Google Meets – *Computer*

1. Login Link: https://meet.google.com/
2. Enter your login information.
   a. Use your personal Google account or your CCNY G-Suite account *(see instructions above)*
3. Alternatively, login to Google.com. On the top right corner, click on the square to see apps, click on **Meets.**

Personal Google Account

Scheduling a meeting

Once logged in, on the left side of your screen, select the green **New Meeting** button to start a new meeting.

You have three options:

1. **Get a meeting link to share** – This will generate a meeting link, which you can share to meet now or later. Copy and paste the meeting link into a browser, or type the code into the **Enter meeting code** field click **Join**.

2. **Start an instant meeting –** Creates a meeting that you join now.
   a. Click **Join Now**
   b. Under the **Add Others**, you will find the link to share with others to join your meeting. Click on **Copy joining info**.
   c. Click on **Add people** – You can either enter the email or select from the list of contacts. Click **Send email**

3. **Schedule in Google Calendar –** Fill out the scheduled meeting details. Include the **Title, Date, Time**, and **Description**. Remember to add guests via their respective emails in the **Guests** menu on the right. When finished, click **Save** button at the top. This will schedule your meeting(s) and notify all people you entered into the **Guests** menu via email.

Joining a meeting – *With Code or Link*

1. If you already have a Google Meet code or link to join a meeting, simply copy and paste the code or link into the blank area next to the **New Meeting** button, click **Join.**
2. Once you are **Ready to join** the meeting click **Ask to join.**

Joining a meeting – *From Calendar Invite*
Find your scheduled meetings in Calendar and quickly join a video meeting.

1. In the scheduled meeting, in your calendar, click the event you want to join. If you are not logged in to your Google account, you will be redirected to the login Google page.
2. Click Join with **Google Meet.**
3. In the window that opens, click **Join Now**.

Joining a meeting – *From Meet*

1. In a web browser, enter https://meet.google.com/.
2. Select the meeting from your list of scheduled events. Only meetings scheduled through Google Calendar appear on Google Meet.
3. Click **Join now**.

G-Suite CCNY Account

1. Login link: https://meet.google.com/
2. Click **Sign In**
3. Enter CCNY email (i.e. jdoe@ccny.cuny.edu or jdoe000@citymail.cuny.edu)
4. Enter CCNY email login credentials

Starting a meeting

Click **Join or start a meeting**
1. Enter nickname or leave blank, click **Continue**
2. Click **Join Now**
3. Under the **Add Others**, you will find the link to share with others to join your meeting. Click on **Copy joining info**.
4. Click on **Add people** – You can either enter the email or select from the list of contacts. Click **Send email**

Joining a meeting – *With Code or Link*

Click **Join or start a meeting**
1. If you have a code or link, enter the code. Click **Continue**
2. If **Ready to join**, click **Ask to join**

Google Meets Features During Meetings

Bottom menu of the meeting window
1. *Meeting Details* – Joining Info to share with others
2. *Microphone button* – turn on and off
3. *Hang Up* – to leave meeting
4. *Camera* – to turn on and off
5. *Present Now* – to share your screen during the meeting
6. Three vertical dots on the right corner
   a. Change Layout
   b. Full Screen
   c. Turn on background blur
   d. Settings – Audio, Video settings

Top menu of the meeting window
1. *Participants Icon* – See participants in the meeting. As well as **Add people**, **Remove** and **Mute** participants during the meeting.
   a. To remove a participant click on the down arrow next to the name, click on the **"–"** sign
   b. To mute a participant, click on the down arrow next to the name, click on the **Microphone**

Chat Icon – Message meeting participants

Helpful Link: Google Meets Help