

Google Video Meeting Attendee's Guide

Update: September 2018

This is an introduction to attending a scheduled work meeting via a Google video meeting service.

Google operates two video meeting services: Hangouts and Meet.

1. **Hangouts** video meetings can be initiated by private Gmail accounts (by @gmail.com addresses) and G Suite accounts.
2. **Meet** video meetings can be initiated by G Suite accounts, enterprise level accounts for business and education agencies such as
 - @maryland.gov (Maryland State Library)
 - @prattlibray.org (Enoch Pratt Free Library)

Both G Suite and Gmail accounts can attend Hangouts and Meet video meetings. Non-Google accounts can only attend Meet video meetings at the time this guide was written.

	@gmail	G Suite address	Non-Google address
Can attend Hangout	Yes	Yes	No
Can attend Meet	Yes	Yes	Yes

EQUIPMENT REQUIREMENTS

Scenario A – At your desk at work, or elsewhere

- Laptop (has built in webcam, mic, and speakers (and headphone jack)
- or
- Computer, Webcam (built in mic), Speakers/Headphones
 - Good Internet connectivity

Scenario B – Meeting Room, fully equipped.

- This a meeting room equipped with a computer, projector, camera, room mic, and speaker(s).
- Turn it on, and sit back and relax ...

Scenario C – Meeting Room, unequipped aka BYOE (bring your own laptop)

- Laptop
- Tabletop Mic if you are working with a group gathered around a large table
- Speakers
- Projector to project larger images remote participants, or screenshared content, on a screen or wall

Chrome.

- Hangouts and Meet are optimized for Google's Chrome browser

INVITATION TO THE VIDEO MEETING

There are a number of ways a Google video meeting can be initiated. The recommended way is for the meeting planner to use Google Calendar to send an email invitation to the people who plan to attend via Hangouts or Meet.

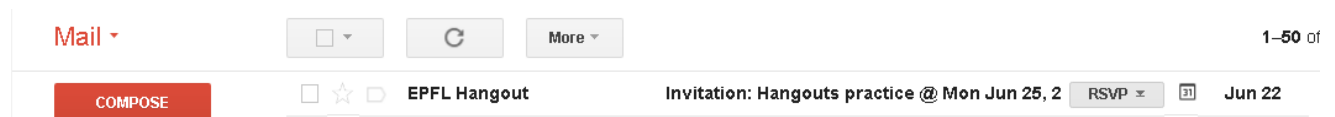
The invitation will contain key information about the video meeting.

- Date and time
- A link to join the video meeting

So, do not delete the email before the meeting!

Google video meeting invitation (as it would appear in Gmail)

Inbox listing



The Invitation

Invitation: Hangouts practice @ Mon Jun 25, 2018 11am - 12pm (EDT) (Daryl Testerman)  

 Inbox x

 **EPFL Hangout** epflhangout@prattlibrary.org via google.com  Jun 22 (3 days ago)   

to me, Hoover, naomikeppler, Tiffany, Stuart 

Jun
25
Mon

Hangouts practice

[View on Google Calendar](#)

When Mon Jun 25, 2018 11am – 12pm (EDT)

Who Stuart Ragland, naomikeppler@gmail.com, Hoover Library, Tiffany Sutherland, epflhangout@prattlibrary.org*

Agenda

Mon Jun 25, 2018

No earlier events

11am Hangouts practice


No later events

Hangouts practice

[more details >>](#)

When Mon Jun 25, 2018 11am – 12pm Eastern Time

Video call https://hangouts.google.com/hangouts/_/prattlibrary.org/hangouts

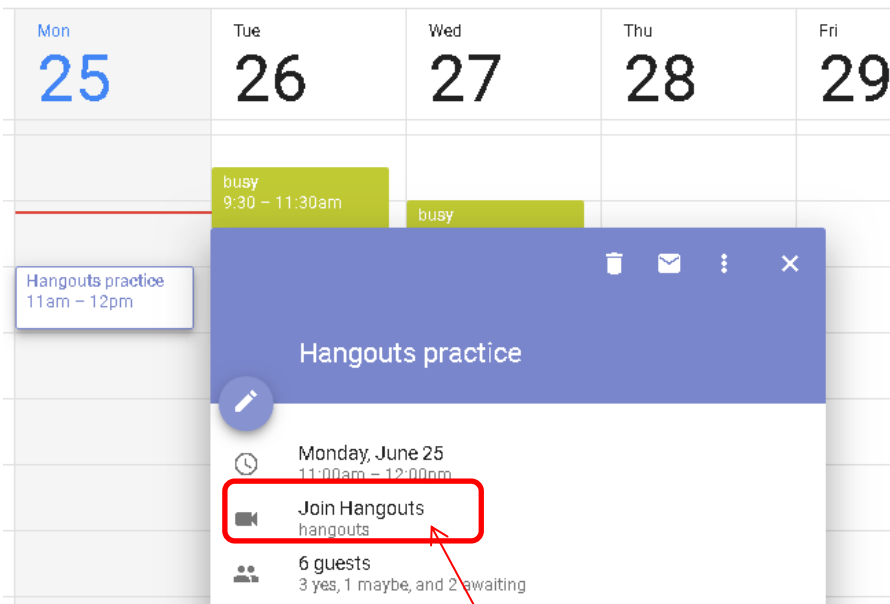
Calendar Daryl Testerman 

Link to the Hangout, aka Video call.

Alternatively, the video call link will be labeled simply **Join video call**.

If the invitation were from a G Suite account the link would say **Video call: meet.google.com /...**

Google Calendar Event includes a link



Mon 25 Tue 26 Wed 27 Thu 28 Fri 29

busy 9:30 – 11:30am busy

Hangouts practice 11am – 12pm

Hangouts practice

Monday, June 25
11:00am – 12:00pm

Join Hangouts
hangouts

6 guests
3 yes, 1 maybe, and 2 awaiting

Link to the video call / Hangouts Meet.

IS IT A HANGOUT OR A MEET?

Google is in a permanent state of becoming. Brand names are fluid and multipurpose; but logos give reliable clues

Hangouts logo



Meet logo



INTERFACE

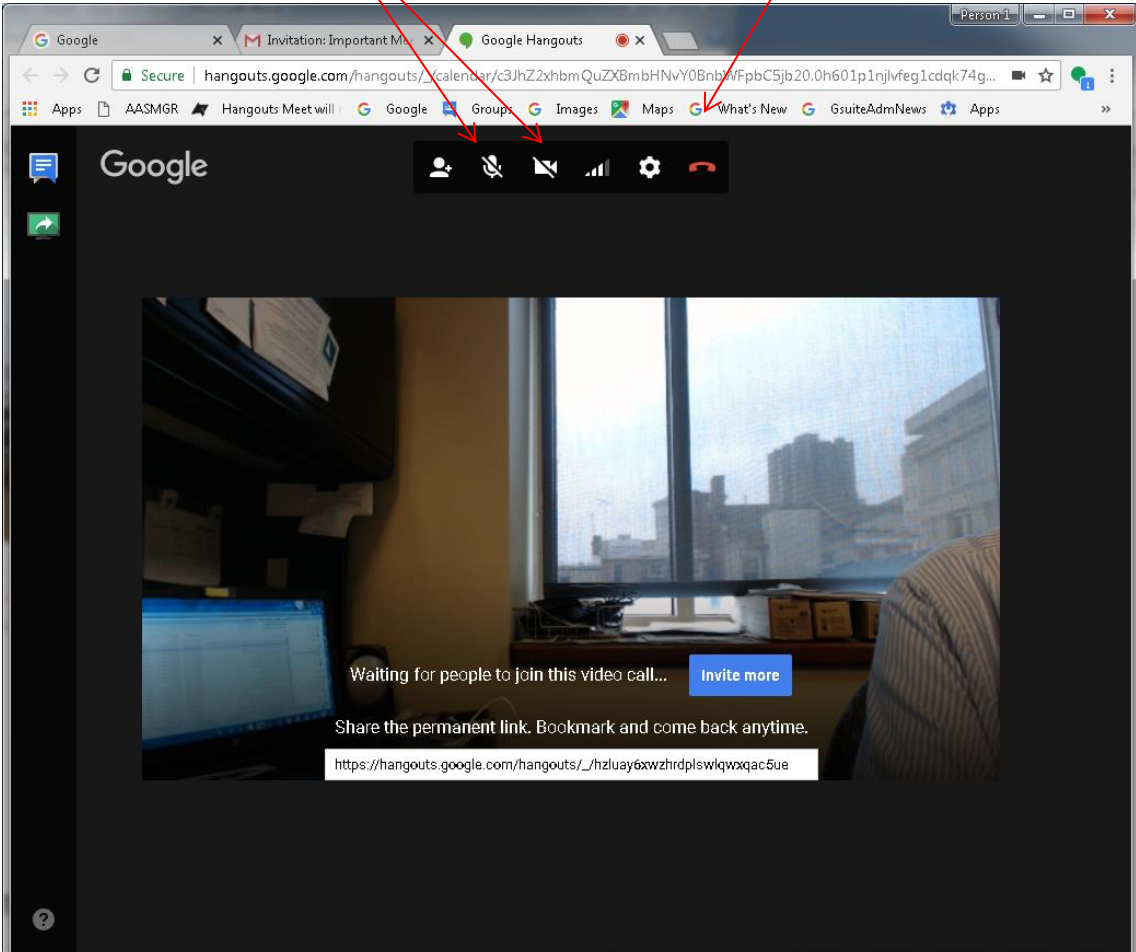
Hangouts

Mute

Hang up (exit)

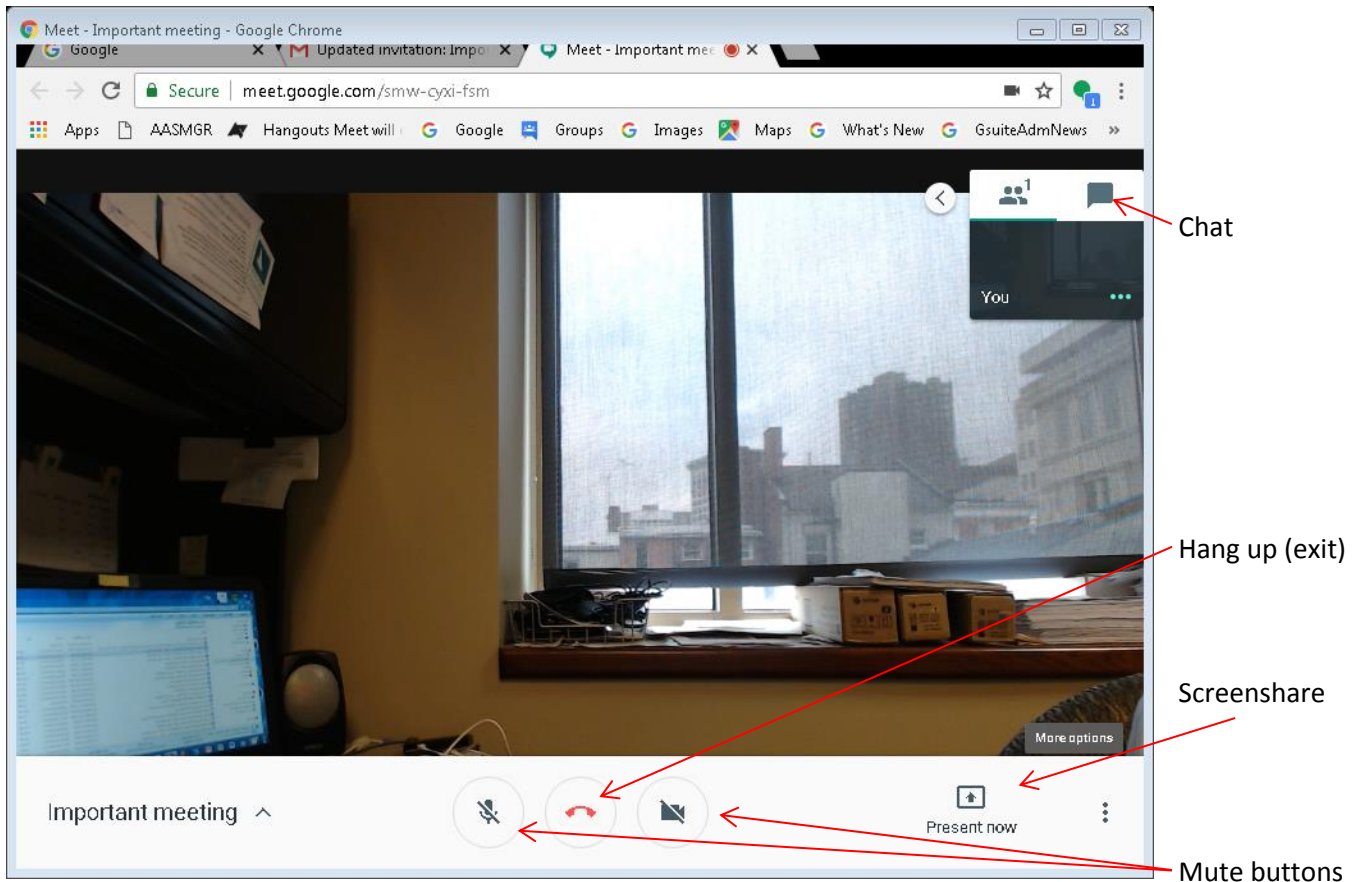
Chat →

Screenshare →



4

Meet



TIPS

- Make sure you are accessing the video meeting from a place with a good Internet connection.
- Join the meeting 20 or 30 minutes beforehand in case you have to work through technical issues.
 - Note: Do not be concerned if the meeting organizer does not join the meeting until shortly before it begins.
- Mute your mic when you are not the primary speaker
 - This reduces background noise for other attendees, especially helpful when you are waiting for the meeting to begin and you are working at your desk, taking calls, talking to other people at your office, etc.
- Mute your camera if you do not want to be seen
 - Especially helpful when you are waiting for the meeting to begin and you are working at your desk, or people come to your desk to talk.
- **PRACTICE**
 - with a friend.
 - or get a second Gmail address, and practice with yourself.
 - Watch demos on Youtube.