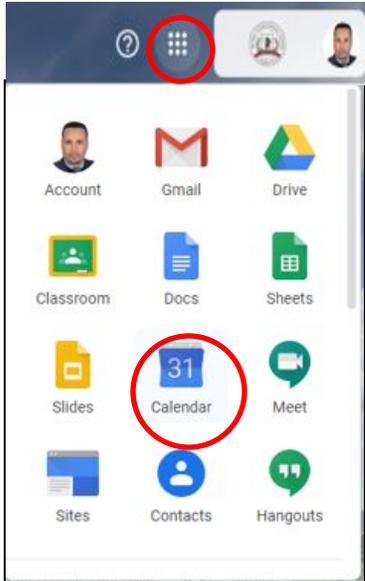**Gougle hangout for meetings on the go, virtual training classes, remote interviews, and much more..**
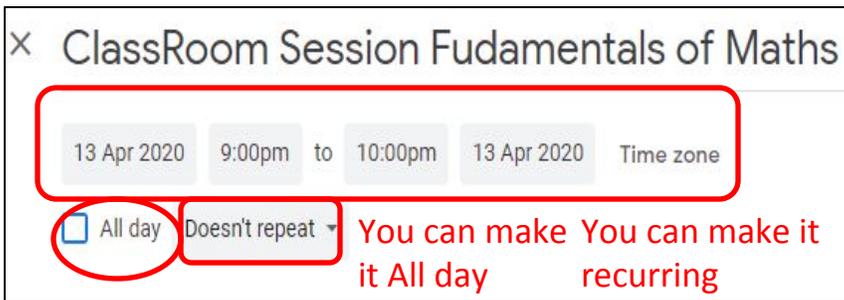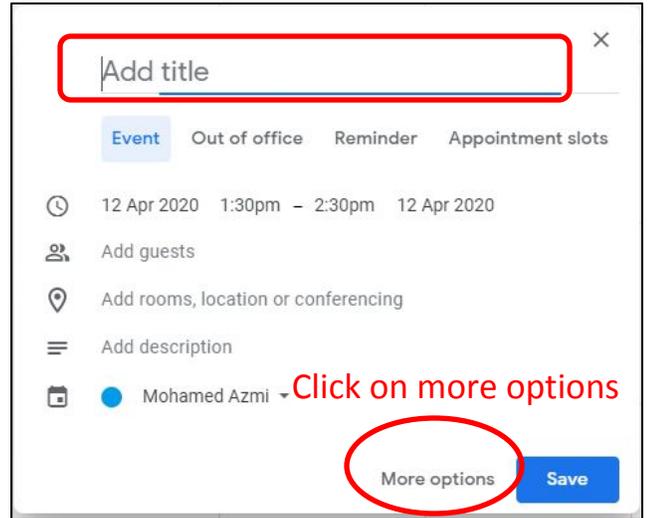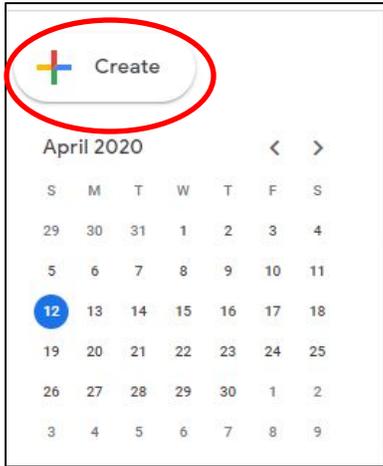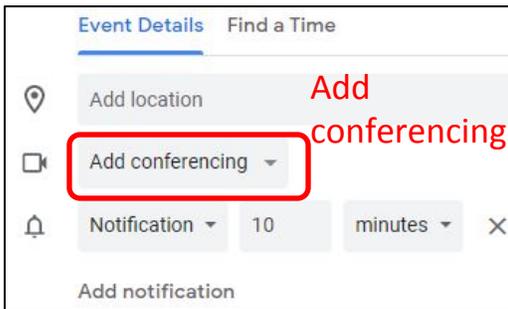
1. Schedule a video meeting from Calendar.

Access your calendar from the 3 dots, in top right corner of your gmail

Click on create to start event creation

Click on more options

- Add a title to your classroom or meeting or event.
- Set Date & time (from/to).
You can make it all day.
You can make it repeats every day/week/month
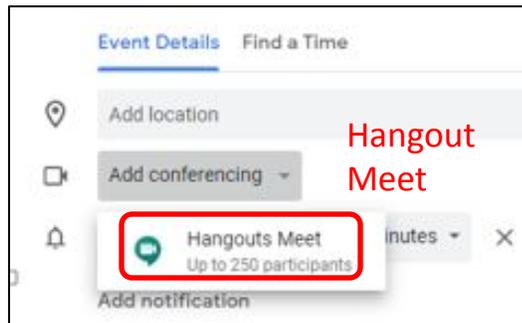
You can make it All day

You can make it recurring

Add conferencing

Hangout Meet
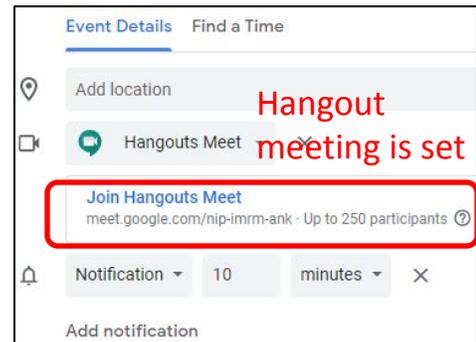
Hangout meeting is set

You can click on « Doesn't repeart » and make it recuring every day/week or month.
Or make it All day by checking the box « All day »

When you are happy with the settings, click on save button

2. Ask participants to join your video meeting

From Calendar:

- From your calendar go the the event.
- Click on the event (Only one click).
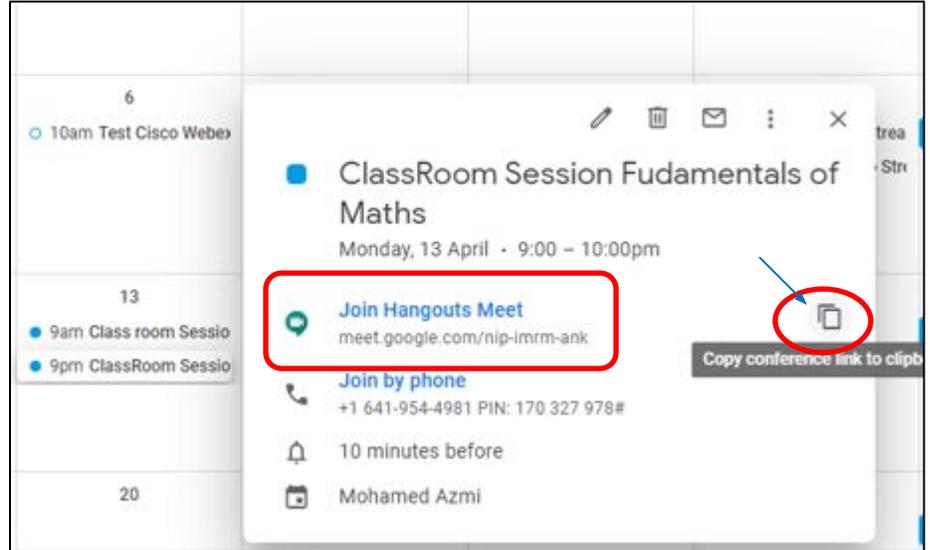
- You can click on the copy icon to copy conference link to cliopard.
- Paste and send the link by email or you can paste it within classroom assigement for your students to attend the video meeting.

3. Date & time of the meeting

- From your calendar – go to your event previousely set.

- Click once and press Join Hangout meet.

- You will get the meeting screen overview in the next page

You can switch off/ your camera & mic

Camera is off

Ready to join?

No one else is here

Join now | Present

Other options
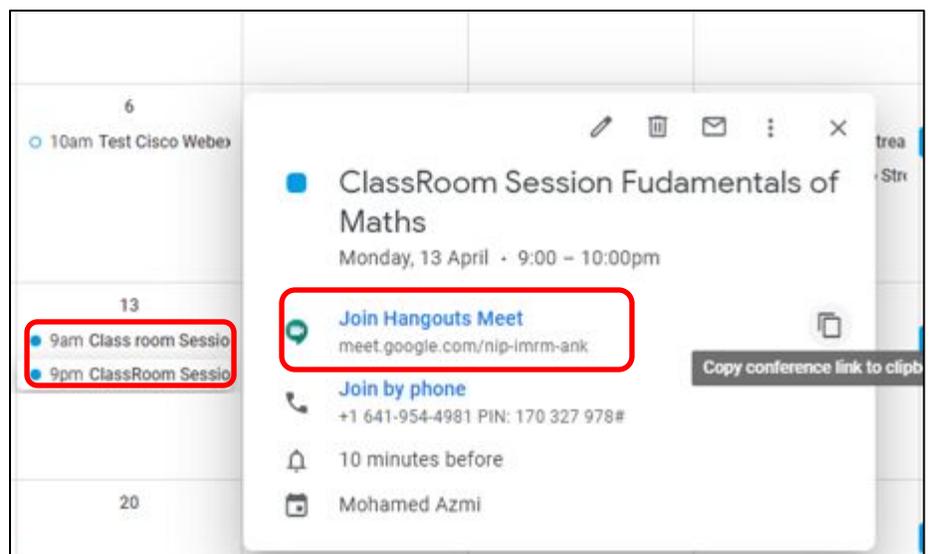
Join and use a phone for audio

Join now: You open the video call.
Present: You open a sharing content/screen without video facility.

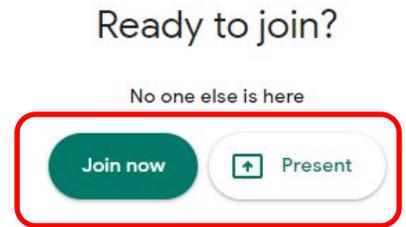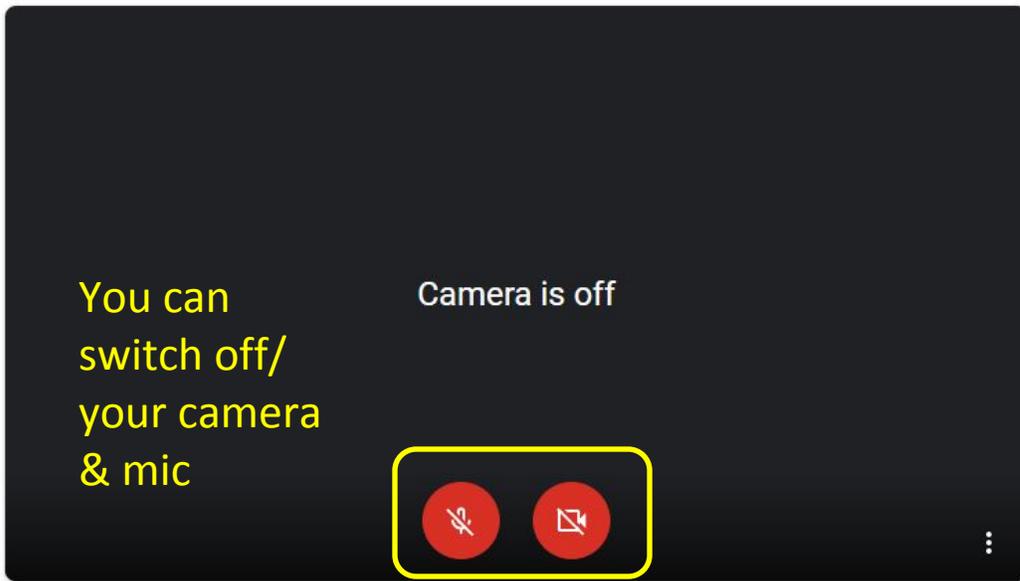For now , i click on join as i 'am intrested in the video interactivity with students, and i can do sharing later on ..!
Once i click on Join now , i 'am ready to get started .

See who is connected.
You can invite others

You

See who is connected and Chat.

Explore Video/Audio seetings

Details | Attachments (0)

ClassRoom Session Fudamentals of Maths

Mon, 13 Apr 2020 14:00–15:00

Joining info

https://meet.google.com/nip-imrm-ank
Dial-in: (US) +1 641-954-4981 PIN: 170 327 978#

Copy joining info

To display meeting information and link

Turn Micr on/Off

Turn camera on/Off

Leave meeting

To display speaker'w words realtime

Present a content/screen

ClassRoom Session Fudamentals of Maths

Turn on captions | Present now
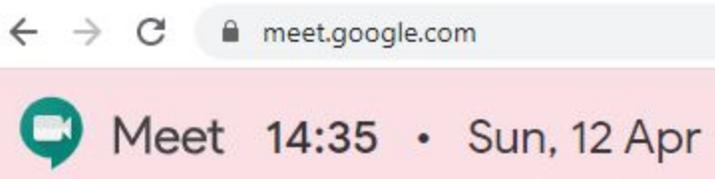
Student's might be logged in and waiting you, once you're in , you will see them.
Student not logged in, you wait until they come into the call, you can send an email reminder or classroom chat message asking them to joing .
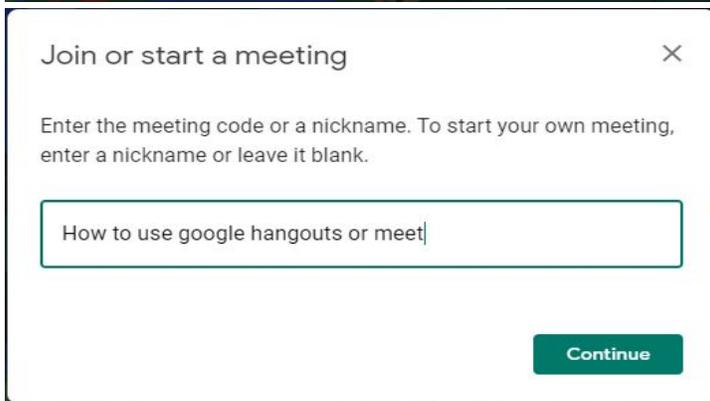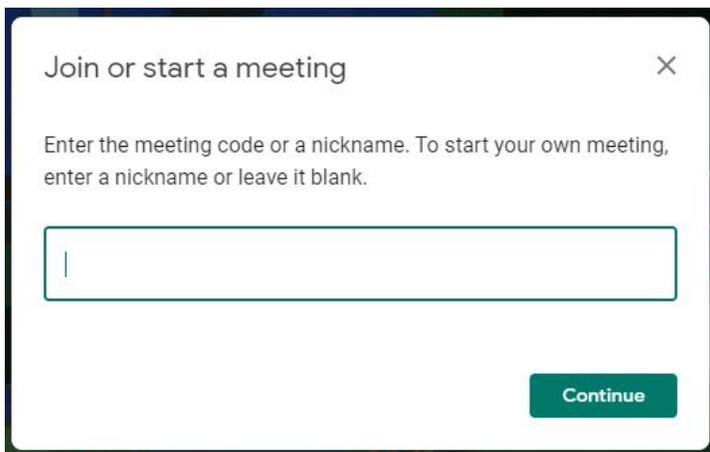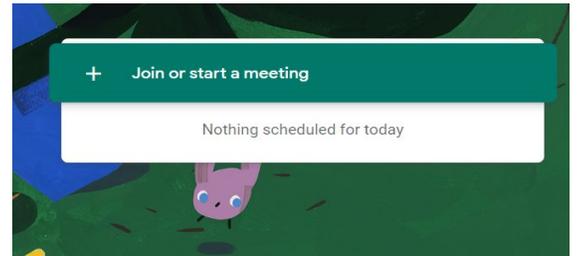
From your web browser go to :
Meet.google.com

Join or start a meeting from little +

meet.google.com

Meet 14:35 • Sun, 12 Apr

+ Join or start a meeting

Nothing scheduled for today

Join or start a meeting

Enter the meeting code or a nickname. To start your own meeting, enter a nickname or leave it blank.

Continue

Join or start a meeting

Enter the meeting code or a nickname. To start your own meeting, enter a nickname or leave it blank.

How to use google hangouts or meet|

Continue

- If you are a host/Teacher:

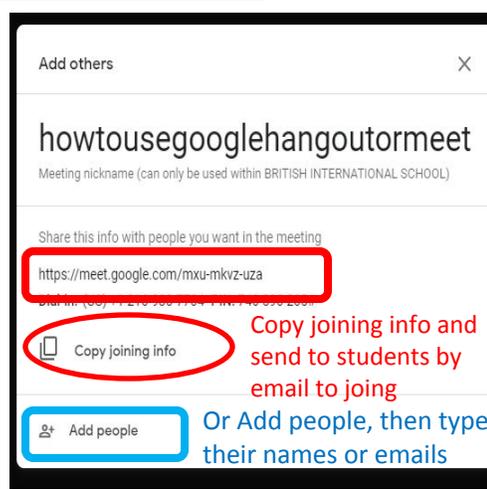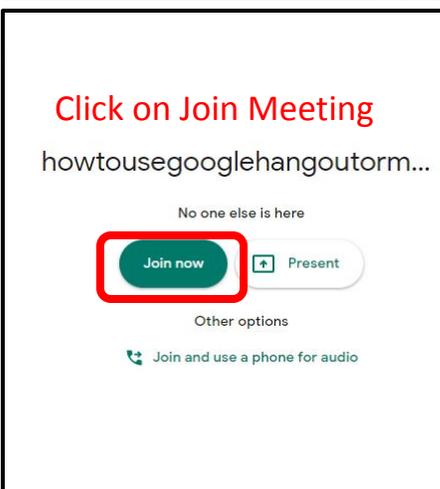Give the meeting a name such as: Mathematics fundamentals

Click on Continue.

- If you're a participant:
 Then you should type the meeting code you got from the teacher via email/classroom assignement...
- Click on continue

I 'am a teacher, I will type a meeting name: "How to use hangout or meet"

 - Click on Continue

Click on Join Meeting

howtousegooglehangoutorm...

No one else is here

Join now   Present

Other options

Join and use a phone for audio

Add others

howtousegooglehangoutormeet

Meeting nickname (can only be used within BRITISH INTERNATIONAL SCHOOL)

Share this info with people you want in the meeting

https://meet.google.com/mxu-mkvz-uza

Copy joining info

Copy joining info and send to students by email to joing

Add people

Or Add people, then type their names or emails

To ask students to attend :

- Copy the link by pressing "Copy joining info"

- Copy the link and paste it part of the student's assignement in classroom.

- You can paste it in google calendar and send as an event.

- You can send by email.

- You can simply click on the "Copy Joining info"

  then paste and share the link with students

Another option to invite your students through "Add people" from calendar events by adding their names or email addresses . If I missed someone to invite , I can send invitation anytime when in the video call