University Informatics Centre
BharathidasanUniersity
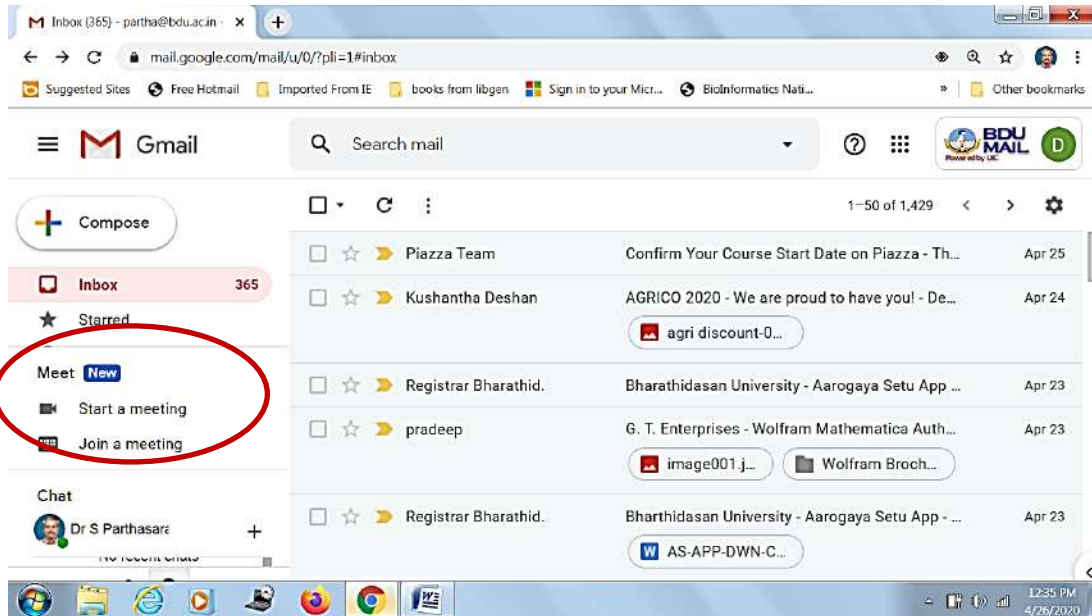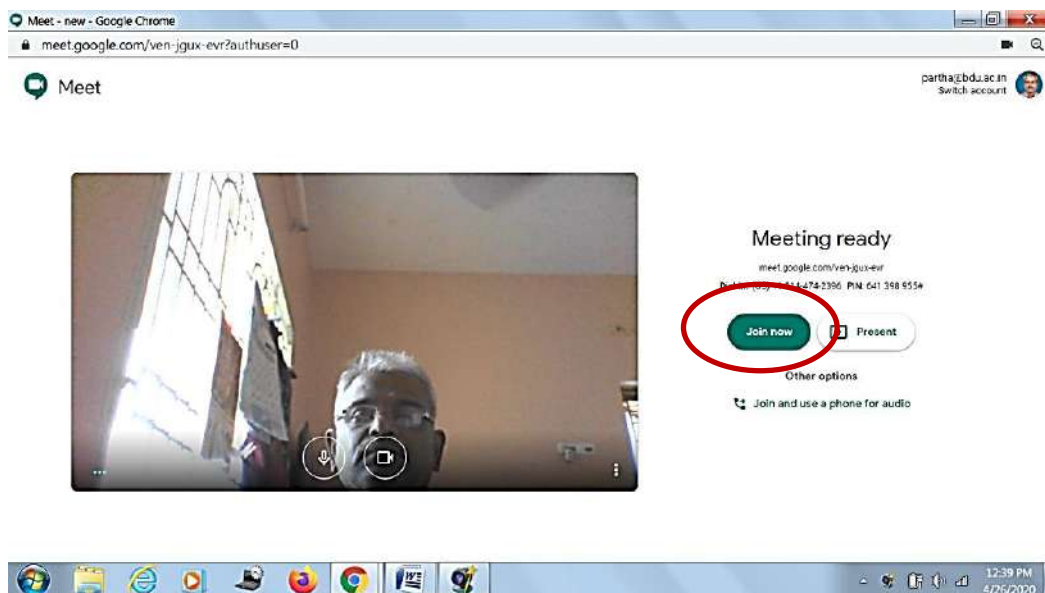# Tiruchirappalli – 620024

How to conduct 'Online Meetings' using "Google Meet"?

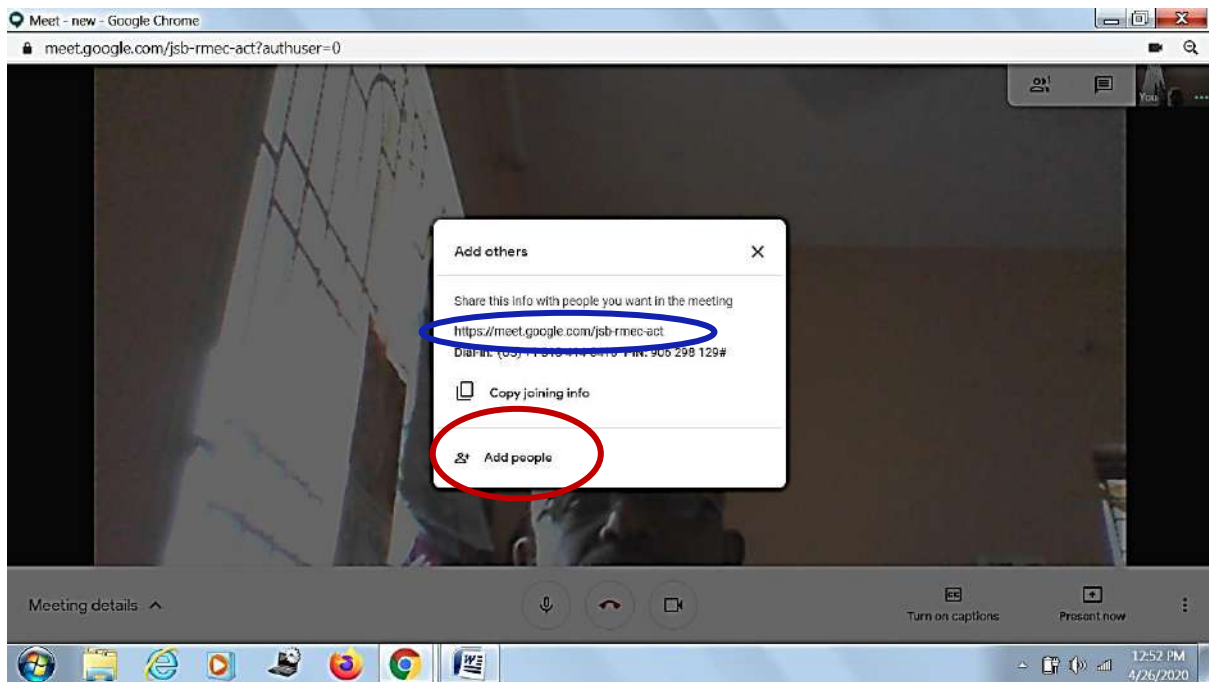### I. Steps to 'Start a Meeting'

1. Login to your official e-mail. (i.e., using @bdu.ac.in e-mail)

2. You will see the Google "Meet" on the left panel (shown in red circle)

3. Click 'Start a meeting'. You get the following screen.

4. Click 'Join Now'. You will get the following screen.

5. Click 'Add people' and type e-mail address(es). The https link shown in blue color circle is the meeting code to be sent by e-mail. You may also inform / send this over phone call / whatsapp.
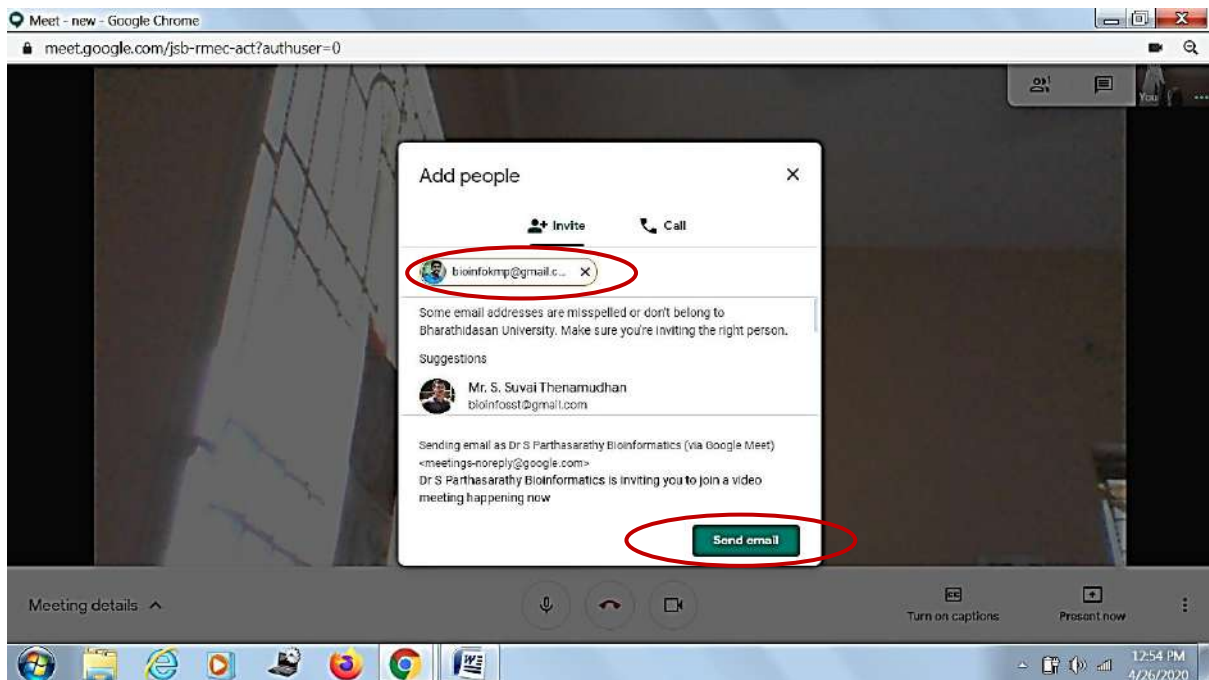

6. Click 'Send email'

7. 'Invite sent' message will appear (and disappear after few seconds) on the following screen.

8. You have successfully created a meeting and invited one person by sending the e-mail. You can add any number of persons by adding their e-mails for this meeting.

II. Steps to 'Join a Meeting' by the Student / Faculty

1. Student / Faculty to join meeting, he / she has to open the invitation mail and press 'JOIN MEETING' green color button (shown in red color circle) received in the e-mail (Not on the left panel).
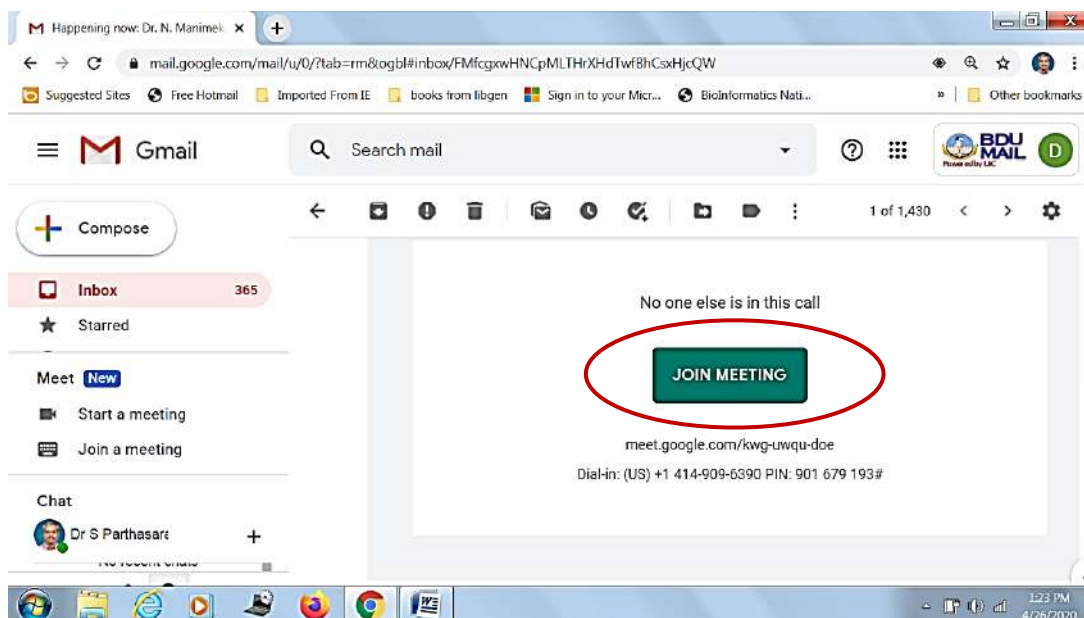
2. You will press 'people' to know the people joining.

3. You have to press 'admit', to allow the person to enter the meeting.

4. Now, you are ready to conduct the meeting.

III. Steps to share your laptop (or Mobile phone) screen so that the students can view the .PPT, .PDF and video files displayed on your screen.

1. Click 'Present' in Laptop and the three dots '…' on the top right screen in Mobile Phone and then and 'Present Screen'.

2. Click 'Share' in the Laptop and 'Share Screen' in Mobile Phone and press 'Start presenting'.

3. Your entire screen is shared to the students / faculty. If you open a .PPT or .PDF or video files, then it will be visible to all participants. So you can start explaining or teaching.