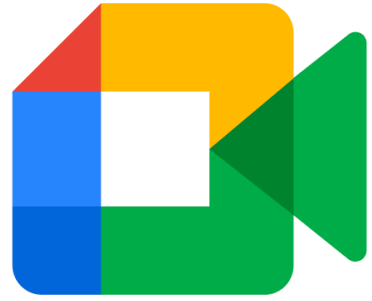


# Teaching with Google Meet

Heather Tebbenhoff

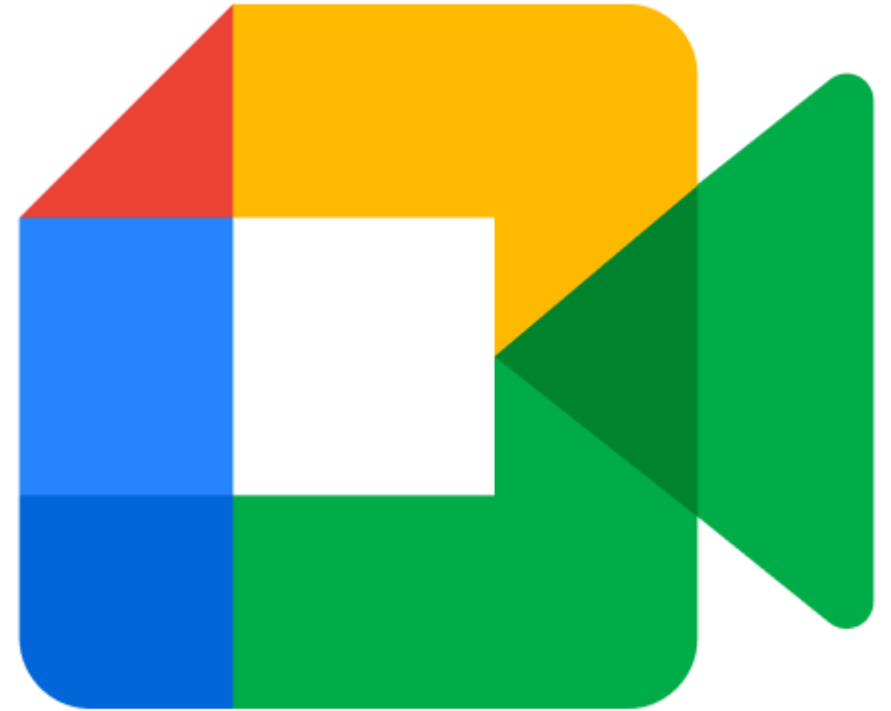
Literacy Volunteers of Charlottesville/Albemarle

January 20, 2021



# Agenda

- About Google Meet
- Getting Started
  - How to sign up
  - How to access on your computer
  - How to access on your phone or tablet
- Meetings
  - Creating a new meeting
  - Inviting others to your meeting
  - Joining a meeting
- Google Meet's Features





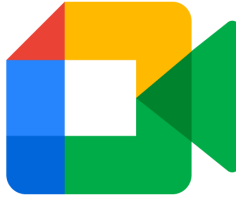
# About Meet

- Available to everyone with a Google account
- No download requirements
- 24 hour time limit through March, 60 minutes after that
- Instant meetings and scheduled meetings (through Google calendar)
- Browser requirements: Chrome, Firefox, Safari, or Edge only
- Meet on any device (on phones, app is required)

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

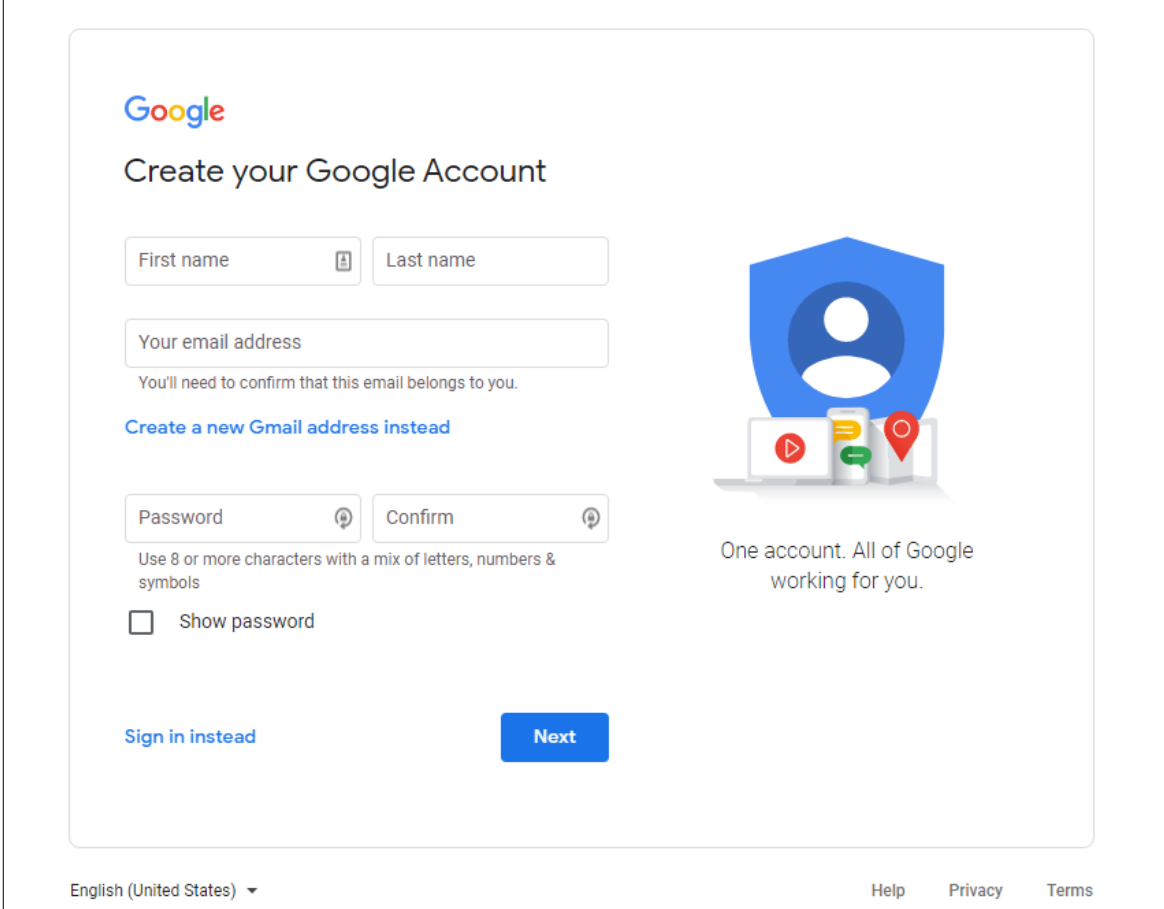


# Getting Started

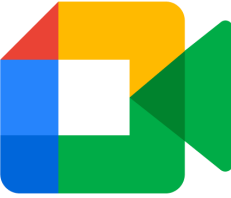


# How to sign up

- Sign into your existing Google Account (Gmail)
- Don't have a Google account? [Sign up for free.](#)
  - First name, last name, & e-mail address

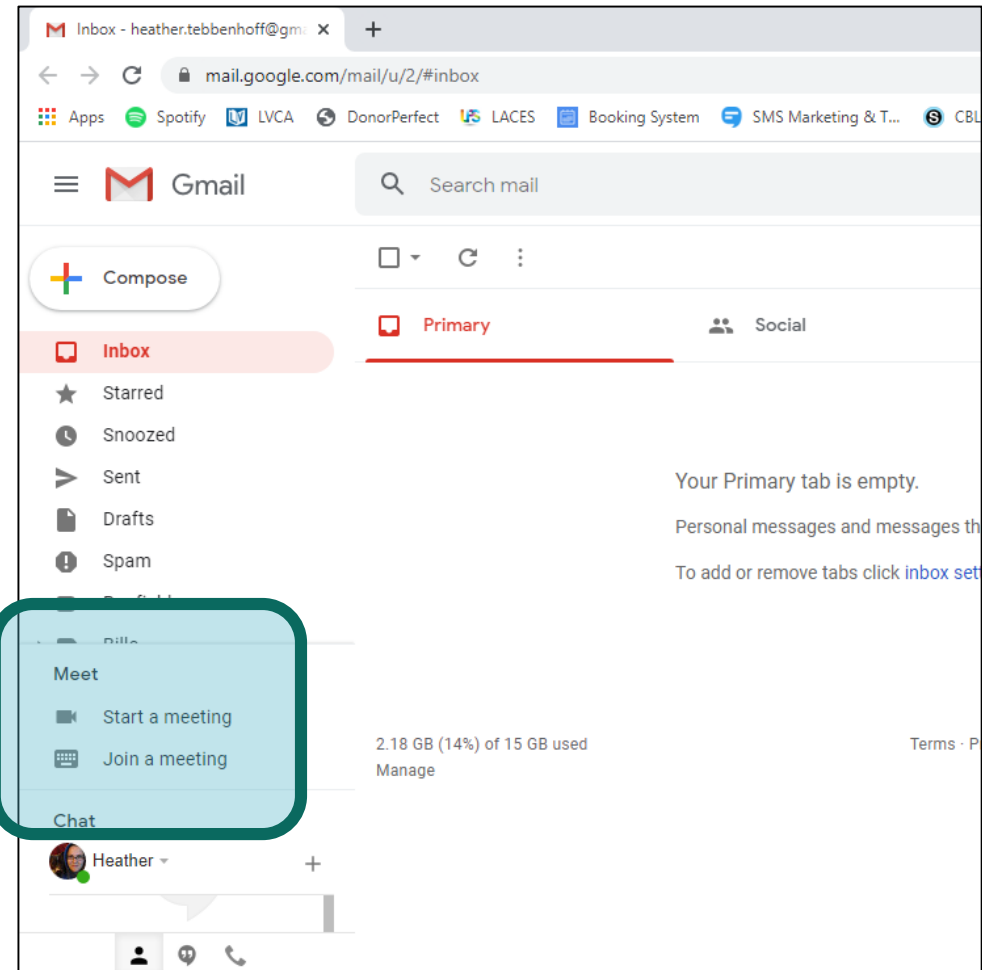


The screenshot shows the Google Account creation interface. At the top, the Google logo is followed by the heading "Create your Google Account". Below this, there are input fields for "First name" and "Last name", followed by a "Your email address" field with a note: "You'll need to confirm that this email belongs to you." A link "Create a new Gmail address instead" is provided. Below these are "Password" and "Confirm" fields with a note: "Use 8 or more characters with a mix of letters, numbers & symbols". There is a checkbox for "Show password". A "Sign in instead" link is on the left, and a blue "Next" button is on the right. To the right of the form is an illustration of a blue shield with a person icon, a laptop with a play button, a smartphone with a mail icon, and a location pin. Below the illustration, it says "One account. All of Google working for you." At the bottom of the page, there is a language selector "English (United States)" and links for "Help", "Privacy", and "Terms".



# Computer access

- Start or join from your browser
  - Chrome, Firefox, Edge, Safari
- Sign in to your Google account
- In Gmail, right hand column
- Separate tab navigation
  - [meet.google.com](https://meet.google.com)



# Premium video meetings. Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

New meeting

Enter a code or link

Join

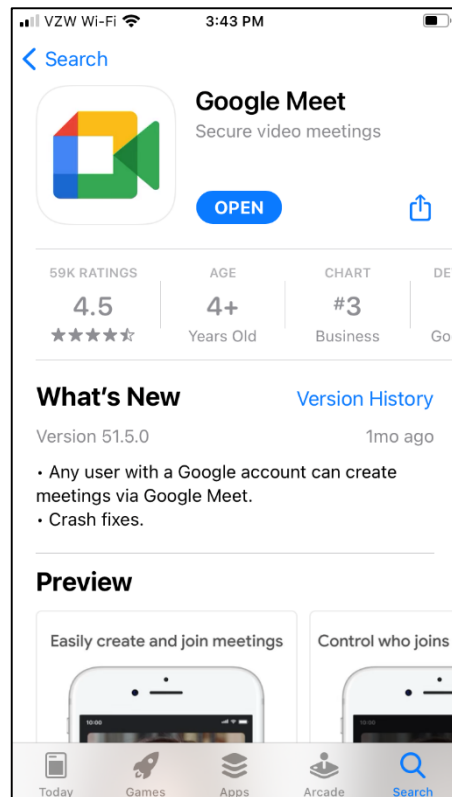
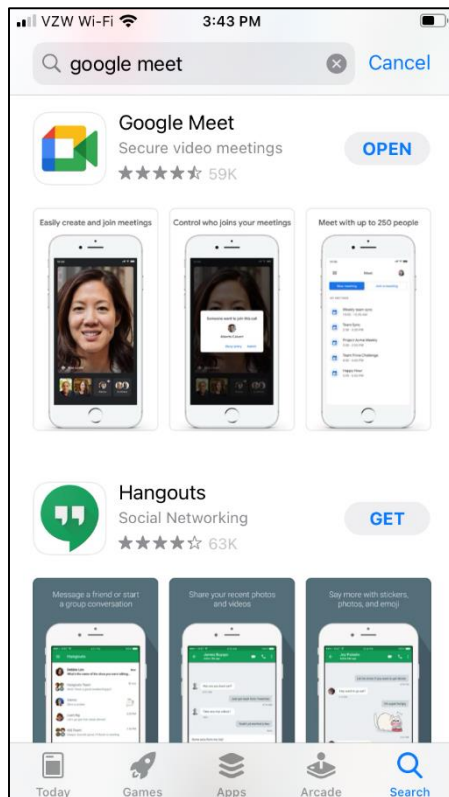
[Learn more](#) about Google Meet





# Phone/Tablet access

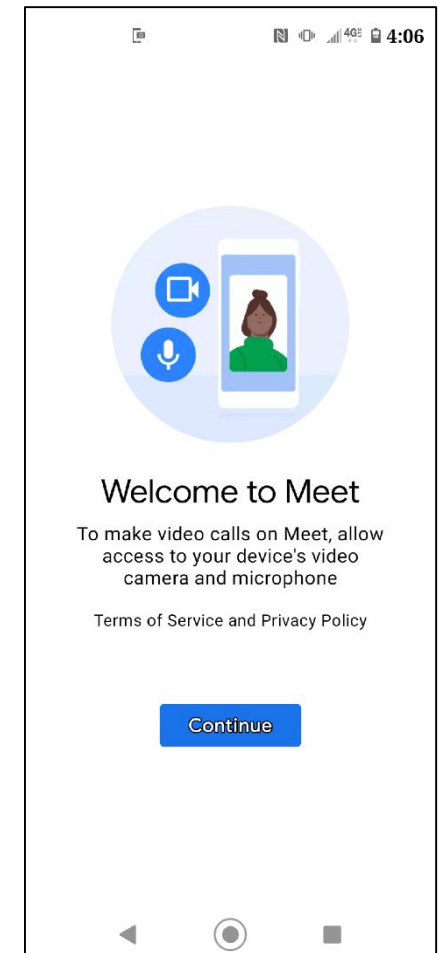
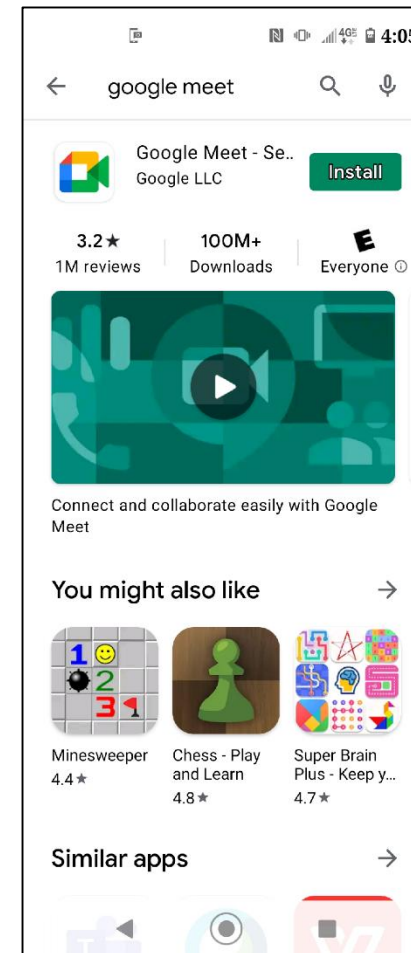
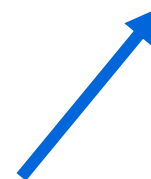
- Download the Google Meet mobile app



iPhone View



Android View







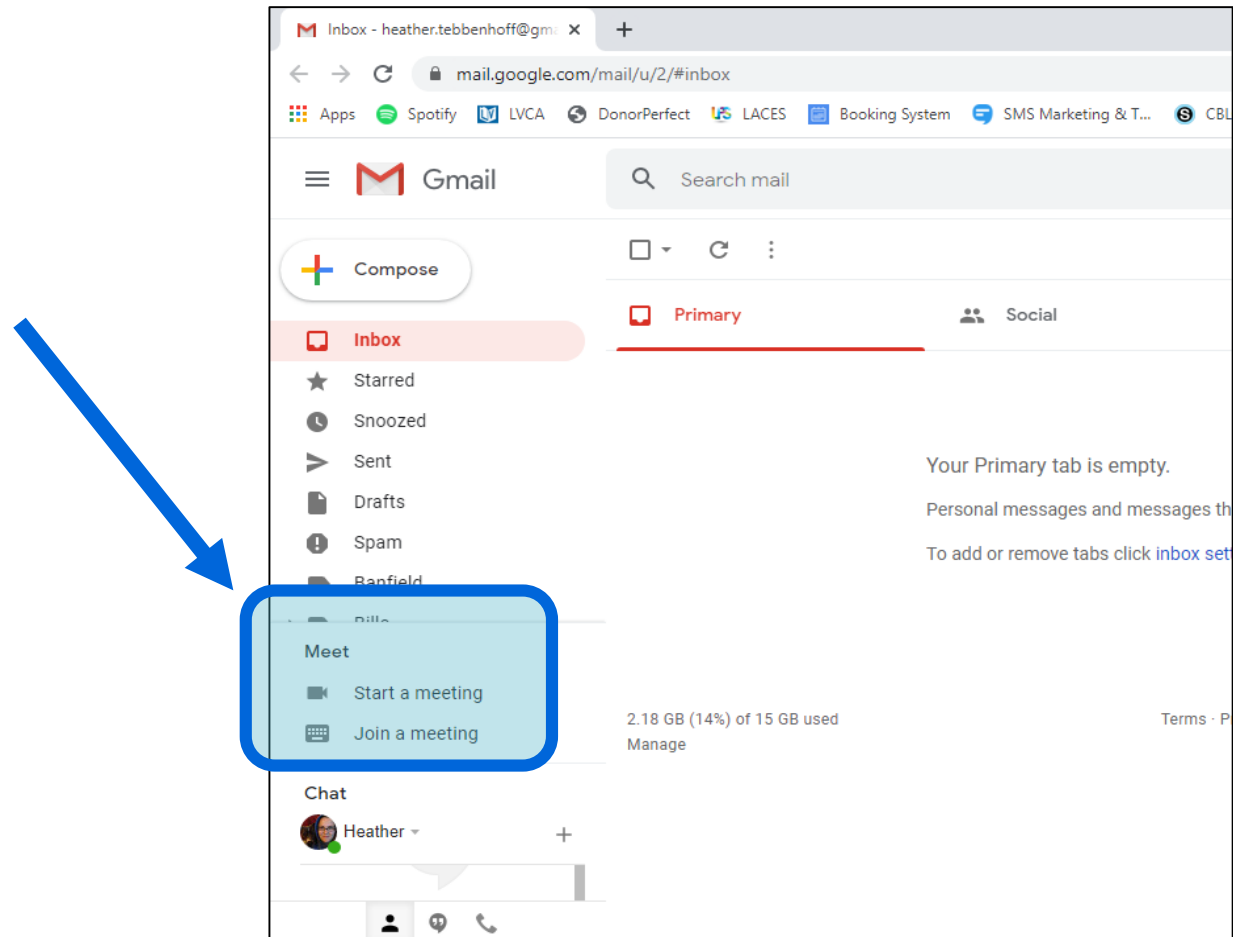
# Meetings



# Creating new meetings (desktop)

## 1. Instant Meetings (Gmail)

- “Start a meeting”
- “Send invite”
- “Start now”



+ Compose

📁 Inbox

★ Starred

🕒 Snoozed

➤ Sent

📄 Drafts 1

⚠️ Spam

📁 Banfield

➤ 📁 Bills

Meet

📺 New meeting

📅 Join a meeting

Hangouts

👤 Heather ▾

+

2.39 GB (15%) of 15 GB used  
Manage

No recent chats  
[Start a new one](#)

☐ ▾ ↺ ⋮

☐ Primary

👤 Social

📁 Promotions

Share your new meeting - Google Chrome

meet.google.com/getalink?hs=202&authuser=0&iilm=1611090555253&hl=...

### Share your new meeting

Copy this link and send it to people you want to meet with. Be sure you save it so you can use it later, too.

meet.google.com/rid-mwxm-iox

[Send invite](#) [Start now](#)

[Terms](#) · [Privacy](#) · [Program Policies](#)

Last account activity: 2 minutes ago  
[Details](#)



You

Meeting details ^



Turn on captions

Present now



+ Compose

📁 **Inbox**

★ Starred

🕒 Snoozed

➤ Sent

📄 **Drafts** 1

⚠ Spam

📁 Banfield

➤ 📁 Bills

**Meet**

📺 New meeting

📅 Join a meeting

**Hangouts**

👤 Heather ▾

+

2.39 GB (15%) of 15 GB used  
Manage

No recent chats  
[Start a new one](#)

☐ ▾ ↺ ⋮

☐ Primary

👤 **Social**


📄 Promotions


Share your new meeting - Google Chrome


meet.google.com/getalink?hs=202&authuser=0&iilm=1611090555253&hl=...

### Share your new meeting

Copy this link and send it to people you want to meet with. Be sure you save it so you can use it later, too.

meet.google.com/rid-mwxm-iox 

 **Send invite**

 **Start now**



[Terms](#) · [Privacy](#) · [Program Policies](#)

Last account activity: 2 minutes ago  
[Details](#)

## Meet invite from Heather Tebbenhoff

To
















Cc Bcc

Meet invite from Heather Tebbenhoff

Heather Tebbenhoff has invited you to join a video meeting on Google Meet.

[meet.google.com/eby-tymh-xvx](https://meet.google.com/eby-tymh-xvx)

Or open Meet and enter this code: eby-tymh-xvx

  Sans Serif ▾             

Send



✚ Compose

📁 **Inbox**

★ Starred

🕒 Snoozed

➤ Sent

📄 **Drafts** 1

⚠ Spam

📁 Banfield

➤ 📁 Bills

**Meet**

📺 New meeting

📅 Join a meeting

**Hangouts**

👤 Heather ▾ +

☐ ▾ ↺ ⋮

☐ Primary

👤 **Social**

📄 Promotions

Share your new meeting - Google Chrome

meet.google.com/getalink?hs=202&authuser=0&iilm=1611090555253&hl=...

Share your new meeting

Copy this link and send it to people you want to meet with. Be sure you save it so you can use it later, too.

meet.google.com/rid-mwxm-iox

📄

🔗 Send invite

📅 Start now

[Terms](#) · [Privacy](#) · [Program Policies](#)

Last account activity: 2 minutes ago  
[Details](#)

No recent chats  
[Start a new one](#)

# Creating new meetings (desktop)

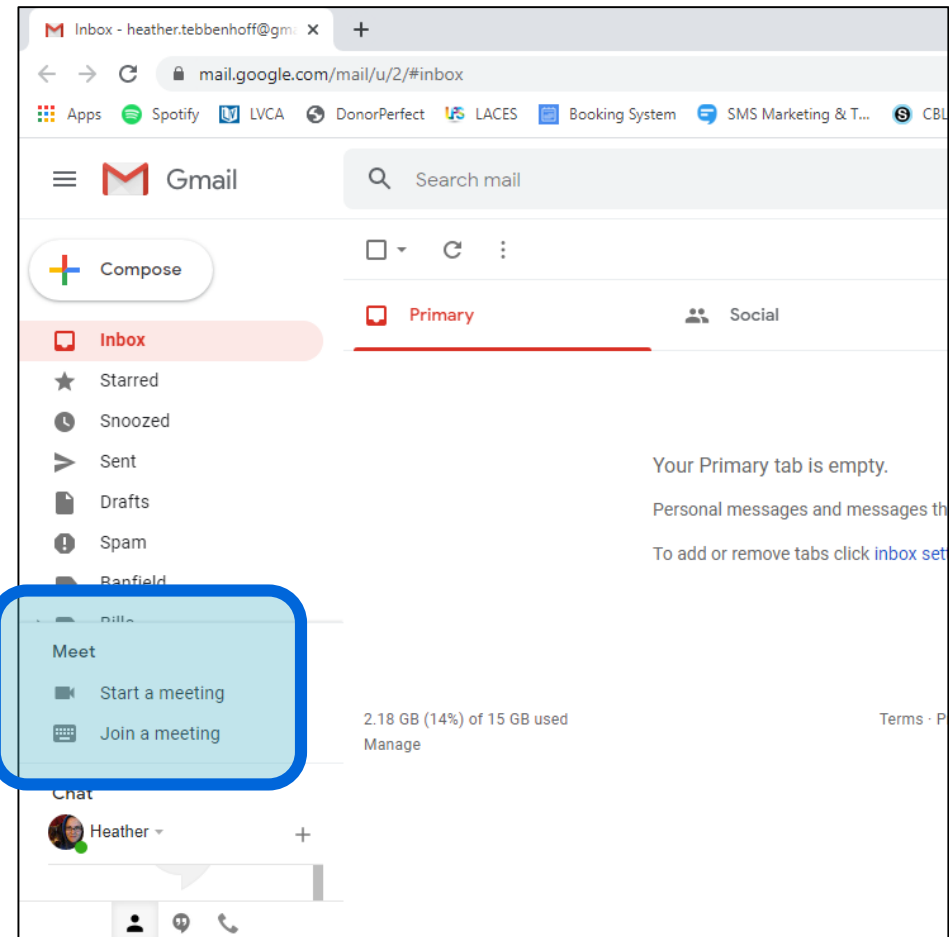


## 1. Instant Meetings (Gmail)

- “Start a meeting”
- “Send invite”
- “Start now”

## 2. Instant Meetings (**Browser**)

- meet.google.com
- “New meeting”







# Premium video meetings. Now free for everyone.

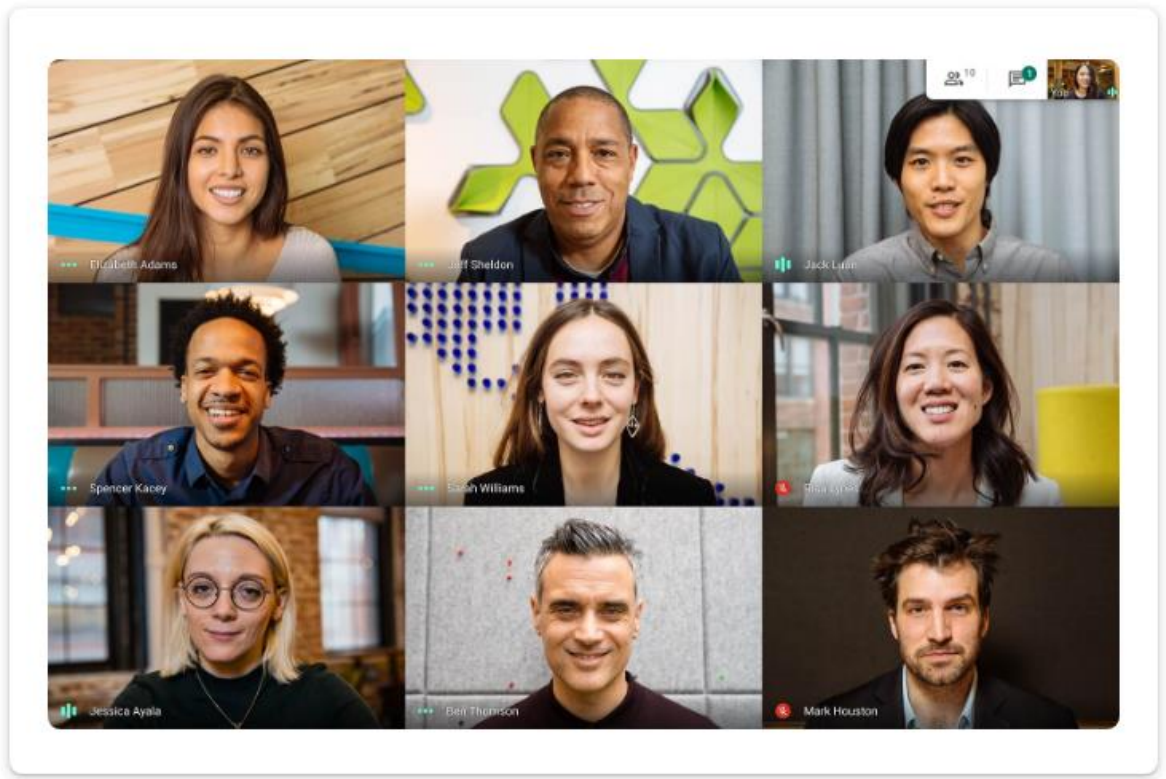
We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

[🔗](#) Create a meeting for later

[+](#) Start an instant meeting

[📅](#) Schedule in Google Calendar

[Join](#)

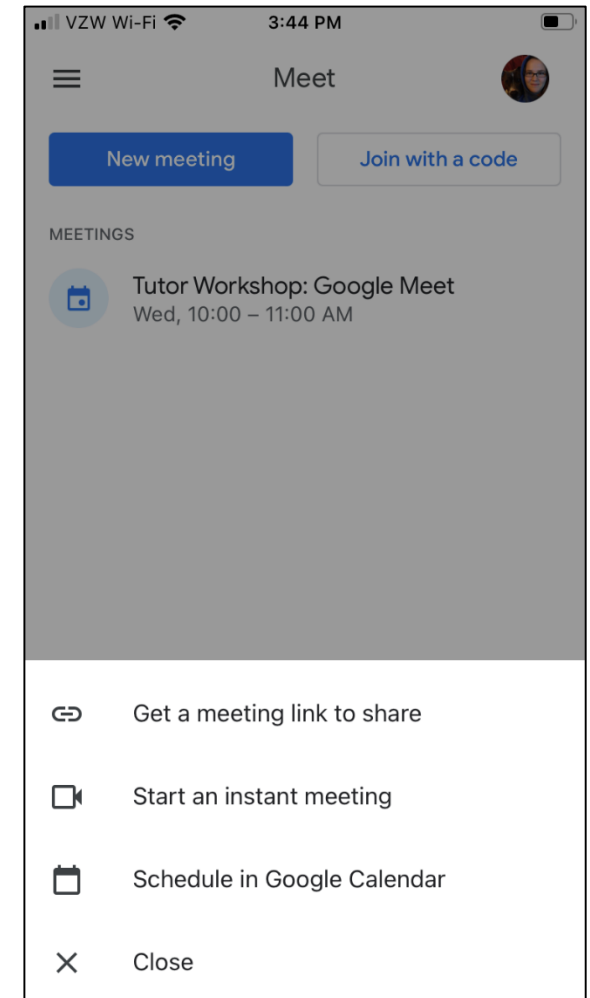
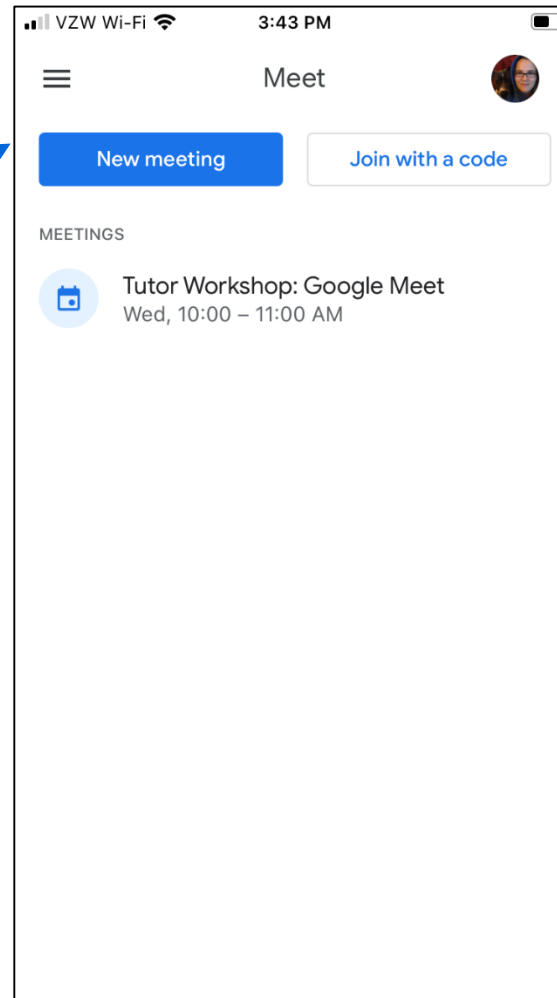


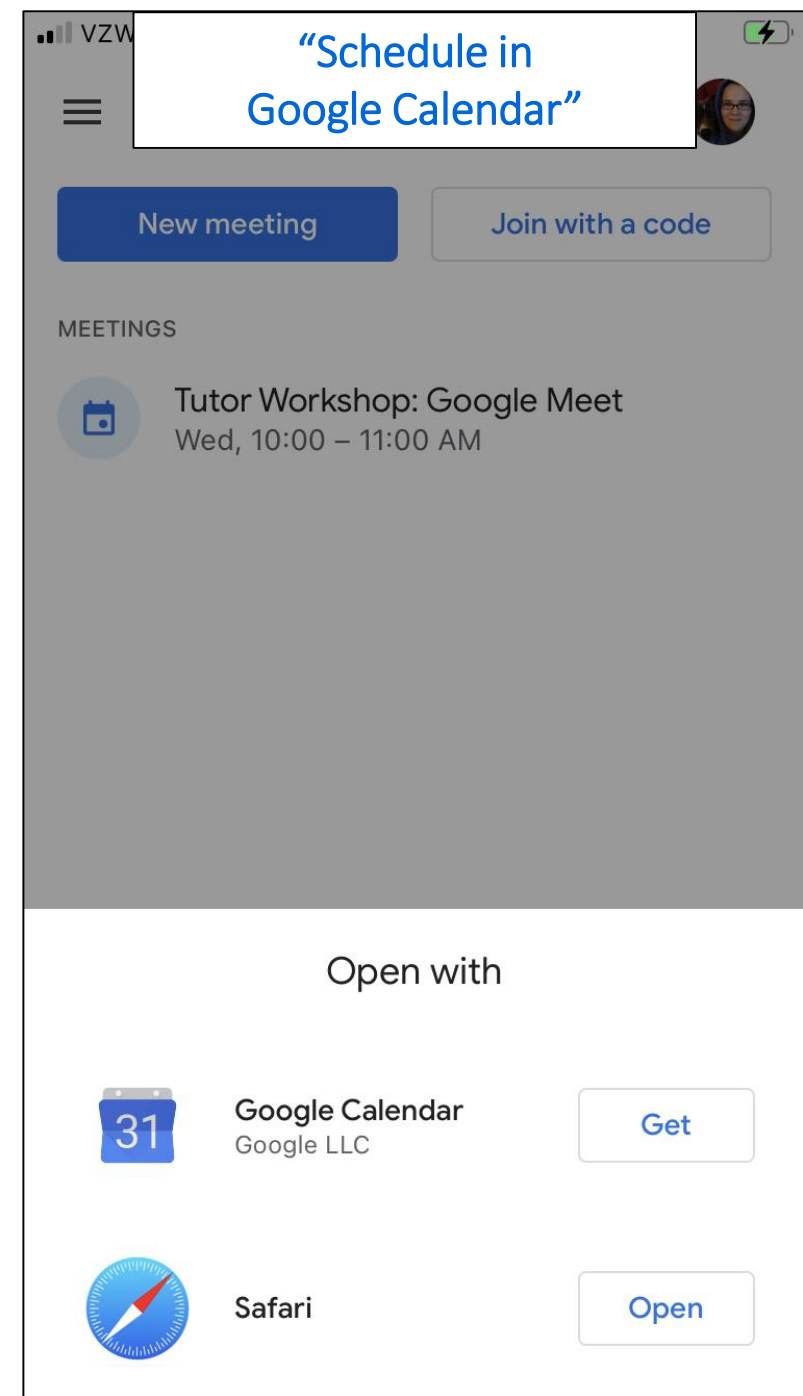
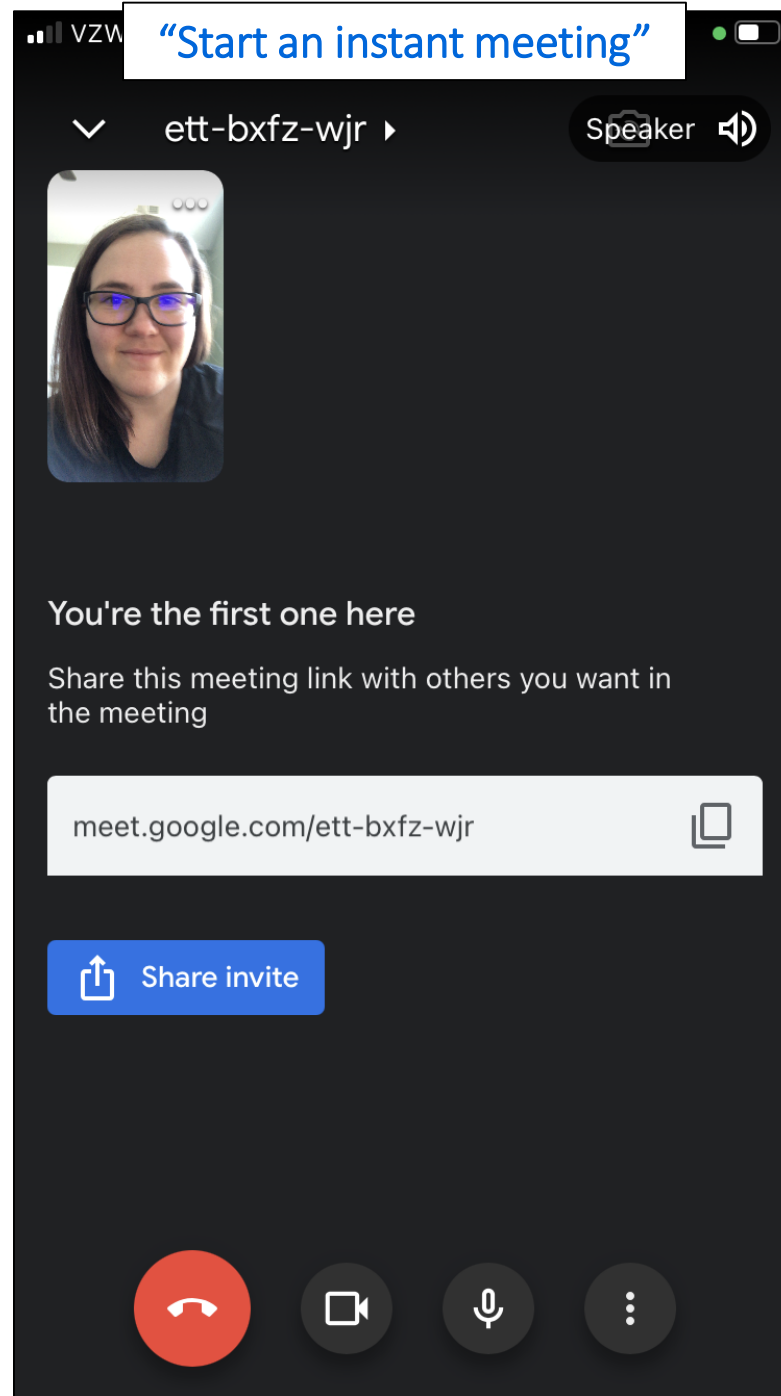
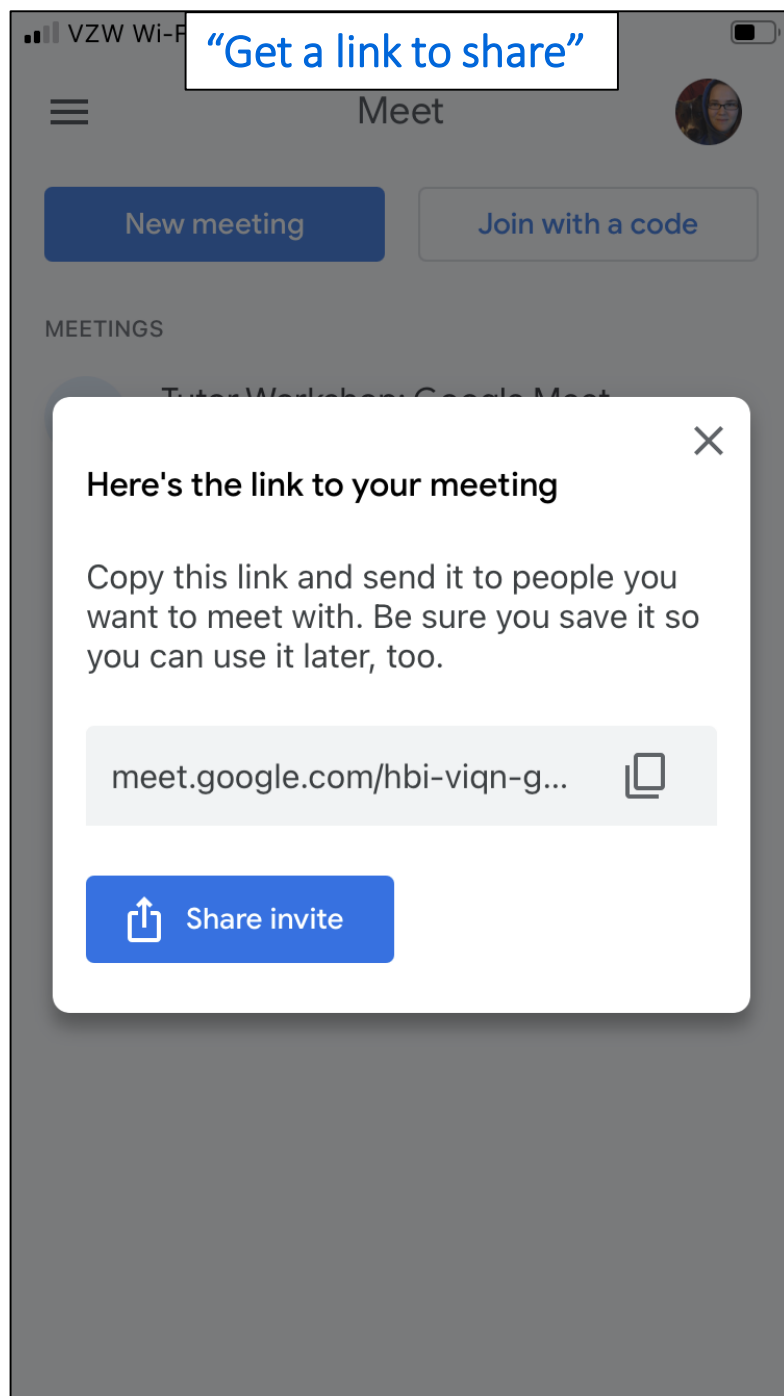


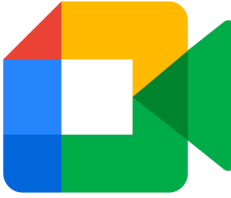
# Creating new meetings (mobile)

## 1. Instant Meetings (Apple app)

- “New meeting”
- Link, Instant Meeting, Schedule



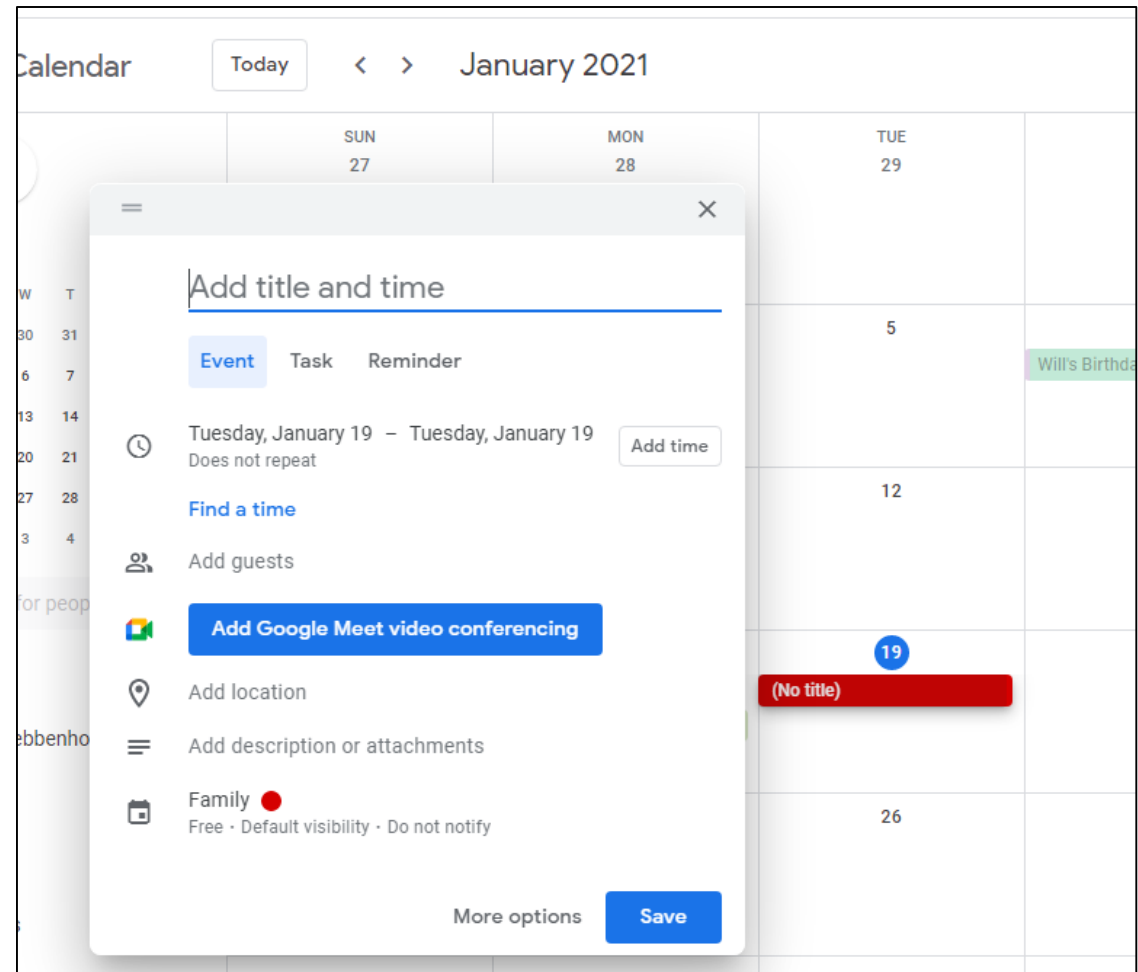




# Scheduling new meetings

## 1. Google Calendar

- Click date
- Add time
- Click “Add Google Meet video conferencing”
- Click “More options”
- Add guests on right side bar using email address
- Save
- Send invite



+ Compose

📧 Inbox

★ Starred

🕒 Snoozed

📤 Sent

📧 Drafts 1

🚫 Spam

📧 Banfield

📧 Bills

Meet

📺 New meeting

📅 Join a meeting

Hangouts

 Heather ▾

+

2.39 GB (15%) of 15 GB used  
Manage

No recent chats

☐ ↺ ⋮

☐ Primary

👥 Social


📧 Promotions

Your Social tab is empty.

Emails from social networks, media-sharing sites, dating services and other social sites will be shown here.

To add or remove tabs click [inbox settings](#).

[Terms](#) · [Privacy](#) · [Program Policies](#)

  
Account

  
Search

  
Maps


  
YouTube

  
Play


  
News

  
Gmail

  
Meet

  
Contacts

  
Drive

  
Calendar

  
Translate







Last account activity: 2 minutes ago  
[Details](#)



# Google Meet Practice

Save

Jan 19, 2021 6:00pm to 7:00pm Jan 19, 2021 Time zone

☐ All day Does not repeat ▾

Event Details Find a Time



Join with Google Meet

meet.google.com/fhp-vrsz-xtx · Up to 100 participants

Copy link to share

Invite by adding email address

Guests

Add guests

Guest permissions

- ☐ Modify event
- ☒ Invite others
- ☒ See guest list



Add location



Add notification



Family ▾



Busy ▾

Default visibility ▾



**B**

*I*

U



Add description

## Google Meet Practice

Save

Jan 19, 2021 6:00pm to 7:00pm Jan 19, 2021 Time zone

☐ All day Does not repeat ▾

Event Details Find a Time



Join with Google Meet

meet.google.com/fhp-vrsz-xtx · Up to 100 participants



Add location



Add notification



Family ▾



Busy ▾

Default visibility ▾



B



Add description

Guests



Add guests

Would you like to send invitation emails to Google Calendar guests?



Back to editing

Don't send

Send

- ☒ Invite others
- ☒ See guest list





## Invitation: Google Meet Practice @ Tue Jan 19, 2021 6pm - 7pm (EST) (heather@literacyforall.org)

Inbox x



heather.tebbenhoff@gmail.com

to me ▾

5:59 PM (0 minutes ago)



## Google Meet Practice

[View on Google Calendar](#)

When Tue Jan 19, 2021 6pm - 7pm (EST)

Who Family\*

Yes

Maybe

No

[More options](#)

## Agenda

Tue Jan 19, 2021

11:30am [Bill Zutt Call](#)1:30pm [Program Meeting](#)6pm [Google Meet Practice](#)6pm [CVA Networking Session](#)

You have been invited to the following event.

## Google Meet Practice

When Tue Jan 19, 2021 6pm - 7pm Eastern Time - New York

[more details »](#)

Joining info Join with Google Meet

[meet.google.com/fhp-vrsz-xtx](https://meet.google.com/fhp-vrsz-xtx)Calendar [heather@literacyforall.org](mailto:heather@literacyforall.org)Who • [heather.tebbenhoff@gmail.com](mailto:heather.tebbenhoff@gmail.com) - creator• [heather@literacyforall.org](mailto:heather@literacyforall.org)Going ([heather@literacyforall.org](mailto:heather@literacyforall.org))? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)Invitation from [Google Calendar](#)



# Joining meetings (desktop)

## 1. From e-mail

- Click on the link

## 2. From calendar

- Click on the link

The image shows a desktop interface with an email and a calendar. The email, titled "Meet invite from Heather Tebbenhoff", is from Heather Tebbenhoff and contains a Google Meet link: [meet.google.com/ebj-tymh-xvx](https://meet.google.com/ebj-tymh-xvx). A blue arrow points from the "Click on the link" instruction under "From e-mail" to this link. Below the email, a calendar for January 19th shows a "Tutor Workshop: Google Meet" event from 10:00 to 11:00 am. A blue arrow points from the "Click on the link" instruction under "From calendar" to the "Join with Google Meet" button in the event details. The event details also show a phone number for joining by phone and a list of guests.

Meet invite from Heather Tebbenhoff

Heather Tebbenhoff  
to me

Heather Tebbenhoff has invited you to join a video meeting on

[meet.google.com/ebj-tymh-xvx](https://meet.google.com/ebj-tymh-xvx)

Open Meet and enter this code: eby-tymh-xvx

Reply Forward

SUN MON TUE WED  
17 18 19 20

Tutor Workshop: Google Meet  
Wednesday, January 20 • 10:00 – 11:00am

Join with Google Meet  
[meet.google.com/oym-rjif-fpo](https://meet.google.com/oym-rjif-fpo)

Join by phone  
(US) +1 541-623-0885 PIN: 248 271 308#

More phone numbers

11 guests  
3 yes, 2 no, 6 awaiting

Join Heather for a deep dive into how to use Google Meet for virtual tutoring. We will cover its features and explore its advantages and limitations as an instructional platform.

I look forward to seeing you on Wednesday morning!

Heather Tebbenhoff

Tutor W 10 – 11 Tutor W 10 – 11 Tutor W 10 – 11

Daria Kiselica Call, 3pm

In Office for Computer Learners 3:30 – 6:30pm

Taylor McCroskey Call, 5:30



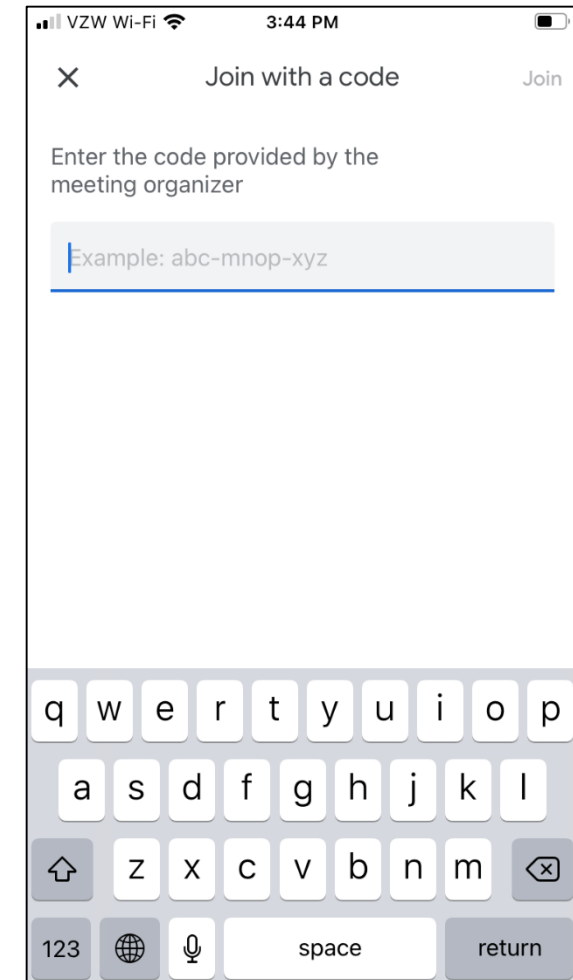
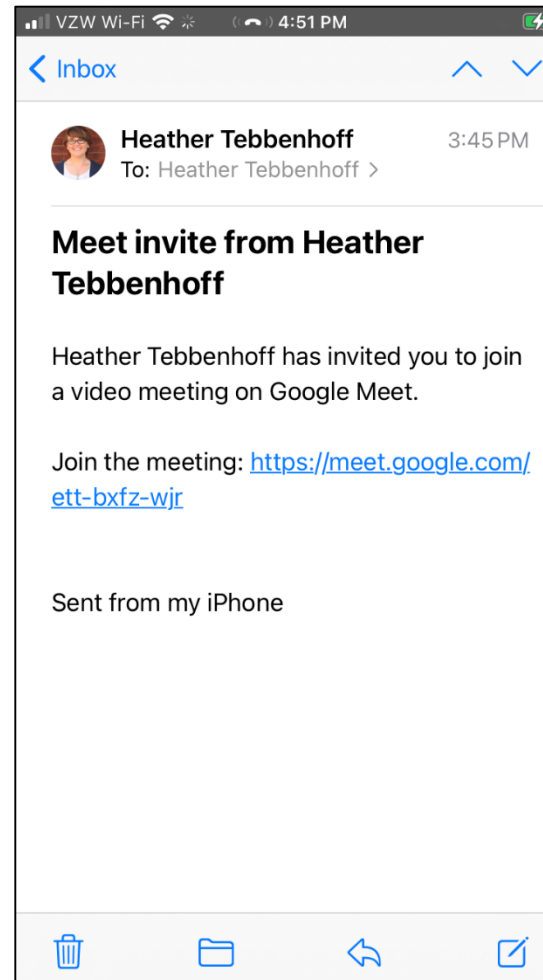
# Joining meetings (mobile)

## 1. From text or e-mail

- Click on the link

## 2. From app

- Join with a code



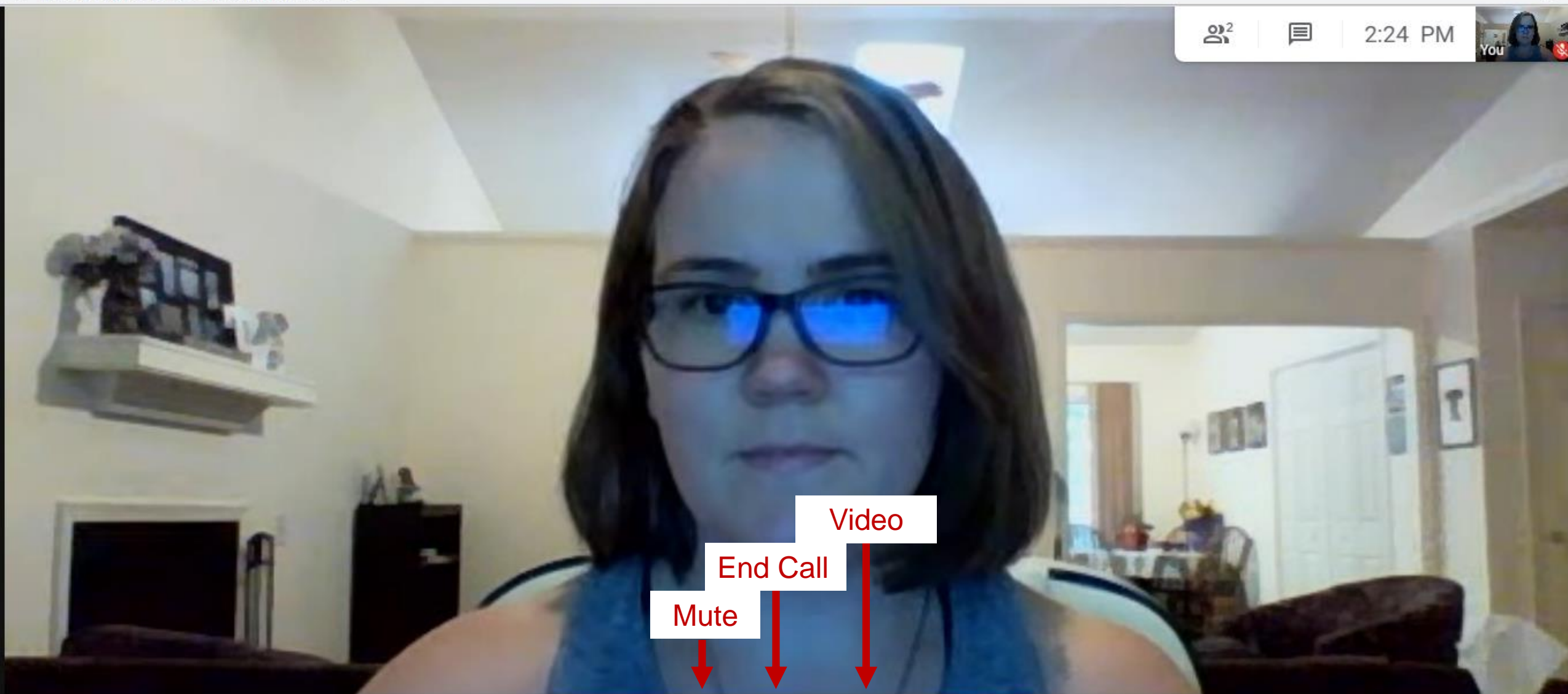


# Free features

- Host controls: pin, mute, remove
- Adjustable layouts and screen settings
- Present (screen share)
- Messaging (chat)
- Live captioning during meetings
- Jamboard (whiteboard)
- G suite Integrations



2:24 PM



Mute

End Call

Video

Meeting details ^

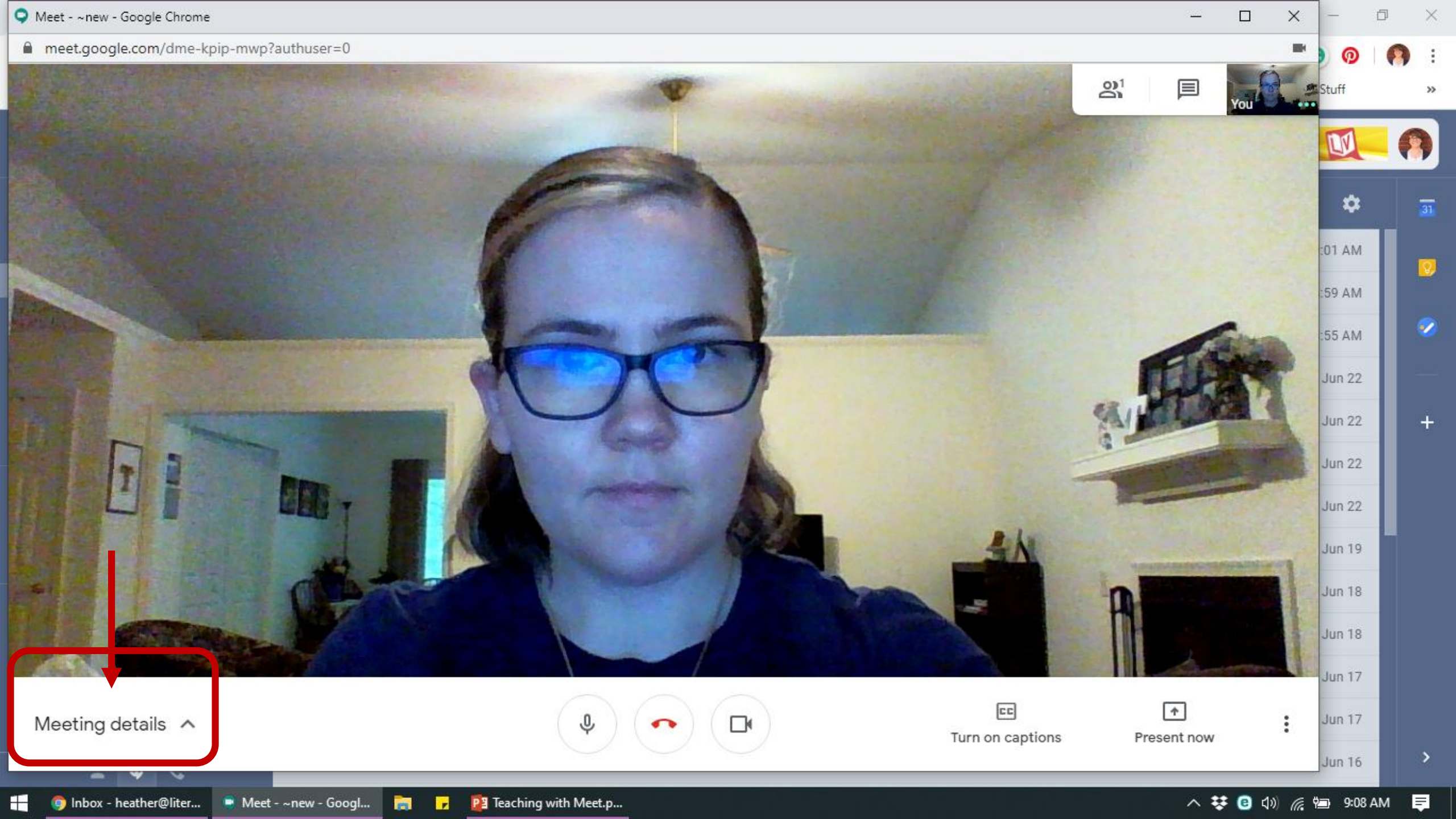


Turn on captions

Present now

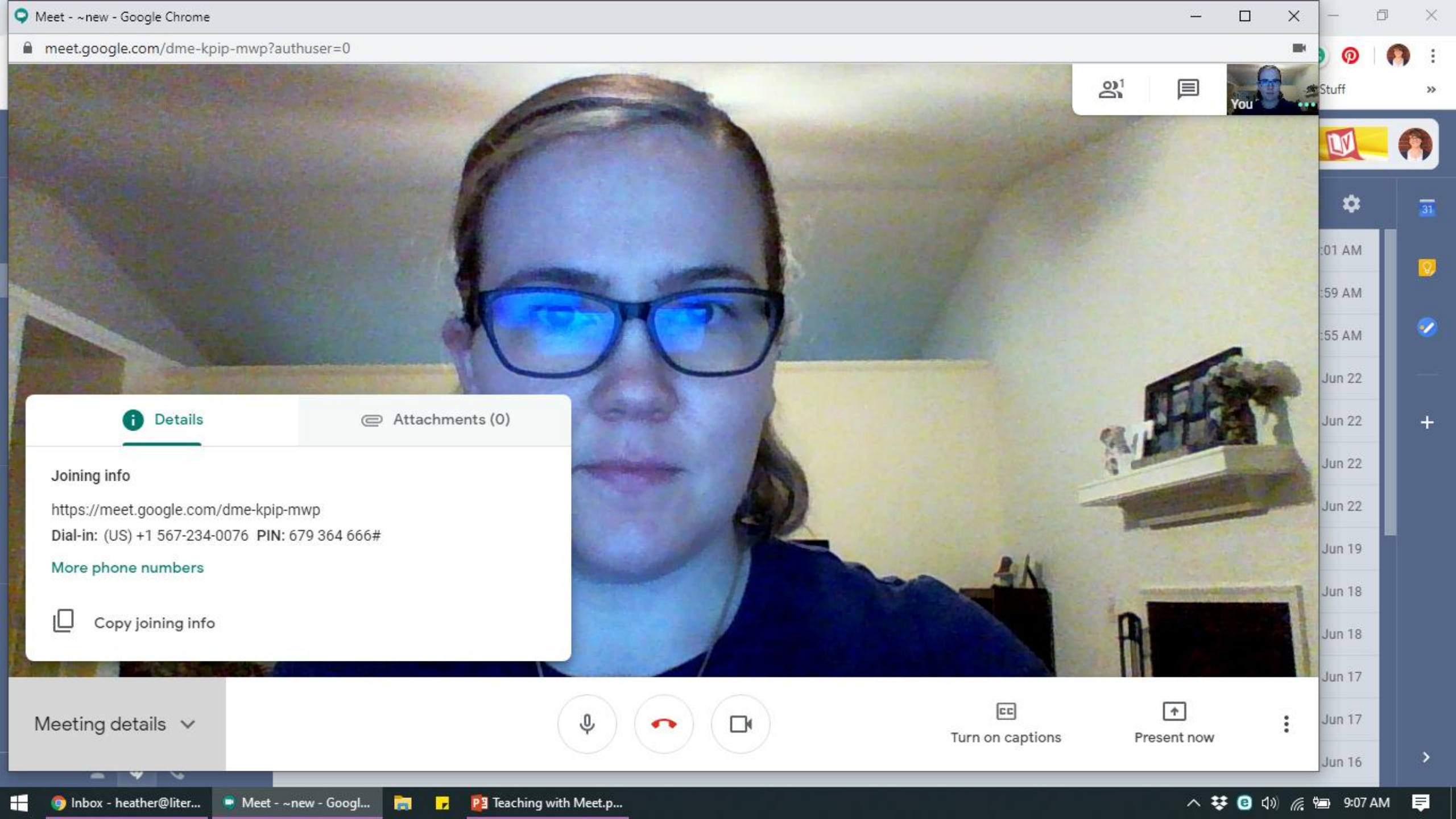






Meeting details ^







1



  
You



 Details


 Attachments (0)

Joining info

<https://meet.google.com/dme-kpip-mwp>

Dial-in: (US) +1 567-234-0076 PIN: 679 364 666#

[More phone numbers](#)


 Copy joining info


Meeting details ▾







 Turn on captions

 Present now





Heather Tebbenhoff





People (2)

Chat

+ Add people



Heather Tebbenhoff (You)



Heather Tebbenhoff

Heather Tebbenhoff



Meet - rxe-ouqx-gtq ...

Meet - ~new - Googl...

Heather

Teaching with Meet.p...

2:21 PM





 People (2) Chat

You can type (or paste) messages here





2:24 PM



Meeting details ^



Turn on captions



Present now





2:30 PM



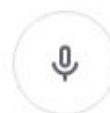
... You



You

As I talk words appear on the screen.

Meeting details ^



Turn off captions

Present now







2:24 PM



Meeting details ^



Turn on captions



Present now



2:31 PM



**Present**

- Your entire screen
- A window
- A Chrome tab  
Best for video and animation

Meeting details ^



Turn on captions

Present now



meet.google.com/owv-tfrg-yao?authuser=1&hl=en

Apps Spotify LVCA DonorPerfect LACES Booking System SMS Marketing & T... CBLO Forum VALRC | Tech Tools Annual Reports Donation Pages Other Stuff

1 6:12 PM You

Whiteboard  
Open a Jam

Change layout

Full screen

Change background

Turn on captions

Report a problem

Report abuse

Troubleshooting & help

Settings

Meeting details ^

Turn on captions

Present now



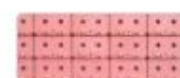


... You

## Backgrounds



### Slightly blur your background




Meeting details ^




 Turn on captions

 Present now

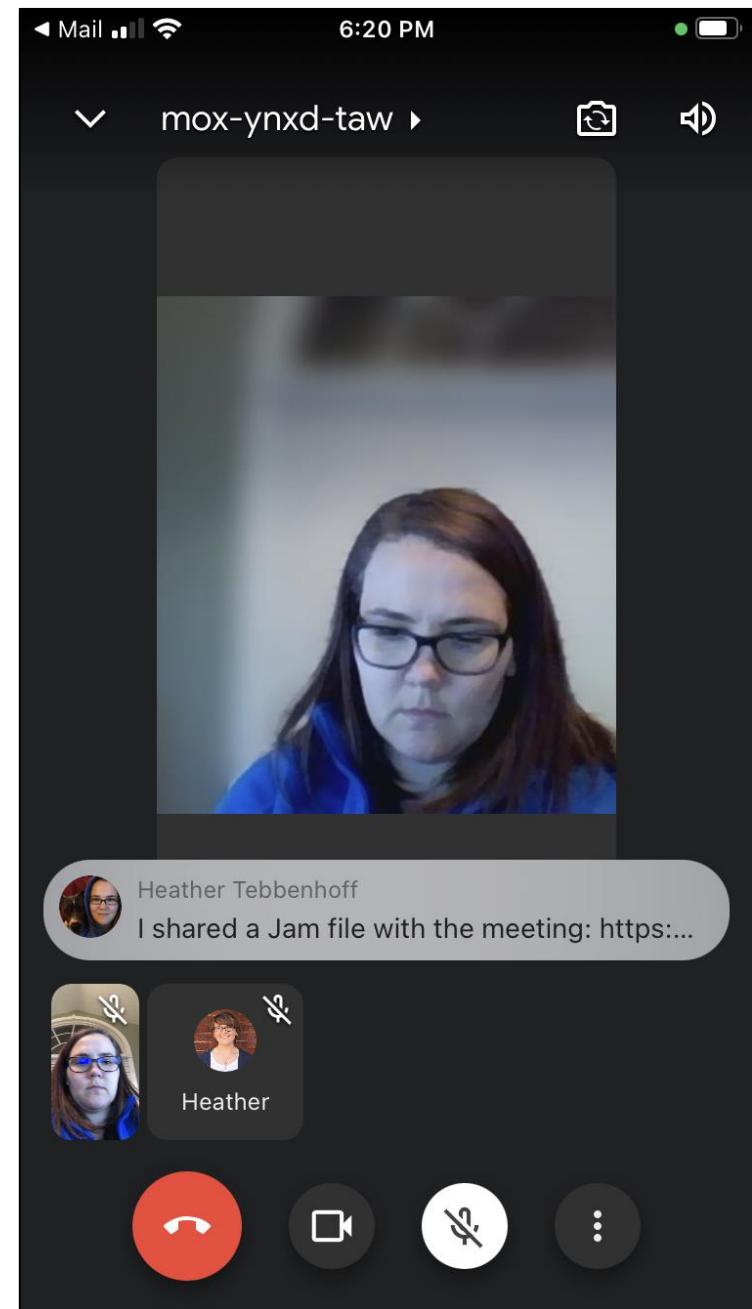
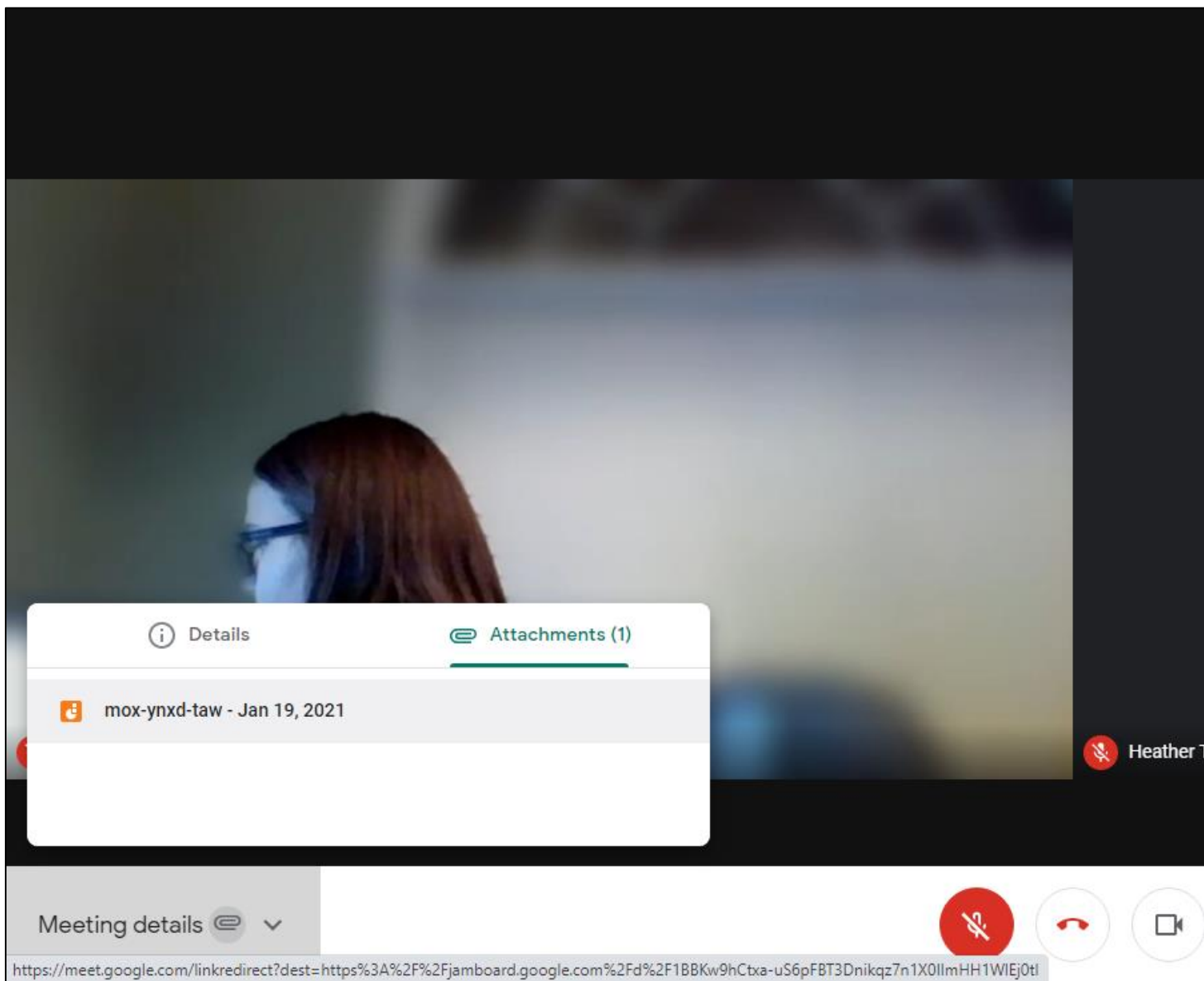
Whiteboard

  
Start a new whiteboard

  
Choose from Drive

A link to the Jam will be sent to others in the meeting







## You need access

Ask for access, or switch to an account with access.

[Learn more](#)



Message (optional)

[Request access](#)

You are signed in as



heather@literacyforall.org

Mail

5:24 PM



In call messages

Messages can only be seen by people in the call  
and are deleted when the call ends

Open with



**Jamboard**  
Google LLC

[Get](#)



**Safari**

[Open](#)



pgh-zama-ikb - Jan 20, 2021



 Share



Set background

Clear frame





# Presentation Plus

*Demonstration*