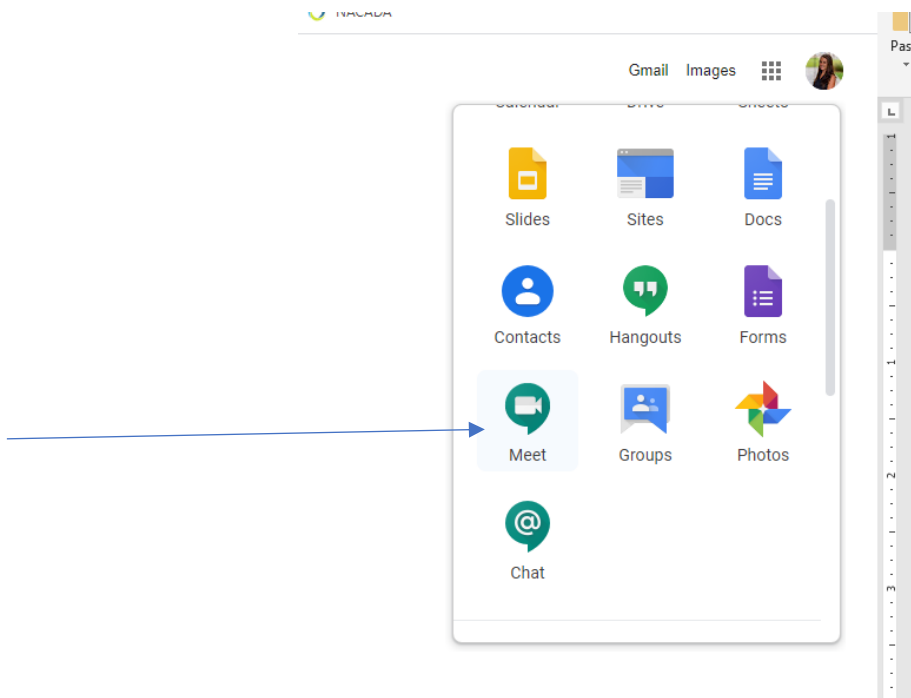Click here to see a video tutorial for accessing Meet as a student.

Click here to see a video tutorial for accessing and using Meet as an advisor/faculty member.

1. You can open Google Meet by signing into Google and selecting it from the available apps. You can also type in meet.google.com.


2. Your screen should look like this. Here you have the option to start a new meeting or join one in progress. If you have a meeting scheduled (through Google Calendar), it will appeal below the "Join or start a meeting" option.
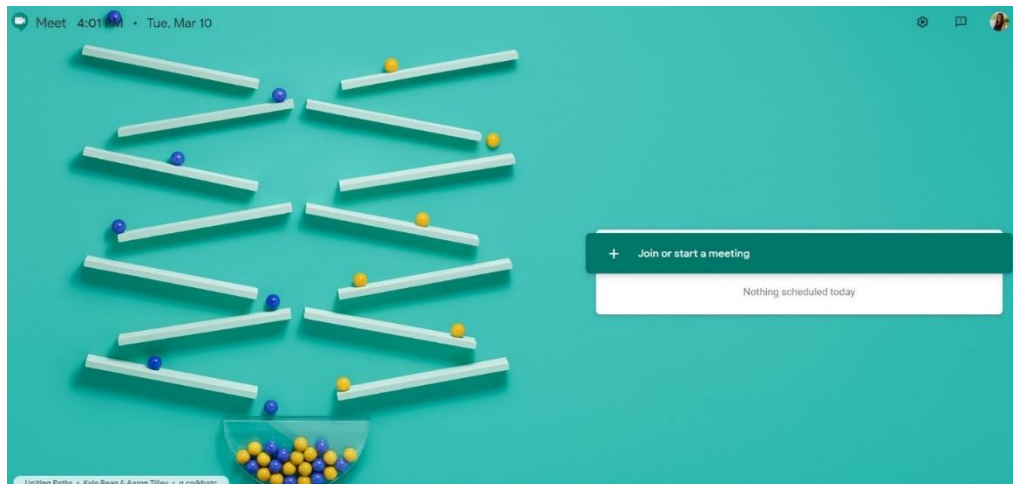
3. When you click "Join or Start a meeting" you will get the option to name the meeting. If you enter a meeting that's already scheduled, the name will be entered for you.
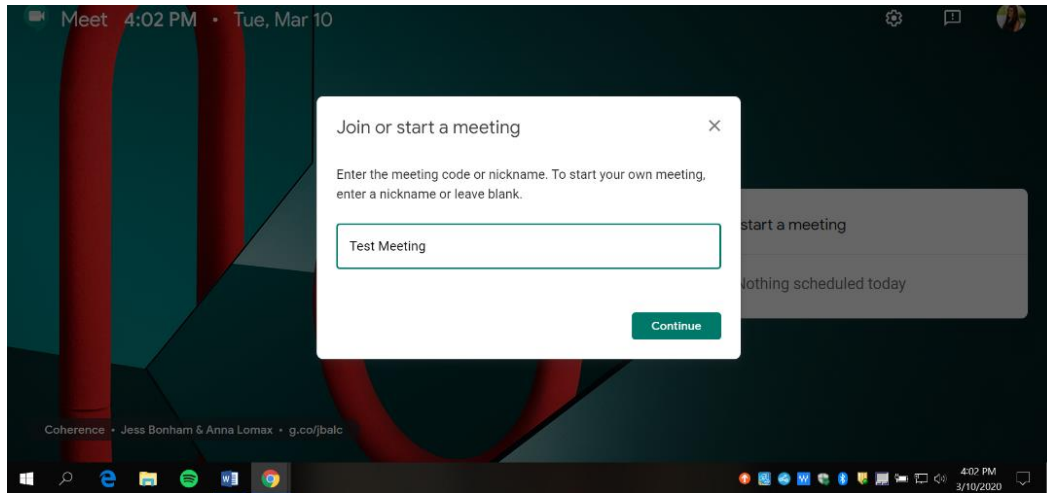
4. Once you click "continue" you will be entered into the landing page for the conference room and it looks like this. Make sure you enable your microphone and camera. The URL created at the top is unique; you can copy and paste it to students. In the image below, you could copy and paste: meet.google.com/fdm-nehw-dzy and your students would be taken to this same entry page.
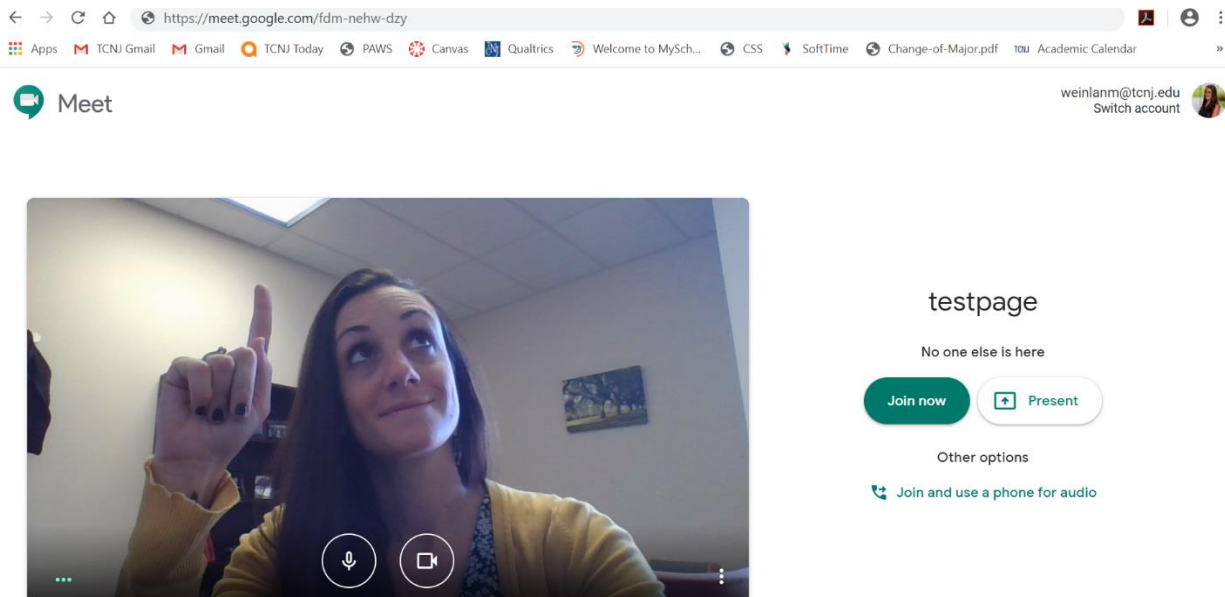
5. Another way to create conference through Meet is by adding it to a calendar invitation. You can add it to a pre-existing meeting through Google Calendar, or add it to a new one. To do so, open a Calendar invitation and click "Add Conferencing." An option will appear that says "Hangouts Meet." Click that and it will create a unique URL that will be attached to the Calendar invitation. Anyone invited to that Calendar event can access the Meet link through the Calendar invitation and be directed back to the same landing page. If you upload any attachments or links to the Calendar invitation, they will automatically be uploaded to Meet as well.

6. Once you go to the unique URL, you have the option to join the meeting. Click "Join Meeting." A screen with information will pop up. It gives you the unique URL to join the meeting and a phone number you can use to call into the meeting. You can also directly add people or groups to the meeting using the "add people" function at the bottom.
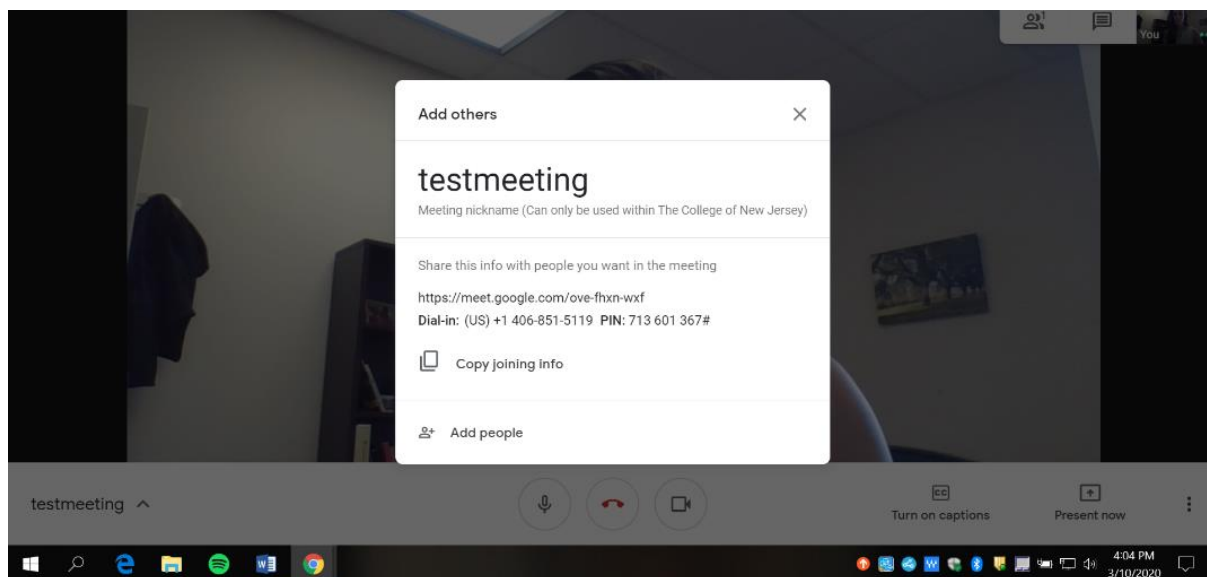
7. Once you're in the meeting with other people, there are some key features to use. On the right hand side you'll see a picture of people with a plus sign and a picture of a text box. If you click the people, you'll be able to see the people who have entered the meeting. You'll also see yourself listed there. You can directly add people from this page as well. If you click "chat," the people in the meeting can have a text conversation during the meeting. Note that if you record the session, you'll also receive a Google Doc transcript of the chat as well.
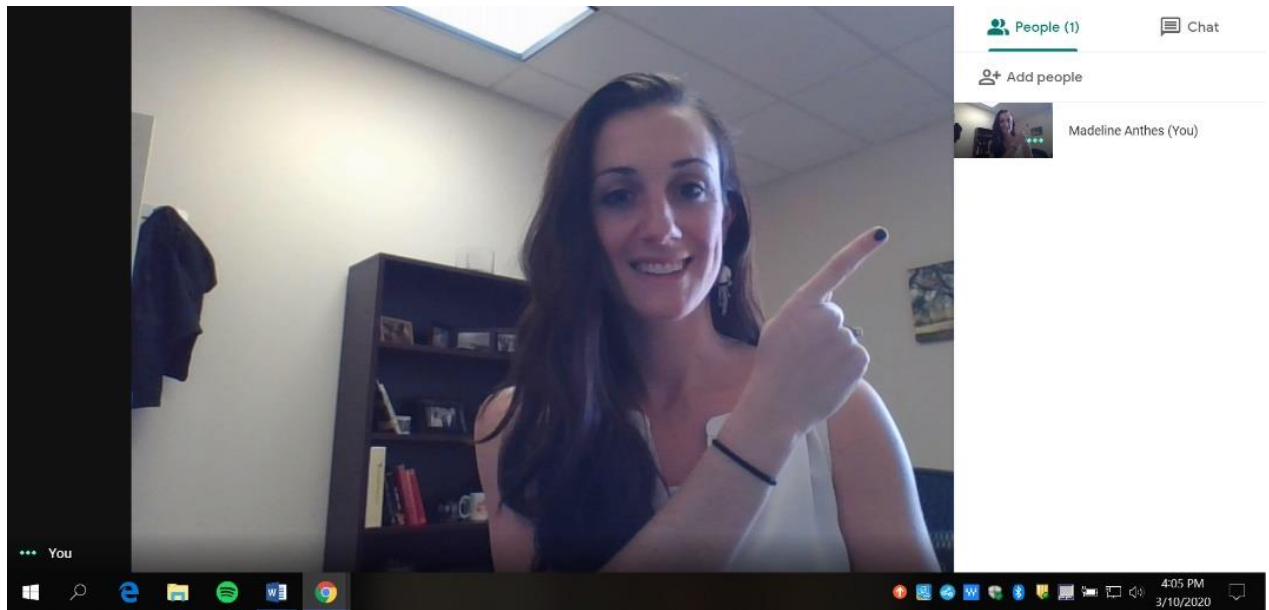

8. If you select an attendee, you can pin them, mute them, or remove them from the meeting. Only the attendee can unmute themselves.

9. If you hover over the bottom of the screen, more options will appear. Here you can mute your own microphone, discontinue the use of your camera, or remove yourself from the meeting. The "present now" option allows you to share your screen with participants. This is great for showing a PowerPoint, website, etc. Students have this option as well.
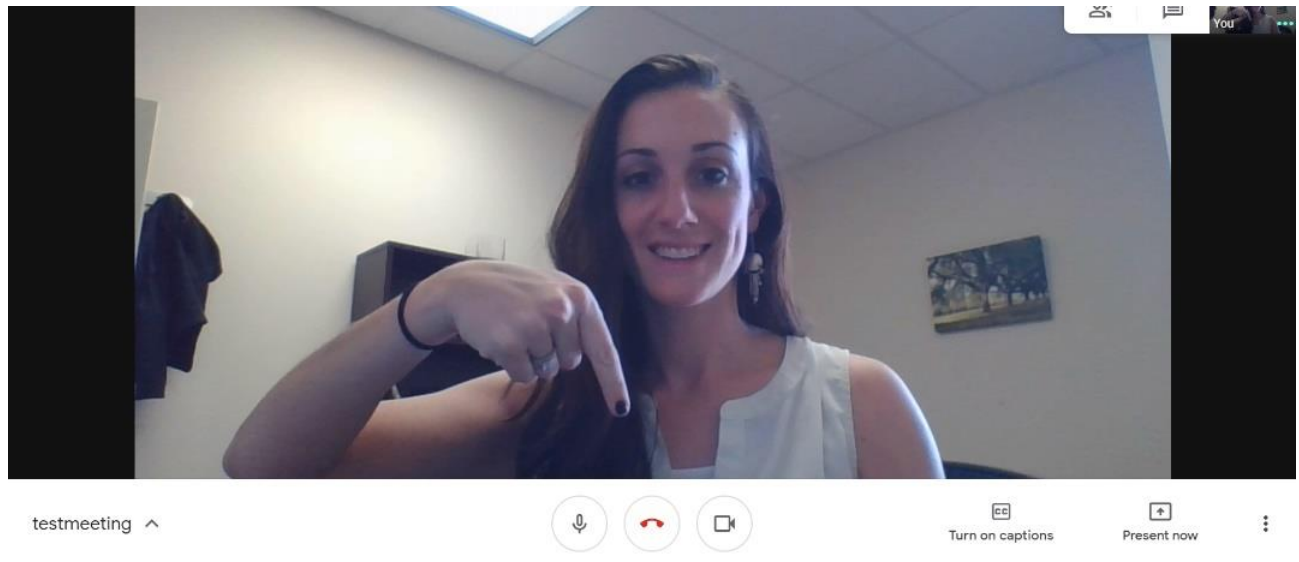
10. At the bottom right you can click the three dots to see more options. At the top you have the option to record the session. If you do record the session, a copy will be saved to your Google Drive in a folder called "Meet Recordings." You can access and share any of your videos from there. If you invited attendees through Google Calendar, a copy of the recording will also be loaded to the event on Google Calendar. Finally, attendees will have a copy sent to them in their "Shared with me" folder. Chat transcripts will appear in the Meet Recordings folder as well. Note: exiting and re-entering the meeting will not stop the recording. You must click stop recording.
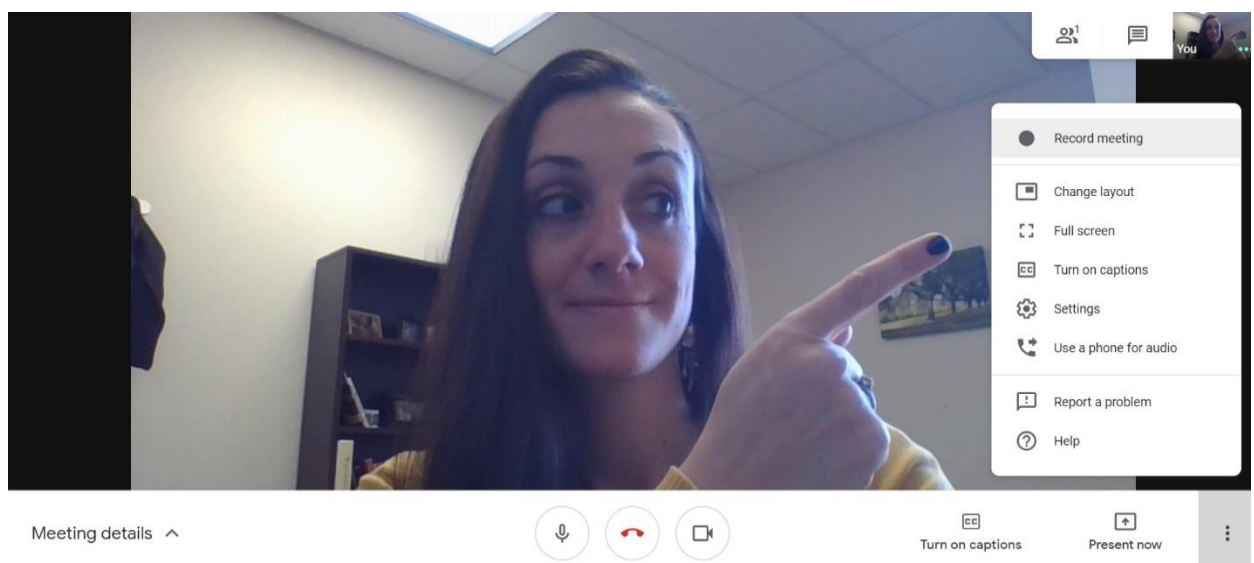
11. At the bottom left of the screen, you can see details about the meeting. You can find the unique URL there, as well as directions for connecting by phone. If you attached anything to the Google Calendar invitation attached to this Meet session, it would appear in the "attachments" side as well.