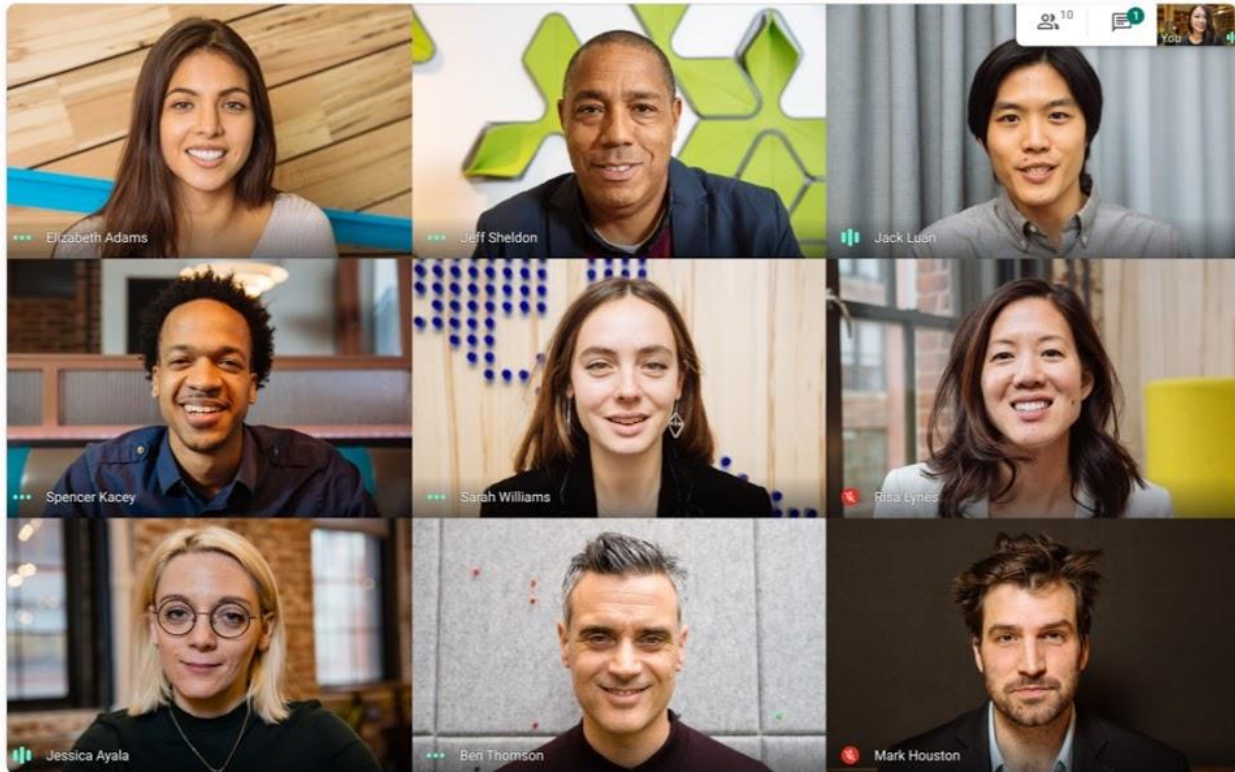# Google Meet

Google Meet is a video conferencing service where catechists can communicate face-to-face with disciples online. The service offers scheduling, screen-sharing, real-time captions, and interchangeable layouts.
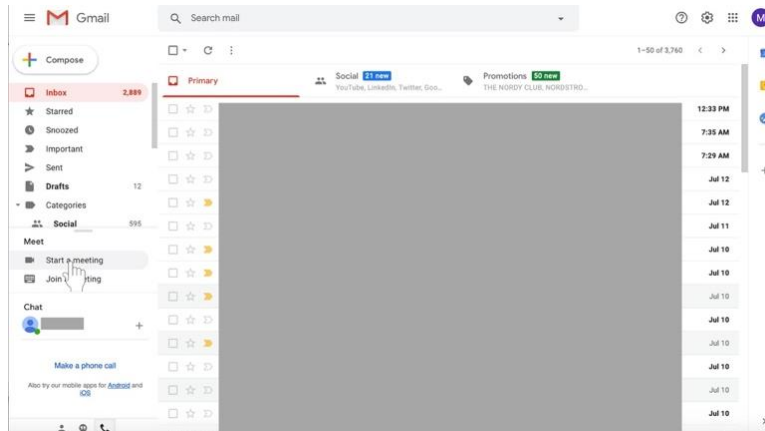

A Google Meet session. Catechists can see multiple disciples' faces at once.
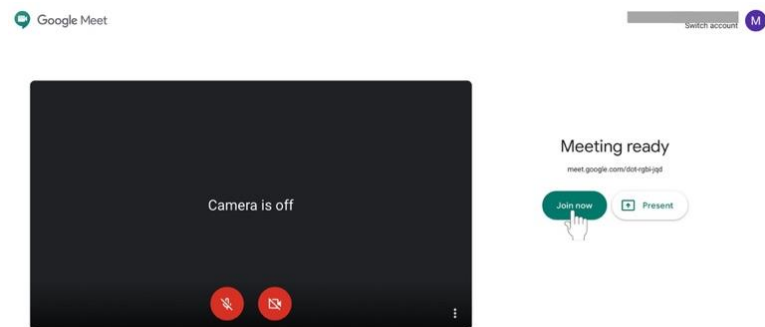Source: https://apps.google.com/meet/

Starting a meeting from Gmail

To create and start a meeting immediately, follow the directions below.
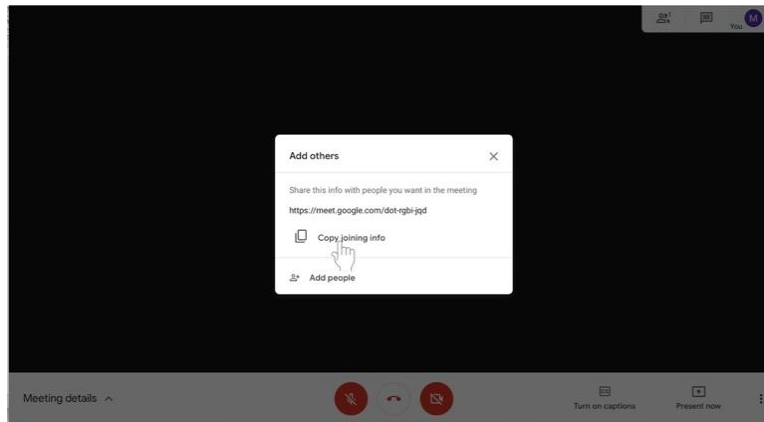
1. On the sidebar under the Meet label, click **Start a meeting**.

2. Allow Meet to access your camera and microphone.
3. On the right side of the screen, click the green **Join now** button.

4. Invite individuals to the meeting.
    a. Share the meeting code by clicking **Copy joining info** and sending it to disciples via email or Google Classroom.
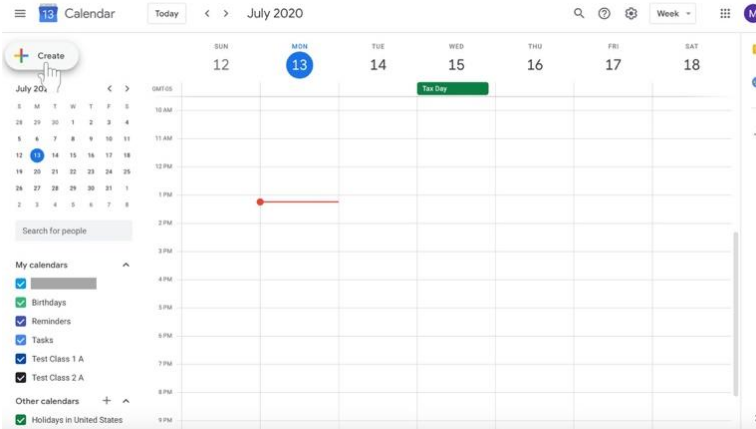

    b. Click on **Add people** to add disciples via email address. Enter their name or email address. Then, select **Send invite**.
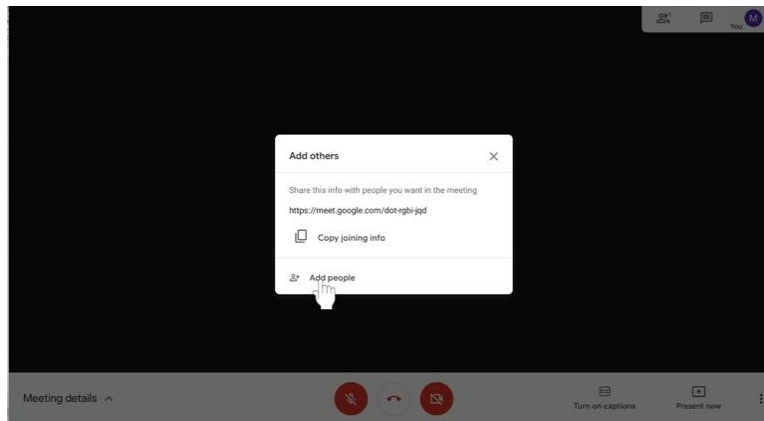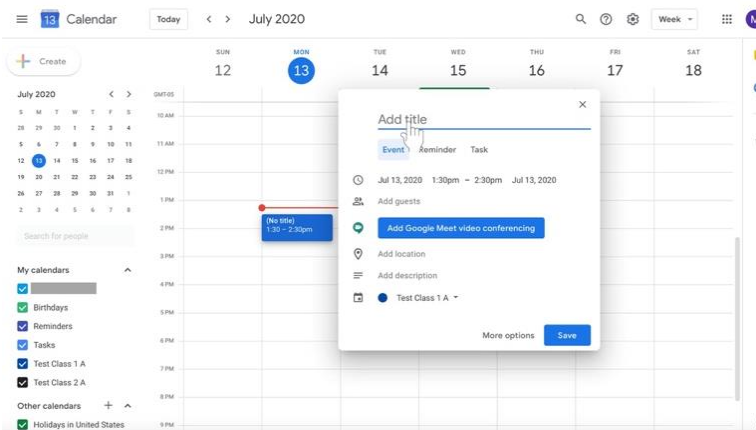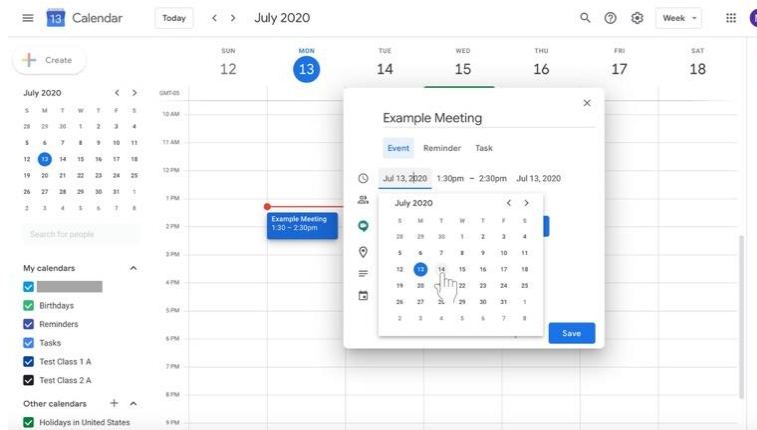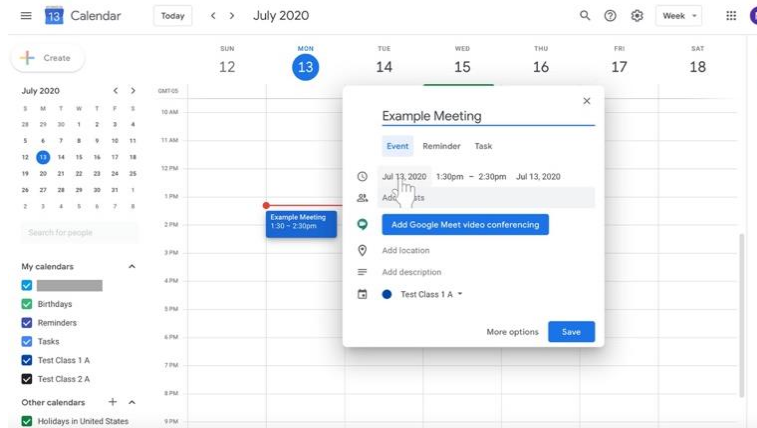
Scheduling a meeting via Google Calendar

1. Go to **calendar.google.com** and sign in if you have not already.
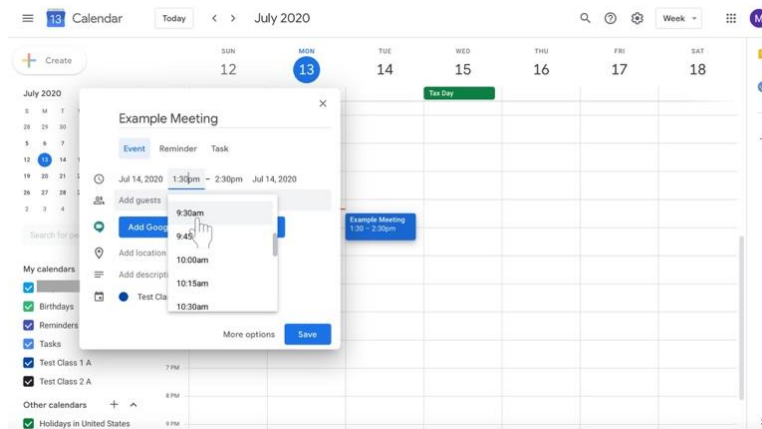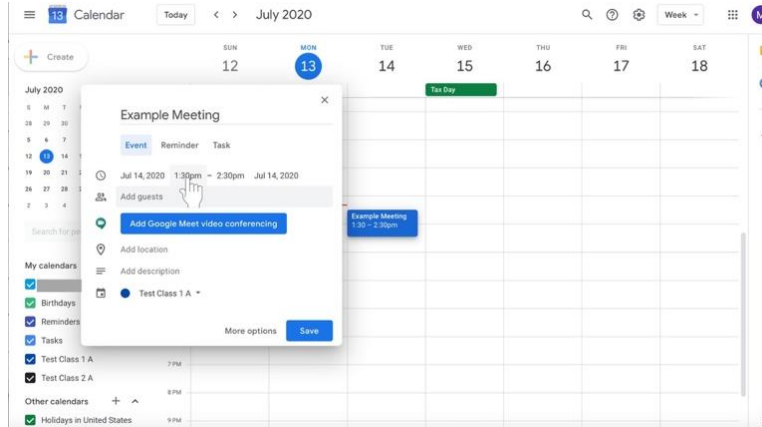2. On the top left side of the screen, click + **Create**. A box will appear.


3. Type in the meeting name.

4. Modify the beginning date under the meeting name next to the **clock** icon.

5. Modify the beginning and ending times to the right of the meeting name.


6. Modify the end date to the right of the beginning and ending times if necessary.
7. Invite disciples to the scheduled meeting. There are two options—adding disciples via email or sharing the meeting link with them. You need only do **one** of these options.
   a. Next to the **person** icon in the text box, click **Add guests** if you wish to add disciples individually by email.
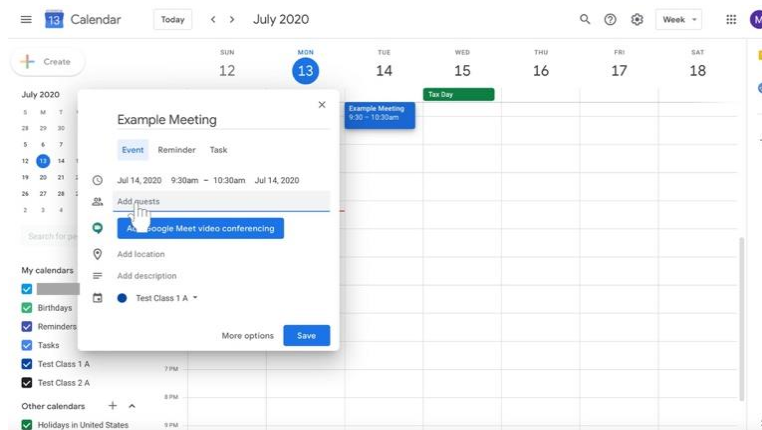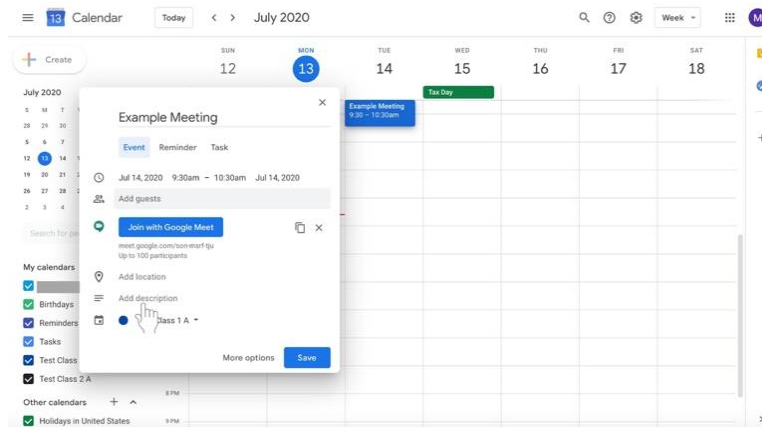
8. Click the blue button labeled **Add Google Meet video conferencing**.
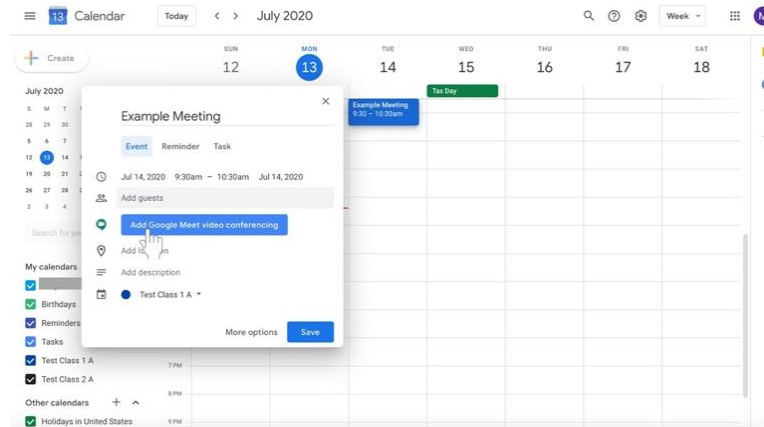
9. Click the **Copy meeting link** button with the two boxes on the right. If you have added disciples to the event via the **Add guests** option, you do not need to share the meeting link with them again. However, it may be helpful to them if you do so.
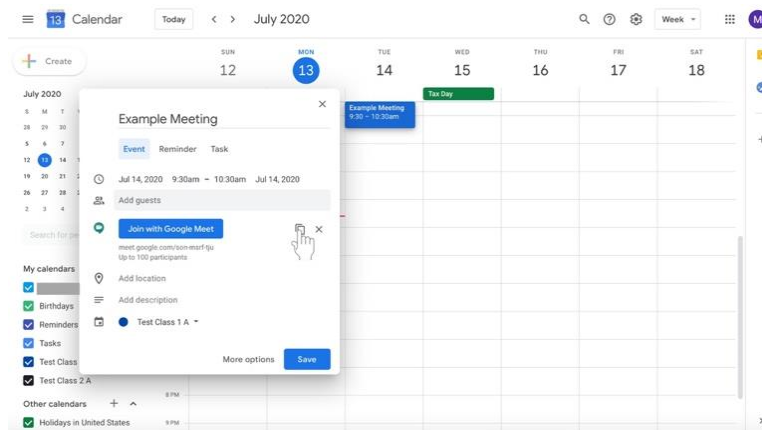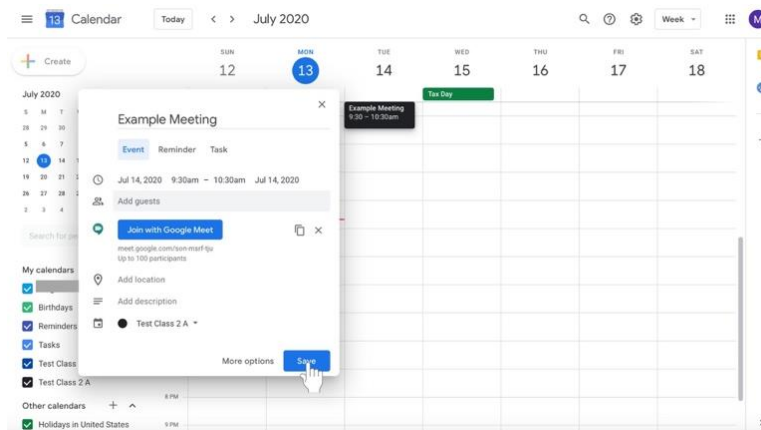

10. Add a description if desired.

11. Change the label at the bottom of the box to select the class for which the meeting is intended by clicking on the calendar label with the down arrow.
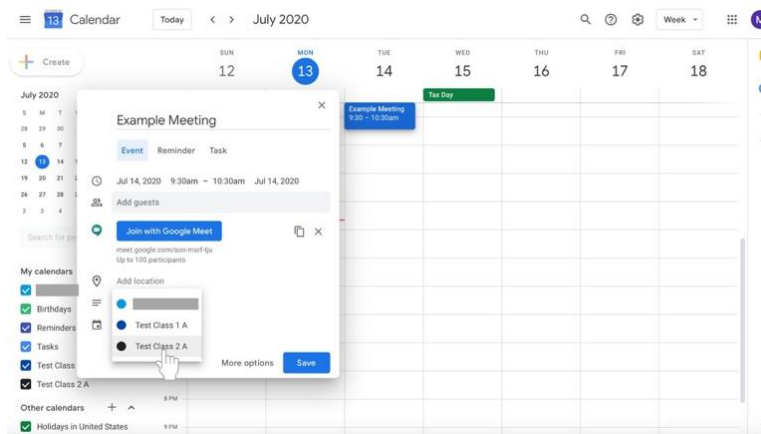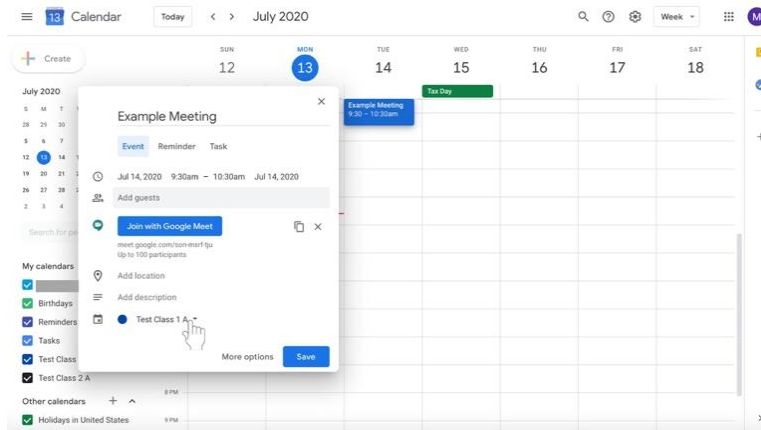
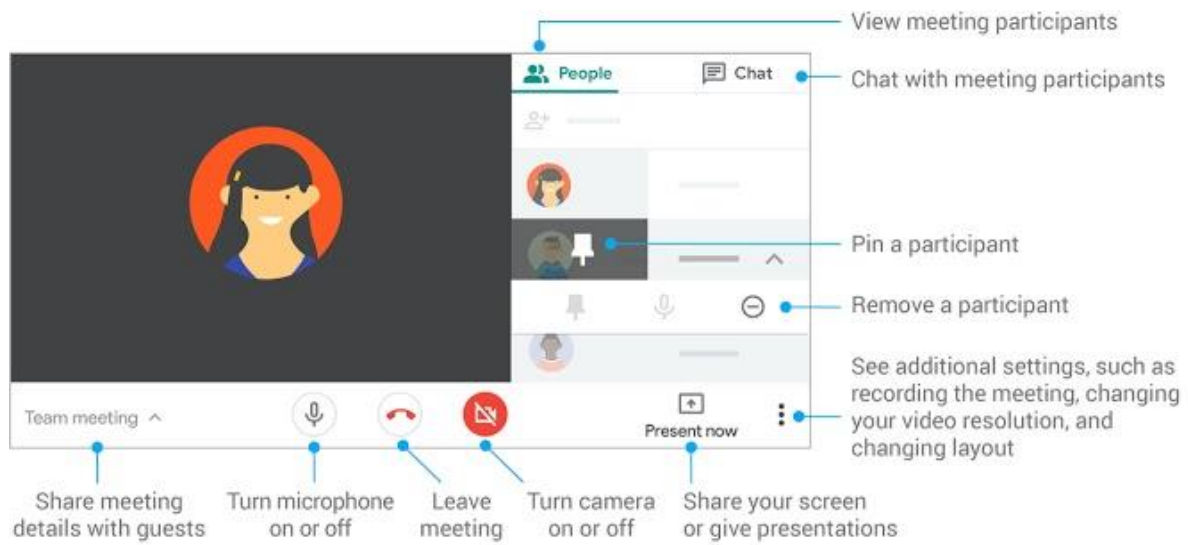12. Click **Save** at the bottom right of the box.

13. Go to **Google Classroom** to send a message to your disciples with the scheduled meeting information including the copied meeting link.

Joining a Google Meeting

- From **Gmail**
  - o In the sidebar, click **Join a meeting**.
  - o Enter the meeting code from the email or copied code shared by the meeting's creator.
- From **Calendar**
  - o Click on the event in your calendar.
  - o Click **Join with Google Meet**.
- From **Meet**
  - o Click **Enter meeting code** and type in the code sent to via email or shared via copied link.
  - o Click **Join**.

Customize video settings, interact with participants, or share your screen

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