NCHS-SOP-IT-03   HOW TO USE GOOGLE MEET

Dept / Team	IT Department
Implemented At:	NCHS
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SOP Scope Statement:

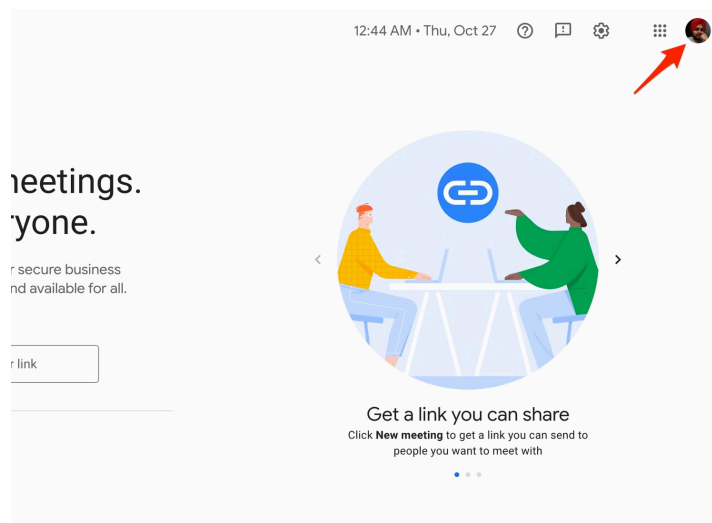- This SOP is designed to share how to create a Google Meet Meeting and share your screen during a meeting .

Recommended MOSA:

Manager	Owner	Approver
Anthony DeName	IT	Fahim Ahmed

How to start a Google Meet Meeting

Start a Google Meet online

1. Go to meet.google.com and sign in to the correct Google account before starting a new call. If you have multiple Google accounts, use Google's account switcher in the upper-right corner to change accounts.
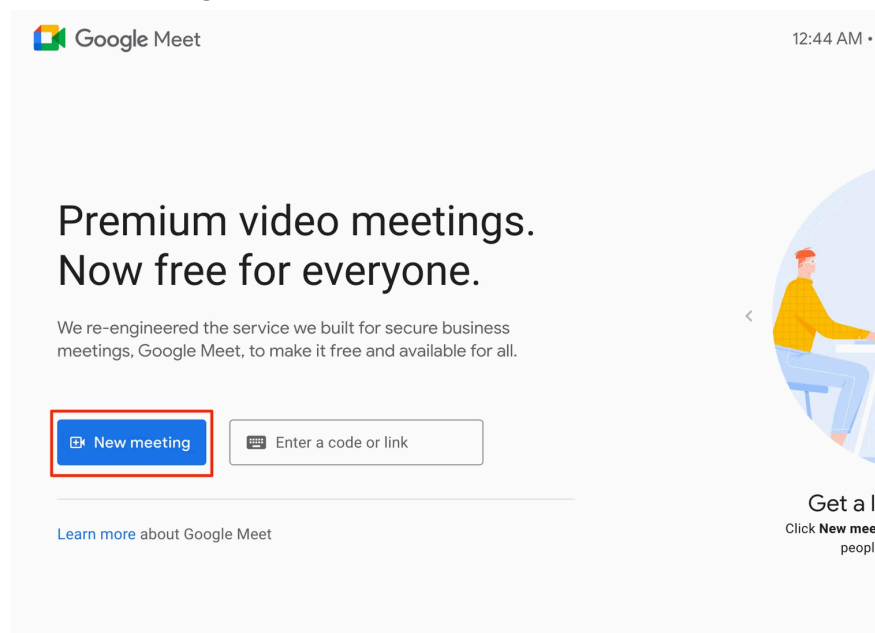
2. Click the **New Meeting** button

3. A pop-up menu appears with several options. Here's what each of those does:

- ***Create a new meeting for later*** creates a Google Meet link you can share with your friends or colleagues. You must use the same link to join the meeting.
- ***Start an instant meeting*** gets you into a meeting, where you can invite more guests to join you or send a meeting link.
- ***Schedule in Google Calendar*** takes you to Google Calendar. You can schedule one-off or recurring meetings and have them show up in the invitees' calendars, as long as they have a Google account. Google Workspace Essential users don't have this option.
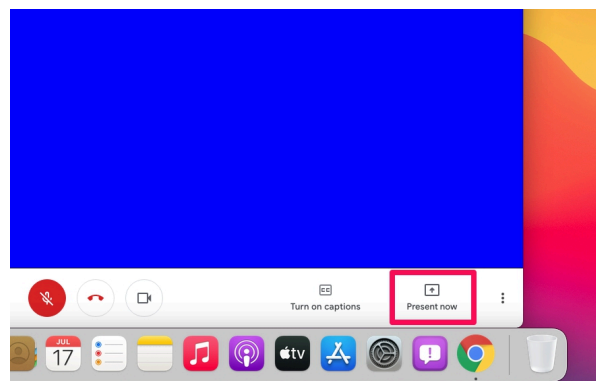
How to share your screen during a meeting

1. Once you have joined the meeting you will see in the bottom right corner an icon with **Present Now** under it. Click that

2. A pop-up on your screen will appear. You will be given three options on how you would like to share your screen. The options are **Chrome Tab, Your Entire Screen**, and **Application Window**. Once you choose your preferred option click **Share**
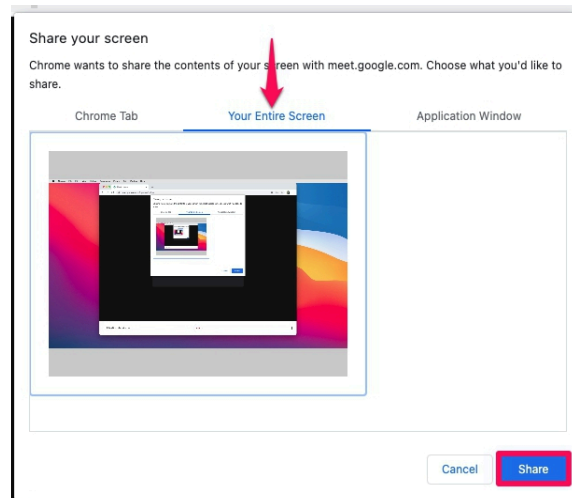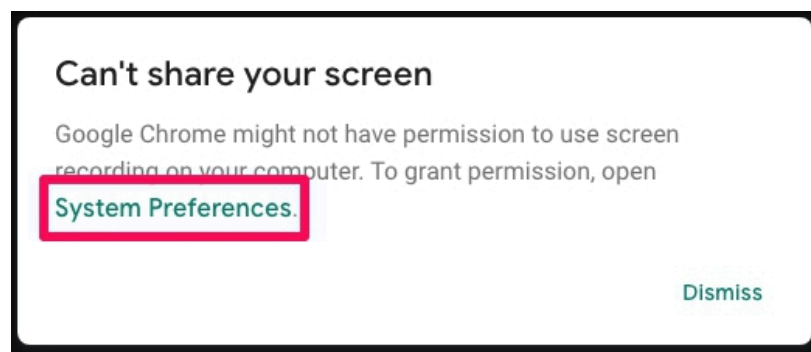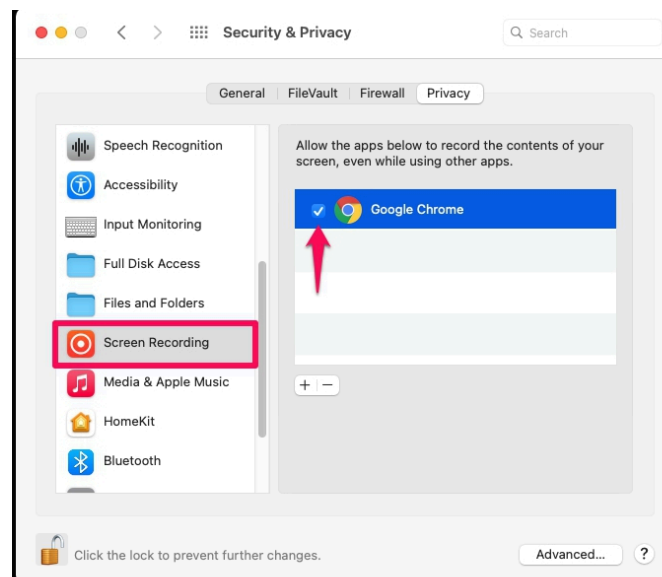
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3. You may receive an error message saying that your screen cannot be shared since Chrome lacks the necessary permissions . Click on "System Preferences" from the message as shown below.

4. This will automatically take you to the Security & Privacy section. Here, choose "Screen Recording" from the left pane and check the box next to Google Chrome. You may be prompted to relaunch your browser, but you can refresh the Chrome page and click on "Present". (**This may need the Admin password to change. Please bring your laptop to me ASAP to ensure this feature is turned on**)
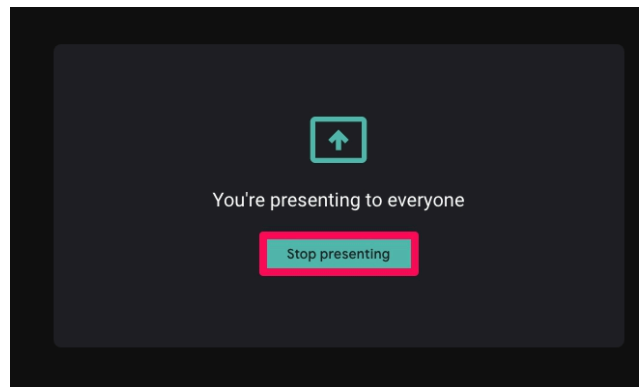
5. You will then be notified that you've started sharing your screen or window. To stop sharing your screen at any point click **Stop Presenting** in the call and it will stop sharing your screen.

**The process for joining Google Meet on Windows looks the same as it does on Apple devices.

How to use Google Meet from Google Classroom
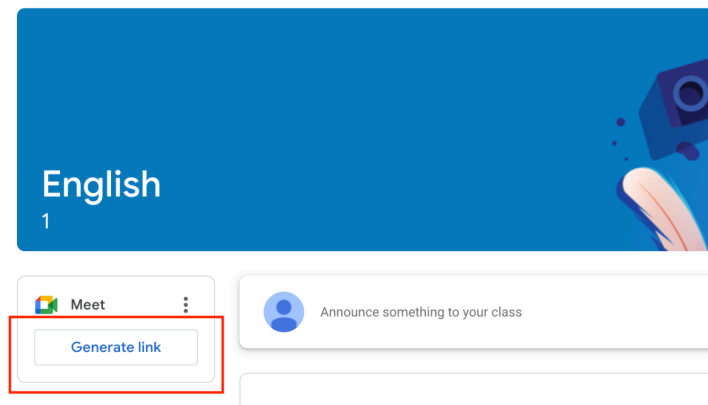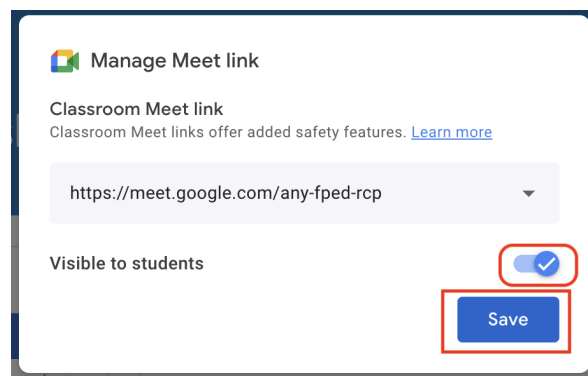
Login to classroom.google.com

Select the class you want to start a meeting for.

Click the button that says **Generate Link**

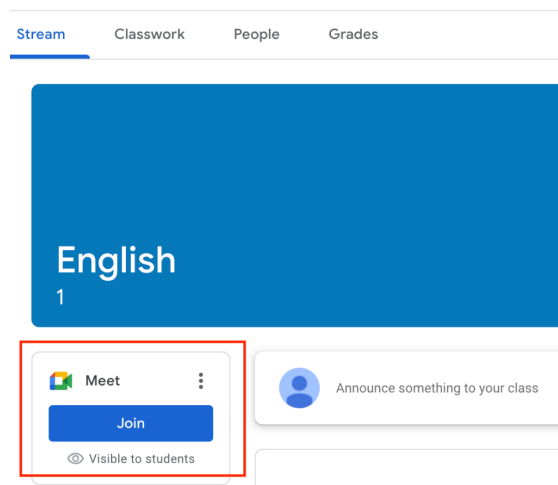In Manage Meet link select **Visible to students** and then **Save**

After you save that you will see the same screen as before but now under Meet it will say Join. Select join to create a meeting for the desired class.

Then after selecting allow access to your camera and microphone you can select **Join Now** under **Ready to join?** and begin your meeting.