

# USING GOOGLE MEETS

Google Meets allows you to provide teletherapy, long distance learning and/or to collaborate remotely with coworkers, families and students.

## Creating Google Meets Invitations in Your Calendar:

1. Edit or create an event.
2. Click the video icon to add conferencing.
3. Select Hangouts Meet. A [meet.google.com](https://meet.google.com) link will be generated.
4. Save the event. Participants can join the meet by clicking the link or using the dial in information.

---

## To Present Your Screen:

1. Move your mouse to the lower right hand corner of the screen.
2. Click **“Present now”** and select your entire screen or a window. A window only shares the application you select.
3. Click on the preview of the screen you’d like to share, and then click **“Share”**.
4. Now you are sharing your screen. You can switch between views from the icons that show in the upper right hand corner of the meet.

---

## To Start a Google Meet Without a Calendar Event:

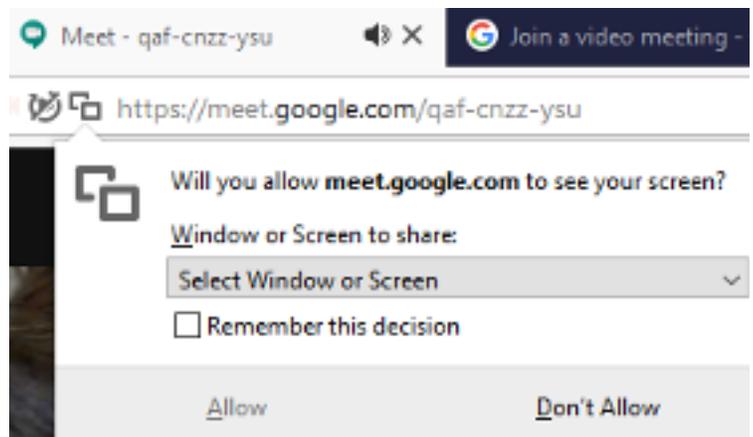
1. Go to [meet.google.com](https://meet.google.com) or click the Meet icon in your Apps launcher.
2. Click **“+Join or start a meeting”**.
3. Type in a name for your meeting and click **“Continue”**.
4. If prompted, allow use of your microphone, speakers, and webcam.
5. Make sure your sound and video are working, and click **“Join meeting”**.
6. Send the joining info to your guests in the **“Add others”** dialog.

## Known Issues: Playing Video Sound During a Meet

If you want to share a video during a Google Meet, iPads and Windows computers running Chrome won't play the sound for everyone.

Here are some different ways to share a video with sound:

1. If you are on a Windows computer, you can use the Firefox browser to join the Meet instead of Chrome.
  - Selecting your screen for sharing in Firefox looks a bit different than in Chrome. After clicking **"Present Now"**, you'll select the name of the window you'd like to share from the drop down menu that appears.



2. If you are using a Windows computer using Chrome or are using an iPad, use the link for screensharing, mute yourself, then also dial in to the meeting by phone. Your phone's microphone will pick up the sound of the audio play and share it with the meeting.