Instructions: Google Meet

EULEN Seminar

University of Deusto

June 12, 2020

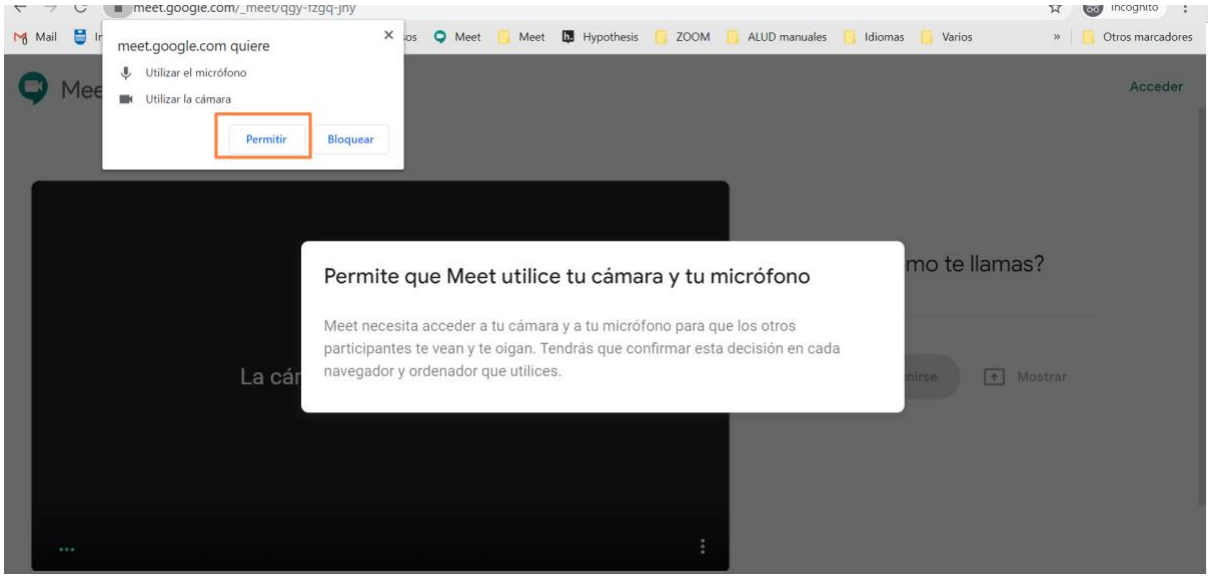
Recommendations for good session preparation

- Choose a space that is comfortable and suitable. Without noise, since it can affect the development of the session.
- It is recommended to use a wired Internet connection. If this is not possible, check that the WIFI connection is high speed.
- Enter the session between 5 and 10 minutes before it starts. If this is the first time you are connecting, enter with more time, as some pre-setting may be required.
- If the environment is quiet, use the laptop's microphone, otherwise use a headset with a microphone.
- Check the operation of the microphone and headset through the audio and video setup wizard.
- **During the session, unless you are intervening directly, it is advisable to have the microphone off, avoiding noise or sounds that may interfere with it.**

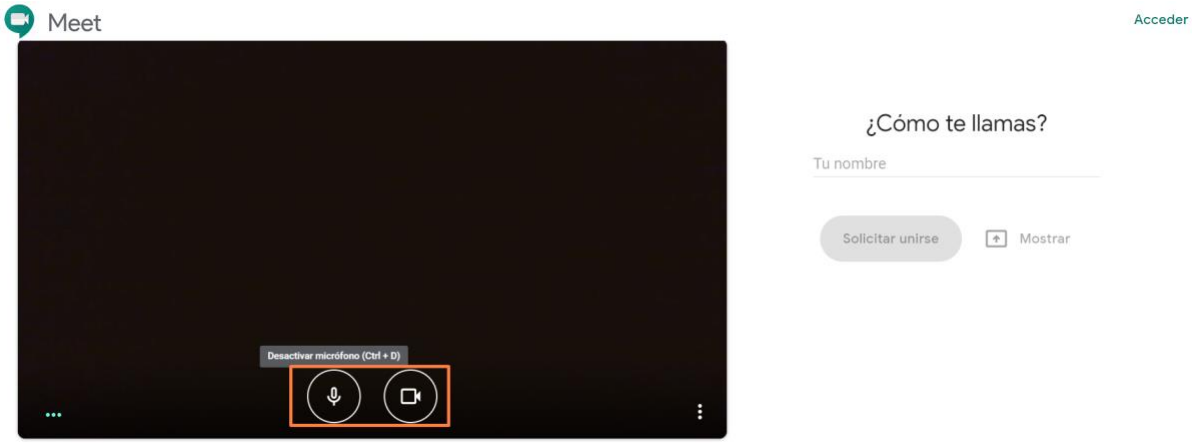
How to access the seminar

The organizers of the seminar will give you the link to access. Follow the following steps:

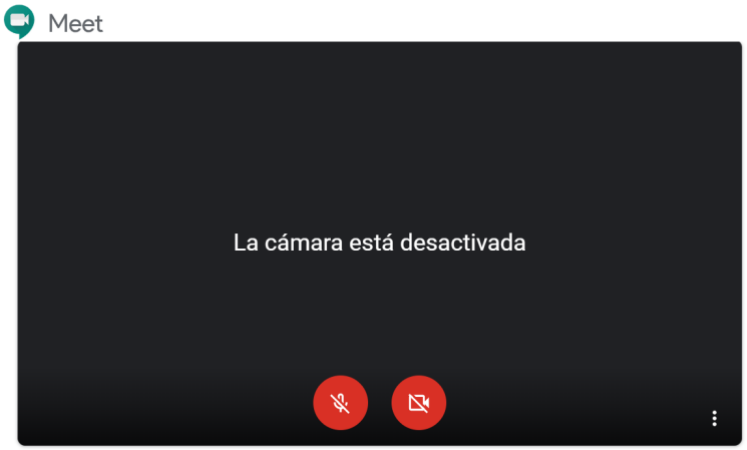
- The first time you enter, you're asked for access to your microphone and camera. Click "**Allow**"



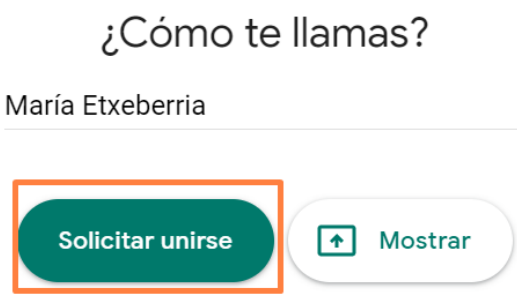
- When we enter the meeting, **we'll disable the audio**. To do this, click on the microphone button.



- When you click on them, they are deactivated and both buttons appear in red and a warning message.

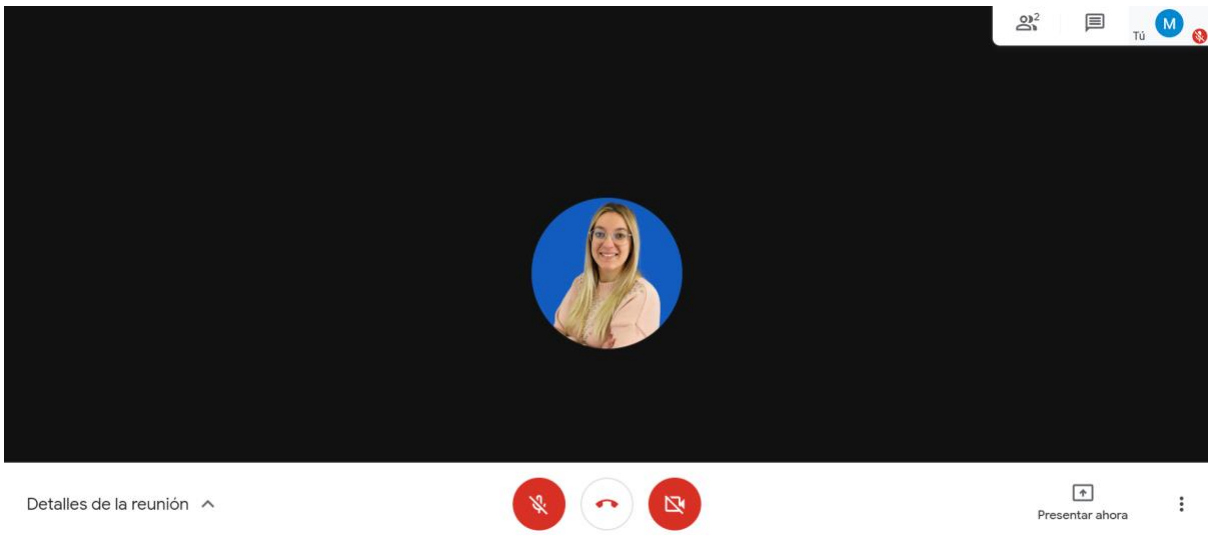


- On the right-hand side, enter your name and surname and click on "**Request to join**". The organizer of the seminar will give you access to the session.



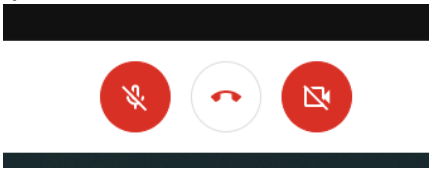
Meet Interface

When accessing a session, the interface is shown as the following image:



Bottom bar

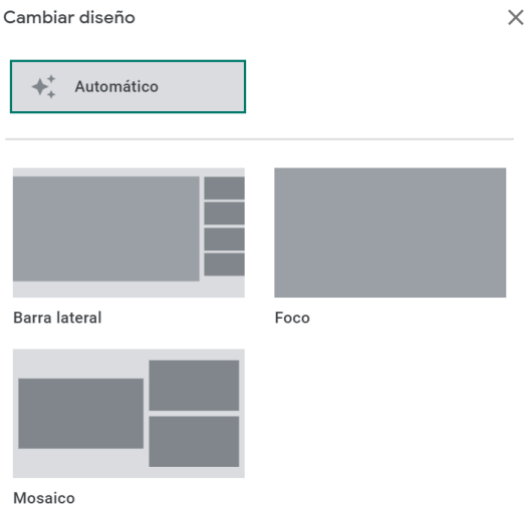
- Turn video and microphone off/on, as well as exit the call (session):



- Present now: allows us to show the whole screen or a window. In the point Share screen, it is explained in detail.

- In the 3 points, it gives us several options:

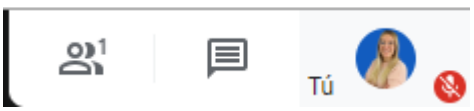
    - Change the design: if no one is sharing the screen, the focus is on the person who is speaking. The most comfortable view to see all connected people simultaneously is the "Side Bar". If shared, it allows you to switch to various options:



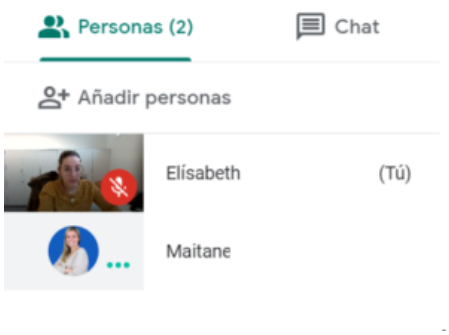
    - Full screen: allows you to set Meet to full screen. To exit, press Esc.
    - Configuration: allows you to configure audio and video. (If the connection is slow, it is recommended to leave the video resolution low.

Top bar (right)

In this option we have:



- Participants: if we click on participants, the list of participants appears.



- Chat: allows you to send instant messages during the session. At the bottom, we can write the message and send it to everyone.

- Status of our audio and video (or the person we anchor).

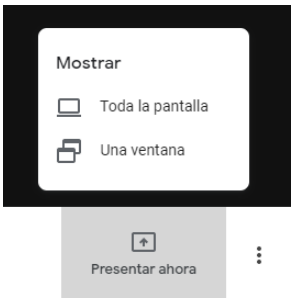
End meeting

When the organizer of the seminar finishes the session, you can exit the session by clicking on "**Exit the call**" on the bottom bar or by closing the window.

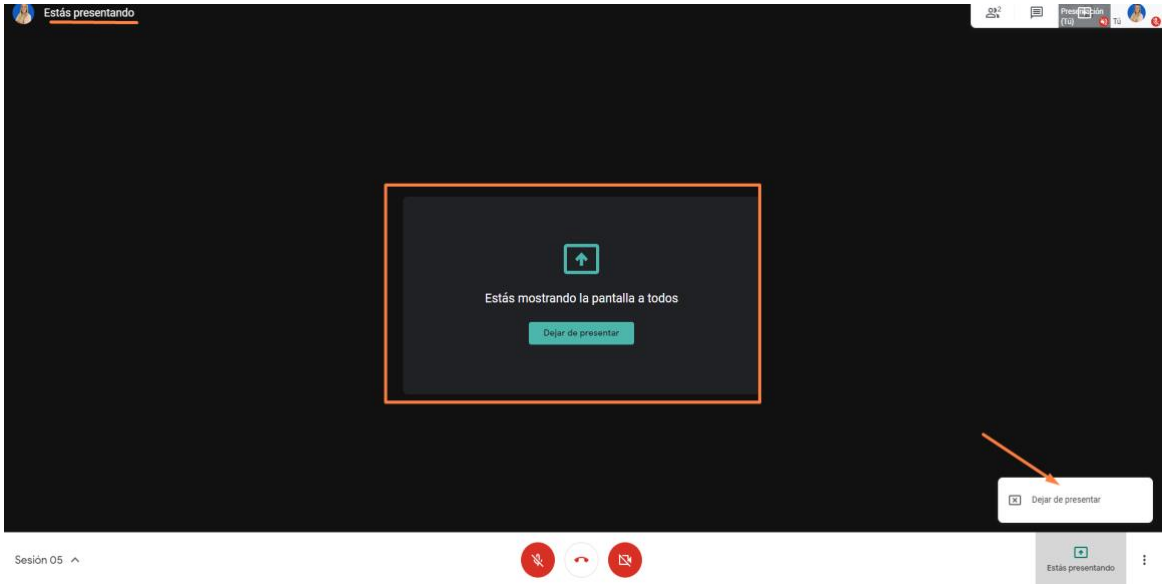
Note: If you log out and want to log back in, simply follow the steps above under How to Access a Meeting.

Screen sharing

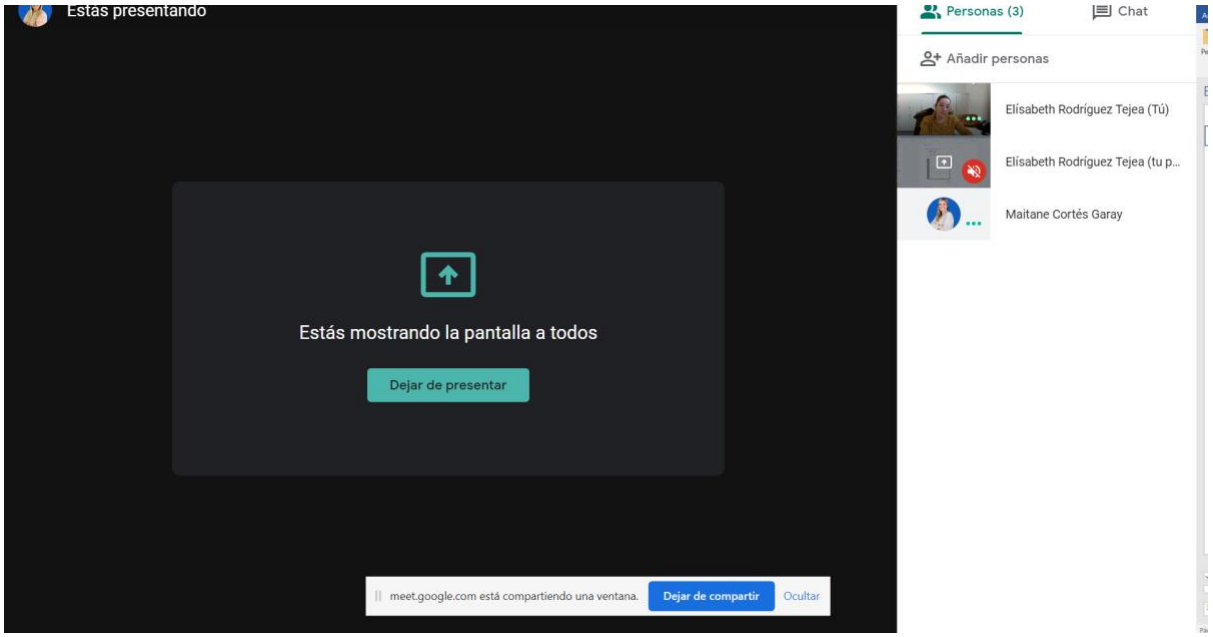
Clicking on "Show Now" allows us to display the entire screen or a window:



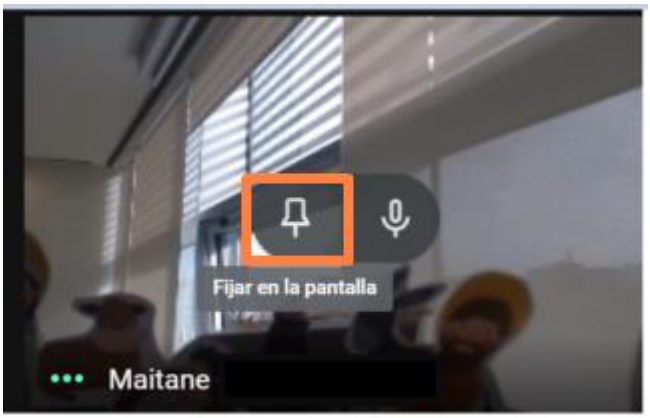
When this option is activated, it indicates on the screen that we are presenting and on the bottom right, it allows you to stop sharing.



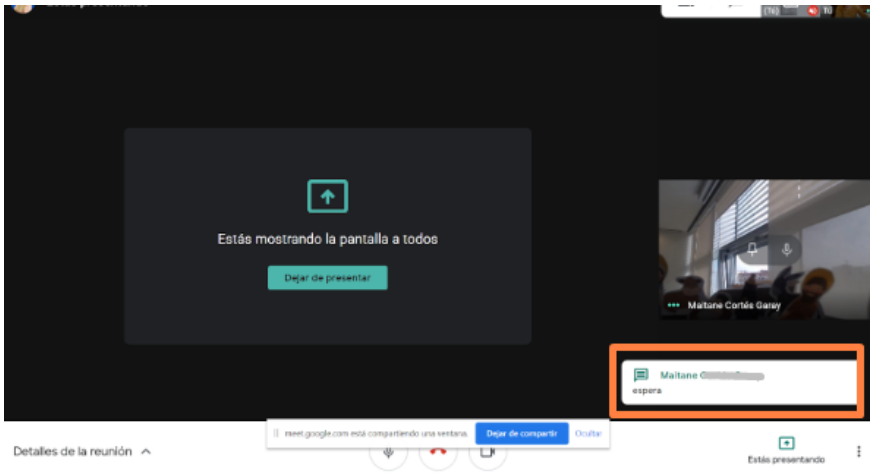
In "participants" we can see the ones that are connected, video and audio (on/off):



We can choose to anchor a video. When we are on top, we click on the pin and is fixed on the screen. To unpin, click on the pin again:



When we are sharing screen, if we are in the interface and they write in the chat, we get a pop up:



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