Google Meet Tips

# Tips for presenting or participating in a Google Meet session:

* Presenters use the same link to join as attendees.
* When you click the link for your session, click the “Join Now” button.
* Announcement to make at the beginning:
  + If you need closed captions, hover your mouse at the bottom of the screen and click “turn on captions”.
* To share your screen, hover your mouse at the bottom and click “present now”, select “your entire screen”, if you have two screens, select a screen and click “Share”.
* Only one person can present at a time, but anyone on the call can present once someone stops presenting.
* Note the “show everyone” (people icon), and “chat with everyone” (message icon) in the top right of the screen.

# Recording Tips

* Announce to participants that the session will be recorded.
* To start the recording click the three vertical dots (bottom right) and select “start recording”.
* Repeat this process to stop the recording. The recording will be emailed to the user that initiated the recording within 30 minutes after the recording is stopped.

# Admitting Outside Participants

Google Meet is synced with our wilsoncc.edu login, so if participants log into a Google Meet session with an email that does not end in wilsoncc.edu, they will be considered outside users and will have to be admitted to the session. The person that creates the Google Meet session has the responsibility of admitting people into the session. Other users will not see this process occur. Users that join the session from a wilsoncc.edu email do not have to be admitted, only outside users.

# Google Meet Help Center and Tutorials

<https://support.google.com/meet/>

*Features:*

* See up to 16 participants at a time in tiled layout
* Host meetings with up to 250 participants
* Live captions during session (captions are not recorded)

