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

NOTE: To create a meeting in 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 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.

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

In this example, we are sent to the ieee.org page.
Now that you are logged in to with a GSuit Account you will see the option “Join or Start a meeting”

Login account details

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 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.

Opens the chat

View the participants

More Actions and settings regarding the meeting

Opens the meeting joining information page. You may send joining information and links from this section.

To mute / unmute your mic

To enable / disable your camera

Allows you to share your screen, you may choose between a specific window or the current screen.
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)

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.

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

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.
The meeting is now set up and live.

- Participants of the meeting can be seen from here.
- To open the chat window, click here.
- Enable / Disable Camera or mic or end the meeting.
- Meeting Code
- Meeting Link
- More options also provide 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 while logged in to the email id that uses G Suit.

NOTE: To create a meeting in 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 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 you 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
Let's get started
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

To mute/unmute the mic

To enable/disable the camera

To exit the call

To open the text chat window.

The group chat box will be shown on the right side of your screen.

If enable then others can see your computer screen

Member's screen

Your screen

To mute/unmute the mic

To exit the call

To enable/disable the camera
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:

For Android:

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