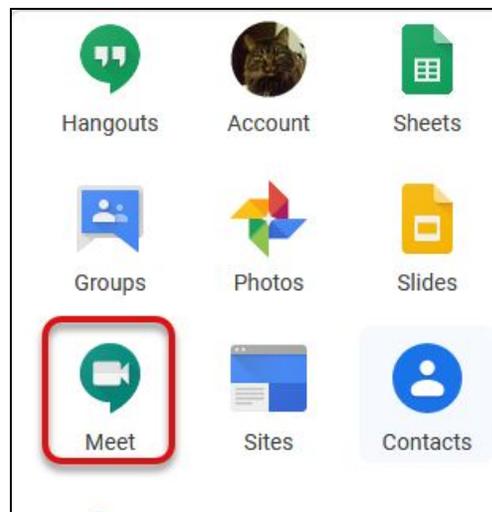
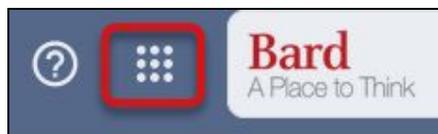


Creating and Recording a Google Meet Video Meeting

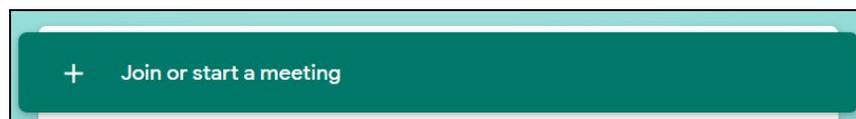
NOTE: In preparation for a presentation you should open any tabs or applications you will be viewing during the presentation **beforehand** and close any tabs or applications you don't want to be part of the meeting. You may wish to clean up your desktop as well. There is currently a participant limit of 250 per video call and up to 100K viewers for a livestream video call.

Start and stop a recording

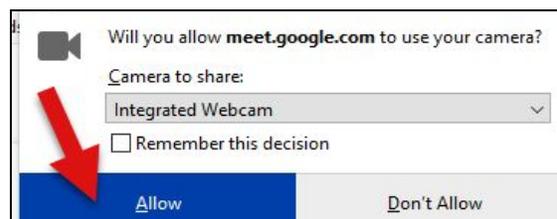
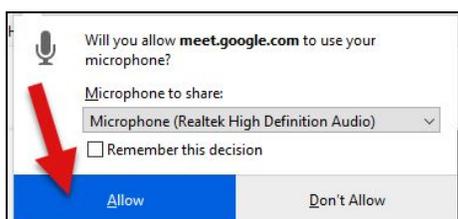
1. In your **Gmail** or **Google Calendar**, click the **Google Apps icon**, then the **Meet icon**.



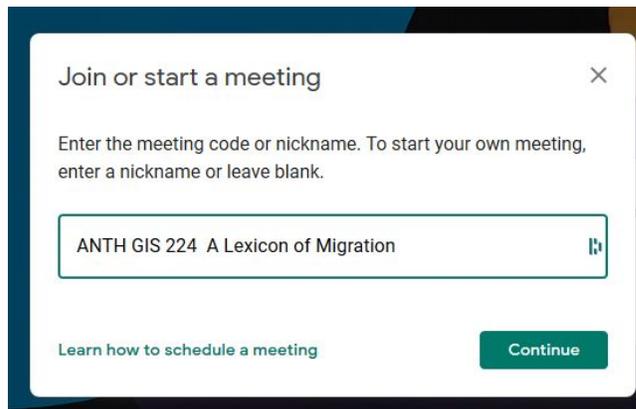
2. Click **Join or start a meeting**. Click **Continue** when it asks for a code.



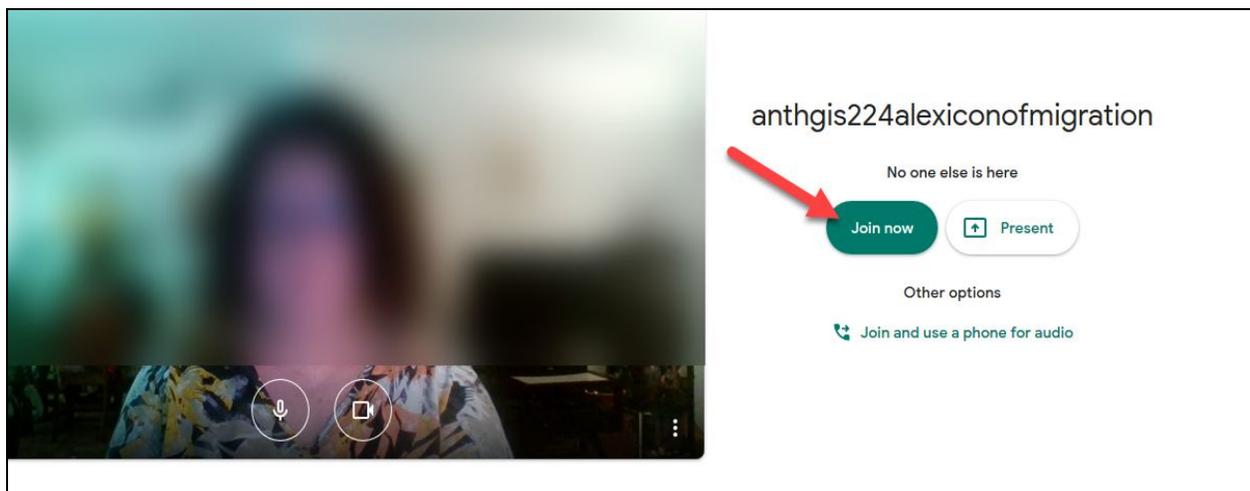
When asked to use your microphone, click **Allow**. Do the same for your camera. If your camera lens has a cover, make sure to open it. Once you accept permissions, you should see yourself on screen.



3. You can enter a **name for your recording** or just click **Continue**.

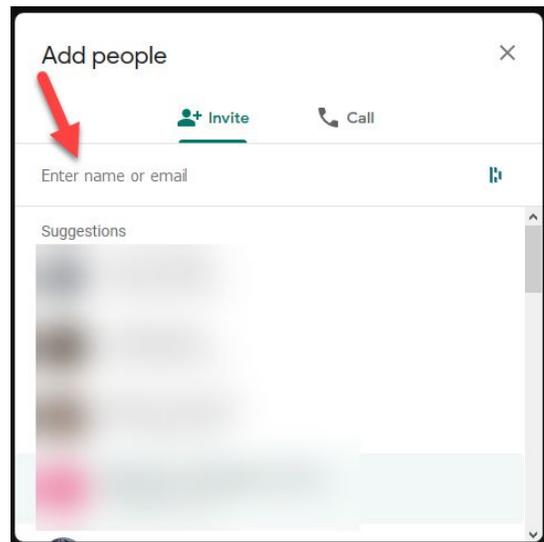
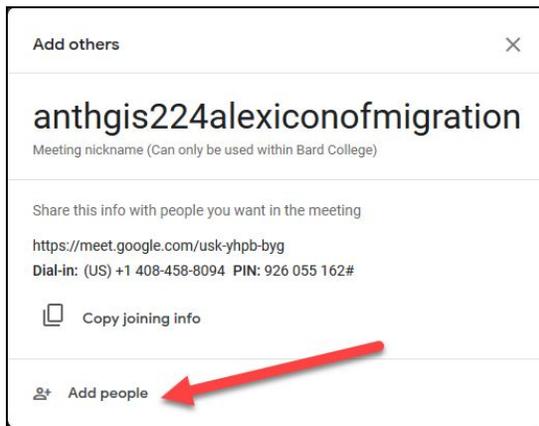


4. You should now see yourself on the screen. Click **Join Meeting**. You can always click your video camera icon to turn off your camera while still being in the meeting



5. In the **Add others box** you can click on Add people to invite people to your meeting OR you can close the window 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 would just close this window.)

Click **Copy joining info** if you wish to invite people via email. Paste the joining info in the email.

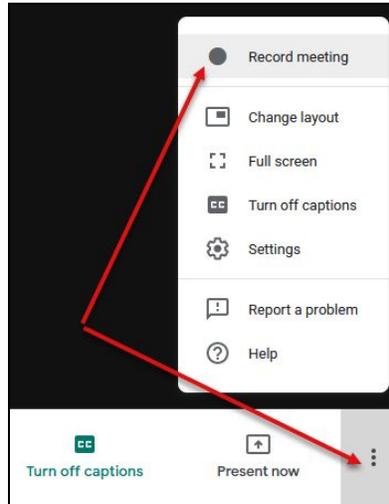


6. If you would like to use auto-captioning during your presentation, click the **Turn on Captions** icon in the middle of the toolbar at the bottom of your screen. You should see an area for text open up under the main presenting window. Your speech and anyone else who talks during the meeting will be auto-captioned.

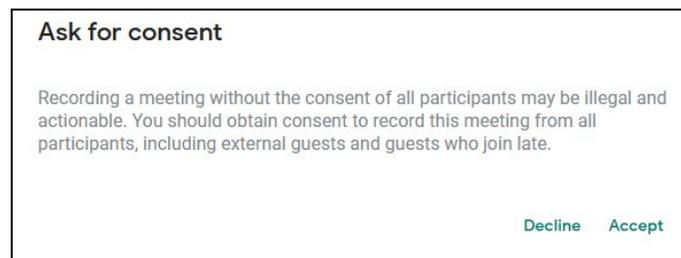
Keep in mind that captions DO NOT GET RECORDED.



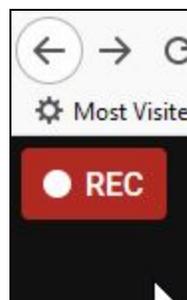
8. Click the **three dot menu** in the lower right of the recording screen and select **Record meeting**.



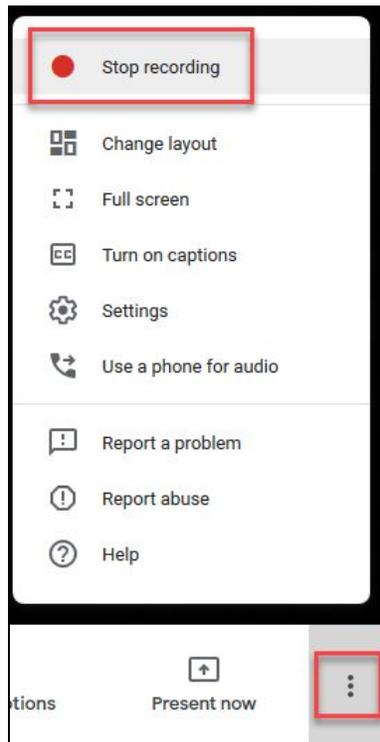
9. Click **Accept** when you get the **Ask for consent** message.



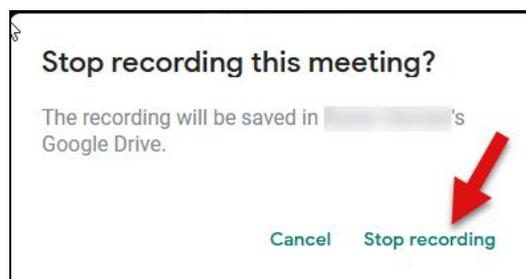
10. **Wait** for the recording to start. This could take a minute. When you see the **red recording button** in the upper left hand corner of the window, you can start your presentation. If you are using a built in microphone, speak loudly enough for the microphone to pick up your voice. Other participants are notified when the recording starts or stops.



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

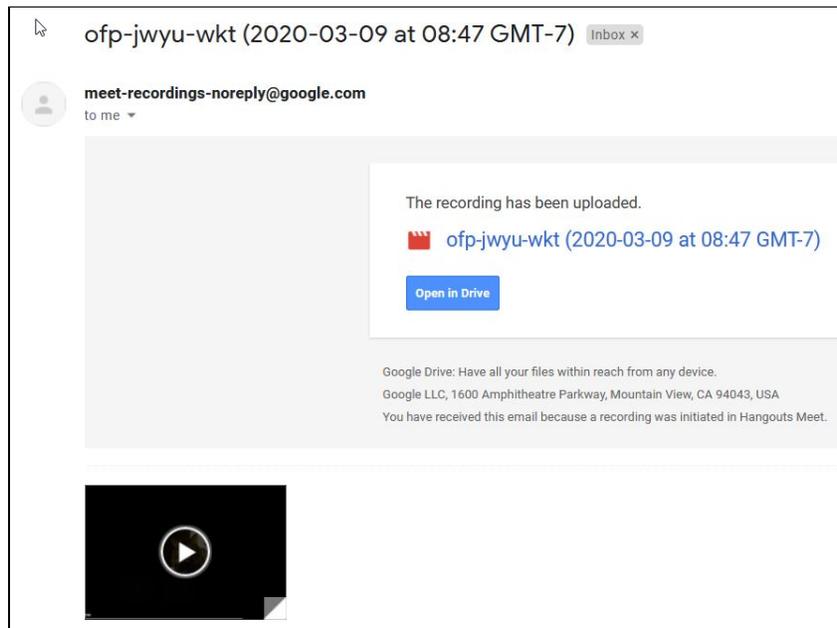


12. Click **Stop recording** again to verify.

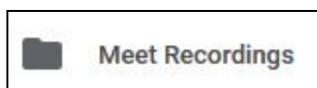


14. **Wait** for the recording file to be generated and saved to the organizer's **My Drive > Meet Recordings** folder. (The folder is created automatically.) You should also get an email with this information.

NOTE: If you share this file with someone it will be located in that person's **Shared with Me** area in their Google Drive.



Email regarding recording



The Location of recording in your Google Drive is in a folder call Meet Recordings

15. Click the **red telephone icon** in the middle of the toolbar to end the meeting.

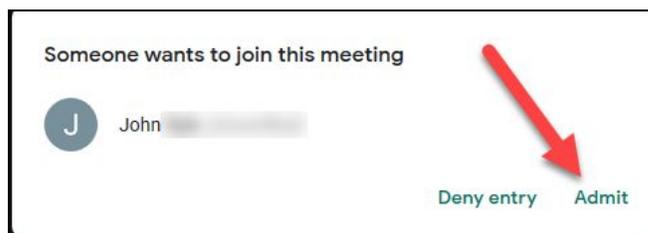


Presentation Tips

- Whether you are presenting your window or your entire screen, make sure to close any applications or browser tabs you will not be using.
- Clean up your bookmarks and desktop or anything that might be shown during a presentation.
- Open any browser tabs or applications that you will be using **before** the presentation starts.
- Test the entire procedure ahead of time.
- Make sure your microphone and camera are working properly before you hold a meeting.

Recent Updates

- **Approve requests to join**—During a video meeting, only the meeting creator can see and approve requests to join the meeting from *outside of the school's G Suite domain*. If someone creates a meeting and wants to include guests with an email address that's outside of their school domain, make sure they stay on the call until all external guests have been approved to join.



- **Manage participants**—Click the **People icon** in the window in the upper right hand corner of your screen to see who is in the meeting. From here, as the meeting Host, you can mute or remove participants.

