

# Google Hangouts Meet Guide for Virtual Meetings – User

## Google Hangouts Meet at a Glance

Google Hangouts Meet takes the headaches out of joining a group video meeting or call. Anyone can join with a click (no Google account required). Meetings also include dial-in details if guests would rather join by phone.

## How Does It Work?

A Ren Staff member sets up the virtual meeting and invites participants by sharing a link. For safety and privacy, any added participants will be prompted to “Request to Join” and a Renaissance staff member will need to be in the meeting to “Accept” the request.

## Joining a Video Meeting from a Computer

1. Click the meeting link provided in an email or wherever the link has been posted.
2. You may adjust your camera and mic settings before entering the meeting. Click the mic and camera icons on the video screen to turn them on or off. You can also make changes after you join.
3. Click “Join” or “Request to Join.” If your computer audio is not working, you may also choose to “Join and use a phone for audio.”

## Joining a Video Meeting from a Smartphone or Tablet

1. Click the meeting link provided in an email, text message, or wherever the link has been posted.
2. If Hangouts Meet App is not already on your device, follow the prompt to download the free Hangouts Meet App. Log in using your Google Account.
3. You may adjust your camera and mic settings before entering the meeting. Click the mic and camera icons on the video screen to turn them on or off. You can also make changes after you join.
4. Click “Join” or “Request to Join.”

## Join as a Conference Call from any Phone

1. A phone number and pin will be provided to invited guests.
2. Leaders may also share the phone number and pin with additional participants.
3. Users will dial the phone number and enter the pin provided when prompted to join the meeting.

## Sharing Your Screen

Hangouts Meet allows users to share their screen to the entire conference call by clicking “Present Now.” Only one person can use screen-share at a time, and one person must “Stop Sharing” before someone else can start sharing. Please be considerate when using this feature.

## Virtual Meeting Etiquette

- Test your video app before meeting
- Dress appropriately
- Position device camera at eye level
- Mute you microphone when not speaking
- Listen to facilitator
- Please do not interrupt someone speaking
- Keep prayers or comments short; generally less than 1 minute