

# Guide to Videoconferencing with Google Meet for MVT

(Version 19Oct2020)

Participating in a videoconference can seem overwhelming if you have never used such technology but improvements over time have made products like Zoom and Google Meet relatively easy to use with a wide range of devices from computers to smartphones. This guide is meant to be a reference on how to use Google Meet for videoconferences/teleconferences for online meetings of Miami Valley Triumphs.

## What Equipment do you Need?

To participate in a Google Meet conference there are a number of devices that you can use.

- Desktop or laptop computer with camera, microphone, and speakers (Windows or Mac) – This setup lets you join just by clicking on a link using a supported browser (Chrome, Firefox, or Edge – *Internet Explorer is not supported*).
- Desktop or laptop computer (Windows or Mac) – This setup lets you join just by clicking on a link using a supported browser (Chrome, Firefox, or Edge – *Internet Explorer is not supported*). To join the audio portion, you can click on the [Join and use a phone for audio](#) and dial in.
- Tablet or Smartphone (Apple or Android) – This setup lets you use your tablet or smartphone to participate. However, to use them you first need to download the Google Meet app from the Apple or Google store and install on your device.

## Videoconference Etiquette

Participating in a videoconference/teleconference is different than being in a regular meeting. We are accustomed to talking to each other and having side conversations when we have a meeting. It is one of the social aspects we love. In videoconferencing all the sound ends up in one place so that means everyone has to mute their computer/tablet/smartphone unless they are the one who is talking. How to manage this. Well the organizer needs to indicate clearly who has the podium and sort of pass the virtual microphone around. How do you ask for a chance to talk? You will notice that Meet has a chat function where you can type and ask to talk, text chat with others (like on our Facebook page). You can also ask with a quick “I’d have something to say.” by voice and wait for the organizer to recognize you. It will take some time to get comfortable with this new way of communicating so relax as everyone goes through a learning curve. **Note: If using a phone for audio to mute/un-mute press \*6, if using a computer/tablet/smartphone the mute button is on the bottom of the screen)**

## How to join a Meeting

When a meeting is scheduled by the organizer, you may receive an email from them with just the link to the Google Meet. To join just click on the link similar to the one following.

<https://meet.google.com/tpp-vwei-eoh> (Note – a unique code is sent out for each meeting)

You may also receive an email directly from Google Meet that looks like the invitation below.

You have been invited to the following event.

### MVT General Meeting

When Tue Mar 24, 2020 1pm – 2pm Eastern Time - New York

Joining info Join Hangouts Meet  
[meet.google.com/hbu-epzj-dox](https://meet.google.com/hbu-epzj-dox)

Join by phone  
[+1 904-323-0173](tel:+19043230173) (PIN: 626033018)

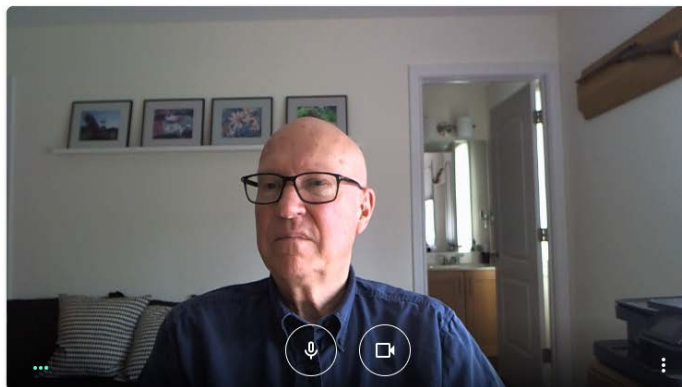
[More phone numbers](#)

Calendar [jecoutant@yahoo.com](mailto:jecoutant@yahoo.com)

Who

- [john.coutant@britishtransportationmuseum.org](mailto:john.coutant@britishtransportationmuseum.org) - organizer
- [jecoutant@yahoo.com](mailto:jecoutant@yahoo.com)

When the meeting time comes, all you have to do is click on the link for Join Meet. If you have a computer this will just open the meeting in your browser, if you have a tablet or smartphone it will automatically open the app (which must be downloaded first -see Equipment above). *NOTE – the phone number is only for teleconference by phone only. If you plan to use your phone for audio, you must first sign in your device and then select Join and use a phone for audio (see below).*



### MVT General Meeting

No one else is here

Join now

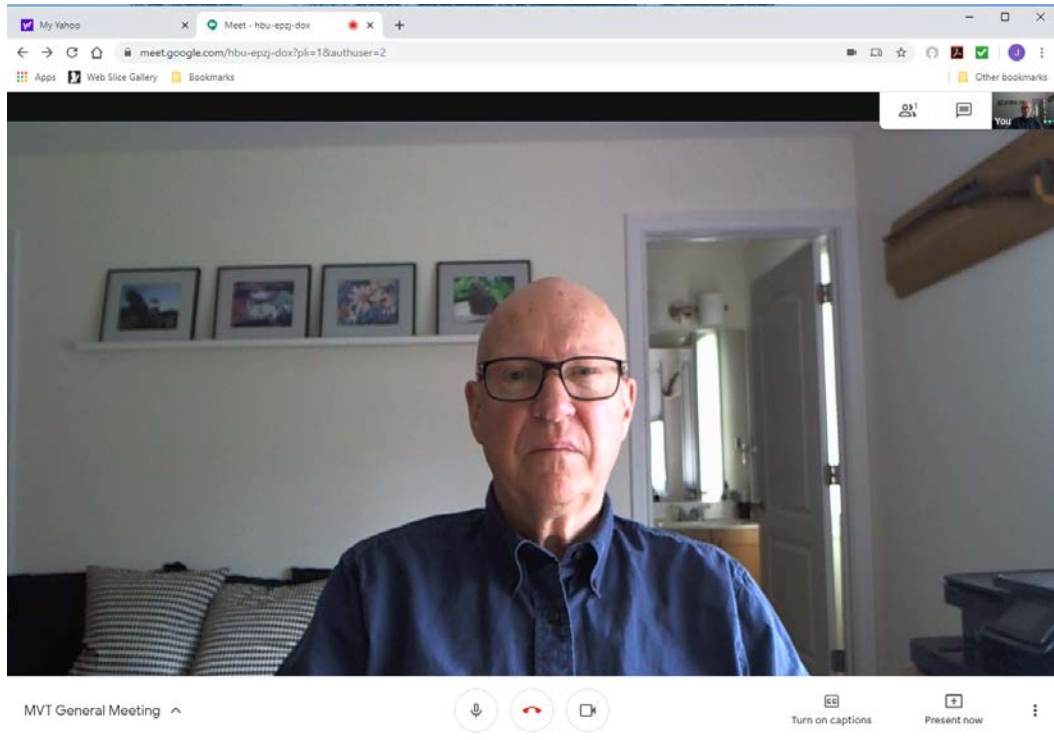
Present

Other options

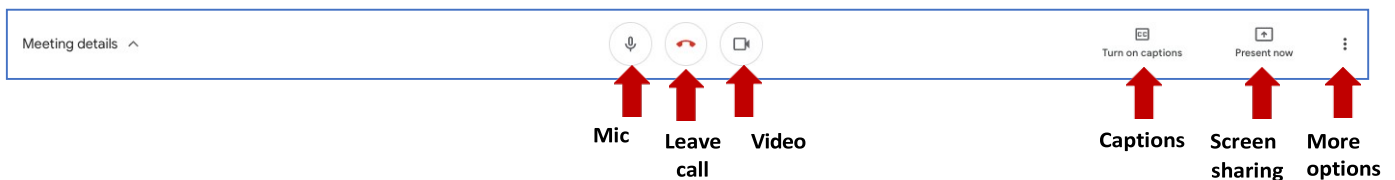
Join and use a phone for audio

When you first join this is what you should see. If you have a computer with camera, speakers and microphone or a tablet/smartphone just click on the Join now button. If you are going to use your phone for audio, click on Join and use a phone for audio. *NOTE: If you have speakers on your computer and just want to attend, listen and not talk you can just by clicking on the Join now button. You can then decide to join by phone at a later time by selecting the option list (3 dots on lower right) any time.*

Once you join, this is what you should see.



Once in the meeting, you'll want to be familiar with the below tools, so you can adjust them during your meeting, if necessary:



**Mic/Video:** Enables you to mute/unmute your microphone / turn off/on your camera, respectively.

**Leave call:** Enables you to leave a meeting, or the host to end the meeting for all.

**Captions:** Enables real-time automatically generated captions.

**Screen sharing:** “Present Now” enables you to share a screen or window with participants.

**More options:** Allows you to change the layout of the Hangouts/Meet windows (up to 32 in the new version depending on your monitor) switch to full screen mode, turn on the Live Captions feature, or click settings where you can flip to a different microphone or camera. This is also where you can connect audio by phone if you joined with a computer in listen only mode and now want to connect audio by phone to talk. Just remember to turn off your computer speakers if you do this or you will get feedback.

● Record meeting

▣ Change layout

⌘ Full screen

CC Turn on captions

⚙ Settings

📞 Use a phone for audio

! Report a problem

? Help

*At the top of the screen, the following tools are also available:*

**Chat:** Enables participants to type and view quick notes to others.

**Participants:** Allows participants to see who is in the meeting (and the host may mute one or more of the participants mics/cameras, here).



**Participants Chat**

For technical help, contact the organizer by phone (John Coutant 513-560-7434) for help