**GETTING STARTED WITH GOOGLE HANGOUTS/MEET**

Carleton supports video conferencing using Google Hangouts/Meet and Zoom. Hangouts/Meet is an easy and effective way to connect with anyone, and works especially well for connecting those with a Carleton.edu email address. It's an excellent "casual connect" tool. *For those needing to connect with individuals outside of Carleton's domain, we recommend using Zoom. PEPS and ITS remain eager and willing to assist with video conferencing calls using either platform—while also encouraging end users to become familiar enough with these tools to be able to use them independent of PEPS.*

**CREATING AN ACCOUNT and LOGGING IN**

Carleton Faculty, Staff, and Students have access to Google Hangouts/Meet through their Carleton.edu Google accounts. To access Google Hangouts Meet, visit www.google.com and click sign in.
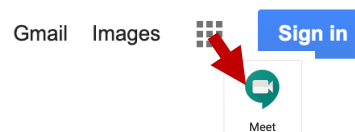
**TO SCHEDULE A VIDEO CONFERENCING MEETING**

1. Within a Google Calendar Event, click "Add conferencing" and then select "Hangouts Meet."

2. Enter additional desired event details and then add guests.

3. After clicking "Save," guests can be notified of the meeting invite via email that includes a Join Hangouts Meet link, a Meeting ID, and a phone number that can also be used to join the meeting.
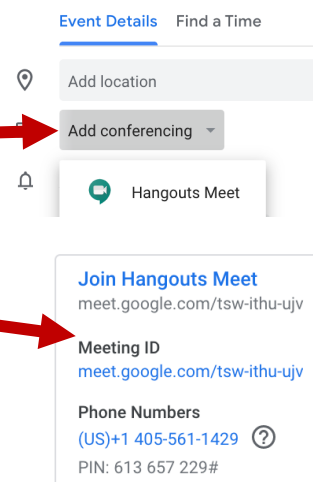
**To START AN IMPROMPTU GOOGLE HANGOUTS/MEET MEETING**

1. Visit https://meet.google.com, or, after signing in to Google, select the "Meet" icon in the Google App menu--located in the top right corner of any Google Suite page.

   a. The Hangouts/Meet window opens enabling you to view and join any meetings you may already have scheduled. You can also join or start another meeting.

2. To start an IMPROMPTU meeting, click "Join or start a meeting," enter a relevant name, and click "Continue." (You can add guests once you are in the meeting.)

3. Click Join Meeting and then share the joining info or choose Add People

Additional support is available at https://support.google.com/meet/ or by contacting PEPS at x7070.

**HOSTING OR JOINING A MEETING and the HANGOUTS/MEET INTERFACE**

To **host** a meeting, users must have a Gsuite account, which all Carleton.edu users have. To **participate**, users must have a gmail account or be allowed to join by the host after clicking the meeting URL.  To participate in someone else's meeting, users should use either the Meet app on a mobile device or a computer with a supported web browser (Chrome, Firefox, and Safari).  Chrome is recommended.
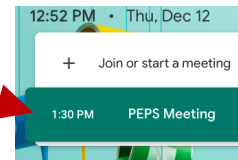
Ready to join?

No one else is here

Join meeting

1.  To Join a Meeting You're Hosting, either:

    a.  Visit meet.google.com, and select a scheduled meeting

    b.  Open the meeting invite in your Google Calendar and click Join Hangouts Meet.  *Both hosts and non-host participants can join a Zoom meeting by clicking the URL in a meeting invitation.*

2.  The "Ready to join?" window opens.

    a.  If necessary, adjust your camera and audio settings by clicking "more options" in the top right > settings > and then switching or testing your camera, mic, and speakers. Click "Done" when you're satisfied.
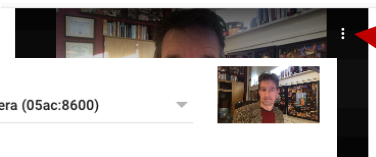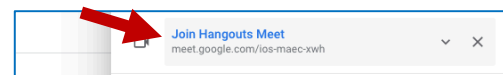
3.  You're returned to the "Ready to join" window. Click "Join Meeting."

4.  Once in the meeting, you'll want to be familiar with the below tools, so you can adjust them during your meeting, if necessary:

Mic     Leave     Video          Captions     Screen     More
        call                                  sharing    options
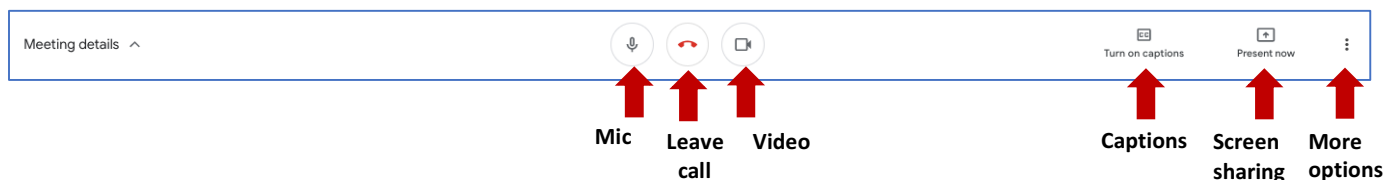
**Mic/Video:** Enables you to mute/unmute your microphone and camera, respectively.
**Leave call:** Enables you to leave a meeting, or, as the host, to end the meeting for all.
**Captions:** Enables real-time automatically generated captions.
**Screen sharing:** "Present Now" enables you to share a screen or window with participants.
**More options:** Allows you to change the layout of the Hangouts/Meet windows, switch to full screen mode, turn on the Live Captions feature, or click settings where you can flip to a different microphone or camera.

*At the top of the screen, the following tools are also available:*
**Chat:** Enables participants to type and view quick notes to others.
**Participants:** Allows participants to see who is in the meeting (and the host may mute one or more of the participants mics/cameras, here).

Participants     Chat

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