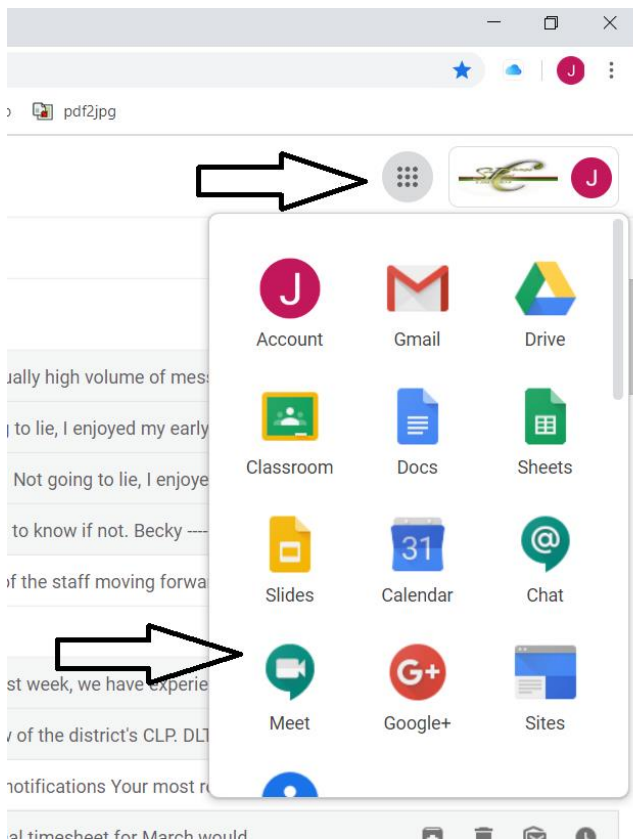
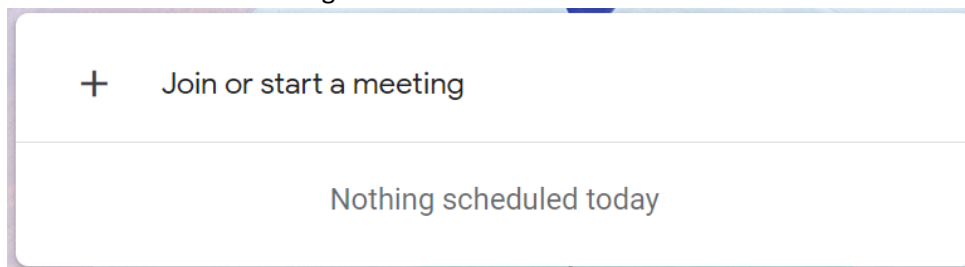


How to setup a google hangout (also called google meet) video conference.

1. Log into your school email at [www.gmail.com](http://www.gmail.com). If something goes wrong, most likely the person having the problem is logged into a personal account and not a school account.
2. From your email click on the “nine dots” in the top right corner, and then click on “meet”



3. Click Join or start a meeting



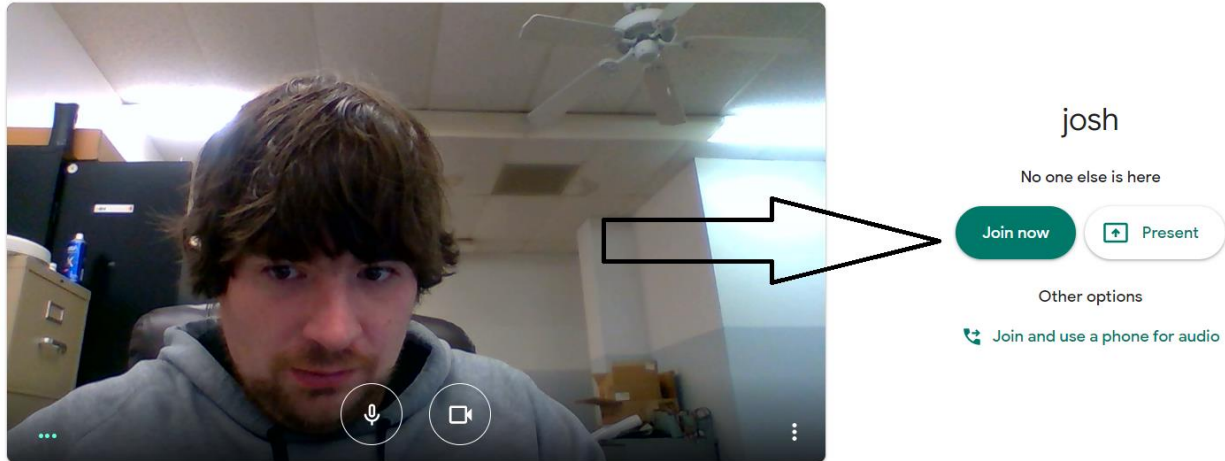
4. Next you will get the following page. If you are hosting the meeting enter your name in the box. If you have been given a code to join you may enter it here.

Join or start a meeting ×

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

Continue

5. If you are the one hosting, you will be sent to a page that looks like this. Click “Join now”



6. Next you will get this pop-up. This is where you can invite people. There are a few ways to invite people, but the easiest will be to click on “add people”. Other ways to invite people are to give them the link, which in this example is <https://meet.google.com/zaw-oohh-djq>. If a person who does not have internet access needs to join, they can join with the telephone number listed. They will not be able to see the video. In this example the phone number is 1-339-545-4377.

Add others ×


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josh  
Meeting nickname (Can only be used within USD 505 Chetopa - St. Paul)


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Share this info with people you want in the meeting

<https://meet.google.com/zaw-oohh-djq>  
Dial-in: (US) +1 339-545-4377 PIN: 857 359 000#

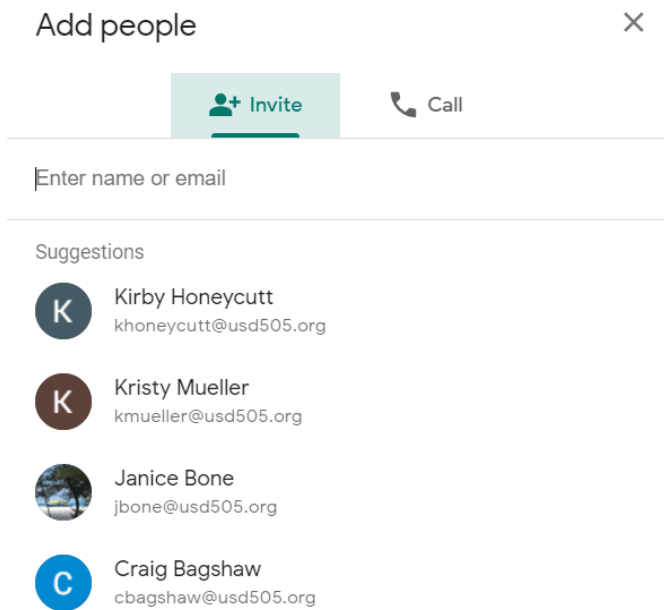
 Copy joining info

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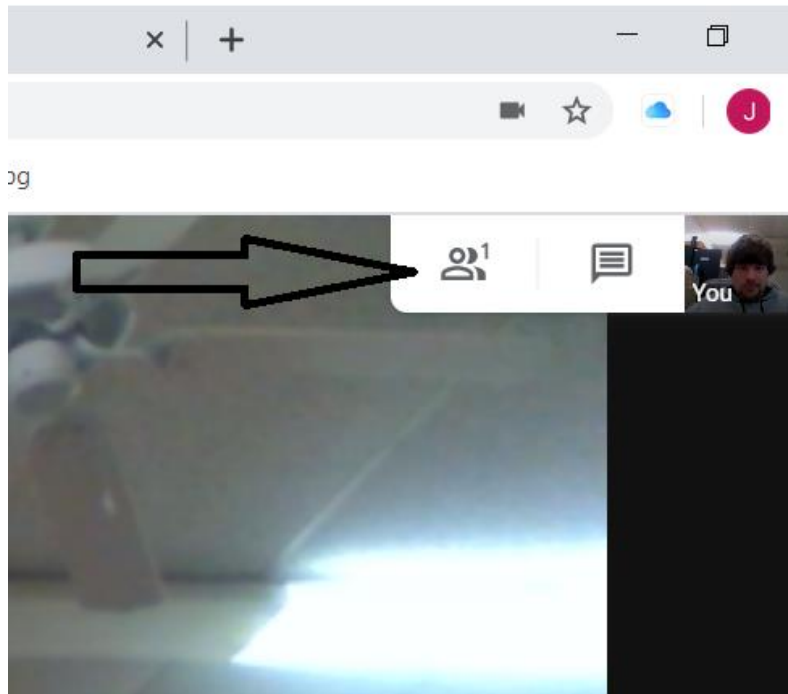
 Add people

- 7.

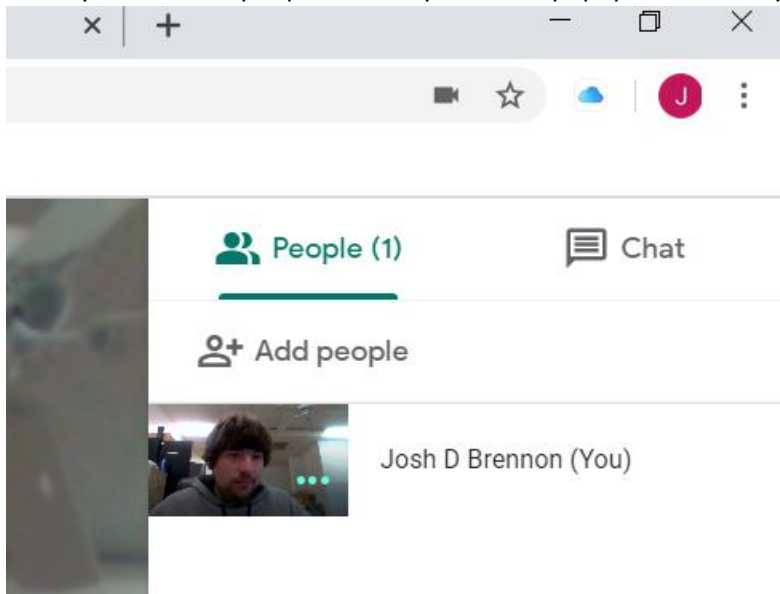
8. After clicking “add people” on the previous popup you will see this next popup. All you must do is type in the emails of anybody you wish to join your meeting. [Note: the email groups do work if you are sending to several people, and you can also type in multiple groups.]



9. If you accidentally forgot to invite somebody you may add somebody to the meeting while it is in progress by clicking this button in the top right corner.



10. This button opens a screen that has three purposes. The first is a screen that lets you see who is connected to your session. If you click the word chat it goes to a text chat box for everybody in the meeting to chat together, and if you click add people it takes you to the popup that allows you to add more people to the meeting.



11. Things to know: On the bottom of your screen (When you do not have the people/chat window open) you will see the following. The microphone will mute your own mic. The phone disconnects the meeting, and the camera switches on and off your webcam. The present now button will let you share your screen instead of your webcam with the people in your meeting. This program does allow you, as the host, to mute the microphones of other people. You do that by going into the people tab (seen in step 9) and right clicking their name.

