



Video Conferencing Services

Google

# Video Conferencing Service

The following services allow you to conference and chat online with audio, video and even screen sharing. These are commercial services hence have some limitations on creation of meeting, number of user who can join a meeting.

## **Google meet -**

Allows 250 participants for video conference, requires login to create a meeting . It can be broadcasted to around 1,00,000 viewers.

To create a meeting in google meet one requires an email account running on G-Suit.

(If the email service for your organisation powered by gmail then you are a G-Suit member)

## **Google Hangout -**

Allows 25 participants for video conference and 150 for text, requires a gmail account.

# Google Meet

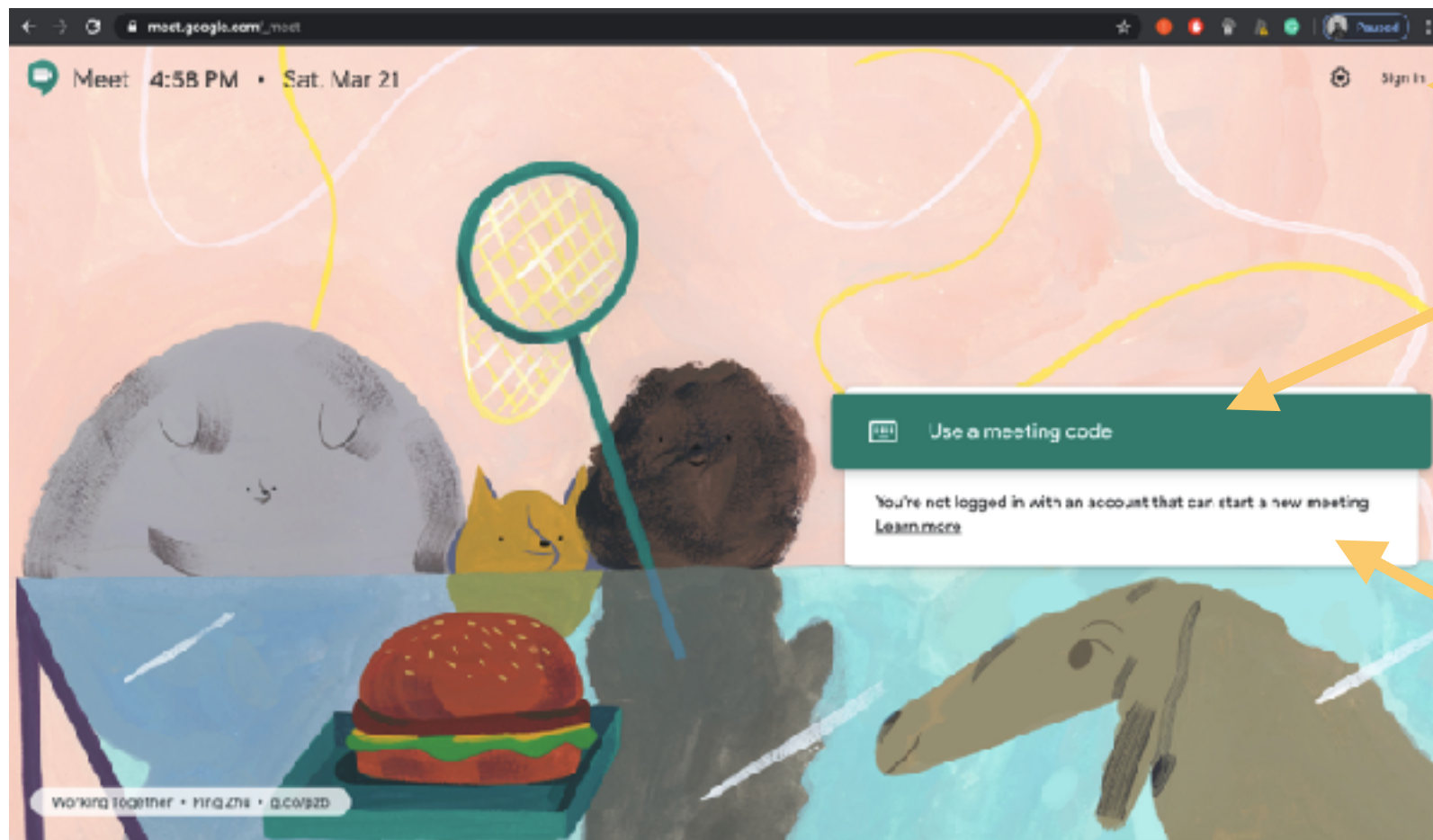
## Starting / Joining a Meeting (Computer Browser)

Browse to [meet.google.com](https://meet.google.com)

NOTE: To create a meeting in [meet.google.com](https://meet.google.com) one needs to have an G Suit account. If the email service of any of the organisations you are a part of run on a gmail like platform then they are most likely using G Suit.

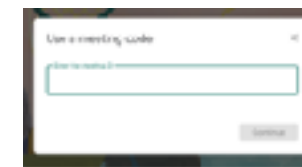
e.g. if you are an IEEE member you are eligible for creating a @ieee.org email id which is powered by G-Suit. We will be using an [ieee.org](https://www.ieee.org) id as an example

Any one can join a meeting.



You will have to sign-in to a GSuit based email it. Click on sign in to login

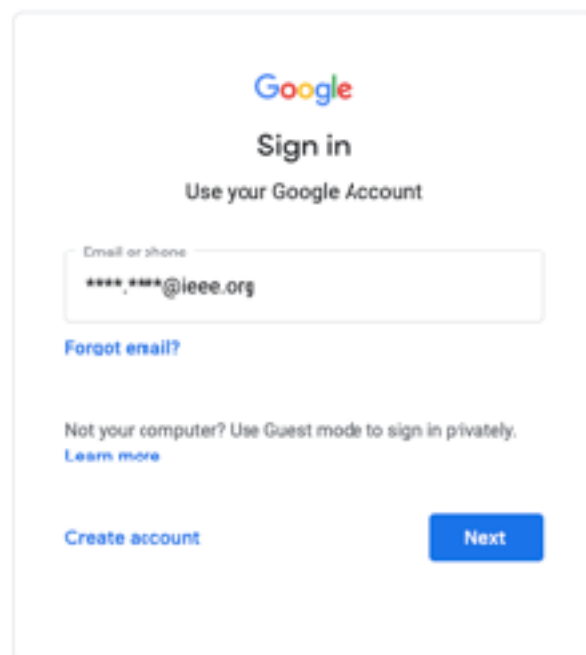
**To Join a meeting** click on the green bar and a popup will show up to enter the meeting ID



If you are not logged in to a G-Suit based account or logged in with a google account you will only be able to join a meeting using the meeting code.

Once you click on Sign In you will be redirected to the Google page where you have to enter your G\_Suit ID,

In this example we are using an ieee.org id

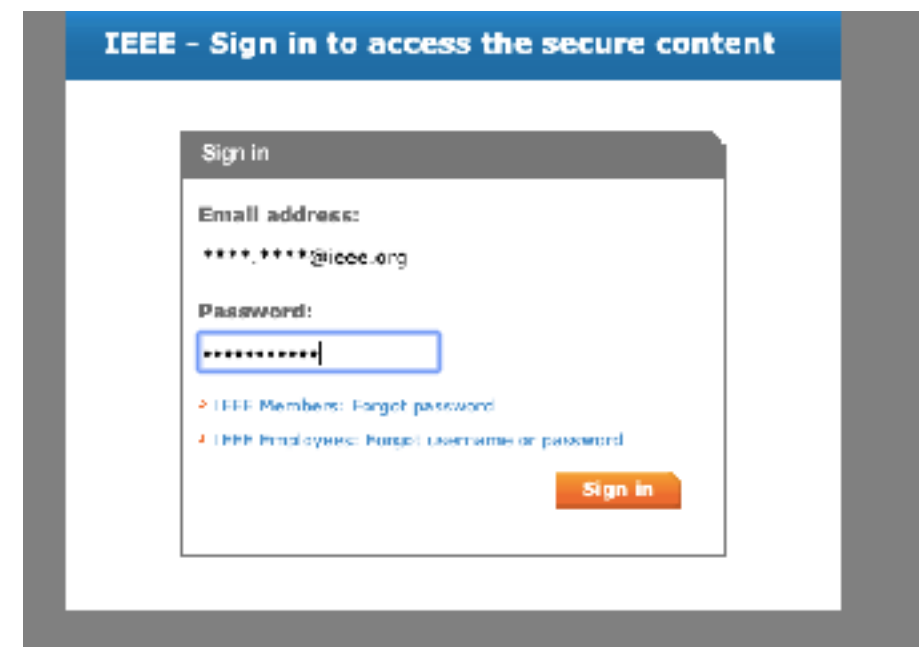


The image shows the Google Sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" containing the text "\*\*\*\*.\*\*\*\*@ieee.org". To the left of the input field is a link "Forgot email?". Below the input field is a link "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".



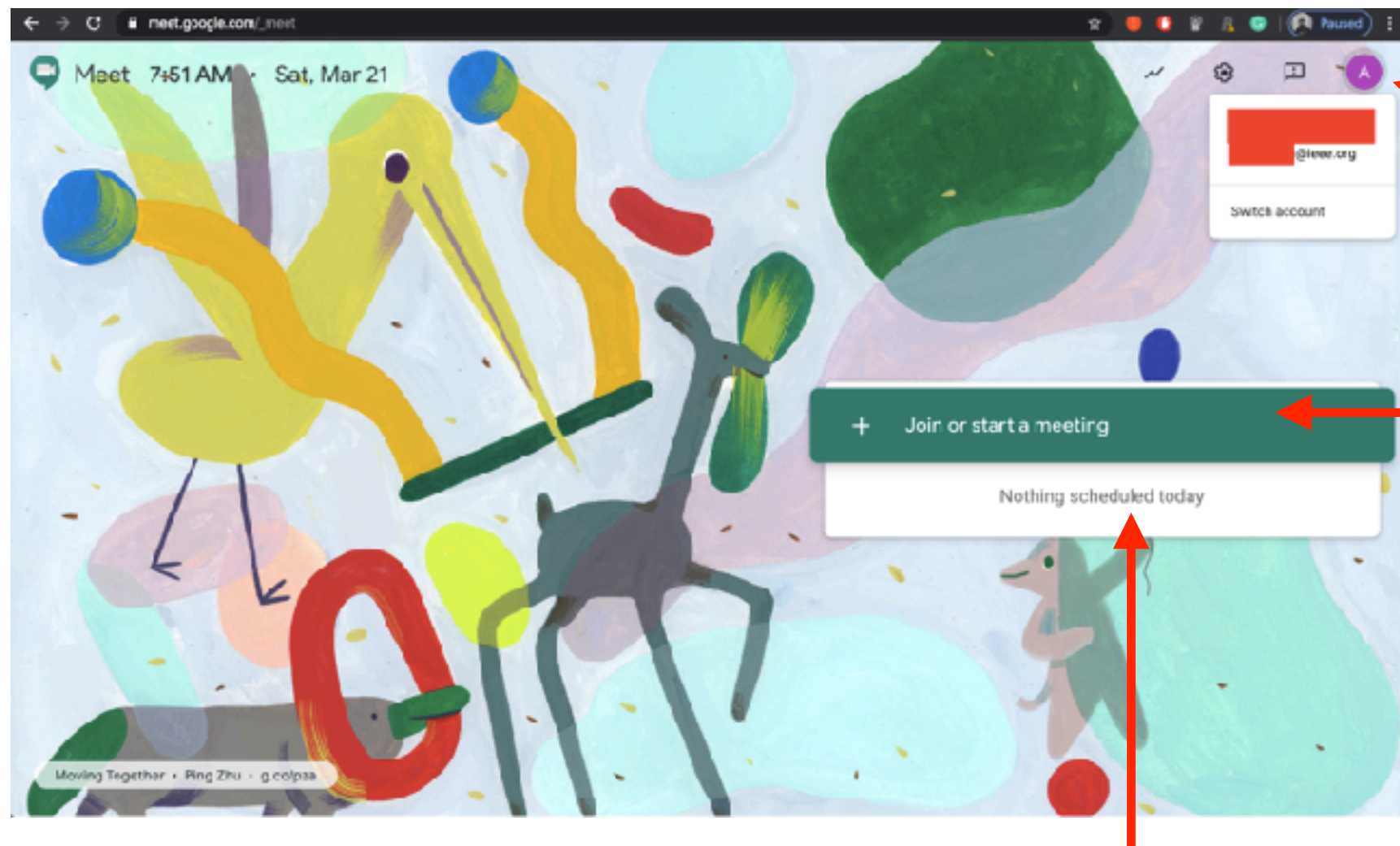
When you click next, you will be redirected to the login page of your organisation.

In this example we are sent to the ieee.org page



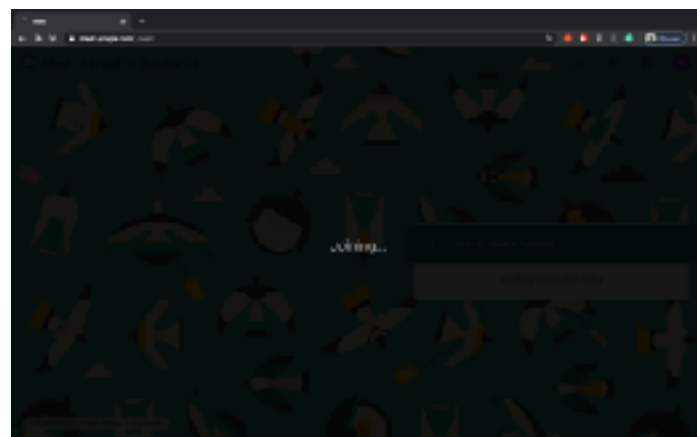
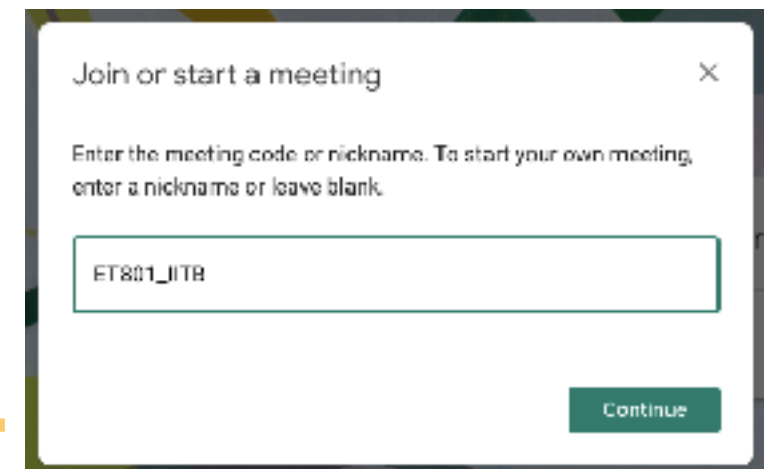
The image shows the IEEE Sign-in page. At the top is a blue header with the text "IEEE - Sign in to access the secure content". Below this is a white box with a grey header labeled "Sign in". Inside the white box, there is a text input field labeled "Email address:" containing the text "\*\*\*\*.\*\*\*\*@ieee.org". Below this is a text input field labeled "Password:" containing a series of asterisks. To the left of the password field are two links: "IEEE Members: Forget password" and "IEEE Employees: Forget username or password". At the bottom right of the white box is an orange button labeled "Sign in".

Now that you are logged in to with a GSuit Account you will see the option “Join or Start a meeting”



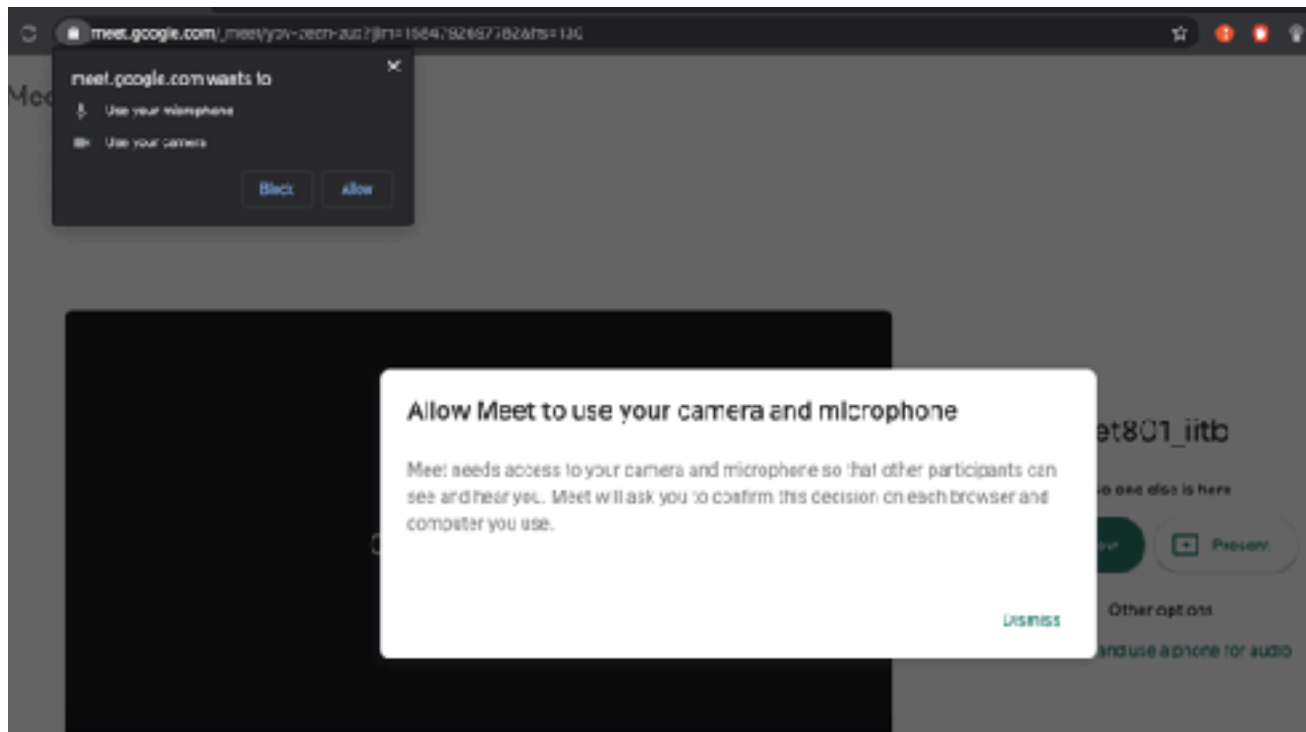
To start / Join a conference. Click on the green bar.

If you have a calendar associated with this account, all your meet meeting will show here.



Once you click on the green bar a pop up window will open. To create a meeting enter a name for your meeting. Here we have used “ET801\_IITB”. Then click on continue. Your meeting will start setting up

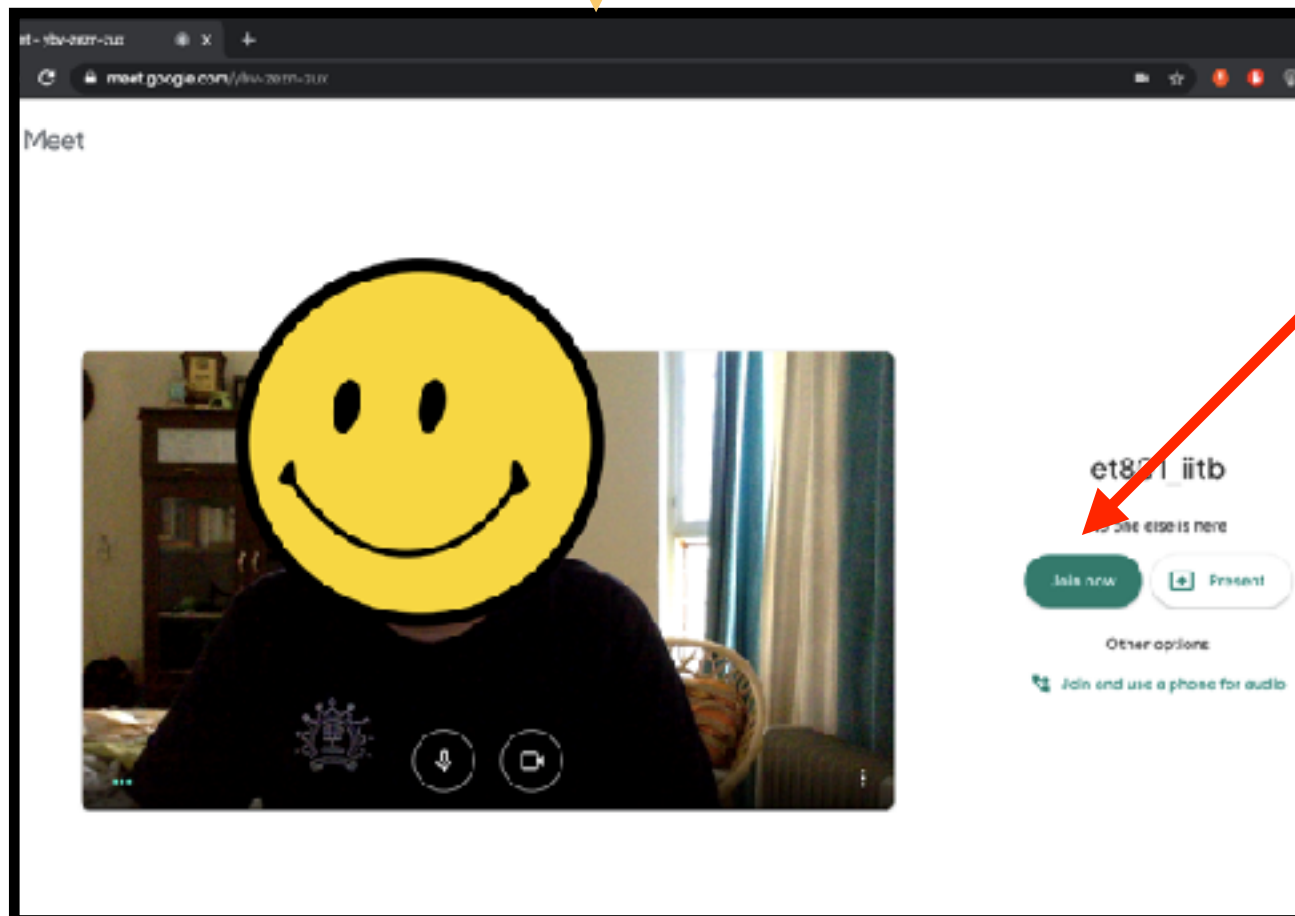




Once the meeting is setup your browser (Chrome/safari etc.) will request permission for using your webcam and mic. Click on allow.

NOTE: You will have an option to later disable them as and when you required

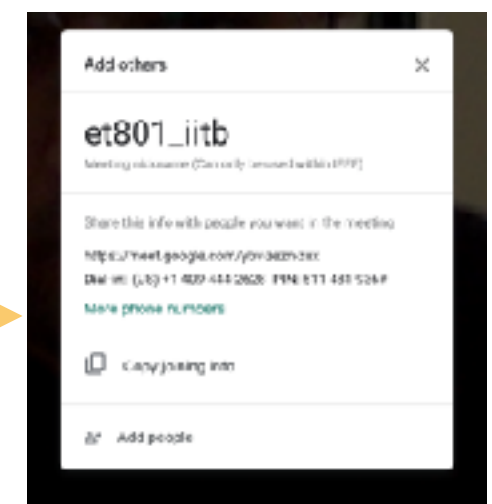
Once you have allowed the use of mic and camera you will be sent to the meeting start page.



Your meeting page meeting page is set. You could test your mic and camera as they will be activated on this page. You may even disable your mic and camera before starting the meeting.

To start the meeting Click on “**Join Now**”

You will be on the meeting page and the information to add or invite others will be shown in a pop up. This can be viewed again from the meeting screen.



You are now on the meeting screen of google meet-up, the person currently talking will be shown with the top 10 people who are talking.

The screenshot shows the Google Meet interface with several annotations:

- Opens the chat:** Points to the chat icon in the top right corner.
- View the participants:** Points to the participants icon in the top right corner.
- More Actions and settings regarding the meeting:** Points to the three-dot menu icon in the bottom right corner.
- Allows you to share your screen, you may choose between a specific window or the current screen:** Points to the 'Present now' button in the bottom right corner.
- To mute / unmute your mic:** Points to the microphone icon in the bottom center.
- To enable / disable your camera:** Points to the camera icon in the bottom center.
- Opens the meeting joining information page. You may send joining information and links from this section:** Points to the 'et801\_itb' dropdown menu in the bottom left corner.

Inset images show:

- The chat window with a message from 'You' at 5:46 PM: 'Hi I will send the link to the doc here'.
- The participants list showing 12 people, with 'et801\_itb' highlighted.
- The 'Present' dialog box with options: 'Your entire screen' and 'A window'.

Download the app from the respective stores.

For iPhone and iPad (App Store)

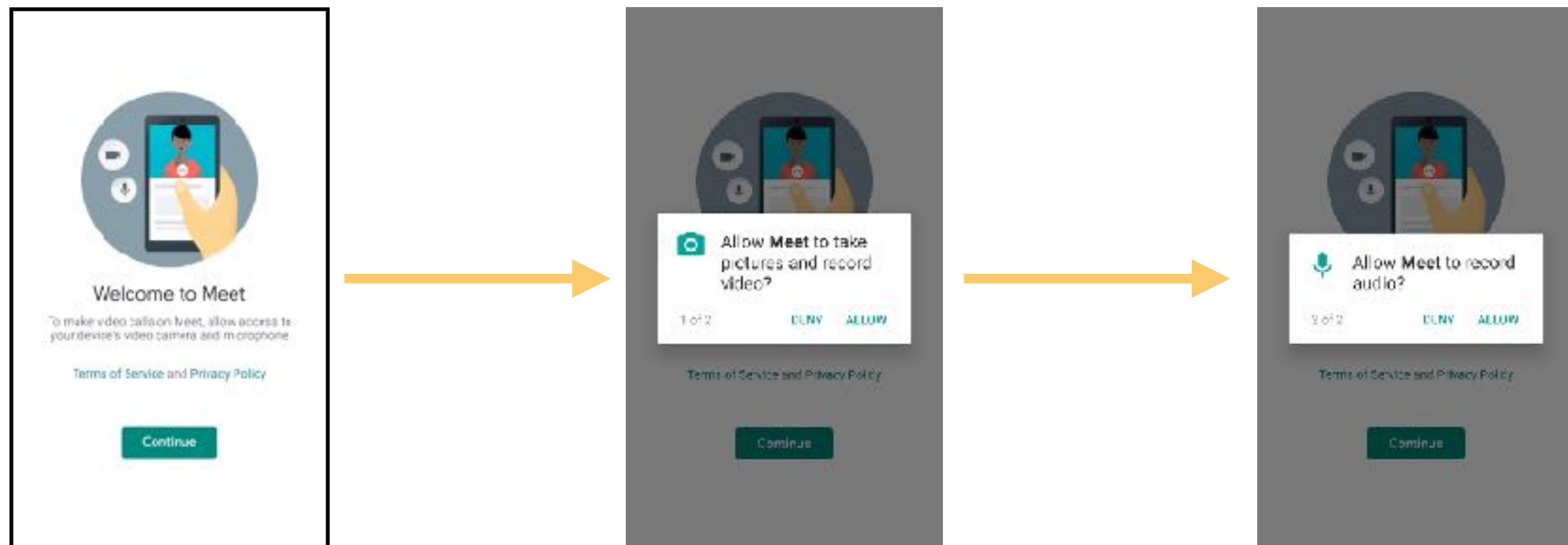
<https://apps.apple.com/in/app/hangouts-meet/id1013231476>

For Android (Play Store)

[https://play.google.com/store/apps/details?id=com.google.android.apps.meetings&hl=en\\_US](https://play.google.com/store/apps/details?id=com.google.android.apps.meetings&hl=en_US)

# Google Meet Starting / Joining a Meeting (Mobile App)

## Common for both iOS and Android



Open the Meet app once installed and click on continue

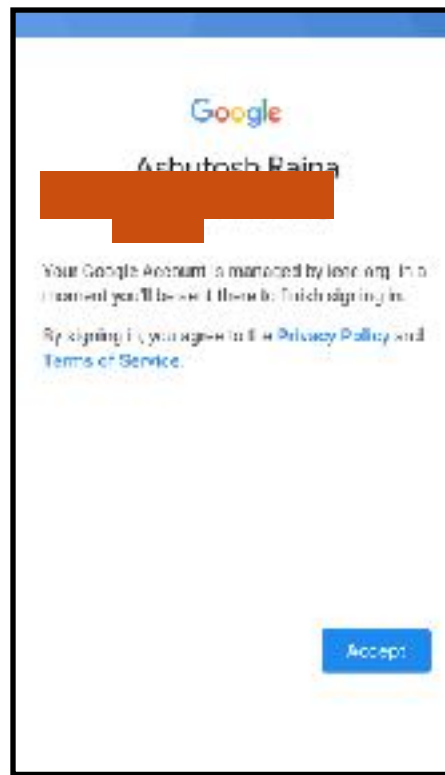
App will request permission to use camera to record video, allow it.

App will request to use audio, allow it to record

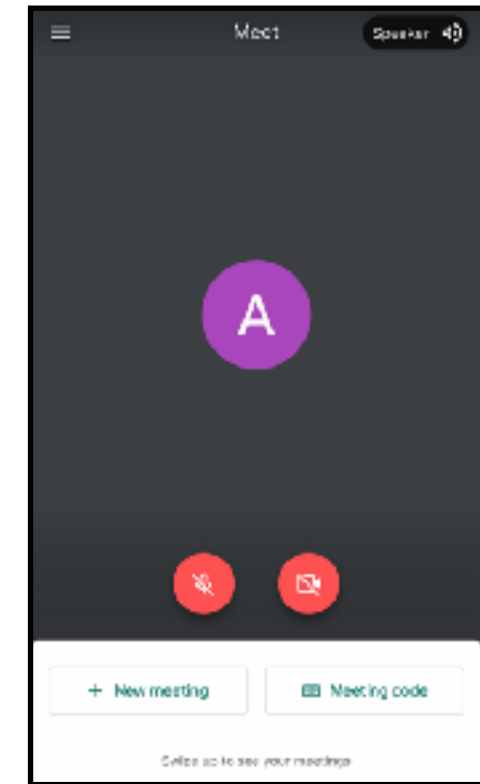




If your email id using G-Suit is already set on your phone then select it else enter your email that uses G Suit.



Once you log in to you email ID that uses G Suit accept the terms of using it for Google meet.

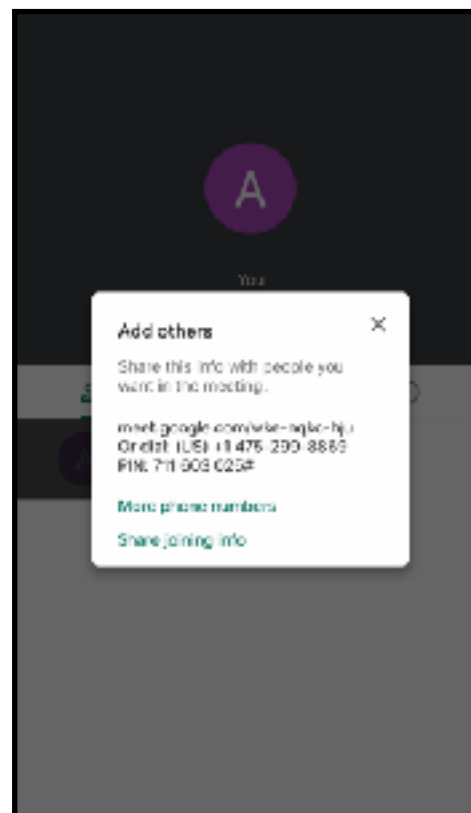


You are on the home screen of google meet. To start a new meeting from the app click on **“New Meeting”**

**NOTE:** You may choose to enable or disable you audio and video before starting the meeting

As you click on new meeting the invitation link and the meeting code will be displayed to you.

You may invite others to join using the link, or share the code or using their email Id's



The meeting is now set up and live

Enable / Disable Camera or mic or end the meeting

Participants of the meeting can be seen from here.

To open the chat window click here

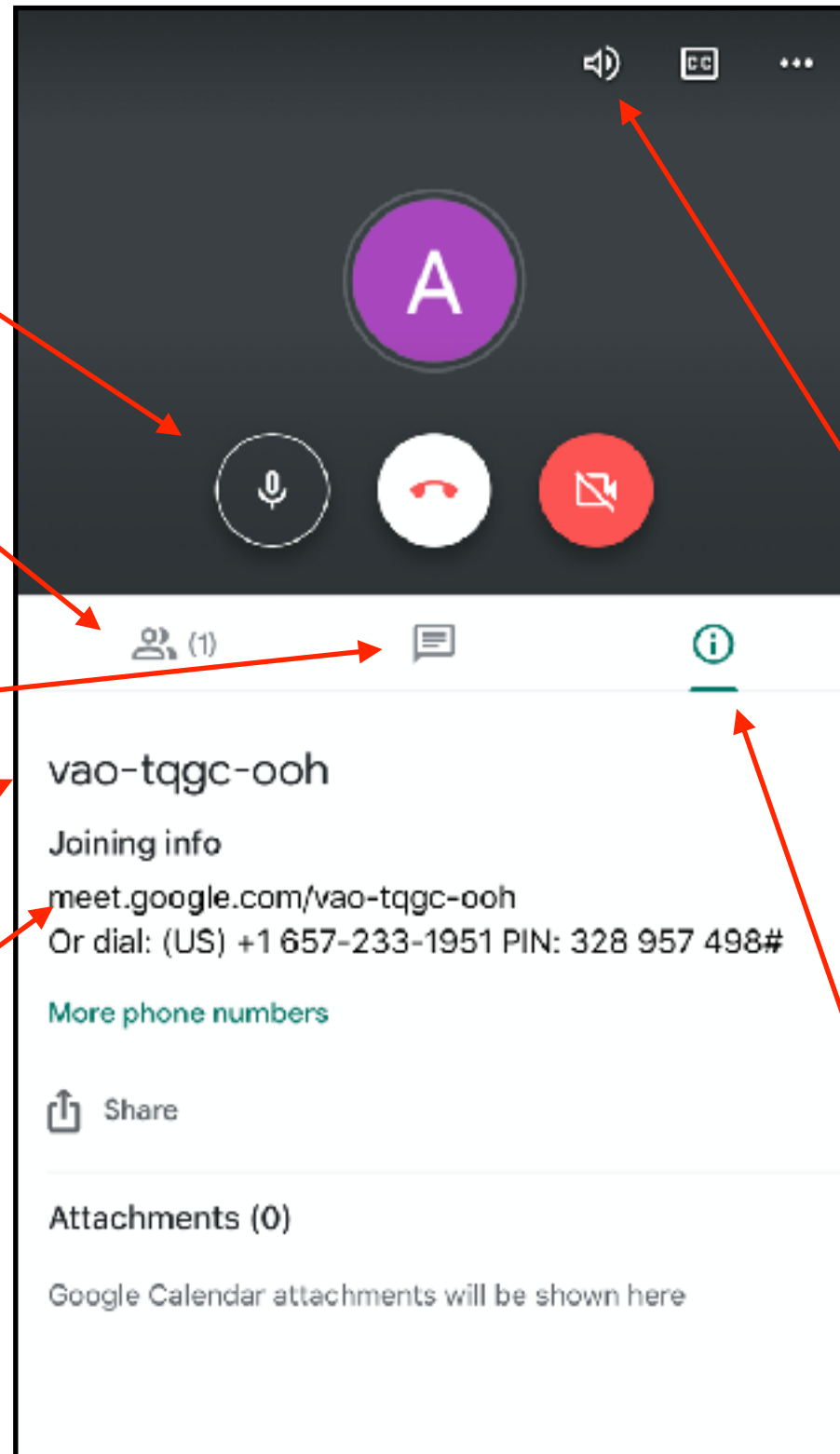
Meeting Code

Meeting Link

More options also provides you the option to share your mobile screen

To control volume or choose the audio output device like a bluetooth speaker or headphone connected

To see the information on joining the meeting share the information or new attachments that were specified during the meeting click on "i"



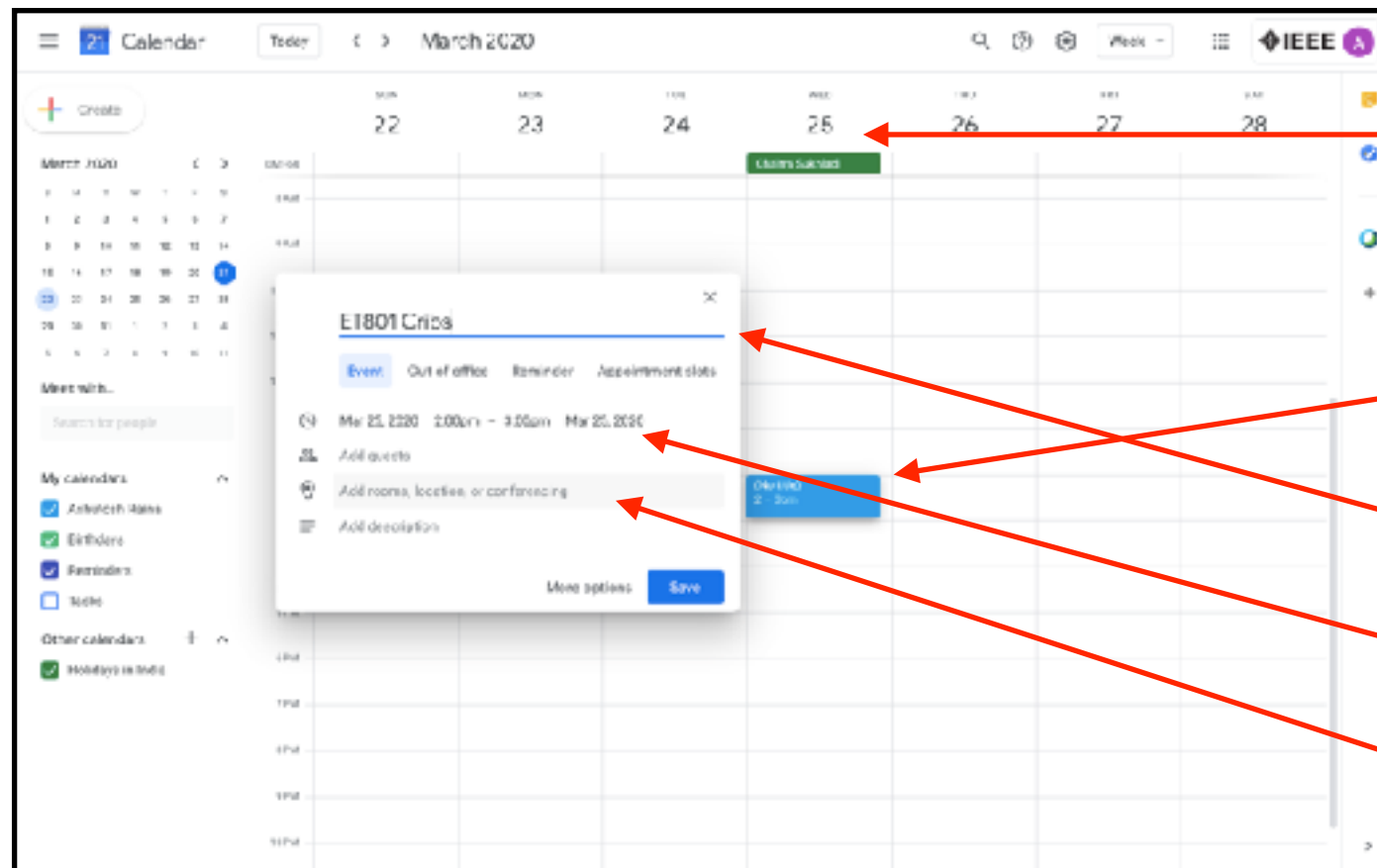
# Google Meet Scheduling (Google Calendar)

Browse to [calendar.google.com](https://calendar.google.com) while logged in to the email id that uses G Suit.

NOTE: To create a meeting in [meet.google.com](https://meet.google.com) one needs to have an G Suit account. If the email service of any of the organisations you are a part of run on a gmail like platform then they are most likely using G Suit.

e.g. if you are an IEEE member you are eligible for creating a @ieee.org email id which is powered by G-Suit. We will be using an [ieee.org](https://www.ieee.org) id as an example

Any one can join a meeting.



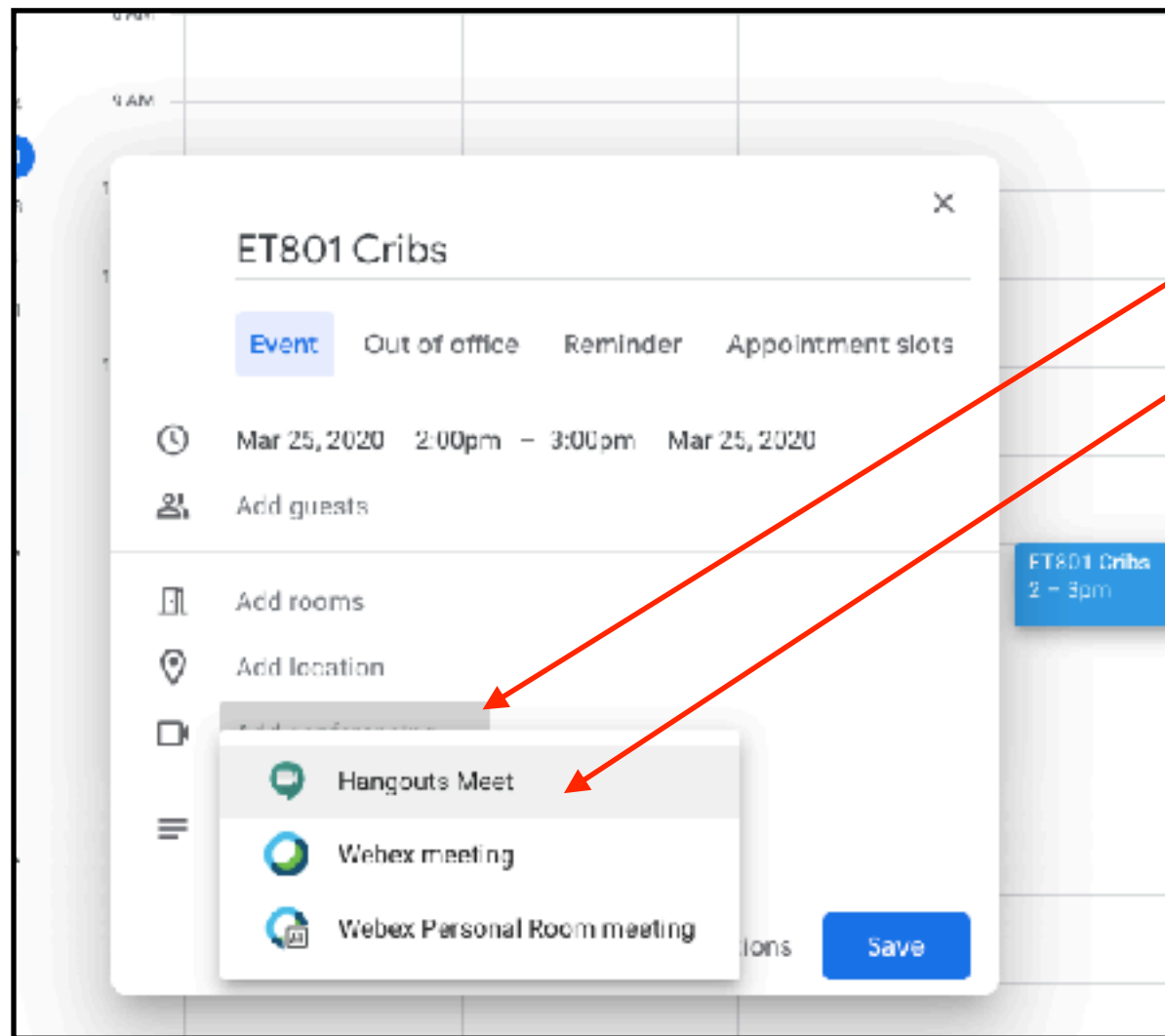
Select the date you want to create the meeting for.

Select the time slot and click on the cell corresponding to your meeting time. It will open a small window.

Enter the name for the meeting

Set the date and time.

Click on add room location conferencing.



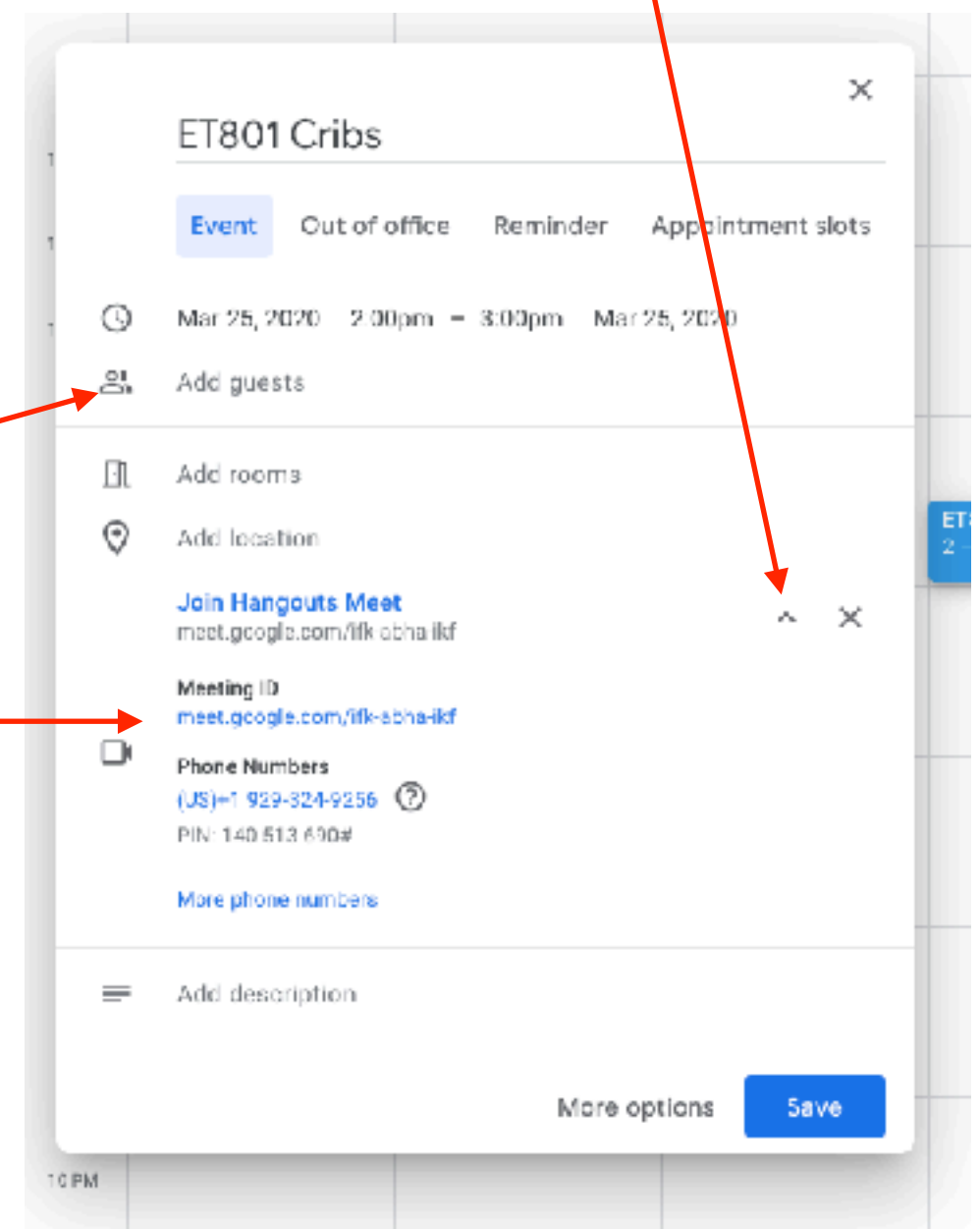
Under Conferencing open the drop down menu

Select hangout Meet. It will automatically create a link for the meeting

To know more details click on the downward arrow next to the meeting link.

Participants can be invited via Email id's

Meet ID / link can also be shared with the participants as well



For more information Visit :-

<https://support.google.com/a/answer/9204857>



Google

Hangouts



**Let's get started**

# OVERVIEW

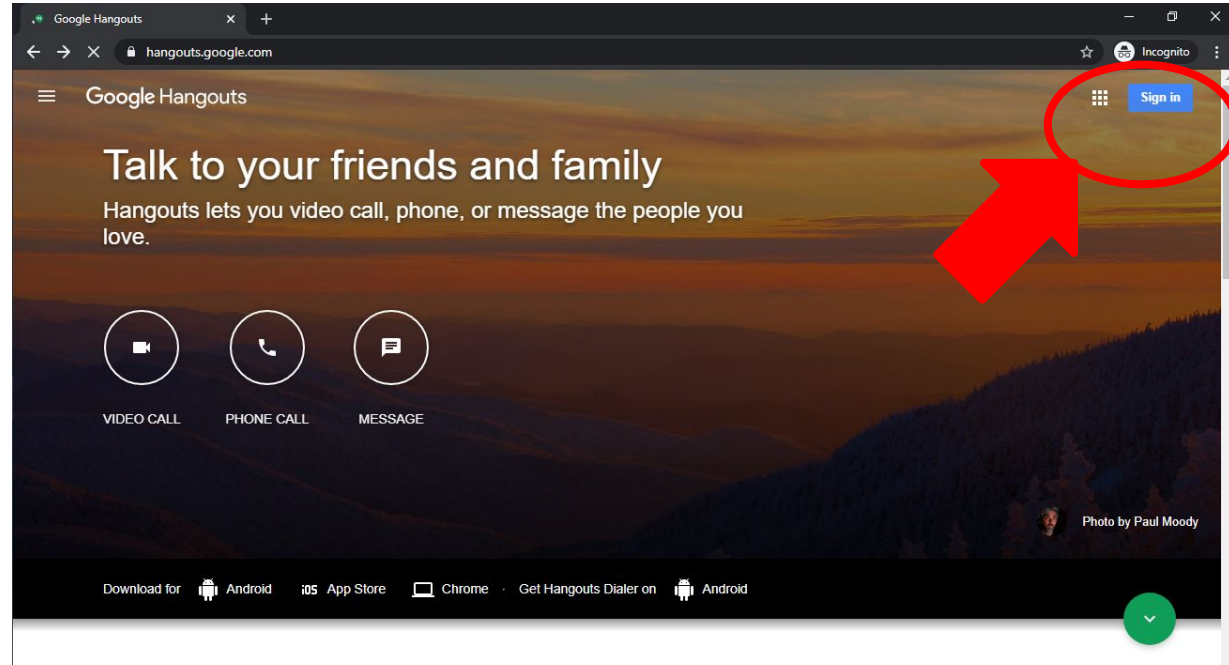
Google Hangouts offers unique tools for communicating and collaborating with contacts inside of your organization and across the world.

This document will guide you to the steps needed to get the most out of working with Google Hangouts



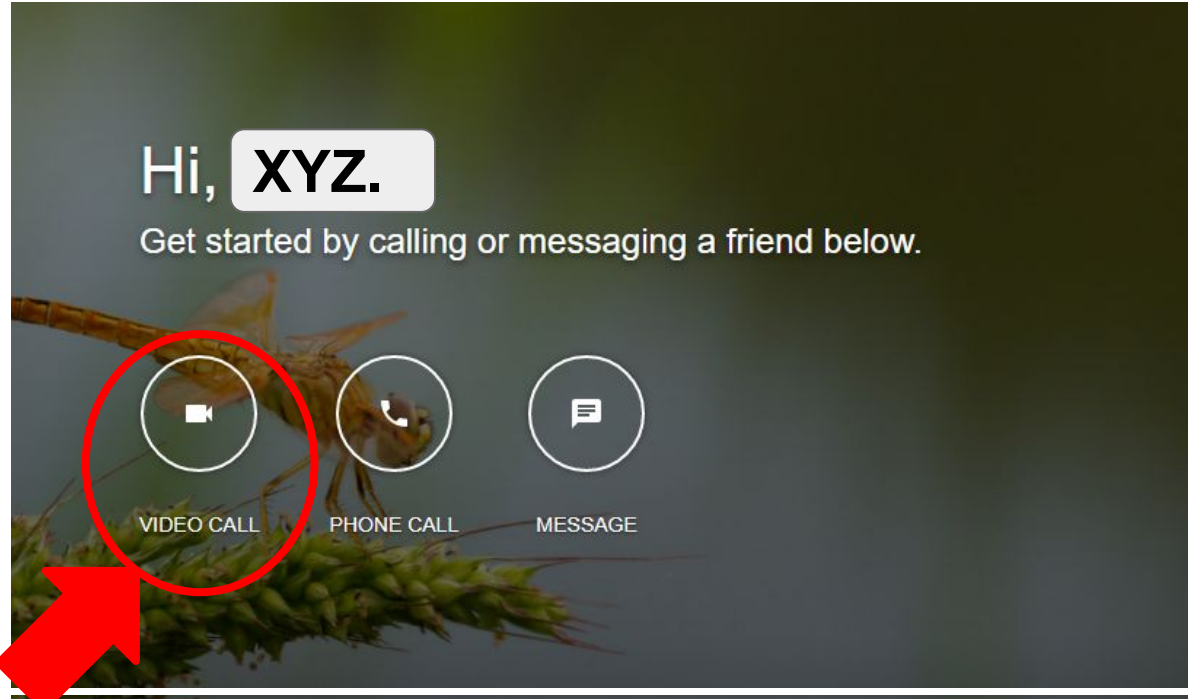
# LESSON 1: STARTING THROUGH THE HANGOUT PAGE

- 1) Go to:  
<https://hangouts.google.com/>
- 2) Sign in using  
your gmail account  
and password.



# LESSON 1: STARTING THROUGH THE HANGOUT PAGE

3) Once log in, please select “video call” to start the online meeting.

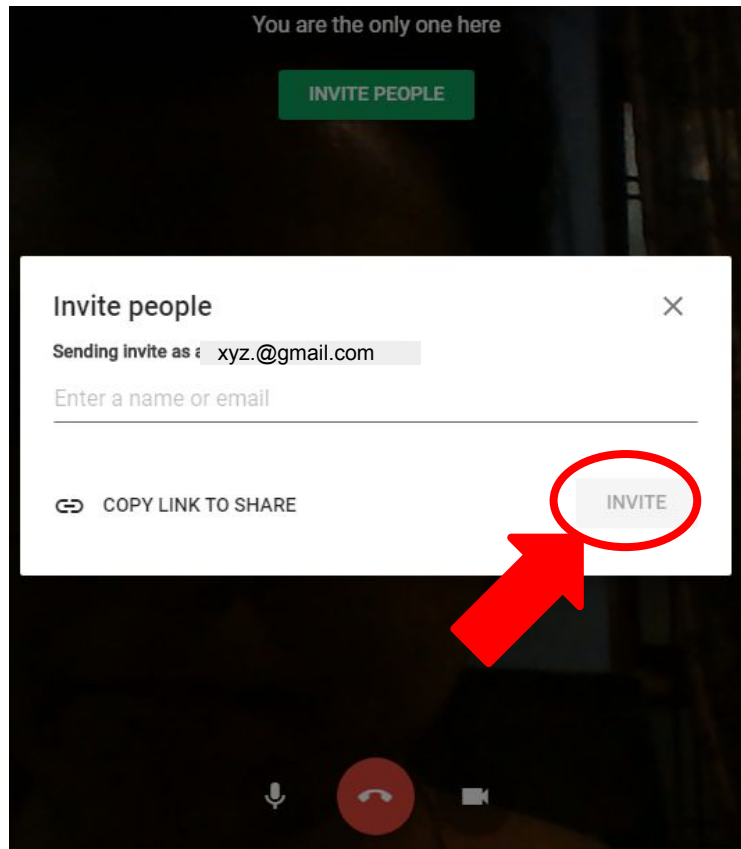


***Note: Allow Google Hangout to access your microphone and camera***

# LESSON 2: INVITING MEMBERS

Please enter their email address. Then click “Invite”.

***Note: You can invite as many members you want just by entering their email ids.***

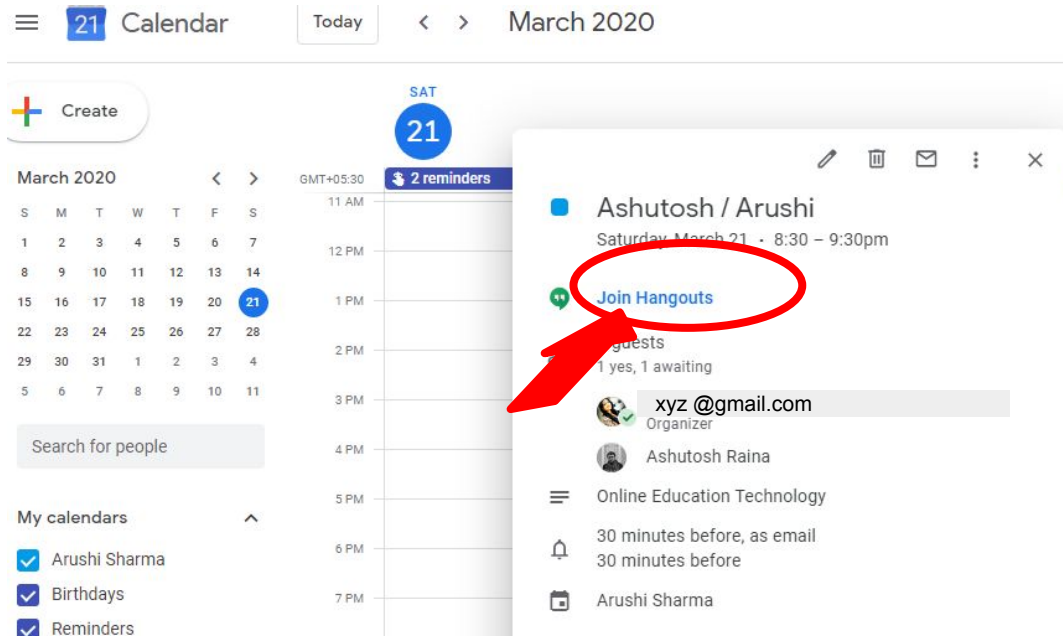




# LESSON 3: GOOGLE HANGOUTS + GOOGLE CALENDER

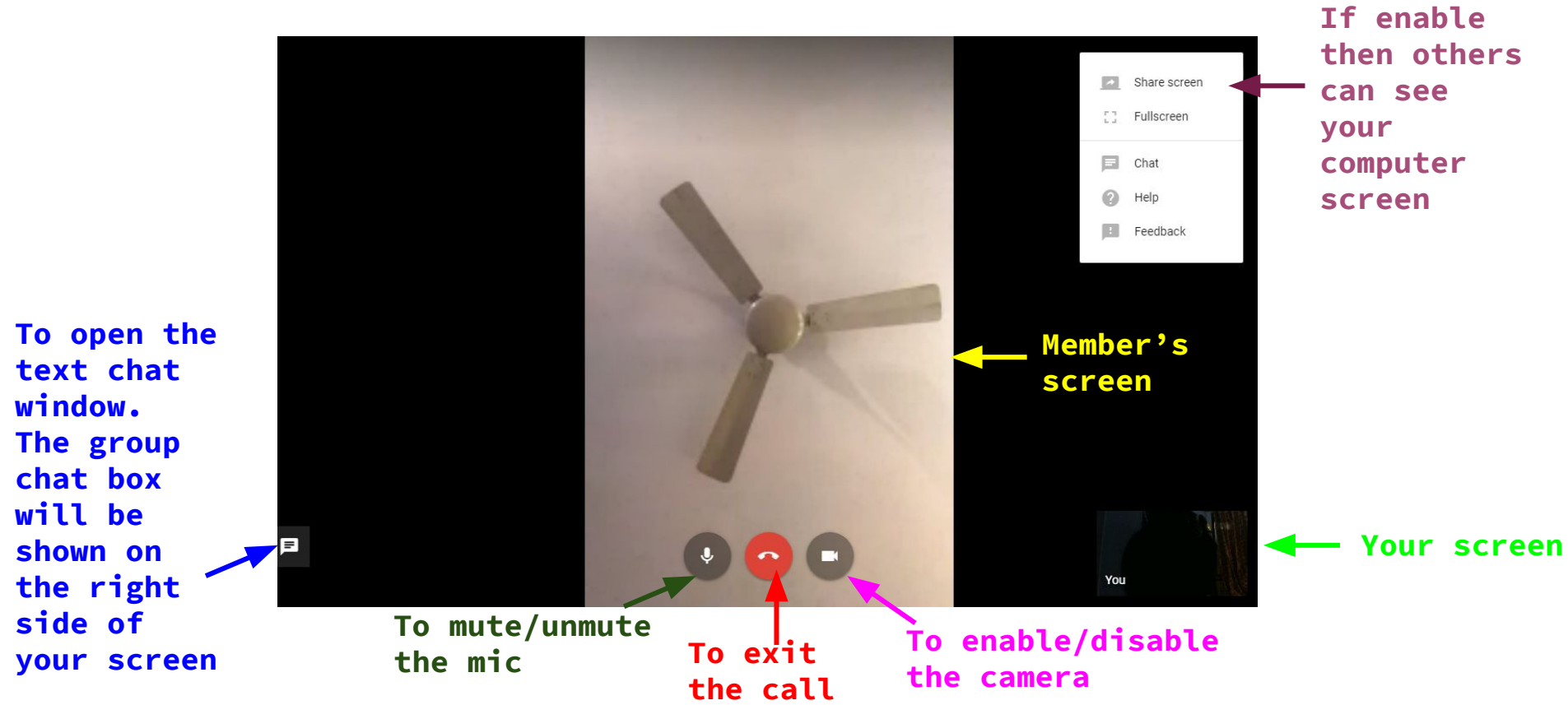
Hangouts will sync your Google calendar.

So, go to your google calendar and simply click the meeting you are going to attend.



***Note: After entering the meeting, please wait for other attendees to join the video call***

# LESSON 4: KNOWING THE GUI

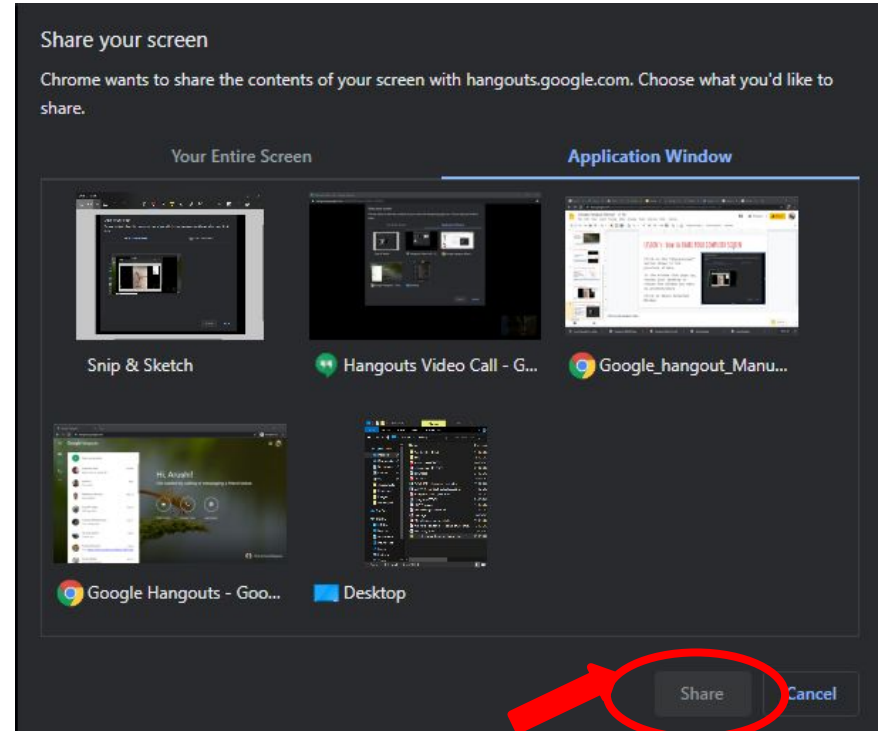


# LESSON 5: HOW TO SHARE YOUR COMPUTER SCREEN

Click on the “Sharescreen” option shown in the previous slides.

In the window that pops up, choose your desktop or choose the window you want to present/share

Click on Share Selected Window



**Note:** Please then click “Present to everyone” to make sure everyone can focus on your screen in the largest window. You can stop sharing your screen by just clicking the “Screenshare” again.

# LESSON 6: USING MOBILE PHONES

Download the Google Hangouts app and open it on your phone.

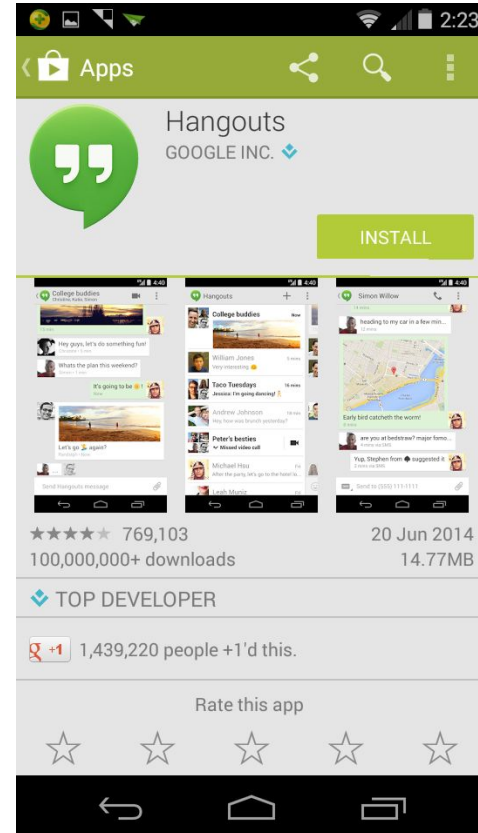
For iPhone/iPad:

<https://apps.apple.com/us/app/hangouts/id643496868>

For Android:

[https://play.google.com/store/apps/details?id=com.google.android.talk&hl=en\\_IN](https://play.google.com/store/apps/details?id=com.google.android.talk&hl=en_IN)

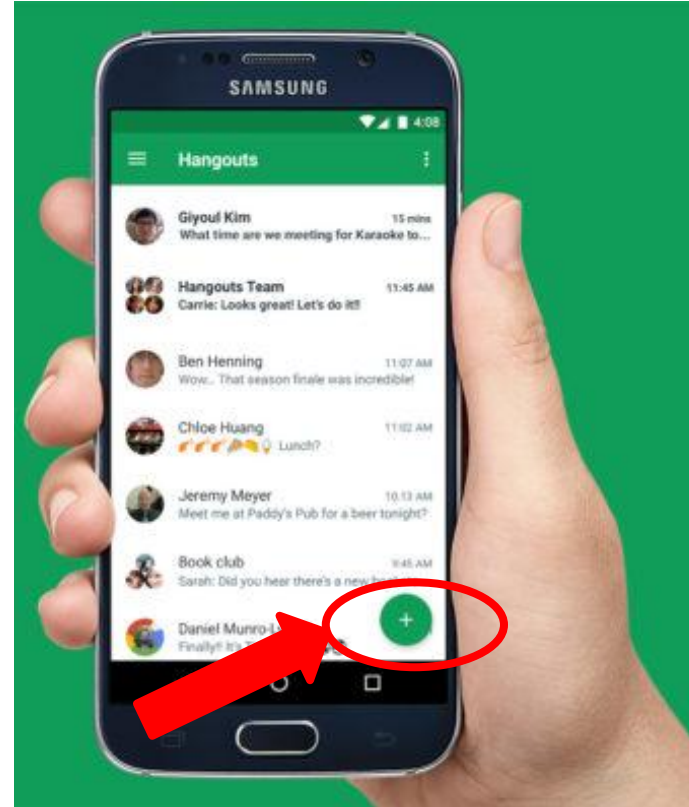
Allow the app to access your Google account.



# LESSON 6: USING MOBILE PHONES

Tap the "+" symbol in the green circle at the bottom right corner.

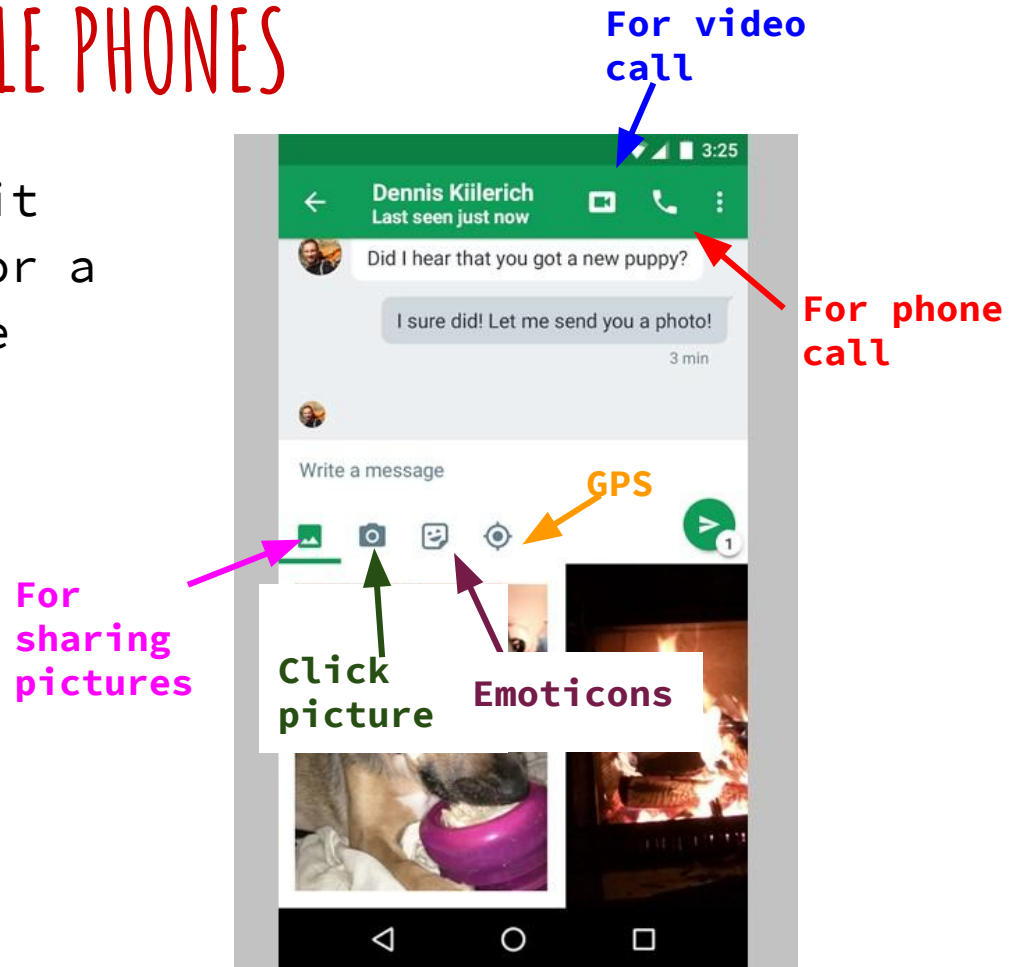
Type in contact you wish to reach, or hit "New group" and enter multiple people.





# LESSON 6: USING MOBILE PHONES

Start a text chat, or hit the camera/video icon for a video call, or the phone icon for a phone call.



# SOURCES

<https://static1.squarespace.com/static/517a0fc0e4b0ed48a833fd65/t/58ad3b6a59cc68c14b81f6f0/1487747953120/Google+Hangouts+Manual+for+PC+User.pdf>

<https://www.businessinsider.in/tech/how-to-set-up-and-use-google-hangouts-googles-free-phone-call-and-video-chat-service-on-desktop-or-mobile/articleshow/69792623.cms>