Using Google Meet & Chat

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Using Google Meet & Chat

Google Meet & Google Chat are communication tools that are of the Google suite of products that Concordia University of Edmonton uses. Google Meet & Google Chat are aimed at enterprise communication, combining audio- and video-conferencing capabilities.

Setting up a Meet meeting

Google Meet uses your computer's audio and video settings to conduct an entirely audio, or a full video meeting session.
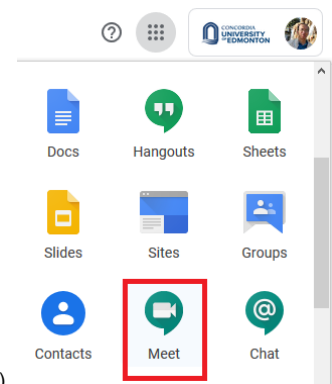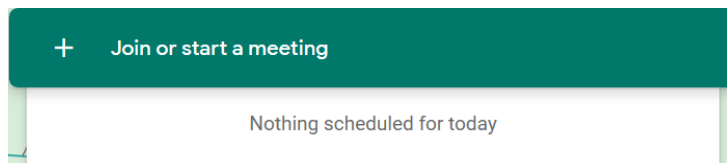

1. With your email Inbox open, click on the apps icon (from the upper right-hand side of your Inbox window).
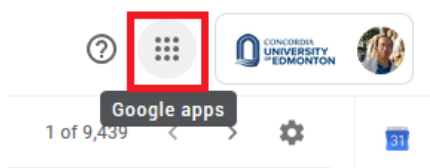
1. Scroll through the list, and click on the **Meet** icon.

1. Click on **Join or start a meeting**.

1. Type a descriptive name for the meeting you are setting up, and click on **Continue**.
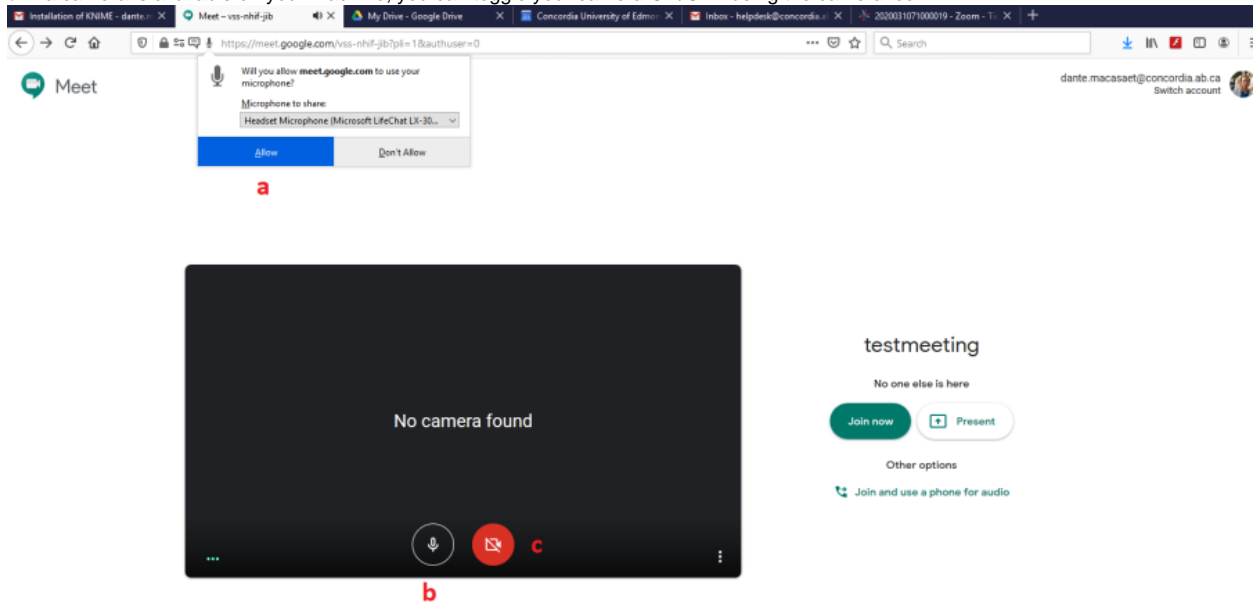
Join or start a meeting   ✕

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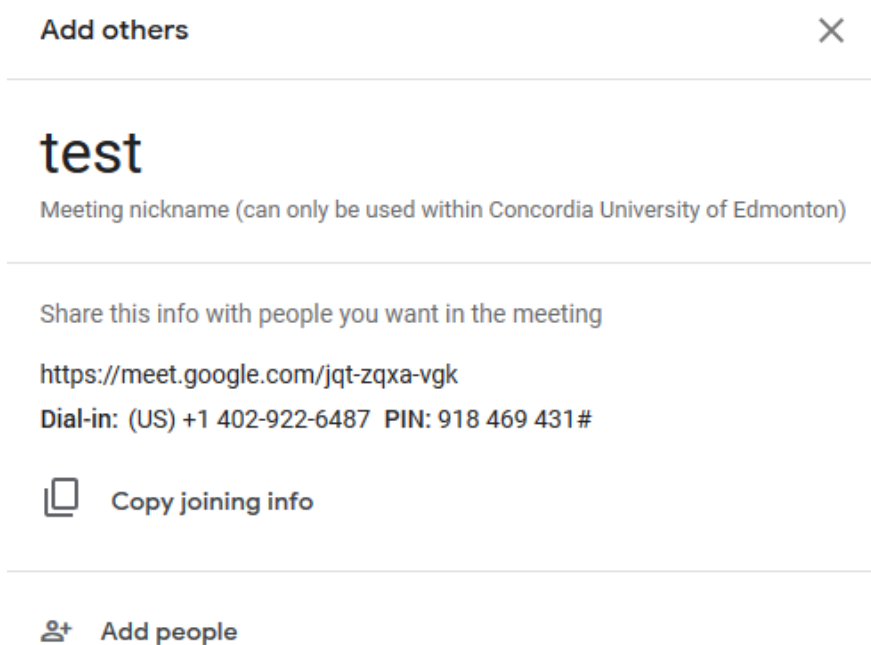enter a nickname or leave it blank.

| |

Continue

1. a. If a message pop-up appears asking to allow access to the microphone, click on **Allow**.

b. To toggle your microphone from ON/MUTE, click on the microphone icon.
c. If a camera is available on your machine, you can toggle your camera ON/OFF using the camera icon.


6. Click on **Join now**.
7. To add people to the Meeting session, click on **Add people**.

Add others   ✕

test

Meeting nickname (can only be used within Concordia University of Edmonton)

Share this info with people you want in the meeting

https://meet.google.com/jqt-zqxa-vgk

Dial-in: (US) +1 402-922-6487 PIN: 918 469 431#

📋 Copy joining info

👤+ Add people

8. Type-in the name(s), or select from the suggested list of CUE staff you want to include in your meeting, and click on **Send invitation**.
Note: Instead of adding people in the meeting, the meet URL can also be shared (via email) with other individuals whom you want to participate in the meeting.

Adding a Meet room to Calendar/Scheduling a Meeting

1. From your calendar, click on a time slot from which you would want to schedule a meeting.
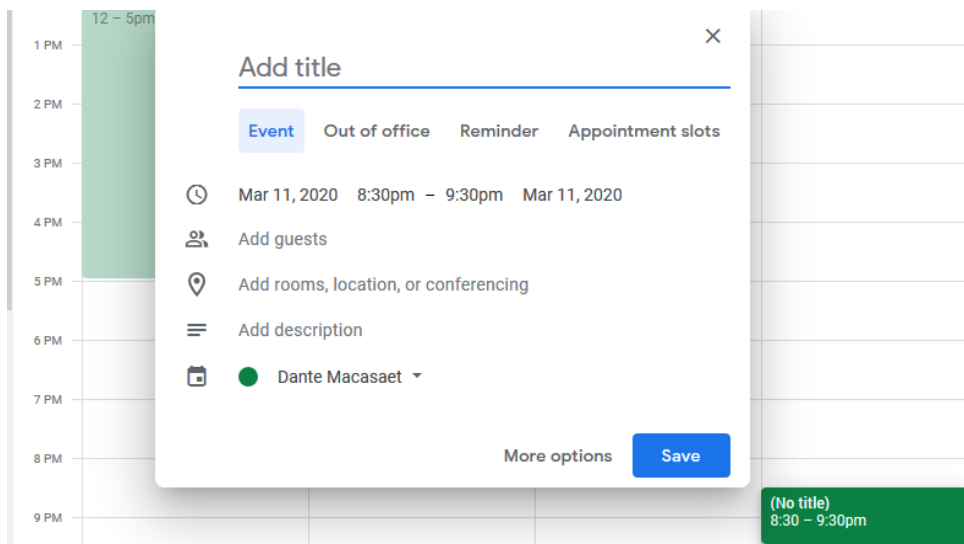
1. Click on **More options**.

1. Type-in the details of the meeting you are scheduling, including all the invitees to your meeting.

1. To integrate Meet into your invite, click on **Add conferencing**, and choose **Google Meet**.

1. A Meet URL will become available. Click on the drop down arrow to get additional information.

1. Click on **Save**.

1. A pop-up similar to the one shown below will appear.
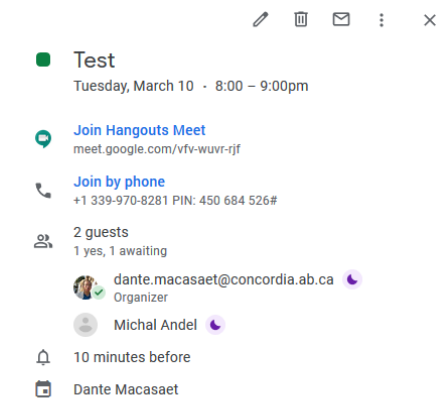

1. Click on **Send** to send the invitation to your meeting to all your meeting participants.

1. The meeting schedule will be added into your calendar.

Accessing your Scheduled Meet Meeting

1. Go to your calendar, and click on the scheduled meeting.

1. Click on **Join Google Meet**.

1. Allow for the use of at least a microphone during your meeting. Click on **Allow** to use the microphone on your machine so that you can project audio to your audience.

1. For your audience to see you during the presentation, click on **Allow** for the video device on your machine to be shared, as well. This will also facilitate the screen-sharing option.

1. If you want to record your session, click on the *More Options* icon (3 vertical dots), and choose **Record meeting**. To stop recording the meeting, click on the *More options* icon again, and choose **Stop recording**. All recorded meetings will be saved to your Google drive.
2. To do your presentation, and make it visible to your audience, click on **Present now**. You have the option to share your entire screen or only a window on your screen for your presentation.

1. To finish your presentation, click on **Stop presenting**.

Video Tutorials

A series of video segments intended to demonstrate some of the key features of Google Meet.

Creating a View Meet Session
Recording a Meet Session
Using Polls
Changing Ownership of a Meet Session
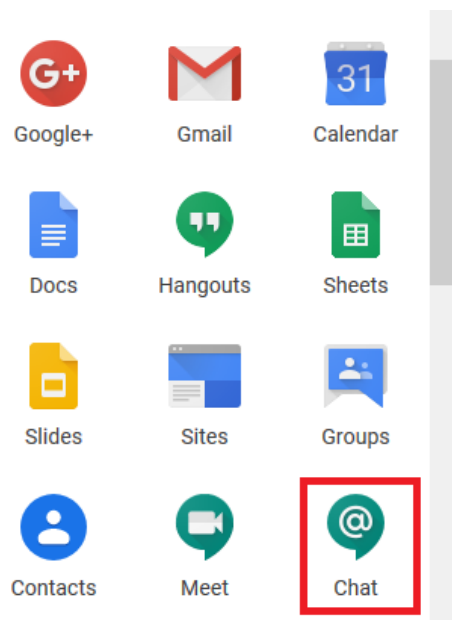Pre-Assigning Participants in a Breakout Room

Using Google Chat

Google Chat, the newer version of Google Hangouts, is another option for collaborative conversations/discussions.

1. With your email Inbox open, click on the apps icon (from the upper right-hand side of your Inbox window).
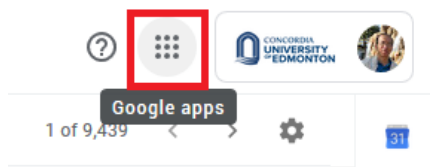
1. Scroll through the list, and click on **Chat**.

1. On first use, you may get a prompt message indicating, "*To be notified when new messages arrive, turn on desktop notifications*". If this a feature you would like enabled, click on **Turn on desktop notifications**, and click on **Allow notifications**.

1. A list of contacts you have had chats with in the past will be listed on the left-hand side of your screen, with current messages displayed on the middle part of your screen.
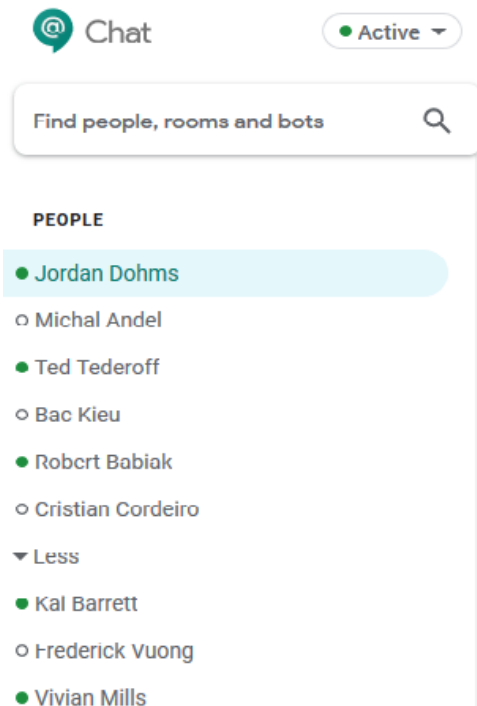
1. To access the chat history for any individual, click on the person's name from the left-hand side list.

1. To send messages to the currently selected contact, type-in your message in the chat box located at the bottom of your chat history.
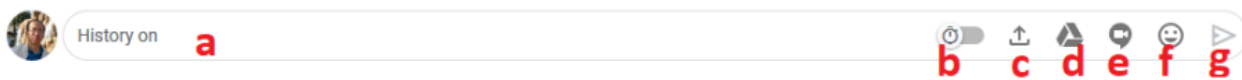

1. Type your message here
2. Toggle history – switches from keeping all messages to deleting messages after 24 hours
3. Upload a file
4. Adding a Google Drive file
5. Using video meeting – uses Google Meet
6. Adding emojis
7. Send

Creating Chat Rooms

Google Chat rooms allows you to create a collaborative environment for invited members only. Colleagues and team members can read and type messages at any time or email messages direct to the room for others to read later. Multiple rooms can also be created with different members for the discussion of various endeavors.
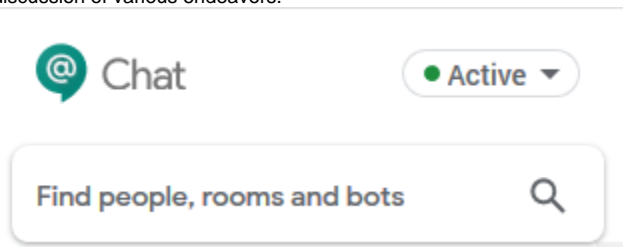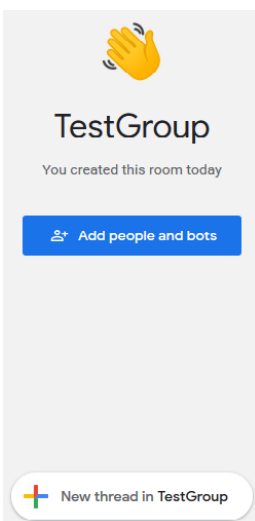

1. Click on this area, or press **CTRL** + **K**
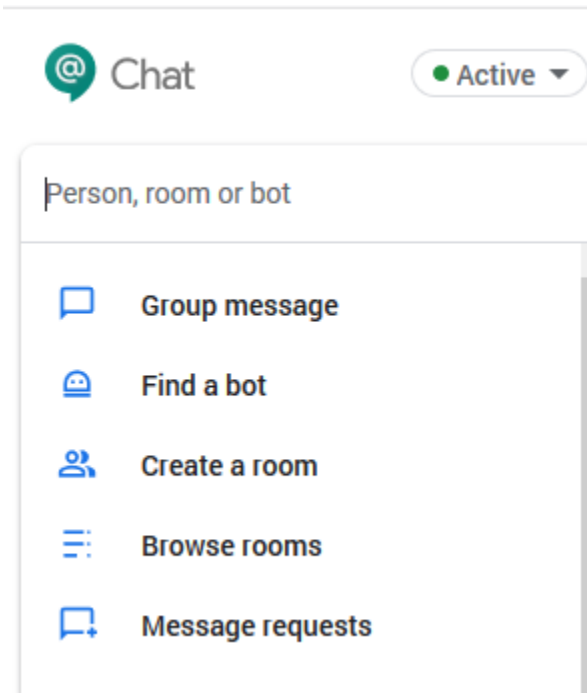
1. Click on **Create a room**.
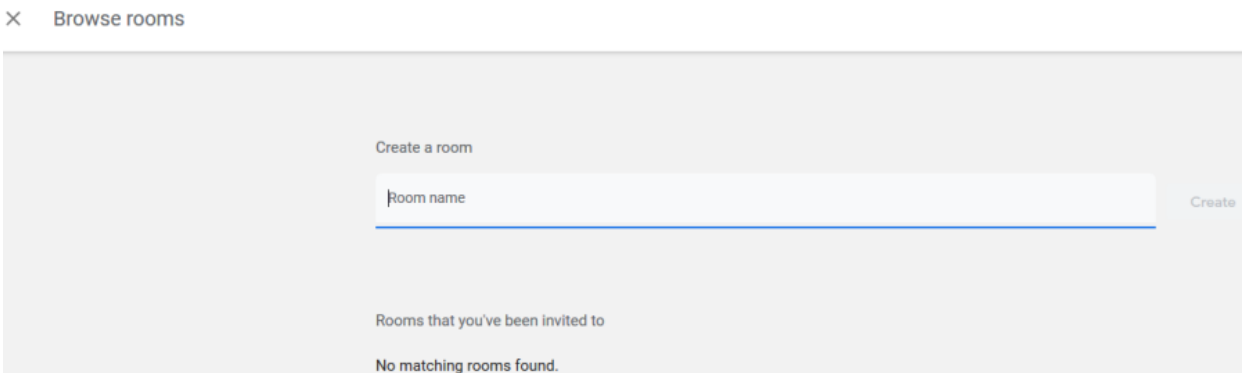
1. Type-in a room name, and click on **Create**.

1. Click on **Add people and bots**, and type-in the (partial) names of the contacts you would want include in the group chat.

To notify your contact of their inclusion into the chat room, keep the check mark next to **Notify people via email**, and then click on **Send**.
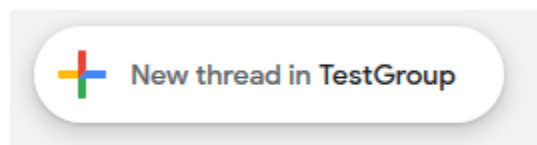

1. To separate topics of discussion within the room, use different conversation threads. Click on **New thread in *groupname***.

Chrome Store Extensions

There are many third-party extensions offered in the Chrome Store which purport to enhance the Google Meet experience. We have reviewed a few of these and our reviews can be found here: What Chrome Extensions are available to help with Google Meet course delivery?

Google Resources

If you would like to find out further information or learn more about Google Meet & Chat, please see the following resources:

1. Get started with Google Chat: https://support.google.com/a/users/answer/9300511
2. Google Meet training and help: https://support.google.com/a/users/answer/9282720