



Google Meet Tutorial

Here's the instructions for how to use hangout meets to hold remote classes. I'll embed a video for those of you that want a quick visual walkthrough.







The screenshot shows a Google Meet interface with a blue background. A central white card titled "Add others" is displayed. The card contains the following information:

- fridaymeeting**
- Meeting nickname (can only be used within Office Friday)
- Show this info with people you want in the meeting:
- <https://meet.google.com/isd-gso-ktp>
- Dial in: (US) +1 415-300-1809 PIN: 921 652 3448
- More phone numbers
- Copy joining info (with a mouse cursor pointing to it)
- Add people

At the bottom of the screen, there is a grey bar with the text "fridaymeeting" on the left and several icons on the right, including "Turn on captions" and "Present now".



Start a video meeting from Meet

1. In a web browser, enter <https://meet.google.com> .
2. Click **Join or start a meeting**.
3. Enter a nickname or leave it blank to start your own meeting. Click **Continue**.
4. Click **Join now**.
5. To add someone to a meeting, choose an option:
 - Click Copy joining info  and paste the meeting details into an email or another app.
 - Click Add people  and choose an option:
 - Under the **Invite** section, select a name or enter an email address and click **Send invite**.
 - Under the **Call** section, enter a phone number and press Call .



Present during a meeting


1. [Join a video meeting](#) .
2. In the bottom-right corner, select **Present now**.
3. Select **Your entire screen** or **A window**.
4. Select **Share**.

If your camera is turned on, participants continue to see your video while you're presenting.



Stop presenting

- In the Meet window, click **Stop Presenting**.
- In the bottom-right corner, you can also click **You are presenting** > **Stop presenting**.






Present if someone else is already presenting

1. In the bottom-right corner, click **Present now**.
2. Select **Your entire screen** or **A window**.
3. Select **Present instead**.




Record a meeting
in Hangouts Meet






Start and stop a recording

1. Open [Meet](#) and start or join a meeting.
2. Click More  > **Record meeting**.
See also [I can't find the recording button](#).
3. Wait for the recording to start.
Other participants are notified when the recording starts or stops.
4. Click More  > **Stop recording** when you finish.
 - The recording also stops when everyone leaves the meeting.
5. Click **Stop recording** again to verify.
6. Wait for the recording file to be generated and saved to the organizer's organizer's [My Drive > Meet Recordings folder](#) . An email with the recording link is also sent to the meeting organizer and the person who started the recording.

Play, share, download, or save a recording

In Google Drive




Recordings save to the meeting organizer's [My Drive > Meet Recordings folder](#) . However, if the organizer changes or if the meeting occurs outside of the scheduled calendar time, the meeting link is sent to the original event creator.

- To share a recording, select the file and click Share . Or, click Link  and paste the link in an email or chat message.
- For best results, download the recording and then play it from your computer. Select the file and click More  > Download . Double-click the downloaded file to play it.
- In Drive, double-click the recording to play it. "Still processing" appears until the file is ready for online viewing.
- To add a recording to My Drive, select the file and click Add to My Drive .



Play, share, download, or save a recording

From an email link

An email with the recording link is sent to the meeting organizer and the person who started the recording.

1. In the email, click the link and wait for the recording to open..
2. Select an option:
 - To play the recording, click Play .
 - To share the recording, click More  > Share . Enter user names or email addresses and click Done.

Note: You can also copy and share a link.


 - To download the file, click Download .
 - To add the recording to the current folder, click Add to My Drive .



Recording FAQ

I can't find the recording button

- Confirm that your admin has [turned on recording for Meet](#)  in the Google Admin console.
- Verify that you're using Meet on a computer. Recording is only available for the computer version.
- You can't record if you join only to present, such as from a laptop while already in a video conference room. Join the video meeting first, start presenting, and then record.
- You can't record if the meeting was created on a conference room device (such as Meet hardware), or was generated by another process, such as a Chrome plug in. Schedule the meeting in calendar or be sure a person, and not a device, starts any ad-hoc meetings.
- If you can no longer record a recurring meeting that used to allow recording, make sure the meeting organizer's account is not disabled, which also disabled recordings for the meetings they organized. To fix this, delete the meeting from the calendar event, save it, and add a new meeting code to recreate a meeting as the new owner.



I can't find the recording

Recordings must be generated and are not immediately available after the recording ends.

When ready, an email with the recording link is sent to the meeting organizer and the person who started the recording.

The recording link is also added to the calendar event and saved to the meeting organizer's Meet Recordings folder in My Drive.

See [Play, share, download, or save a recording](#).



My recording in Google Drive says “Still processing”


“Still processing” means that the recording is still being prepared to view.

To play the recording immediately, select the file and click More  > Download . Double-click the downloaded file on your computer.

I shared the recording with someone, but they can't download it

Make sure you allow others to download your files:


1. Open [Google Drive](#) .
2. Select the recording file and click **Share** or Share .
3. In the bottom right, click **Advanced**.
4. Uncheck the box next to "Disable options to download, print, and copy for commenters and viewers."
5. Click **Save changes** > **Done**.

See [Stop, limit, or change sharing](#) .

Live stream a video meeting

Create an additional view-only event

1. Open [Google Calendar](#) and click the live stream event.
2. Click More ⋮ > **Create view-only event**.
3. Add view-only guests or other event details.
4. Click **Save**.



Remove a live stream from an event



1. Open [Google Calendar](#) .
2. Single-click the event and click Edit .
3. Next to **Join Hangouts Meet**, click the Down arrow  **> Remove live stream**.
4. Click **Save**.


Note: The meeting link changes when you add and remove live streaming. You can share updated links with guests.



Start and stop a live stream

Any participant in the same organization as the meeting organizer can start or stop the live stream, if enabled by a G Suite administrator.


1. Open [Google Calendar](#) and join the video meeting.
2. Select More  > **Start streaming**.
3. Verify that you want to start streaming.
When streaming is on, at the top left, you'll see Live. View-only guests can now watch the meeting using the stream URL.
4. Select More  > **Stop streaming** to stop streaming.
5. Verify that you want to stop streaming.



Record a live-stream event

Live-stream events are not automatically recorded. The meeting organizer or a participant from the same organization can record the meeting as it's being live-streamed.

To learn more about recording meetings, see [Record a video meeting](#).



Watch a live-stream event


People using the live-stream link cannot interact with the meeting participants or others watching the live stream.

To watch a live-stream event, guests can:

- Click the live-stream link in the Calendar event or an email.
- Watch from a meeting room that is added to the event and set up with Chromebox or Chromebase for meetings.

When you watch a live-stream event, you can:

- Stop and start the live playback.
- Adjust the playback speed and video quality.
- Play the video on a TV.
- Switch to full-screen mode.



FAQ for live stream organizers

I can't find the "Start Streaming" button

Streaming must be configured before the meeting in Calendar. You cannot add a live stream after the meeting starts since that changes the meeting code used to join.

Viewers can't access the live stream that I configured


You must manually click More  > **Start streaming** after the meeting starts.

Also, only viewers in the same organization as the meeting organizer can view the live stream.

I want to see viewer stats for a live streamed event

Ask your G Suite administrator to provide information about the event using the [Meet Quality Tool](#) .

FAQ for viewing a live stream



The error message “This stream is not available to your domain” appears

Streams can only be viewed by users in the same organization as the meeting organizer.

Log in using your account from the same organization as the meeting organizer. For example, log out of your personal Gmail account, log back in to your G Suite account for work or school, then try accessing the stream again.

The error message “Waiting for streaming to begin. Please stand by” appears

The stream must be manually started by the meeting organizer. Ask the meeting organizer to confirm that they started the live stream.

This message appears until the organizer clicks More ⋮ > **Start streaming** on a computer, even if the scheduled meeting time has passed.

I can watch the video stream, but there is no audio

Try the following:

- Turn up the volume on your computer or phone.
- Ask the meeting organizer to confirm that they are not muted in the meeting and that audio is working properly within the meeting.

How do I give feedback to the presenter or organizer?

Contact the presenter or organizer directly. You cannot send feedback to the presenter or organizer directly from the viewer page.



For more information

Feel free to check out the Google Meets support page, which has a ton of more in-depth resources.

https://support.google.com/a/users/answer/9282720?hl=en&ref_topic=7306097&visit_id=637184266302193062-2375847653&rd=1



Meets Cheat Sheet

And if you would like a little PDF Cheat Sheet, feel free to get it here

<https://support.google.com/a/users/answer/9300131>