

# Google Meet – Illinois Central College

Updated March 2020

**Google Meet** is a video communication service that is available to us through G Suite for Education (formerly Google Apps for Education).

Google Meet was developed from an earlier Google product, Google Hangouts, and is sometimes referred to as **Google Hangouts Meet**.

Our **@lab.icc.edu** ICC student email accounts can be used to host Google Meet video conferences and presentations. All ICC faculty and staff have an **@lab.icc.edu** account that is available to them for using services like Google Meet.

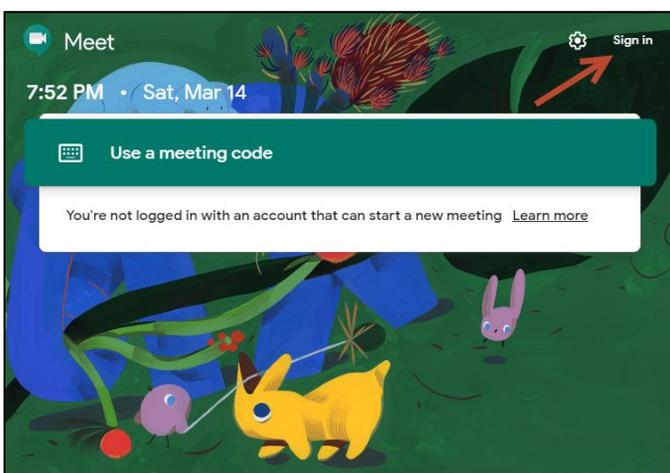
## Setting up a meeting

A Google Meet video meeting or presentation can be set up in a few simple steps. These same steps can be followed for starting a meeting immediately, setting up a future meeting, or creating a permanent meeting link.

1. Open a web browser and sign into your **@lab.icc.edu** account.

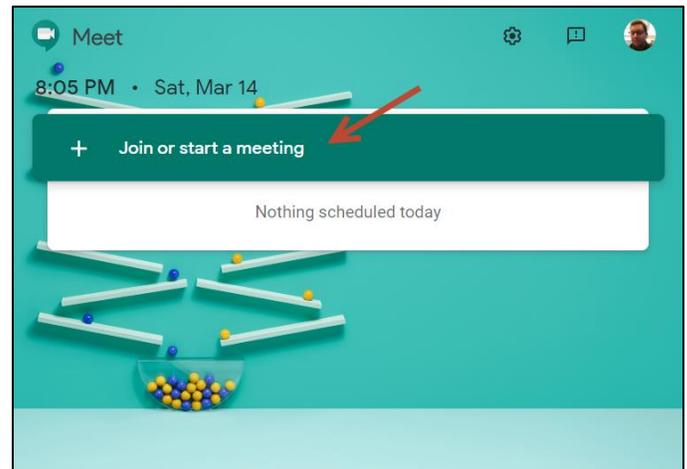
See our [Google Accounts – Faculty and Staff Quick Reference Guide](#) for instructions for accessing your **@lab.icc.edu** account for the first time.

2. Go to [meet.google.com](https://meet.google.com).

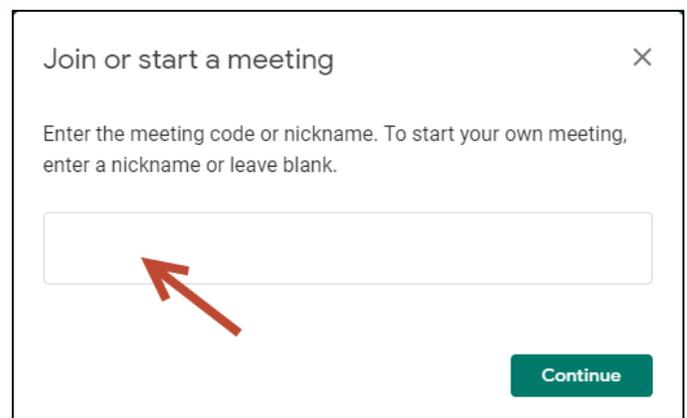


3. Click the **Sign In** link in the upper right corner.

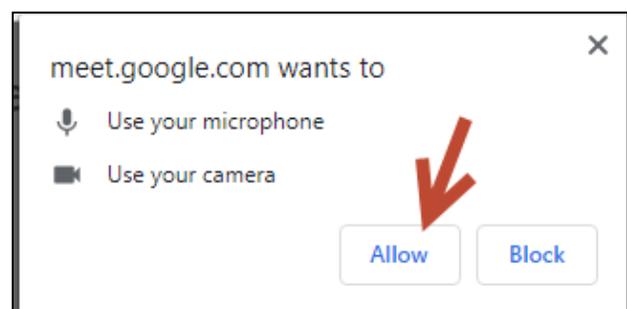
4. You will be prompted to choose an account—**make sure to choose your @lab.icc.edu account** if other personal accounts appear in the list.
5. Click on **Join or start a meeting**.



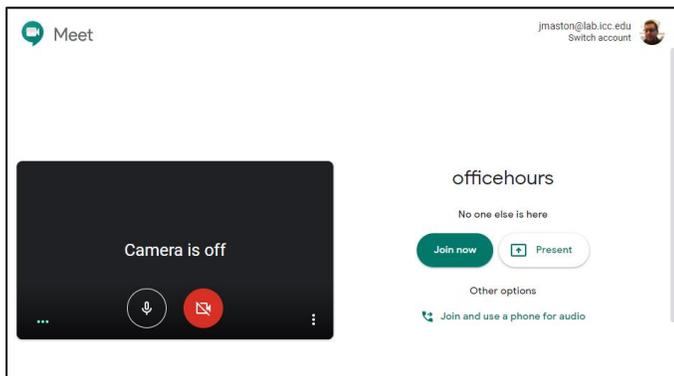
6. You will be prompted to, “Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.” **Type a nickname for your meeting** (if you wish) and click **Continue**.



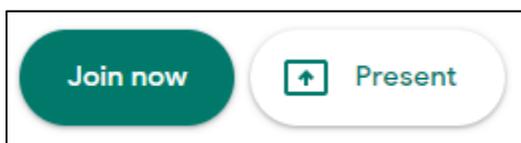
7. You will be prompted to give meet.google.com access to your webcam and audio. Click **Allow**.



- This page allows you to adjust your camera and audio settings prior to entering the meeting. Click the microphone or camera icons to toggle them on or off. The three vertical dots in the bottom-right of the video allow for further settings.



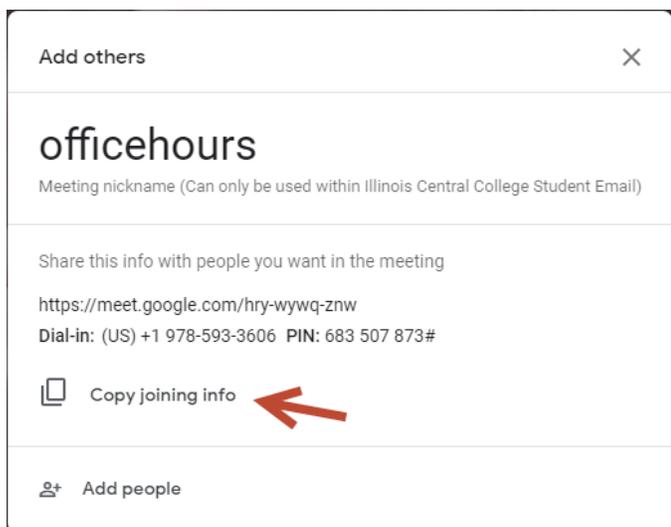
- Click the **Join Now** button to enter the meeting.



If you click **Present**, rather than **Join now**, you will enter the session in screen-sharing presentation mode and won't have the option of switching to your webcam unless you leave the session and reenter.

If you click **Join now**, you will enter the session in webcam mode, but will have the option of switching back and forth between webcam and present modes throughout the meeting.

- As you enter the session, the information for inviting others to the meeting will be displayed. Click **Copy joining info**.



**Copy joining info** – copies the meeting link and dial-in information to your clipboard. Paste this information into an **email** to invite your students to join the session. Or, **paste the link into your Blackboard site**, and the students can join the session from there.

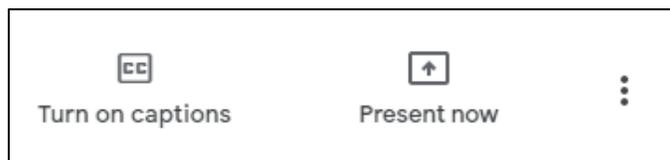
The link is permanent. If you paste it into your Blackboard site, **you can use the same meeting link all semester**.

You have successfully joined the meeting.



## Google Meet controls

- Click the **Present now** button if you wish to begin sharing your screen, rather than the webcam.



- The People and Chat icons in the upper right open the People or Chat panels.



- For more information, see the [Hangouts Meet training and help](#) topic on Google's support pages.

## Hangouts Meet app

A Hangouts Meet app is available for participating in meetings from a phone or tablet. Search for **Google Meet** or **Google Hangouts Meet** in your device's app store.

