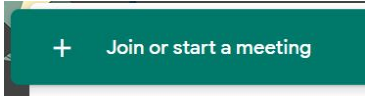
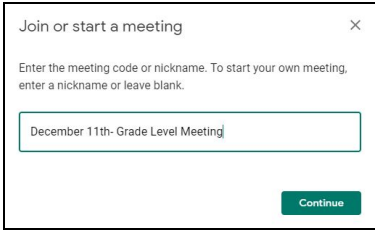
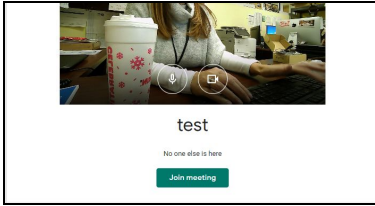
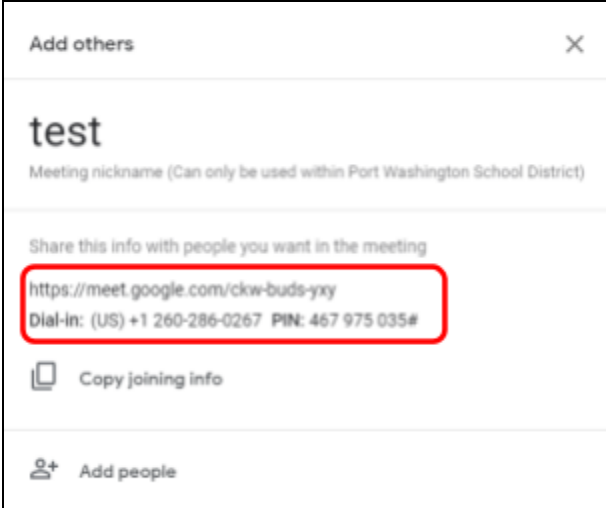


Google Hangouts Meet for Teacher Use

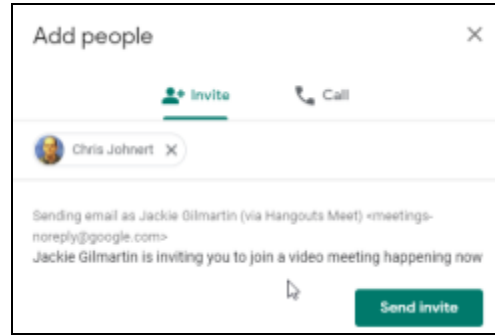
Google Meet can be used on a PC, MAC, Tablet or Phone. If you are going to be sharing your screen during a session, it's recommended to use a desktop or laptop computer with a microphone. Video is optional. .

There are Google Hangouts Meet apps for iOS and Android.

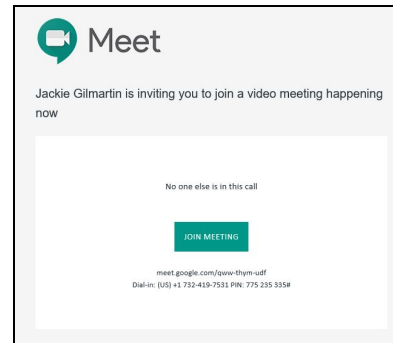
Launch the Chrome browser and sign into your Hicksville Email Account.	
Go to meet.google.com	
Start a Meeting The teacher will start the meeting.	
Add a name for the meeting and click continue .	
You'll see the live video, click Join Meeting .	
The Add others window will open. If students are going to join a live meet session, Copy the session URL and Dial-in information to paste in Google Classroom or the Remind app to share with students. . Students can join on any device with an Internet connection or call in. A microphone is required for students to speak during the session. Students do have email accounts, so if you use the Add people option, they will receive a notification to join the session.	

If adding distinct teachers/staff members from the district click **Add others**.

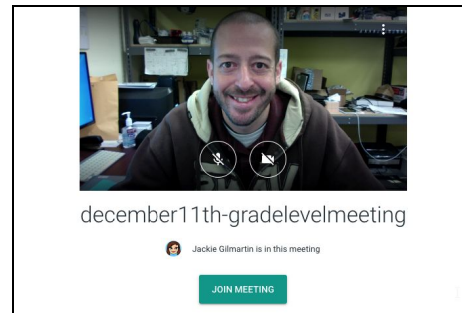
Type the teachers names and select from the list. Then click **Send Invite**.



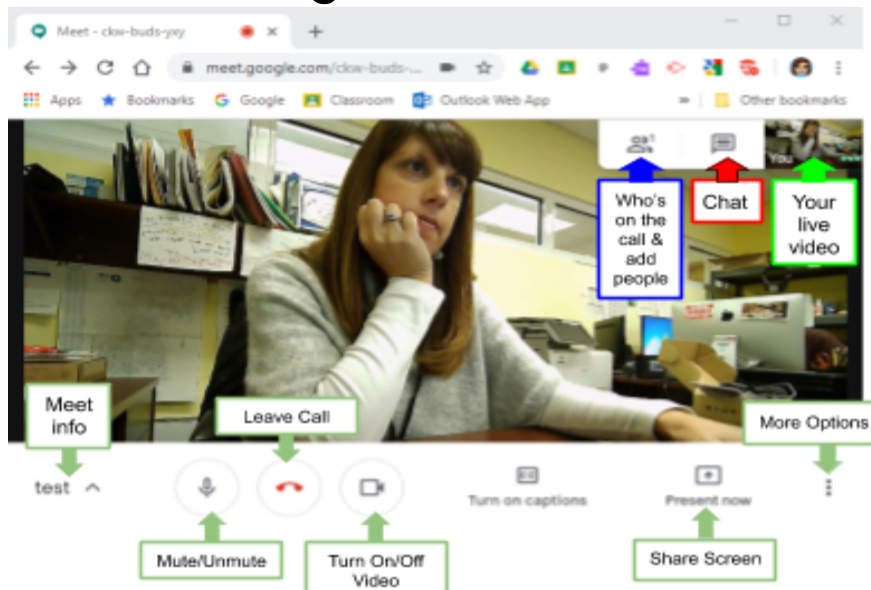
Students/Teachers/Staff members will receive an email to join the meeting. Click **Join Meeting** in the email message.



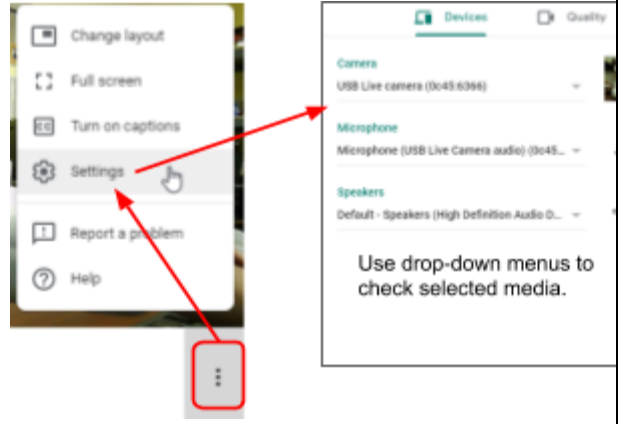
Once Meet is launched, click **Join Meeting**.



Using the Meet tools



Troubleshooting Audio/Video– click the three dots for more options and select Settings.

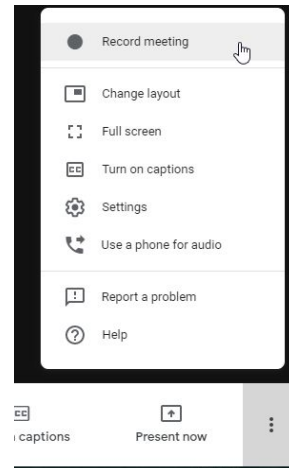


Click the **leave call**  button when finished with the call.

Record Your Session (optional)

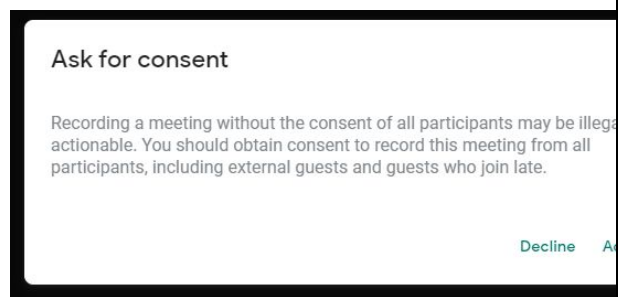
Click **More**  **Record meeting.**

Wait for the recording to start.



If you have participants in your session, get their consent to be recorded.

Click **Accept.**

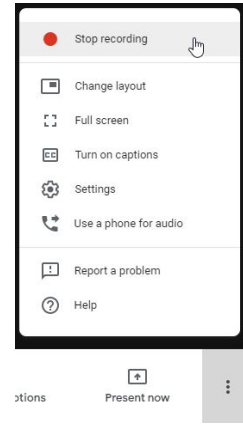


Notice the Record button in the top left corner. Once it appears it is recording you can begin your session.



When you are finished with your session,

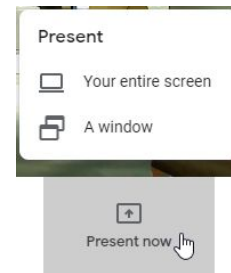
click **More**  **Stop Recording.**



Present Now: Share your screen with the meeting. Participants will see what is on your screen when you are presenting.

In the bottom-right corner, select **Present now.**

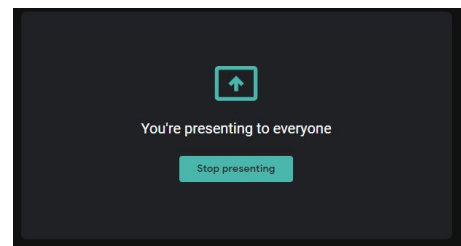
Select **Your entire screen** or **A window.**



To stop presenting:

Click Stop presenting in the meeting window.

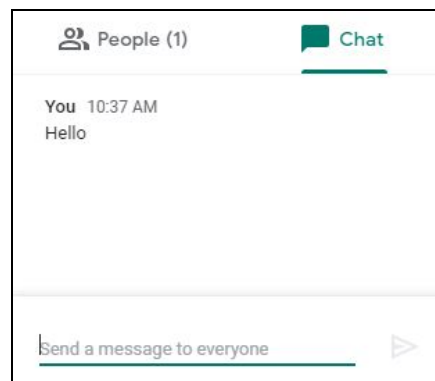
Or in the bottom of your screen, you can also click stop sharing.



Chat with meeting participants

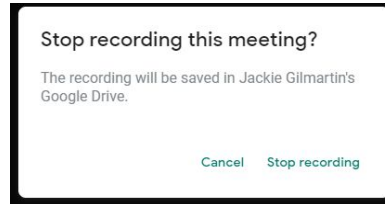
Click Chat  (upper right corner).

Type a message and click the send icon



Notice that your recording will be saved in the meeting's organizer's Google Drive.

Click Stop Recording.



Wait 10 or more minutes for the recording file to be generated and saved to the organizer's [My Drive > Meet Recordings folder](#).

An email with the recording link is also sent to the meeting organizer and the person who started the recording.

Once the video is processed, it can be shared through Google Classroom, email, etc.

