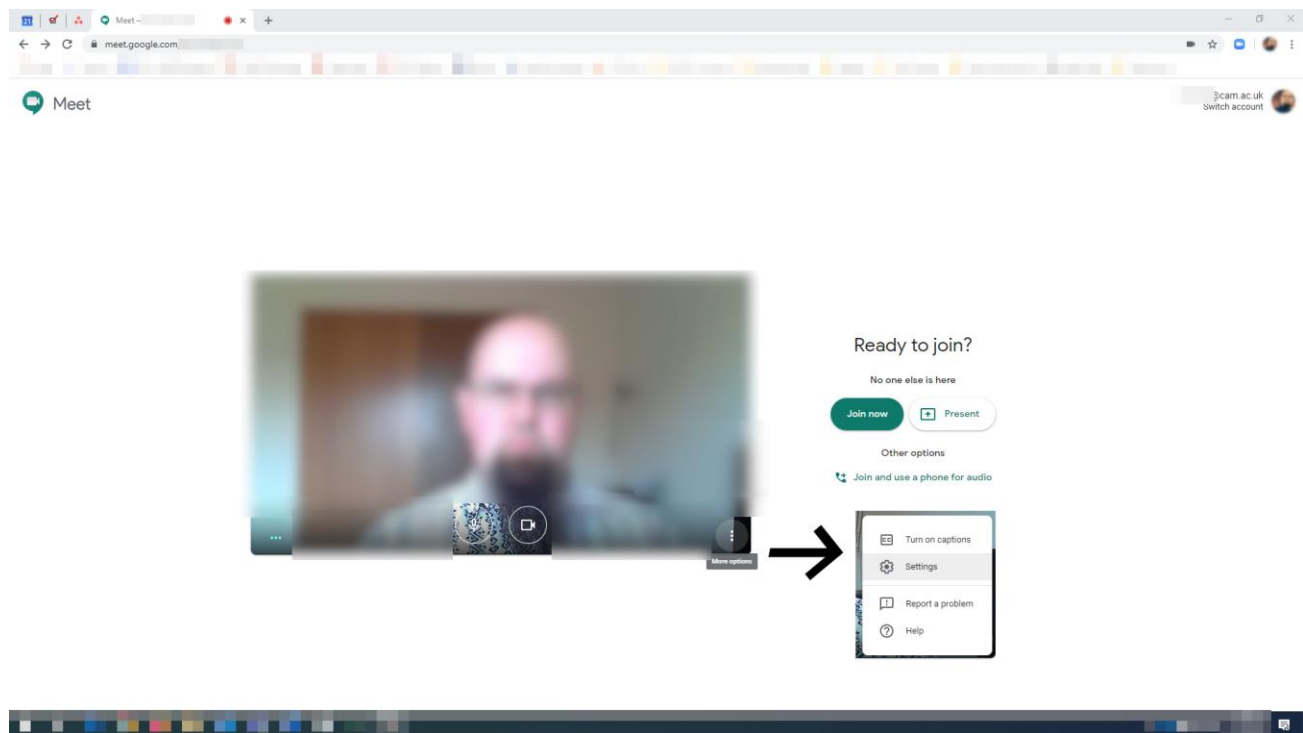


A brief 'how to connect' guide for Meet users

With Google Meet, it uses a multiple letter ID for each meeting, joining the meeting in a supported browser. Firstly we will go through using Meet, then how to schedule your own meeting.

Joining a Google Meet meeting

Go to 'meet.google.com/xxx-xxxx-xxx' with the meeting ID replacing the 'x' or click on the link you may have received via Google Calendar or email. Make sure that you are logged in with your University Raven account, as use of Google Meet is part of the G-Suite provision through UIS.

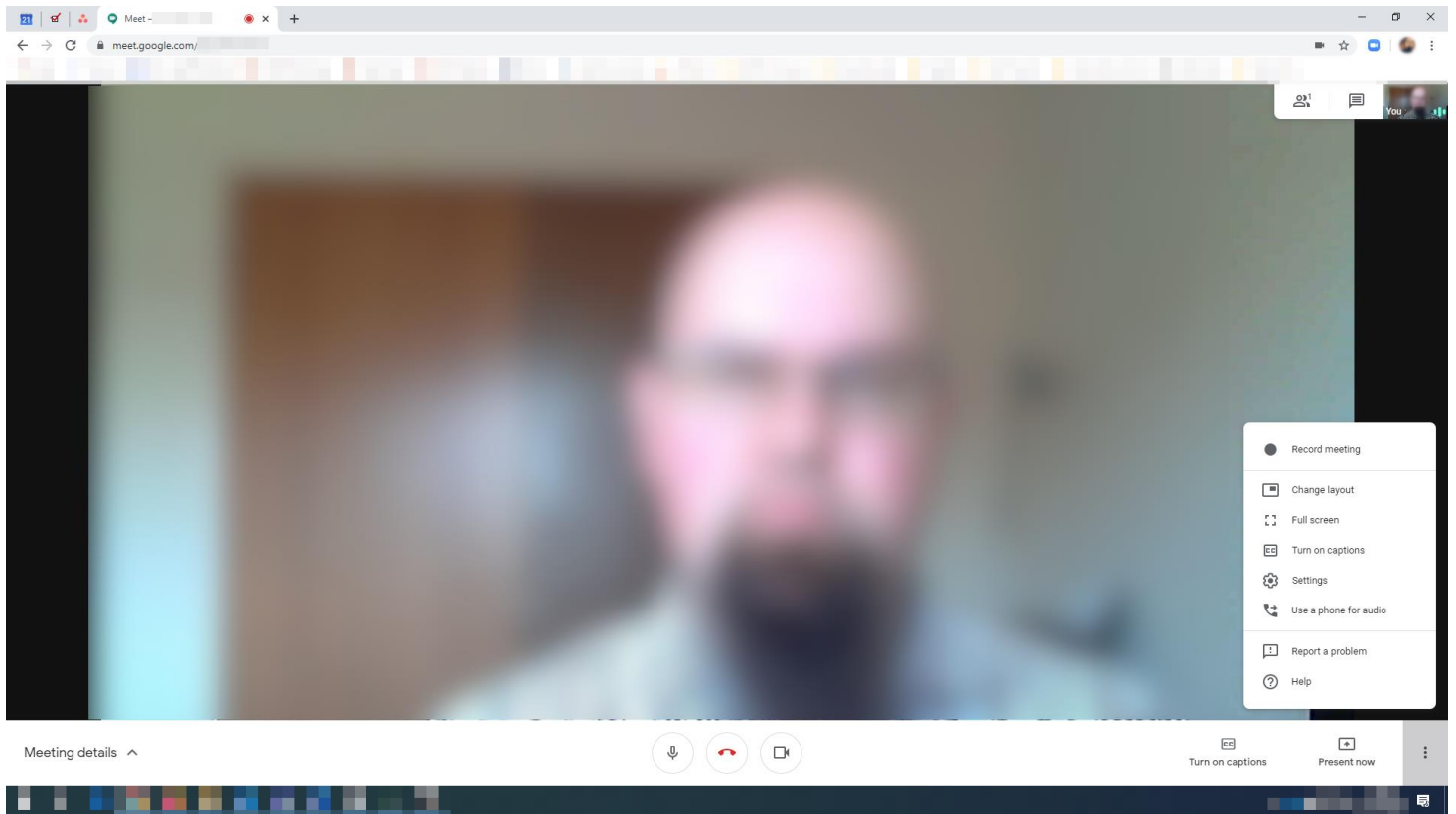


You may need to allow your browser to access your camera and microphone. If you have multiple devices, ensure you use the correct devices by selecting 'More Options' then 'Settings'. Once you're happy, click on 'Join now'.

Notes:

With your camera setting, Google Meet defaults to a fairly low resolution to save bandwidth and processing, useful when you're on a limited internet connection, but you can adjust this to higher resolutions (depending on your device's capabilities).

Your audio quality will always be prioritised, as that is more important on a video call than the visual.



Once in the meeting itself, there are various controls very similar to other platforms including Zoom, Skype, etc.

Lower left:

- ‘Meeting details’
This gives you the meeting ID, a link you can copy and send to others that need to join and a telephone number if someone needs to join via Audio only (useful if technical issues arise).

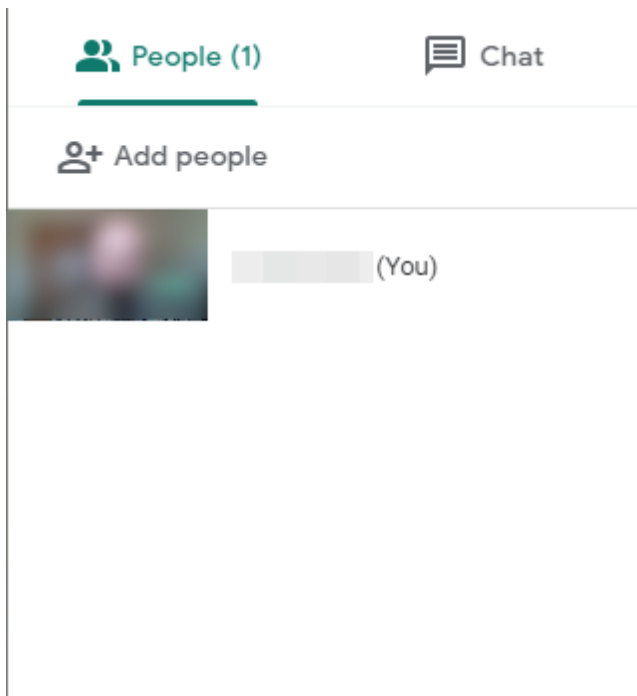
Lower centre:

- Microphone Mute/unmute your audio
- Hang up Leaves the meeting. This does not END the meeting though, including if all other participants are external to the University
- Camera Start/stop your camera

Lower right:

- Turn on/off captions Utilising Google’s AI, live captions can be seen by all from whoever is speaking. This may be useful for disabled participants. Do bear in mind that some voices may not work correctly – strong accents, quiet or fast speakers, for example
- Present now This option is for sharing material, whether your whole screen or a window of an application. Typically known as ‘screen sharing’ in other platforms
- More options ‘...’

Record meeting	Records the meeting, storing the recording on your Google Drive
Change layout	Automatic (based off audio), Sidebar, Spotlight or Tiled
Full Screen	Takes the meeting full screen
Turn on captions	As per ‘lower right’ option
Settings	Choose your devices and quality, as per
Use a phone for audio	If you have connectivity issues, you can call in to the meeting
Report a problem	This is for feedback to Google, NOT to meeting hosts/organisers
Help	Google’s help pages for Meet



Upper right:

- People
This is the attendees list
From here the meeting organiser can 'Pin'/highlight someone, mute someone and also remove someone from the meeting
- Chat
This is the text chat function
Useful for sharing links, conveying messages if you're experiencing technical difficulties, or asking questions ready for a Q&A, etc.

Creating a Google Meet meeting

To create a meeting in Google Meet, you need to have an authorised account.

For any member of the University this is by logging in with your Cambridge email address and Raven password.

Once the meeting is scheduled, anybody with the link can connect. If you're logged into your Raven account, you will join the meeting automatically.

If somebody connects from outside of the University (from their personal account, for example), the meeting organiser will receive a notification of that person wishing to join and will need letting in to the meeting.

For details on all G-Suite products, see:

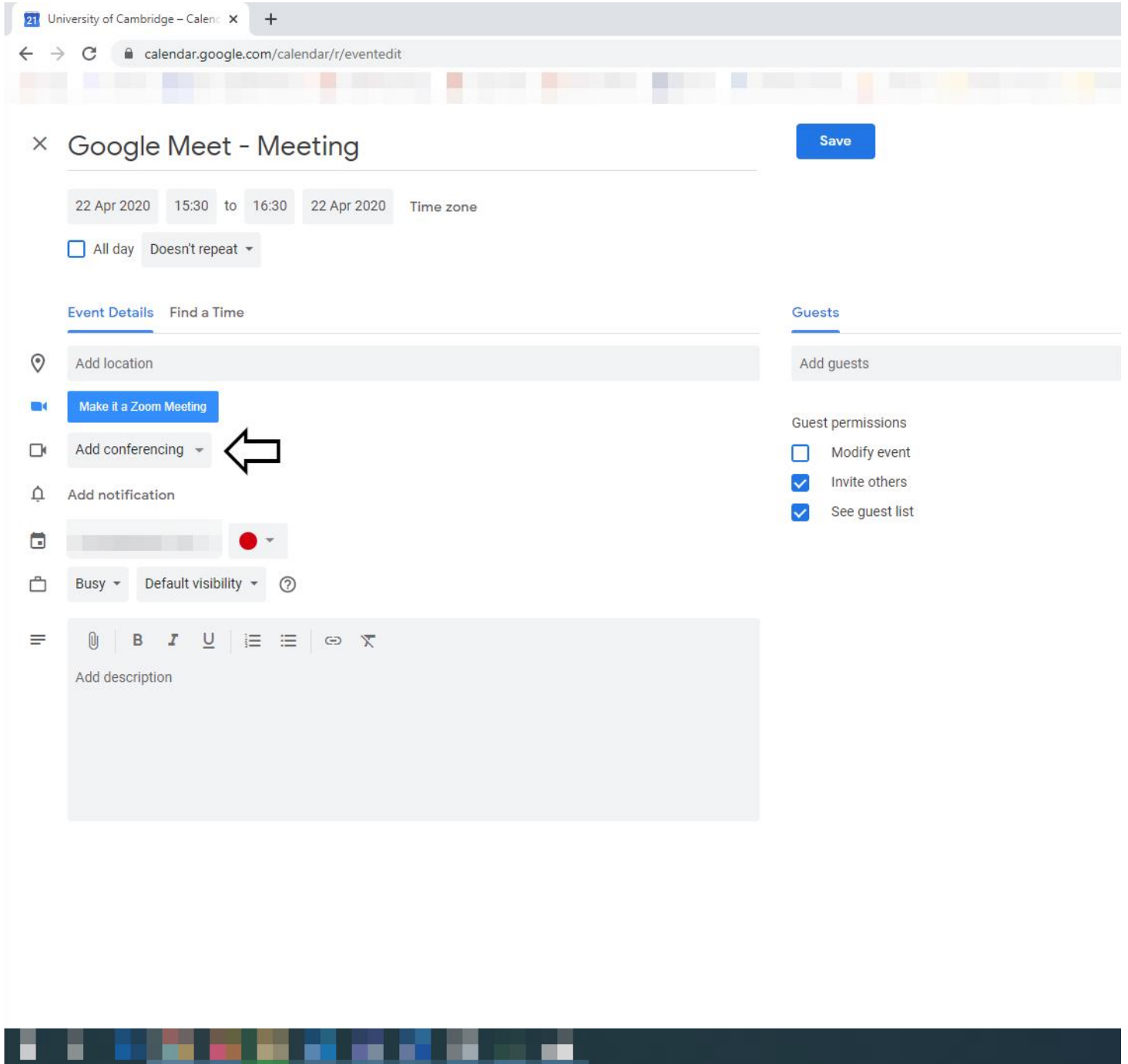
<https://help.uis.cam.ac.uk/service/collaboration/g-suite>

If you have been locked out of your University Google account, see:

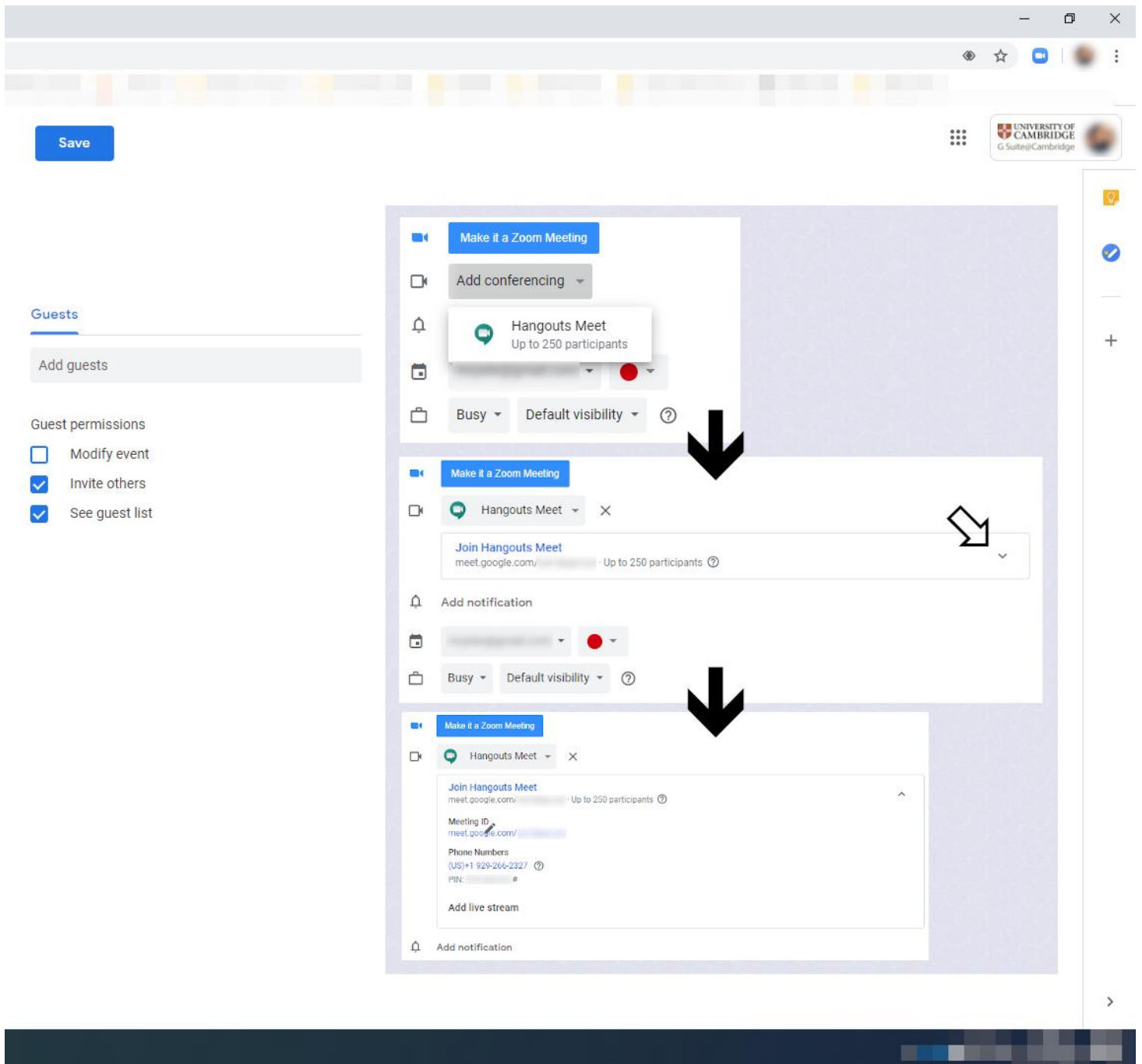
<https://help.uis.cam.ac.uk/news/gsuite-sign-in-issues>

Log in to your University Google Calendar via gcal.apps.cam.ac.uk (other routes available..)

Create an event as you normally would, and you will see the following screen:



Add in all the details you would normally use, ensuring you select the correct calendar you want the meeting to appear in. In the above screen shot, as I have Zoom installed on my computer, I also see an option to create a Zoom meeting. For this guide though, we want to utilise the 'Add conferencing' option.

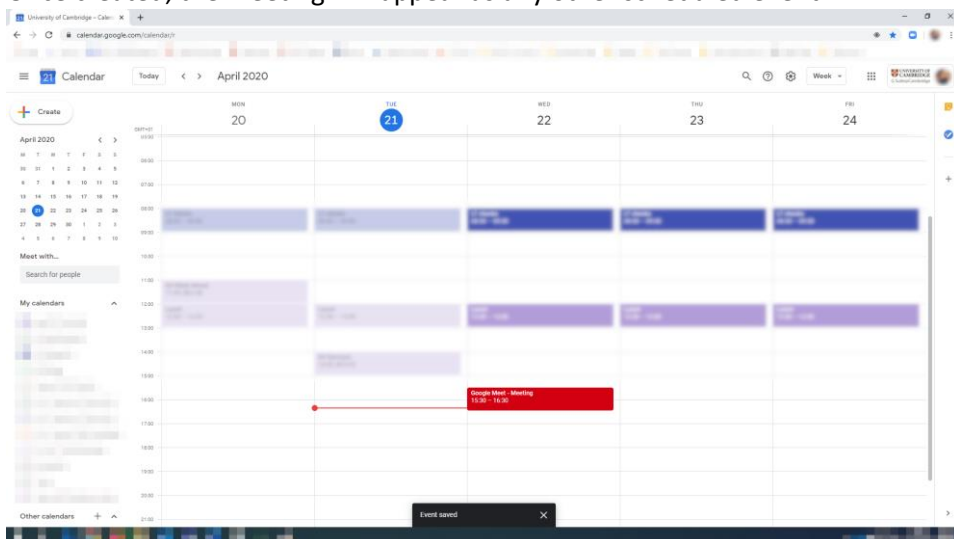


When 'Add conferencing' is selected, you will see the above progression of information.

The link for the Meeting ID can be copied and disseminated however you choose.

You can also add Guests to the meeting, which will add the details to your Guest's calendars (once accepted) – this is a useful method as long as people know the meeting is coming up.

Once created, the meeting will appear as any other scheduled event.



If you decide to cancel the meeting, when you delete the event you will be asked if you wish to email all Guests, whereupon they will receive notification that it has been cancelled.