

# Using Google Meet (Hangouts)

**Quick Overview:** <https://youtu.be/K6vwkDZC0AY>

## To start a Meeting

In a web browser, enter <https://meet.google.com>

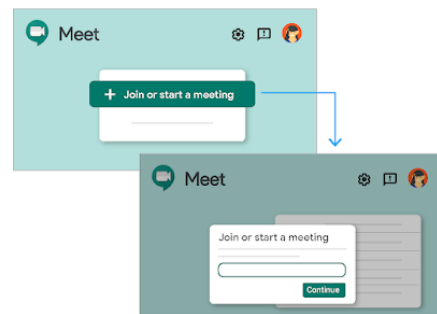
Log in with your 4J user name and email password.

- Click Join or start a meeting.
- Enter a nickname or leave it blank to start your own meeting.
- Click Continue.
- To have a video meeting be sure to click “Allow to use your microphone and/or camera”
- Click Join now.
- A window pops open with the information about adding others to the meeting.
- To add someone to a meeting, choose an option:
  - Click Copy joining info and paste the meeting details into an email or another app.
  - Click Add people and choose an option:
    - Under the Invite section, select a name or enter an email address and click Send invite.

## To join a Meeting

If someone sends you a meeting link URL, simply click the link to join the call.

Note: You can send the meeting link to people outside of your organization, but someone from within your organization needs to give them access to the video meeting.



Note: This information is from the Google website.

More information can be found here:

<https://support.google.com/a/users/answer/9300131?hl=en>

## To Collaborate during a Meeting

