



Google Meet – An Intro

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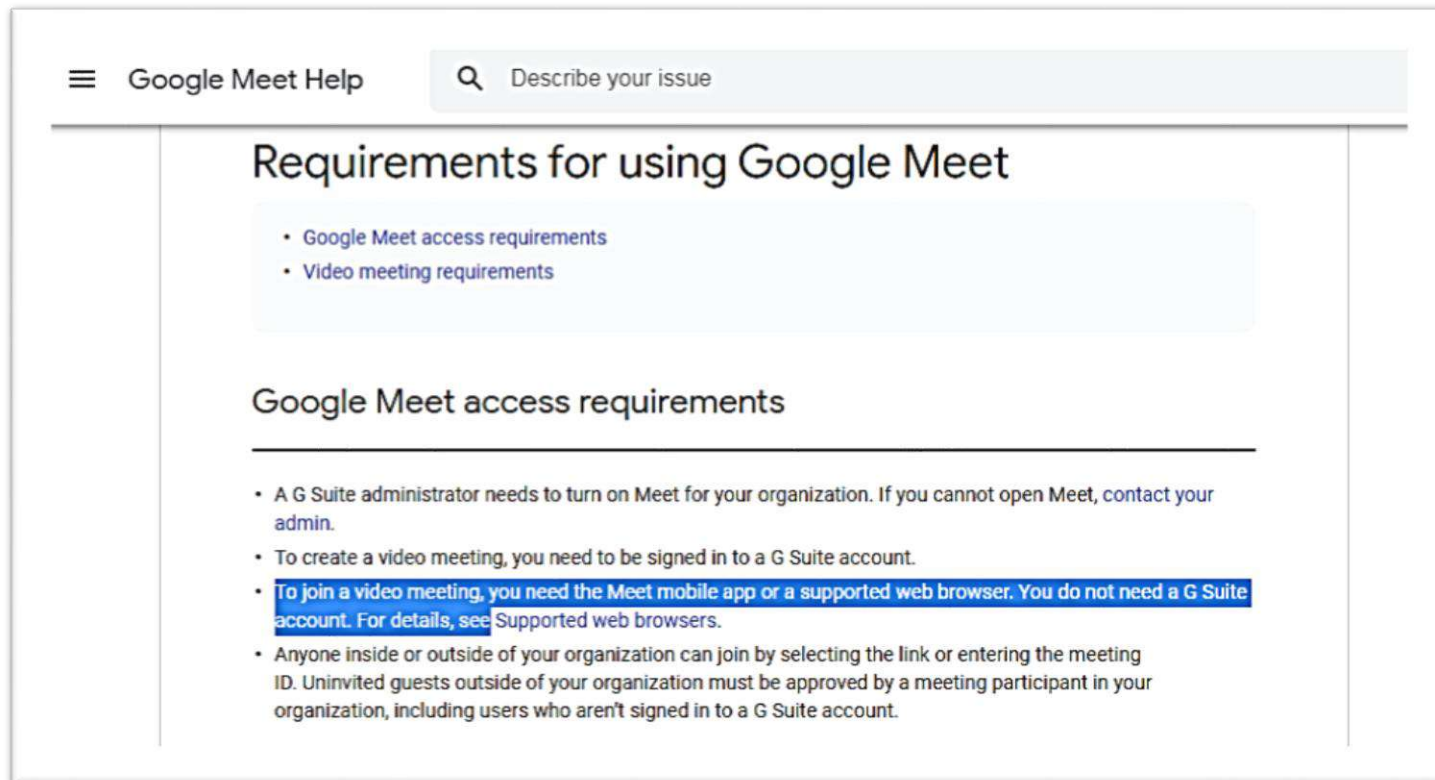
About G Suite

- GSuite, Google's cloud-based office productivity suite, offers the email functionality for BDU users.
- The new Google Meet service has been given to the **users of G Suite only**
- Google Meet let the users conduct meetings / take classes / instantly chat / make video call remotely from any device, including a laptop, smart phone or tablet.

Requirements

- As we are into G Suite, our official email address is enough to start the process.
- example@bdu.ac.in
- By using this a faculty can start a meeting in Google Meet.
- The faculty can either send the meeting id to the proposed participants or invite the participants through email to join a meeting.

- The participants can join the session just using their regular Gmail Account and G Suite is not required for that. For example myemail@gmail.com is enough to join a meeting organized by a Faculty.



The screenshot shows the Google Meet Help page. At the top, there is a navigation bar with a hamburger menu icon, the text "Google Meet Help", and a search bar containing the text "Describe your issue". Below the navigation bar, the main heading is "Requirements for using Google Meet". Under this heading, there is a light blue box containing two bullet points: "Google Meet access requirements" and "Video meeting requirements". Below this box, the section "Google Meet access requirements" is displayed with a horizontal line underneath. This section contains four bullet points: "A G Suite administrator needs to turn on Meet for your organization. If you cannot open Meet, contact your admin.", "To create a video meeting, you need to be signed in to a G Suite account.", "To join a video meeting, you need the Meet mobile app or a supported web browser. You do not need a G Suite account. For details, see Supported web browsers.", and "Anyone inside or outside of your organization can join by selecting the link or entering the meeting ID. Uninvited guests outside of your organization must be approved by a meeting participant in your organization, including users who aren't signed in to a G Suite account."

Start a Meeting

This can be done in 3 different ways.

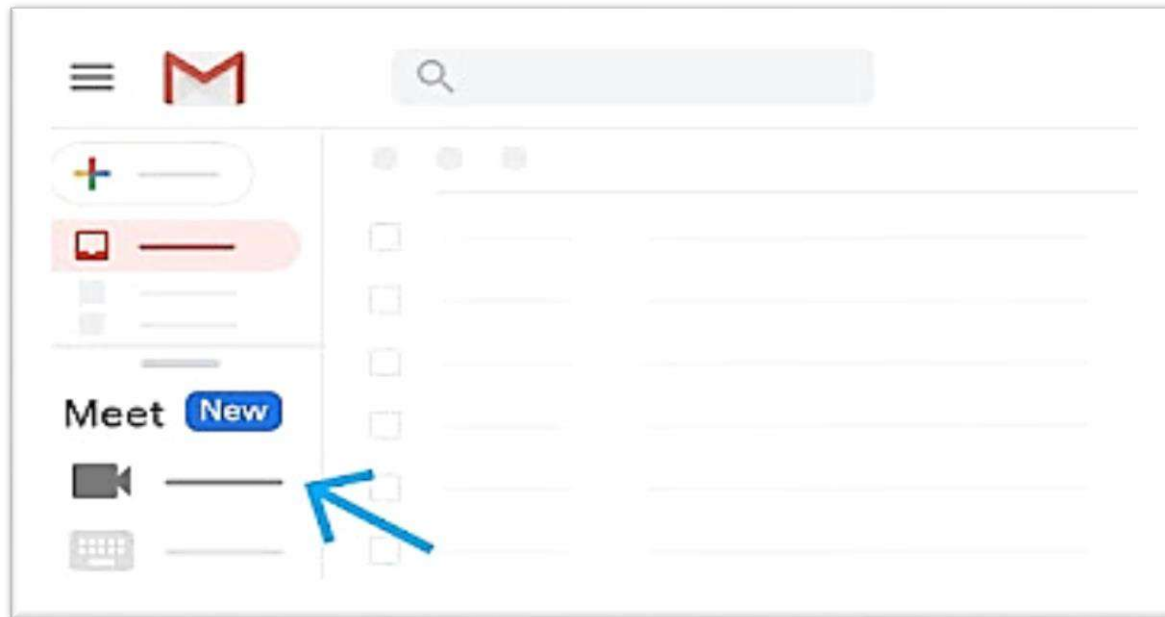
1. From your Desktop (Gmail)
2. Android devices (Google Meet App)
3. iPhone or iPad (Google Meet App)

The download links are given here.

Android	iPhone / iPad
https://play.google.com/store/apps/details?id=com.google.android.apps.meetings	https://apps.apple.com/us/app/meet/id1013231476

Using Gmail - Step by Step Process

- Login into Gmail with your official ID.
- You can see the Google Meet option at the left side bottom of your screen (See the picture with a blue arrow mark)



Start a meeting

The image shows a Gmail interface with a sidebar on the left and a main inbox area. The sidebar includes a 'Meet' section with a 'New' badge, containing 'Start a meeting' and 'Join a meeting' buttons. A blue arrow points from the 'Start a meeting' button to the main inbox area. The inbox shows several email threads with subject lines and dates. The top of the page features the Gmail logo, a search bar, and a 'BDU MAIL' logo.

Meet New

- Start a meeting
- Join a meeting

Inbox 808

- Starred
- Snoozed
- Important
- Sent
- Drafts 24
- Spam 38
- Follow up

Primary Social 1 new Quora Digest Promotions Updates Forums

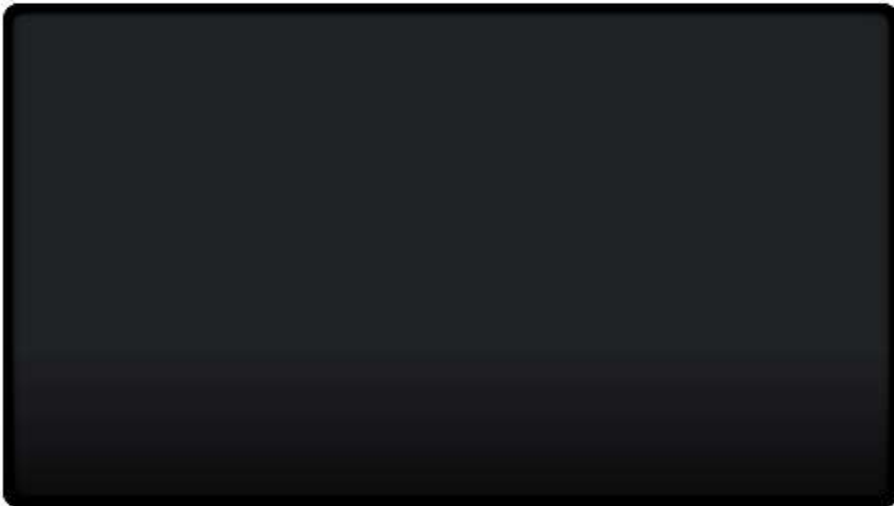
1-50 of 3,358

Sender	Subject	Date
Parthasarat... me 9	Fwd: Letter for University ID - Dear Mr. Balu, Thanks for creating the mail ID for the request. Let ...	Apr 25
Innovation, me 2	AI Course - University Website - Req. - Reg. - Connecting to bdu server from home is not working...	Apr 25
Centre, me 2	Arocka app installed - Madam, Perfect. Thanks for the Information and update.	Apr 24
Dr, me 2	Requesting help to login in e- content management - Madam, Works perfectly for me. Hope you ...	Apr 24
BDU, me 2	Arogya Sethu App - Reg. - Thanks for the Information sir. Your name is already in the 'list of facu...	Apr 24

Meet - Google Chrome



meet.google.com/raj-stcv-fca?authuser=0

Meet portal@bdu.ac.in Switch account P



Getting ready...

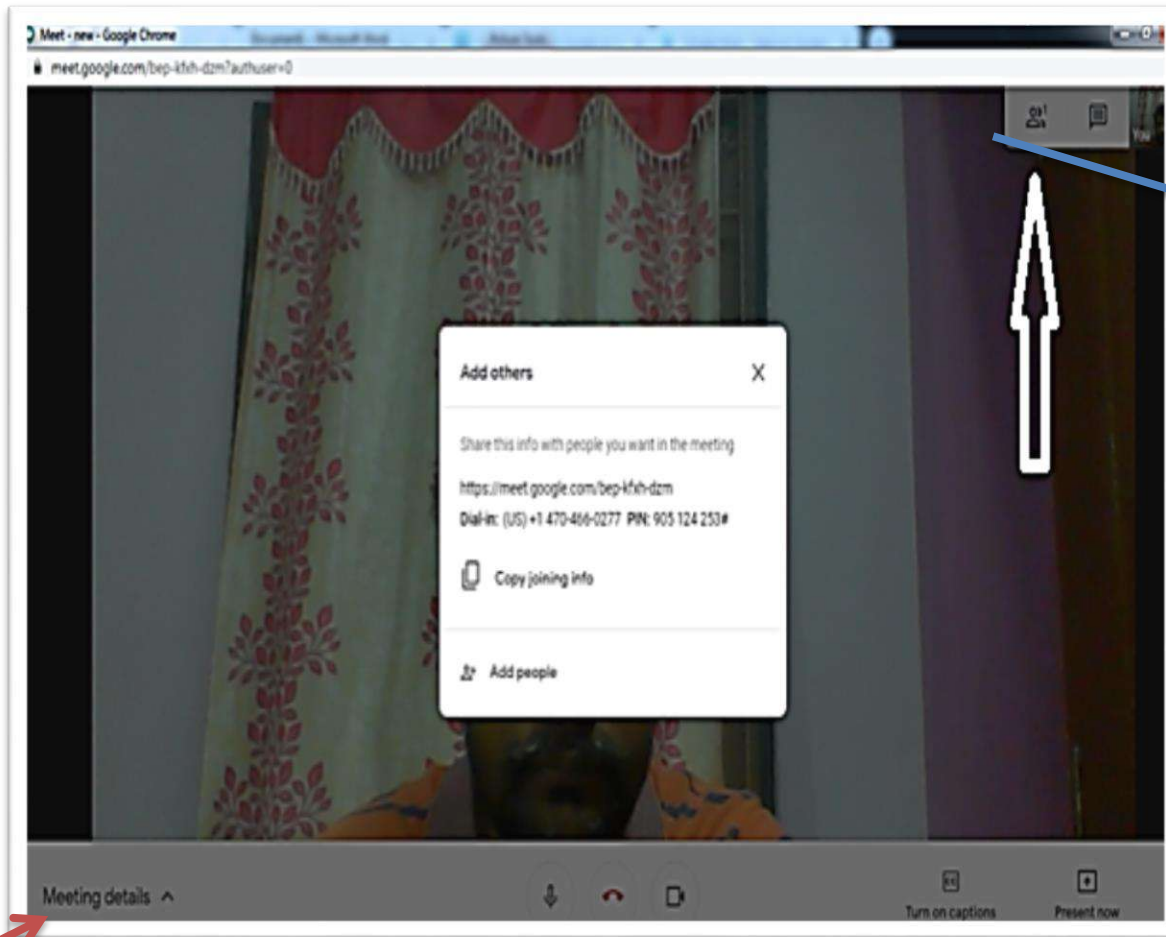
You'll be able to join in just a moment

- or University ID - Dear Mr. Balu, T
- cloud-for...  Letter Dr SP
- iversity Website - Req. - Reg. - (
- se Notifi...
- nstalled - Madam, Perfect. Thank
- shot_20...
- elp to login in e- content manag
- png  image.png
- App - Reg. - Thanks for the Info
- RSITY-HACKATHON-BROCHUR
- UNIVERS...

Start the meeting

- Follow the on-screen prompts to enable your video (Camera) and audio (Speaker and Microphone).
- Once you are in the meeting, choose an option to add other people.
- By clicking on the link at the top right corner, you can add people to your meeting.

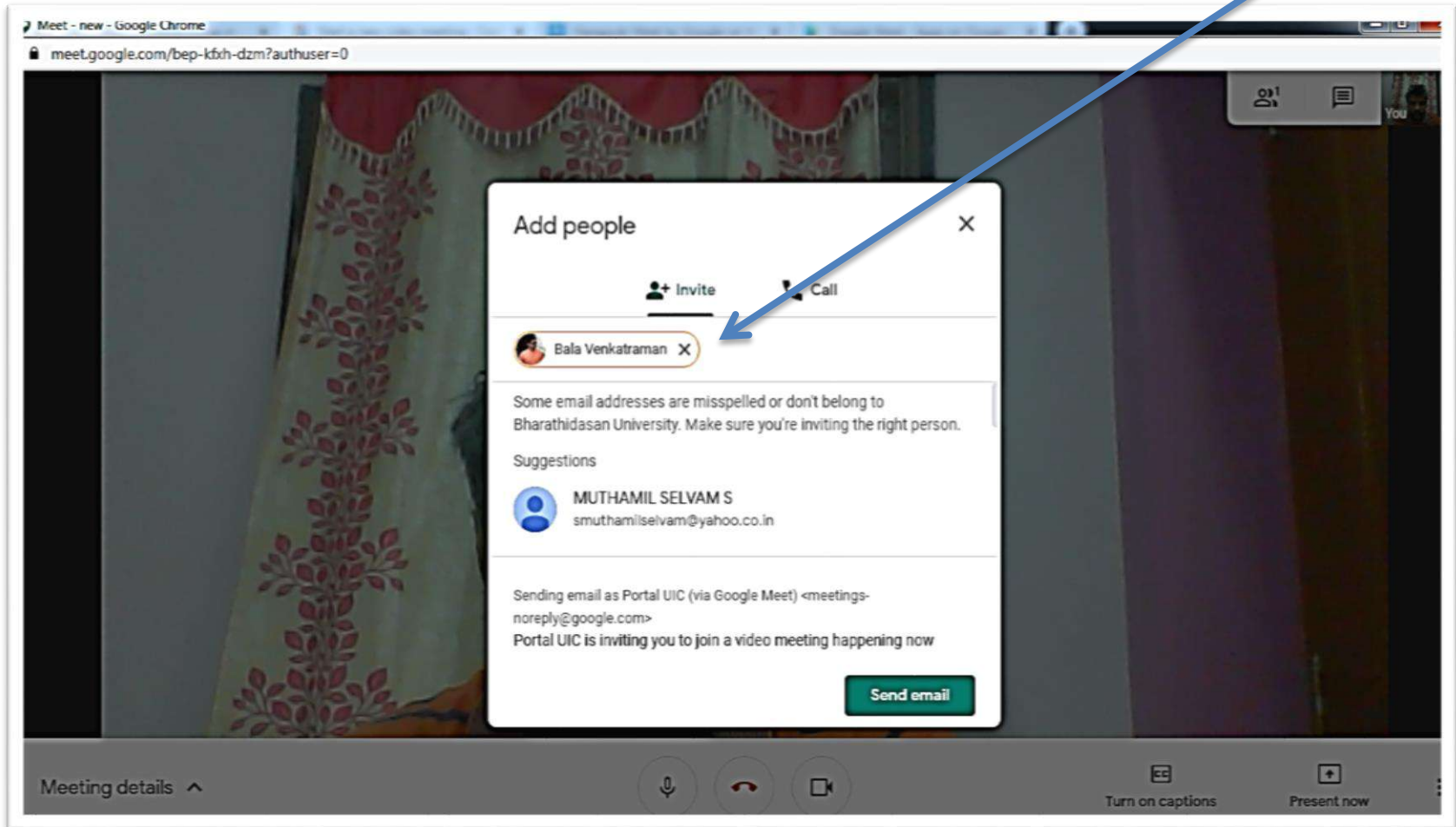
Start the meeting and add others



Click here
to add
others

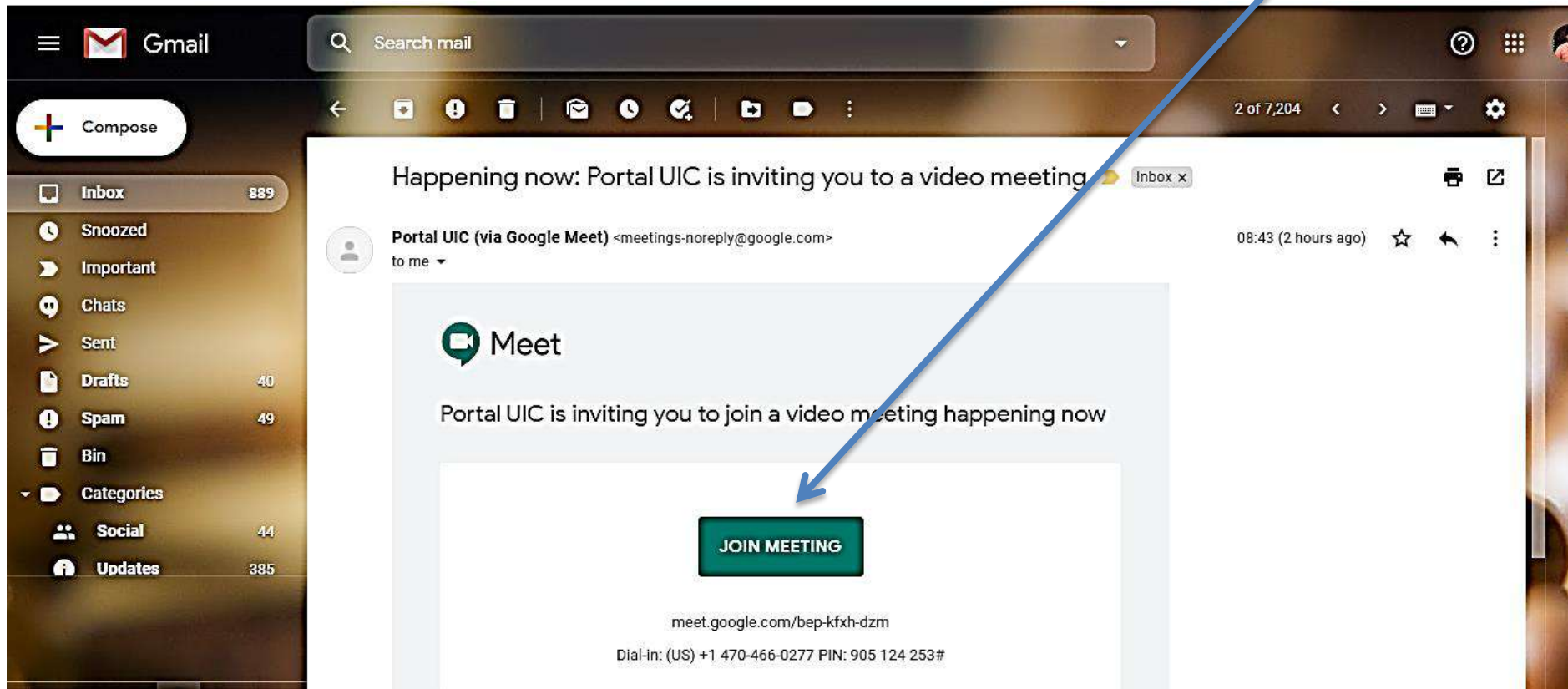
Click here to know about the details related to this meeting (Meeting ID, link, etc.)

Add the email address of the person who can join this meeting



The image shows a Google Meet interface with a central 'Add people' dialog box. The dialog box has a title 'Add people' and a close button 'X'. Below the title are two tabs: 'Invite' (selected) and 'Call'. Under the 'Invite' tab, there is a search bar containing the name 'Bala Venkatraman' with a small 'X' icon to its right. A blue arrow points from the top right of the slide towards this search bar. Below the search bar, there is a message: 'Some email addresses are misspelled or don't belong to Bharathidasan University. Make sure you're inviting the right person.' Underneath this message is a 'Suggestions' section with one entry: 'MUTHAMIL SELVAM S' with the email address 'smuthamilselvam@yahoo.co.in'. At the bottom of the dialog box, there is a green button labeled 'Send email'. The background of the meeting shows a person's video feed with a floral patterned curtain. The bottom of the screen shows the meeting controls: 'Meeting details ^', a microphone icon, a phone icon, a video camera icon, 'Turn on captions', and 'Present now'.

Email will be sent to them



All they need to do is just click the 'Join Meeting' to join the meeting.

If you are using Andorid / iPone

- Download the Meet app
- Open the Meet app .
- Tap '**New meeting**' to start a meeting, or tap '**Meeting code**' and enter a meeting code or nickname, then tap '**Join meeting**'.

Download / Record

- The meeting can be recorded / downloaded with the consent from all the participants
- This facility will be added soon.