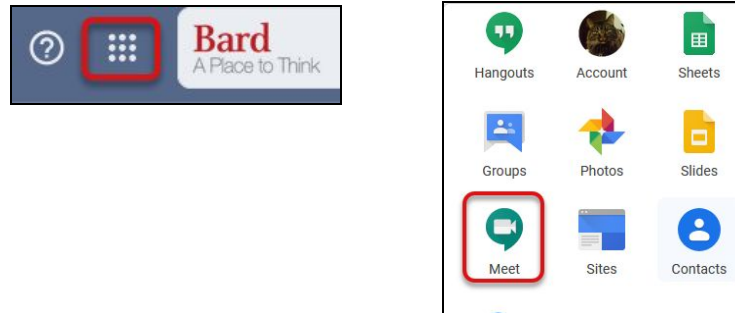


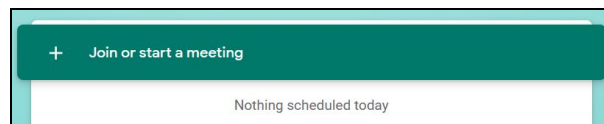
## Creating and Recording a Google Meet video meeting

### Start and stop a recording

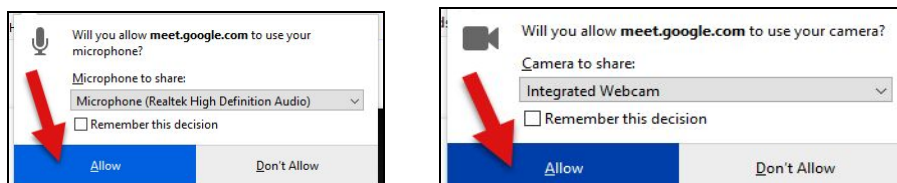
1. In your **Gmail** or **Google Calendar**, click the **Google Apps icon** then the **Meet icon**.



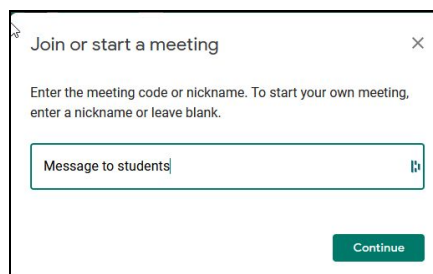
2. Click **Join or start a meeting**. Click **Continue** when it asks for a code.



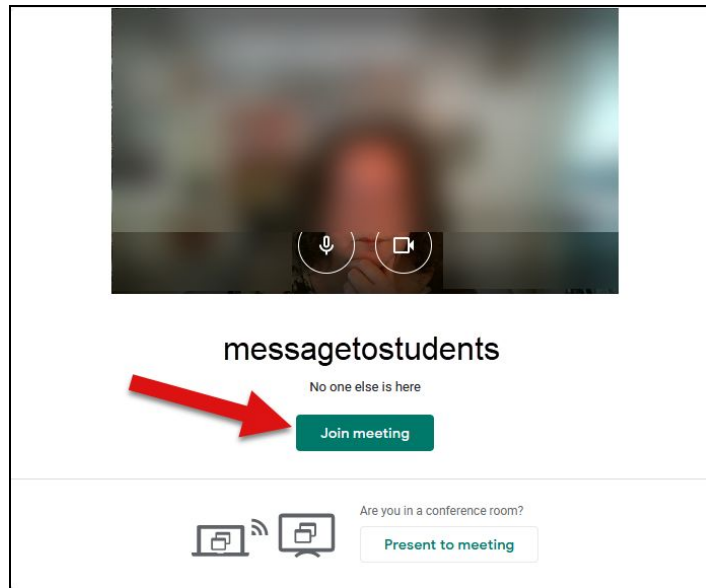
When asked to use your microphone, click **Allow**. Do the same for your camera. If your camera lens has a cover, make sure to open it. Once you accept permissions, you should see yourself on screen.



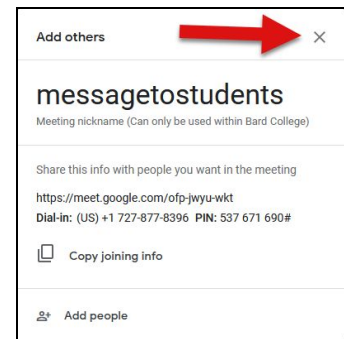
3. Enter a name for your recording and click **Continue**.



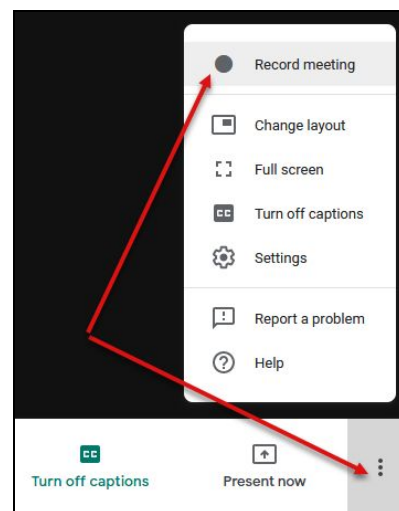
4. You should now see yourself on the screen. Click **Join Meeting**.



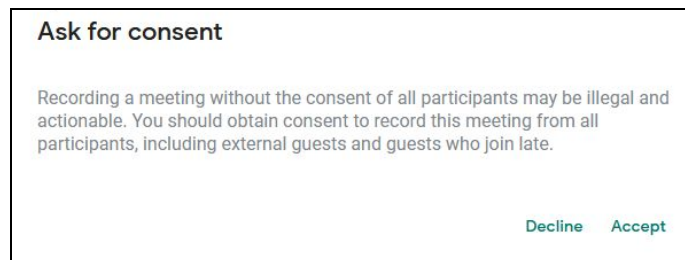
5. Close the **Add others** box by clicking the **X** in the right hand corner. (**NOTE:** You can add people to the meeting at the last minute here, but it is preferable to add them prior to the Meet in a calendar event. If you're just recording a lecture, you don't need to add people and would just close this window.)



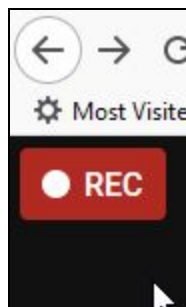
6. Click the **three dot menu** in the lower right of the recording screen and select **Record meeting**.



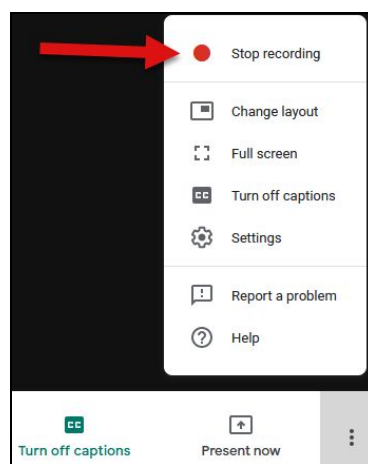
7. Click **Accept** if you get the **Ask for consent** message.



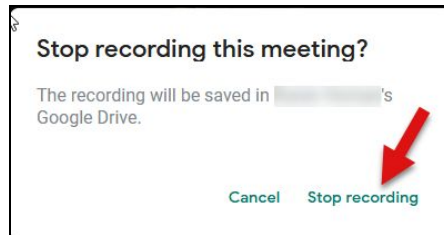
8. Wait for the recording to start. When you see the **red recording button** in the upper left of the window, start your presentation. If you are using a built in microphone, speak loudly enough for the microphone to pick up your voice.



9. Click the **three dot menu** in the lower right of the recording screen and select **Stop recording** when you finish.



10. Click **Stop recording** again to verify.



11. Wait 10 or more minutes for the recording file to be generated and saved to the organizer's **My Drive > Meet Recordings** folder. You should also get an email with this information. (The folder is created automatically.)

