already signed in, click **Sign in** (top right hand side of the screen), input your CRSid and University password
 7. Click on the Google Apps button  and select **Drive**
 8. Select **My Drive** from the left hand menu then **Meet Recordings** folder
 9. Your recordings should be listed in the Meet Recordings folder (note it may take a few minutes for the recording to appear)
 10. Right click on your recording and select **Download** from the menu then **Save file**.
 11. The recording will save to the Downloads folder on your local computer, rename the file with the year and course name. It is now ready to be uploaded to Moodle.
 12. Go to the Faculty Moodle undergraduate site <https://www.vle.cam.ac.uk/course/index.php?categoryid=5101>
 13. Click on the relevant year/paper number and then the **Video recordings???** Section then click and drag the recording file from your local computer to the Moodle recordings window
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It's time for a few extra pointers.

Now that you've learned how to join and present in Meet, let's check out some other great features that will help you make the most of your meetings. See below for how to use the mute feature, view attachments, use live captions, and change layout options.


Mute yourself or a guest



If there's feedback or background noise, you can mute your microphone or the microphone of another attendee.

To use mute on the web:

1. To mute your microphone, at the bottom of the screen, click **Mute** .
2. To mute other people, in the People section, next to the person's thumbnail, click the Down arrow  and then click Mute: .

To use mute on your mobile device:


From the Meet app, mute yourself by tapping **Mute**. 

1. To mute someone else, tap **People** , then next to that person's image, click the right arrow > and then tap **Mute** .

Turn on live captions

You can make it easier to follow what's being said in meetings by turning on captions, which display text of the live conversation.

To turn on live captions on your computer:

1. On the lower-right corner, click **More** .
2. Click **Turn on captions** or **Turn off captions**.

To learn how to turn on captions from your conference room hardware, check out [this post from the G Suite Updates blog](#).

Note: Captions are currently available for English only. They are not currently supported on mobile devices.





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Change the layout

Meet automatically switches between screen layouts depending on the state of your meeting. You can also switch to a different layout anytime. Meet's layout options are featured in [this blogpost](#).

To change the layout from your computer:

1. In the lower-right corner, click **More**   **Change layout**.
2. In the **Change layout** box, select the layout you want to use.

Tip: Hovering the mouse over a video feed will show a menu with the option to pin that participant so that you can keep them visible or mute them.

Google Meet Training and Help site:

<https://support.google.com/a/users/answer/9282720?hl=en>
