

Google Meet

Meeting, teaching and learning online with Google Meet at Ontario Tech University

GET READY

Google Meet takes the headaches out of joining a video call in a classroom or workplace setting.

To prepare to set up or join a meeting, you'll need:



A computer, phone or other device with a camera and microphone



An internet or data connection



A quiet, distraction-free environment (headphones can help)

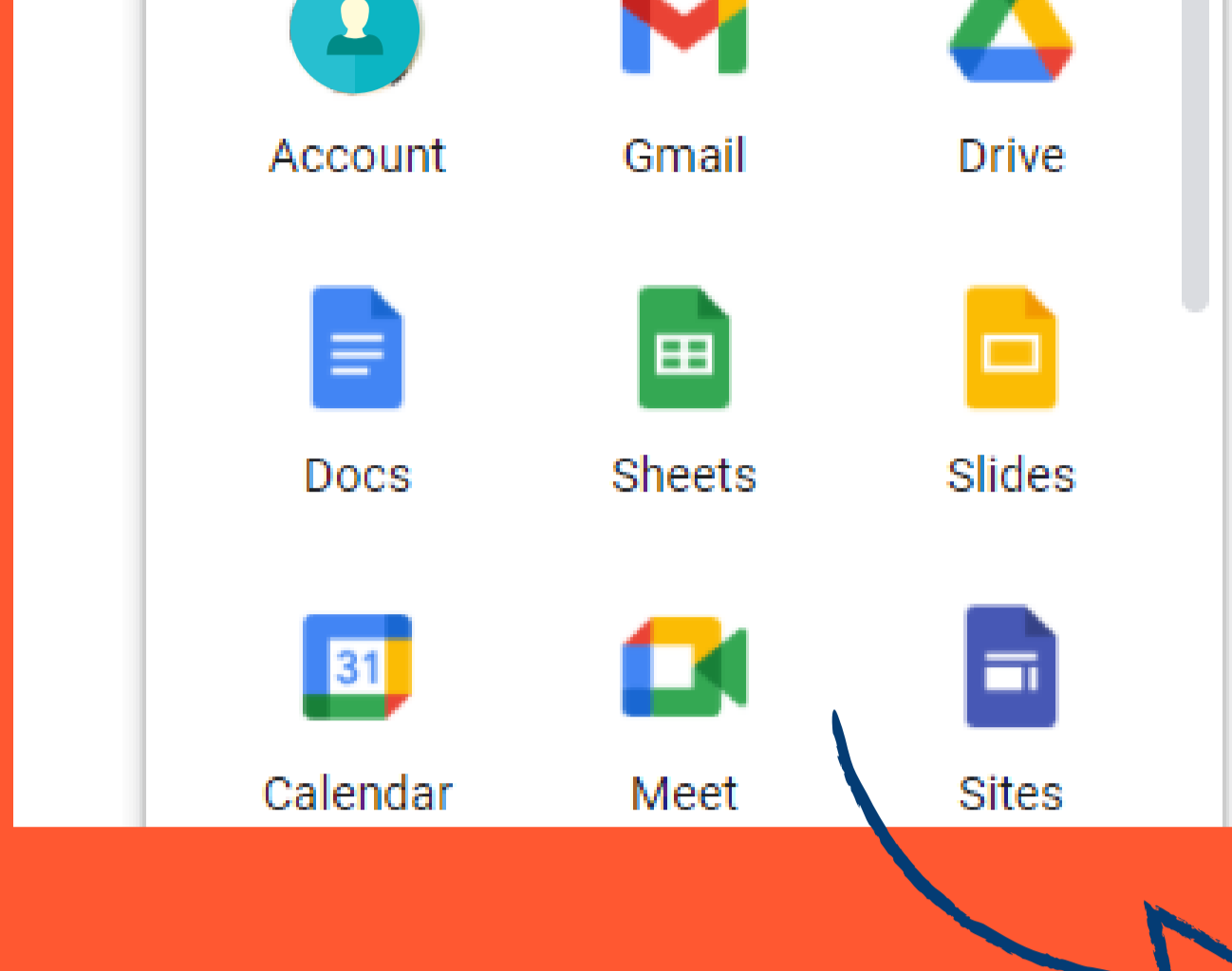
Supported Browsers

Apple® macOS®
Microsoft® Windows®
Chrome OS
Ubuntu® and other Debian-based Linux® distributions



I want to start a meeting right now

NOTE: Google Meet features have changed recently. This is the most recent version of instructions. March 2021



1

Access the apps in your OntarioTechU.net account



Click on Google Meet icon

You can also download the Google Meet app from a phone or other mobile device

New meeting Enter a code or nickname

2

Click New Meeting

Create a meeting for later Start an instant meeting Schedule in Google Calendar

3

Click Start an Instant Meeting

Send the meeting URL to participants

If you have participants joining by phone, you can provide call-in numbers from various countries

4

Your meeting's ready

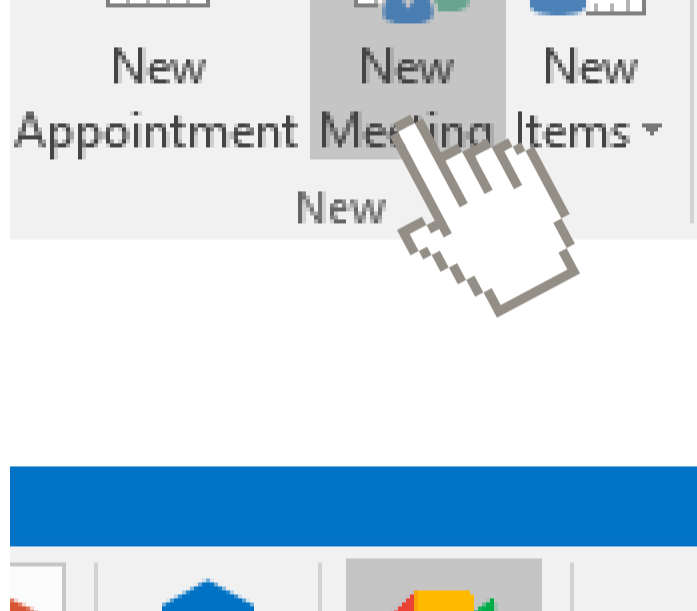
Add others

Or share joining info with others you want in the meeting

meet.google.com/myy-menp-ecp
Dial-in: (US) +1 347-486-7165
PIN: 775 964 409#

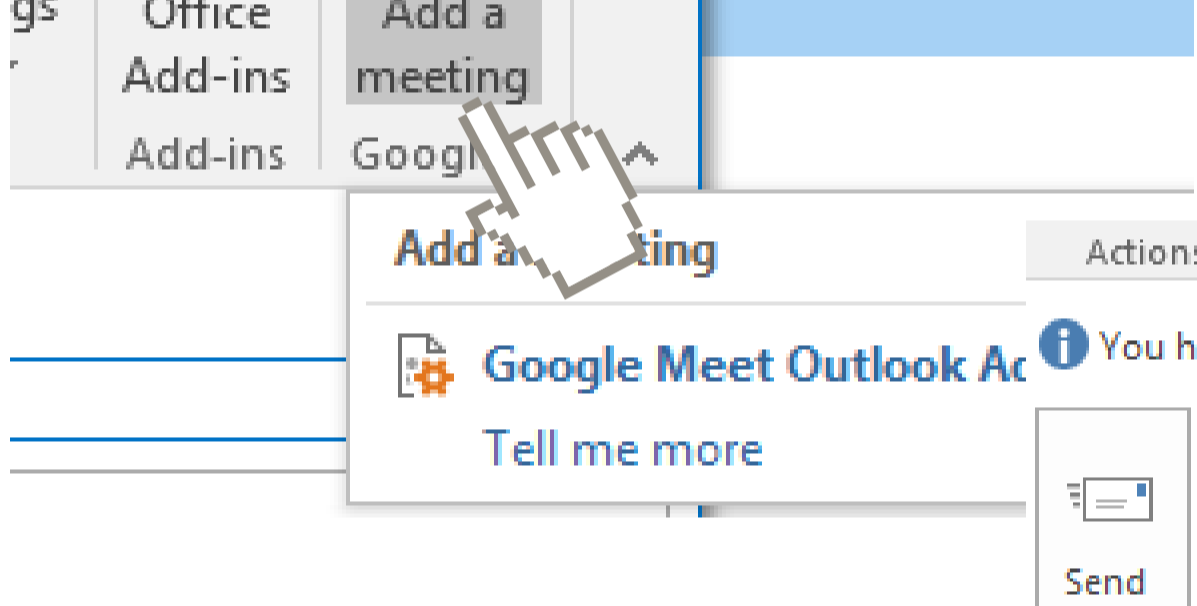
More phone numbers COPY

I want to schedule a meeting for some time in the future



1

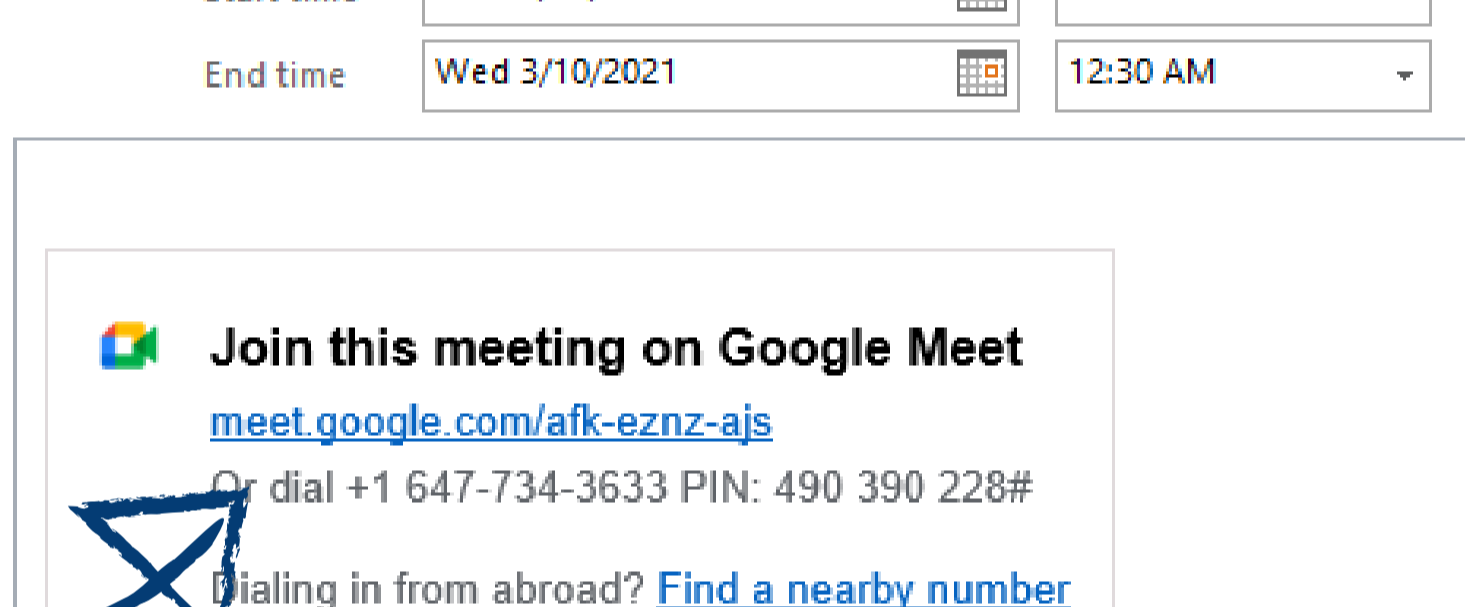
Select New Meeting in your Outlook app (Calendar screen)



2

Click Add a meeting

This will automatically create a meeting URL and add it to the meeting request



3 Complete your meeting details and send the invitation to participants



IMPORTANT INFORMATION

Ending a Google Meet

You have two options when ending a meeting:

Leave Meeting

Other participants will still remain on the call even after you have left.

End Meeting

Closes the meeting for all participants. Participants **cannot** rejoin the meeting unless you give them access.

Here's how!

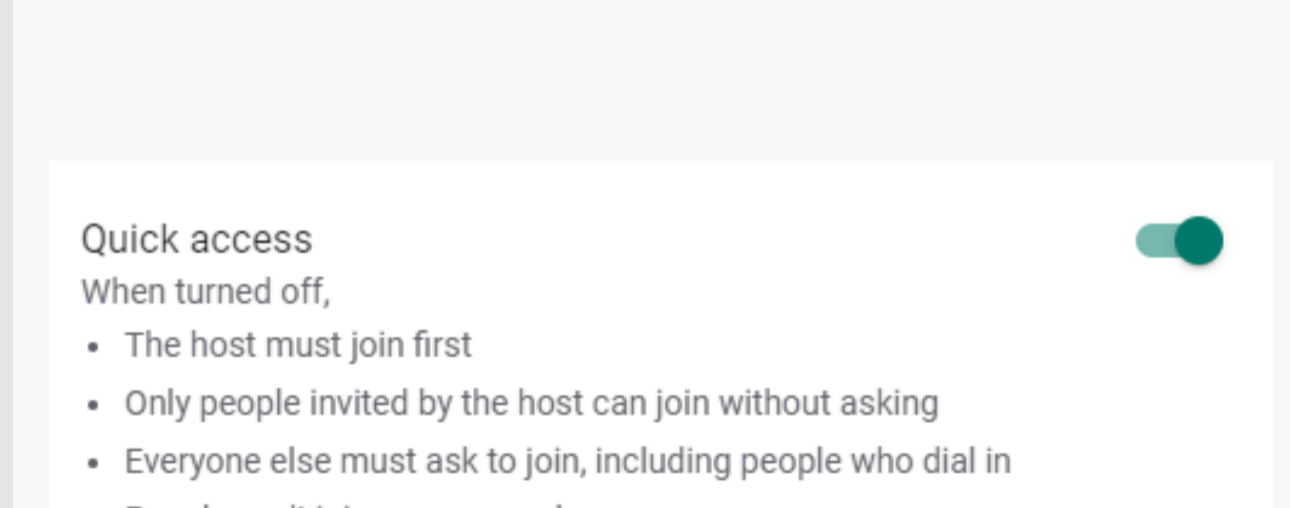
Reusing Google Meet Links

If you have selected **End Meeting**, and want to reuse the link for another meeting, participants must be admitted to the meeting manually. To avoid this, turn on **Quick Access**.

Quick Access

1. Enter the Meet
2. Click the Participants icon
3. Click **Host Controls**
4. Click **View all host settings**
5. Turn on **Quick Access**

Quick Access



Classes Using Google Meet

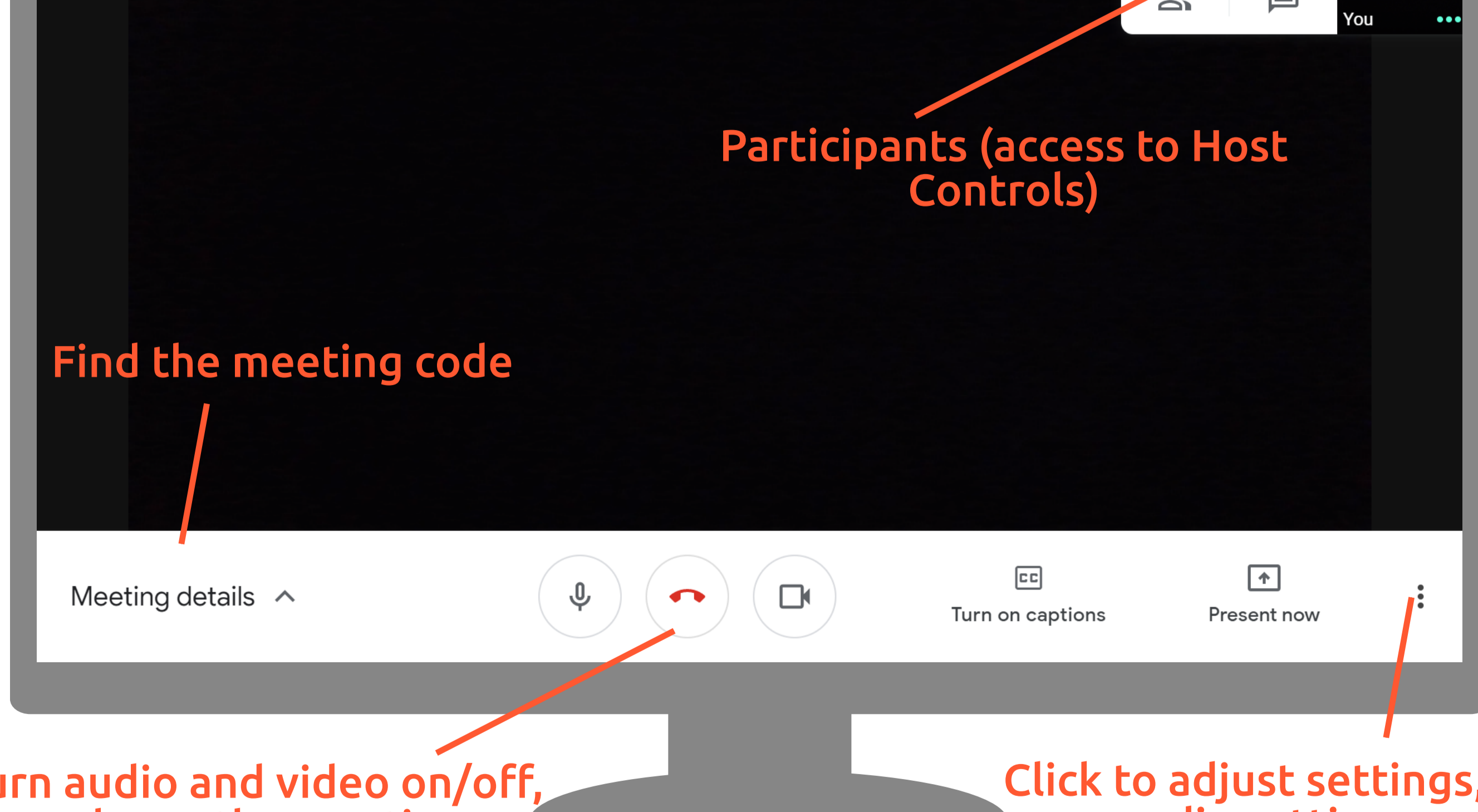
- ✓ **End Meeting** at the end of each session
- ✓ Turn on **Quick Access** at the start of each session
- ✓ Each instructor should have **their own Google Meet link** to enable Host Control access

ACCESSING YOUR MEETING

A. Enter the meeting URL into your browser

B. Click or tap on the meeting link

C. Use the Google Meet app and enter the meeting ID



Turn audio and video on/off, or leave the meeting

Click to adjust settings, like your audio settings, or the screen layout

TROUBLESHOOTING

Meeting and learning online can sometimes be intimidating. Use this section to help troubleshoot common issues.

For a full suite of help resources, visit <https://tlc.ontariotechu.ca/learning-technology/teaching-online-g-suite.php>



I can't hear audio after joining a meeting

- Check that your device volume is on
- Check which playback device you are using
- Plug in headphones



I hear an echo/feedback when in a meeting

- Plug in headphones
- Mute your microphone



My video looks choppy or blurry

- Check your internet or data connection
- Close other apps on your device