# How to setup online meeting on G-Suite using Google Meet?

Pre-requisites: **(PLEASE <mark>READ</mark> PRE-REQUISITE CAREFULLY)**

A. ONLY applicable to G Suite patrons like us, MUST have @necase account (ON THE HOST'S), receiver can/may be outside @necase domain

B. Make sure camera and microphone is working good in advance

   a. Go to URL: https://meet.google.com
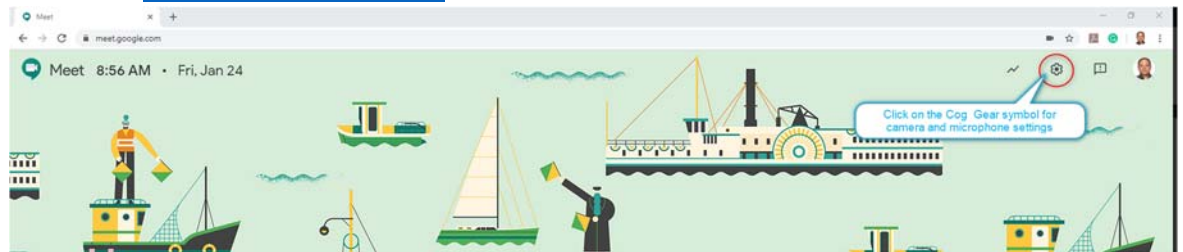
   b. Test the camera and microphone as required. For smartphone, it shall be OK. Click on **Done** when you're OK.
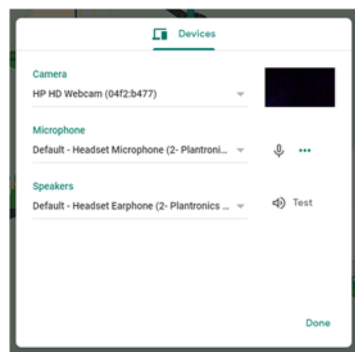
C. If using browser, Google Chrome is preferred, login with @necase account and if using smartphone/tablet/iPad, Google Meet (<mark>make sure it is not Google Hangouts</mark>) should be download using App store (IOS) or Google PlayStore (Android). The functionality is the same. Make sure you login with @necase account on the app to make it work

D. I will be presenting an idea from Host's perspective and the recipient perspective with an example. Pretend we are going to have ONLINE BOARD MEETING

E. Only speak out by UNMUTING your microphone when necessary and turn to mute when you turn for speaking is done

F. A meeting coordinator shall appoint to maintain healthy meeting. He/She shall use round table or pick the speaker each time

G. To prevent from unwanted disturbances the organizer has authority to disable the microphone but IT IS ATTENDEES' responsibility to turn on/unmute microphone (Please mute microphone when you're not speaking)

Host's perspective

1. Click on **Join or start a meeting**. It will ask you for meeting code or nickname. (The Host can re-use this nickname/code repeatedly). For instance, lets assume we are doing online board meeting. Enter nickname **ONLINE BOARD MEETING**
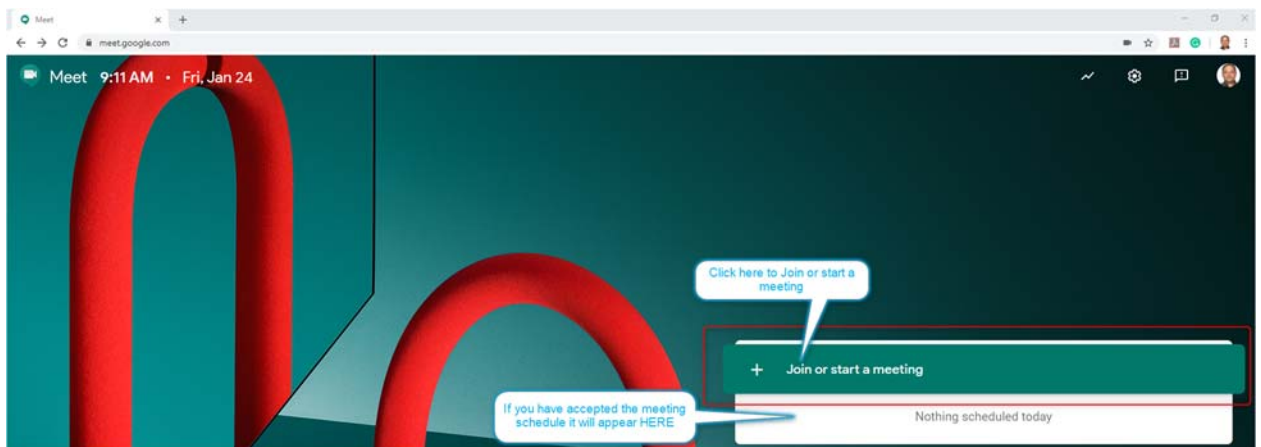
2. Type meeting name and continue. I am typing Online Board Meeting. ALWAYS START meeting, microphone & camera MUTE/TURN OFF STATE, enable it ONLY if it is <u>absolutely necessary,</u> to prevent from distraction. Then click on **Join meeting**.
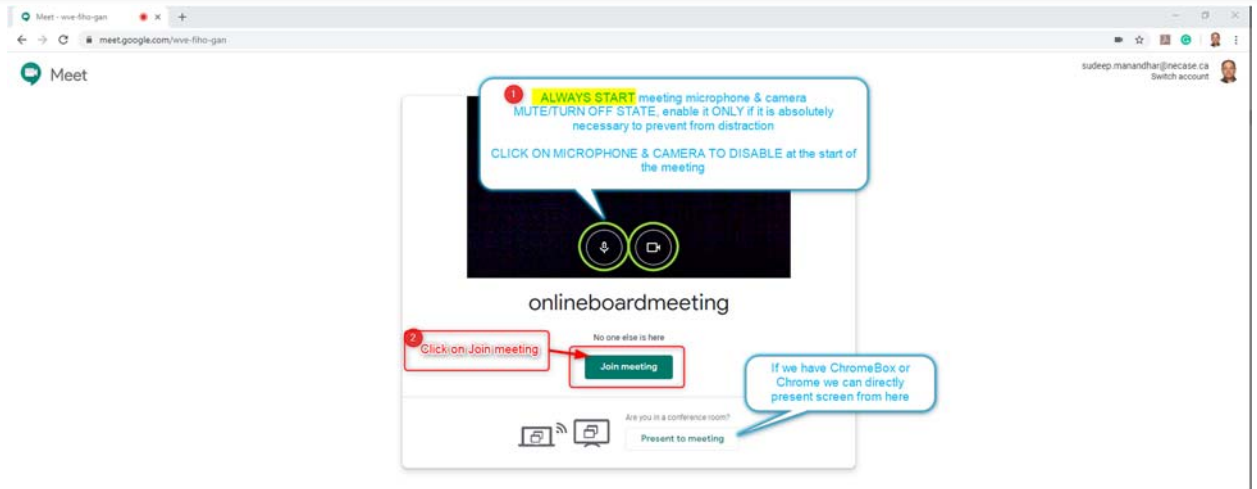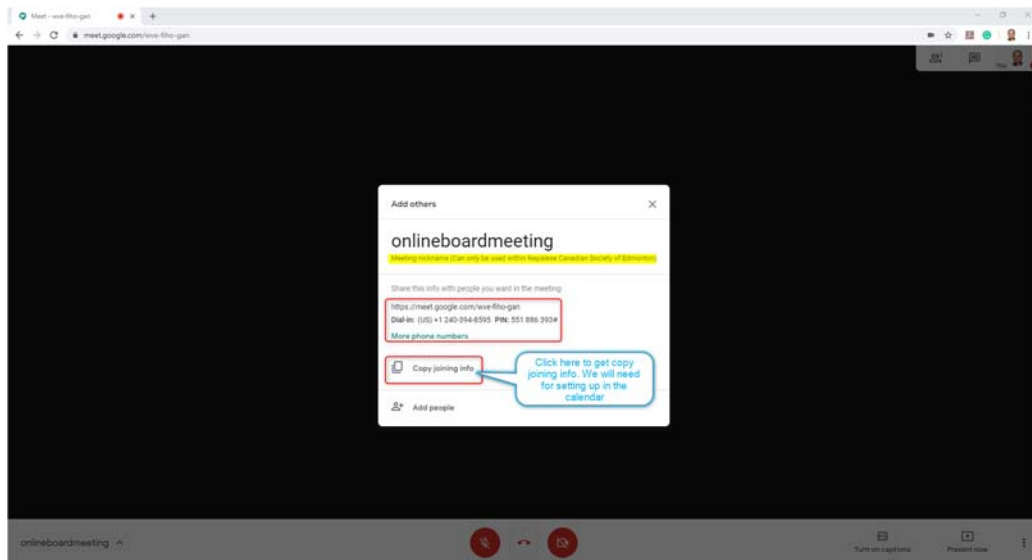
3. The following screen appears. Make sure you click on **Copy joining info** for setting up calendar notification. IF IMMEDIATE MEETING IS REQUIRED click on Add people and enter the email address or their phone (We are pretending for future meeting so it is out of scope of this documentation)

4. Open new tab, go to https://calendar.google.com . We are pretending it is going to happen on Feb 1. Please go to that date and confirm the time slot. For our example, it is going to happen 1PM-2PM

5. Double click at the time slot of starting 1PM on Feb 1. If setting up meeting at our hall click on Room (Meeting room and Hall are already setup as resources on Google Directory Servers). The following screen appears.

6. Since we are doing **online**, we skip the **Rooms** selection. Select the **calendar** and ENTER MEETING AGENDA and meeting info we copied earlier in Add description box.

7. On the above screenshot, number 3 enter attendees' email. As of now for board we shall enter necase-board-member@necase.ca which goes calendar invitation to all the board members attendees.

8. Now, click on **Save**. Google Calendar will prompt you to send email to guests. Click **Send**.

9. Done

10. Disconnect the Google Meet on previous tab
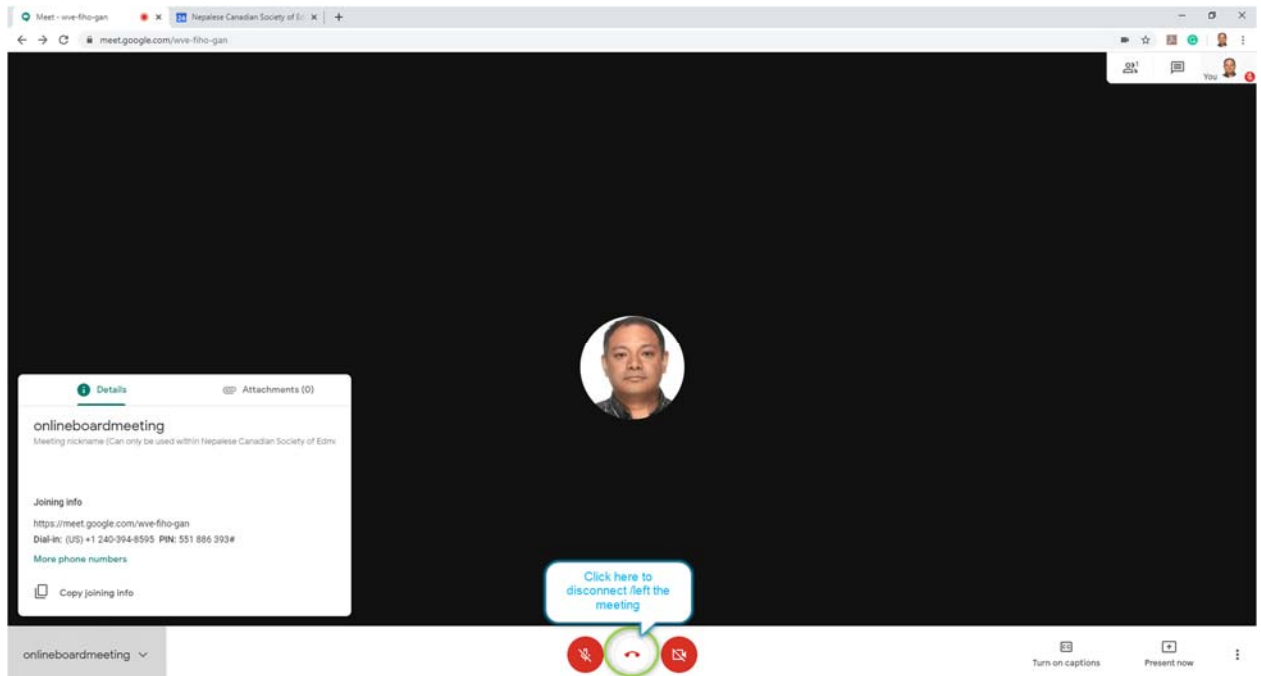
Receiver's /Attendees' perspective

1. He/She should open necase email and accept the meeting

2. If he/she is enrolled to necase email on smartphone or desktop/laptop/tablet on Google Calendar, it will prompt you for notification

3. Click on the meeting link on the notification or go to https://meet.google.com (Refer to screenshot Host's perspective, step# 1, your meeting link should appear there)

Sharing/Presenting the screen

1. Once you're in the meeting click on **Present now** button. Select **Your entire screen** or **A window** if you have multiple screen on desktop or if its smartphone, it will prompt you for **Broadcast**.

(Note: all your notification will be recorded, make sure to put your smartphone on Do Not Disturb mode)

2. Click OK to proceed

3. On desktop/laptop/table click on **Stop sharing** to stop sharing the screen.

Version History

Date	Author	Comment
1/24/2020	Sudeep Manandhar	a. Initial steps written for setting up online meeting and calendar invitation b. Meeting rooms and halls and configured on Google Servers