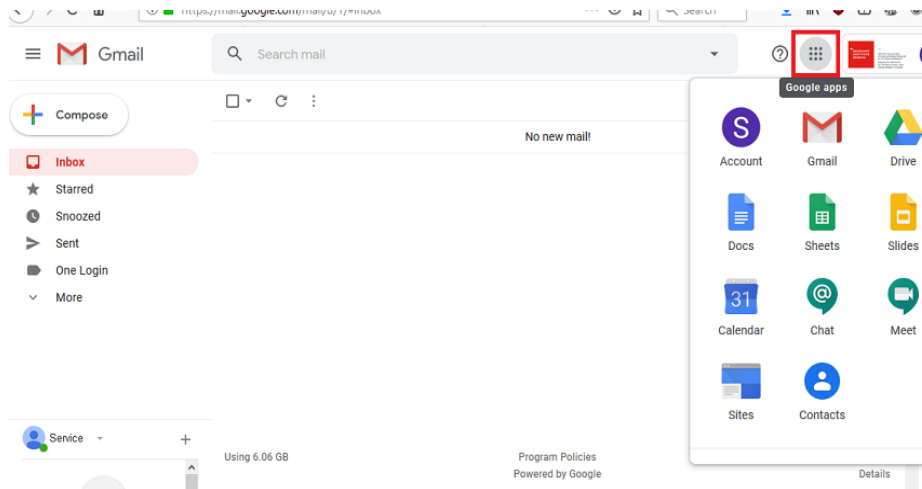# Google Hangouts Meet Guide.

How to join a Google Hangouts Meeting/course?

To join a meeting/course, go to your **Graduate Institute Gmail Accoun**t and click on the **Google Apps button.**
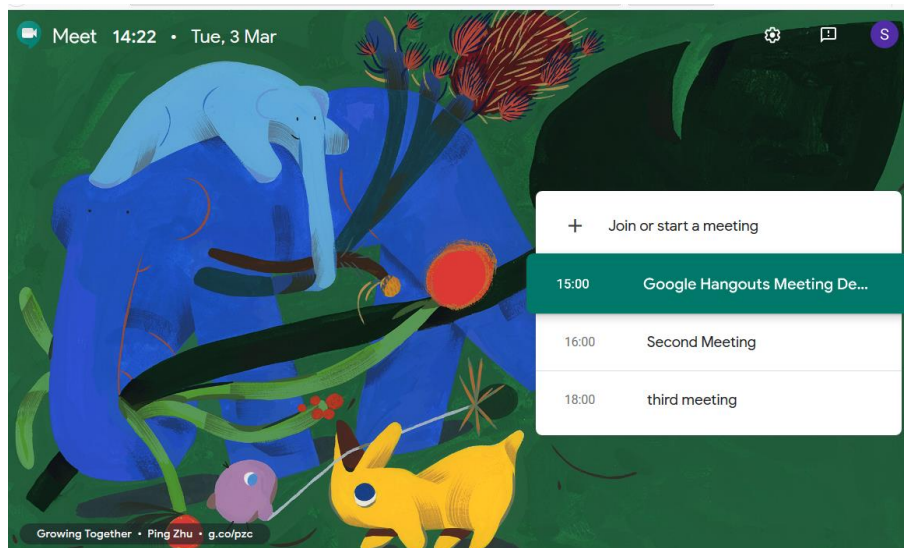

In the **apps menu**, click on the **Meet icon** – you might need to scroll down to access it.

A new window will appear with all your Google Hangouts Meetings/courses for the day.
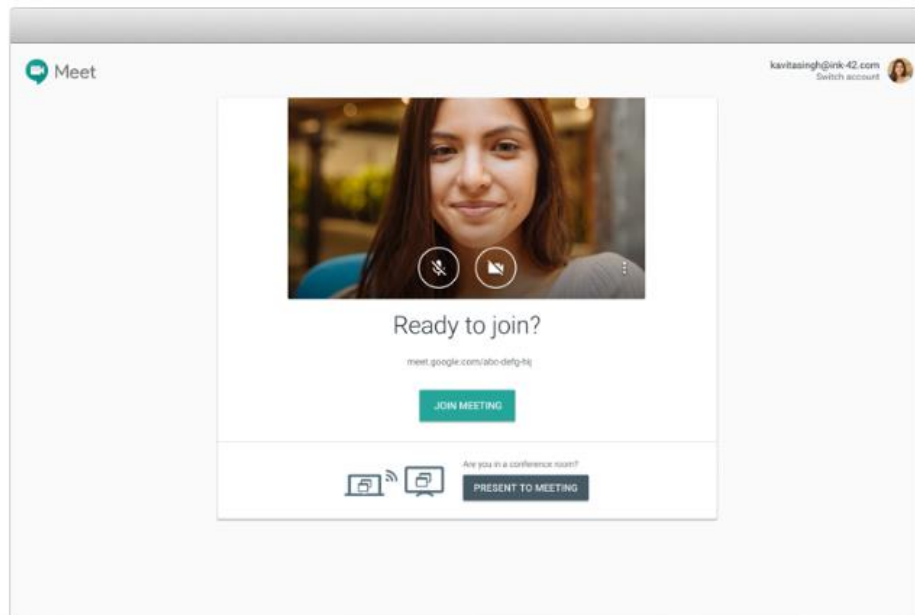

Select the meeting/course from your list of scheduled events.

You can also join Google Hangouts Meet from your calendar!
When you open the meeting invitation, it will contain a link to the Google Hangouts Meeting/course; just click on the link and you will be redirected to Google Hangouts Meet.
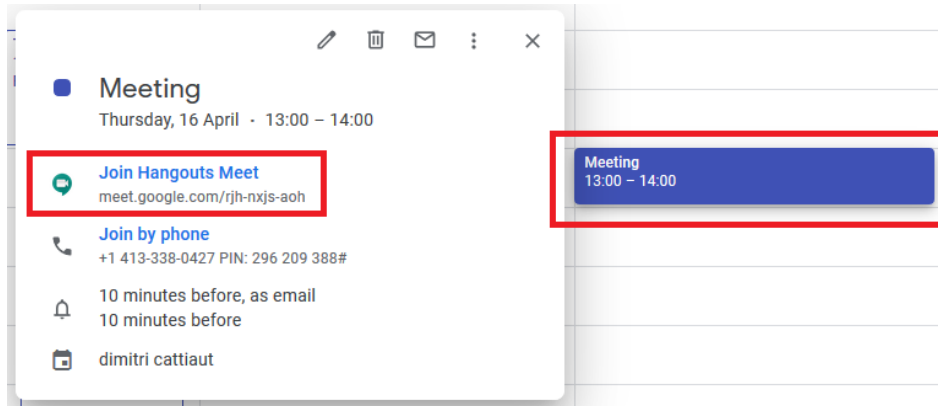
On the next screen, click **Join Meeting**.

What actions can you take during a meeting/course?

How to mute a call, end a call or turn your camera on/off?
At the bottom of your screen, you have **three buttons** that you can use.
They are, in the following order:
1. **mute/unmute your microphone** (from the fifth participant onwards, their microphone will automatically be muted. The first five participants microphones will remain unmuted)
2. **end your participation to the call/meeting/course**
3. **turn your camera off/on**

How to view another speaker's camera?
When there are many people in the meeting, you can choose which person/camera you want to see on your screen. To do that, click open the **participants list** on the top of your screen.
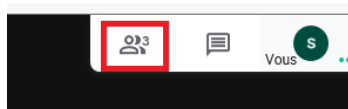

A drop down of all the participants will show. Click on the **icon** that is displayed on the left side of the **participant's name** (Professor, TA, presenter, …) to see and hear them.
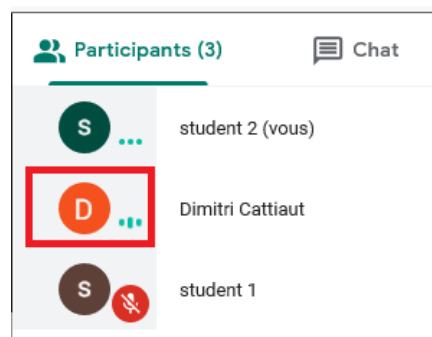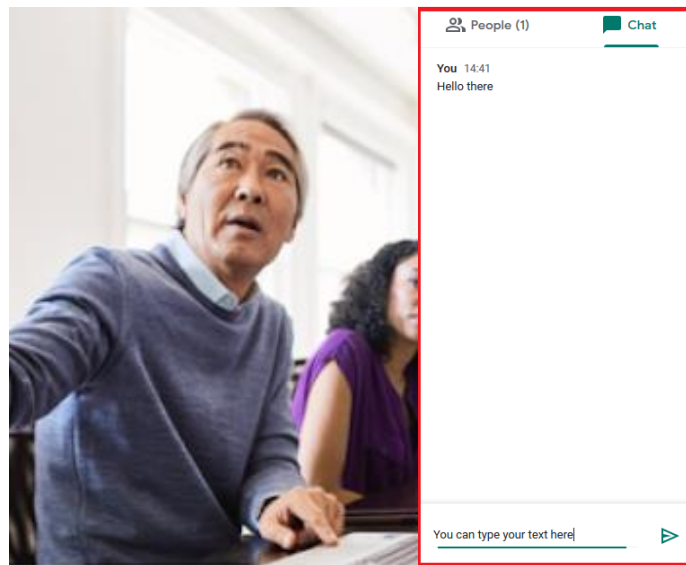
How to chat by text? A great way to ask questions.
You can choose to use the chat tool in the meeting by clicking on the **chat icon** in the top right hand corner. A **chat panel** will appear to the right of your screen.
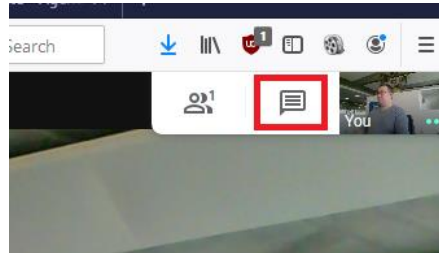
Type your text at the **bottom** of the **chat panel** and click **send/enter**. All participants of the meeting will be able to see what you wrote and respond accordingly.
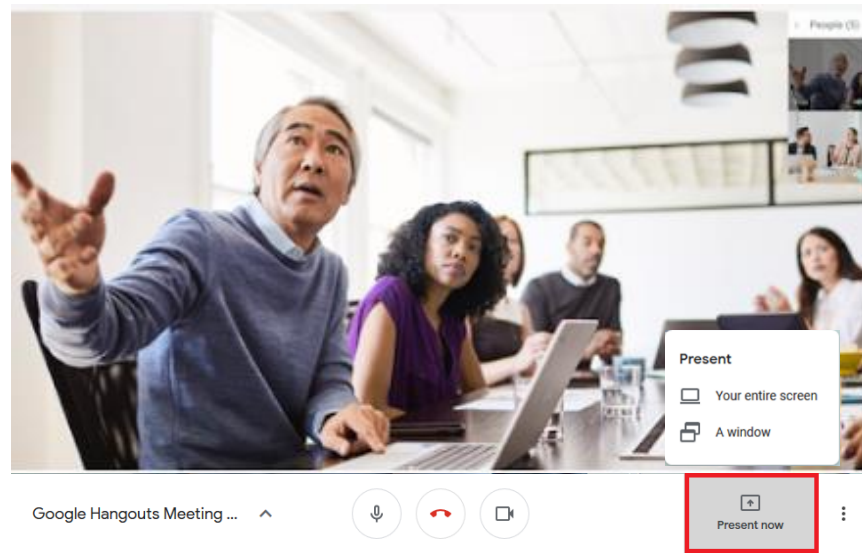

To close the chat panel, click anywhere on the visual section of the meeting.

How to share your screen?
If you wish to share a window that is open on your desktop (for e.g. word document, pdf file and e.tc) or your screen, click on **Present Now** in the bottom right of the window.
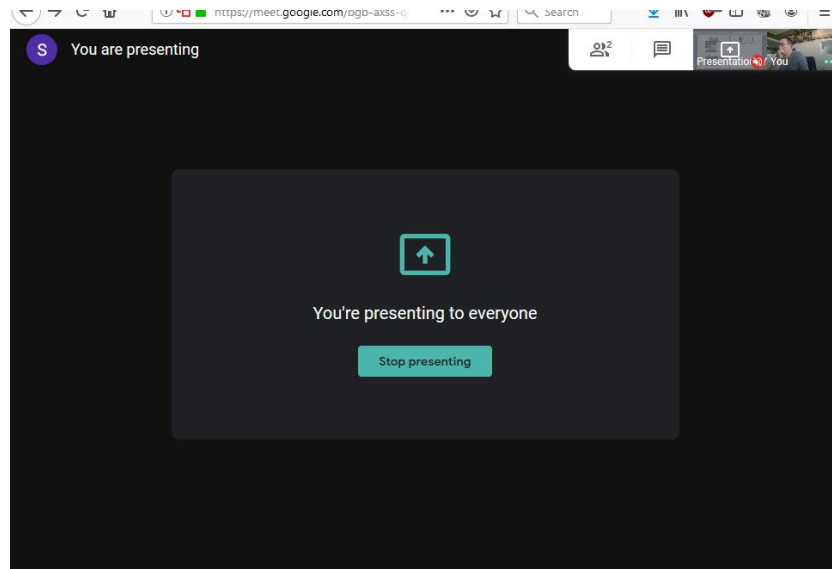The system will ask you if you want to present **your screen** or a **window** from an app.

Click on **Select Window or Screen** and choose in the list what you want to share. The list will contain all your open windows and screen.
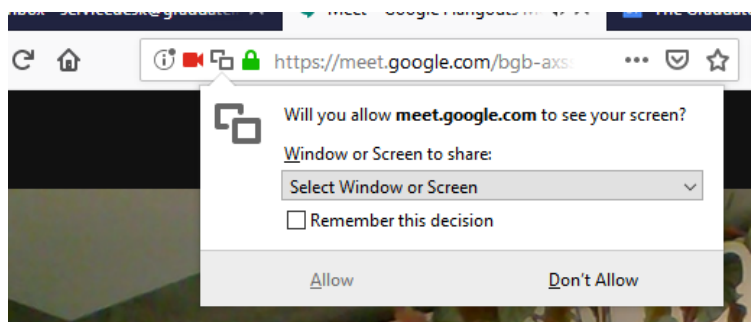
The selected window will appear as the display on your screen. The meeting window will appear as per below whilst you are presenting.

When you have finished presenting, you can click on **Stop presenting** to go back to the meeting.

For more training and help on Google Hangouts Meet
Visit: https://support.google.com/a/users/answer/9282720?visit_id=637189118788470733-4088267160&hl=en&rd=1