

Google Hangout Meet

Google hangout is a video conferencing service provided by google. You can add a video conference to an event in your google calendar as an easy way to provide access to video conferencing for your guests.

Features

- Up to 250 participants
- No meeting length limits
- Provides dial-in numbers for all attendees
- Available through a web browser or mobile app for Android and iOS

A Google Hangouts Meet can be preplanned by creating a Google Calendar entry and adding a meet to event or ad-hoc by visiting meet.google.com and signing in with your Geneseo account.

Steps

Adding a Google Hangout Meet to a New Event

1. Access your google calendar by going to <https://calendar.google.com>
2. Click on **Create** in the top left hand corner
3. A popup should appear, add a title to the event, select the date and time, and add any guests necessary
4. Select **Add rooms, location, or conferencing**

Add title X

Event Out of office Reminder Task Appointment slots

Mar 13, 2020 10:30am - 11:30am Mar 13, 2020

Add guests

Add rooms, location, or conferencing

Add description

Social

More options Save

a.

5. Select **Add conferencing** from the expanded list

Add rooms

Add location

Add conferencing

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6. Google will automatically create a Hangouts Meet for you and your guests to access when needed
7. Select **Save**

Accessing a Google Hangout From Your Google Calendar

1. Select the associated event from your google calendar
2. Select **Join Hangouts Meet**

■ **Test conference**
 Saturday, March 14

Join Hangouts Meet
 meet.google.com/kor-spwj-chs

Join by phone
 +1 929-238-0342 PIN: 328 830 261#

2 guests
 2 yes

- a.
- 3. A new tab will open
- 4. Select **Join Now**

Test conference

No one else is here

Join now

 Present

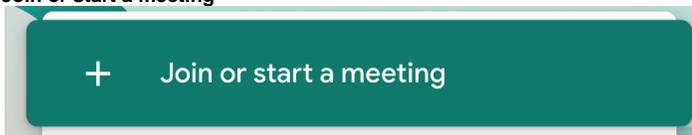
Other options

[Join and use a phone for audio](#)

- a.
- 5. You will now be in the video conference

Creating a ad-hoc Google Hangouts Meet

- 1. Visit <https://meet.google.com> and login with your Geneseo username and password
- 2. Click on **Join or start a meeting**



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- 3. Enter in a meeting name or leave it blank then click **Continue**

Join or start a meeting ×

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

Continue

- a.
- 4. You may need to allow access to your camera and microphone if using a web browser
- 5. At this point you can turn off your microphone or camera before clicking the **Join now** button to begin the meeting

Meeting ready

meet.google.com/sqi-tkpi-tyd

Dial-in: (US) +1 785-783-0524 PIN: 898 645 272#

Join now

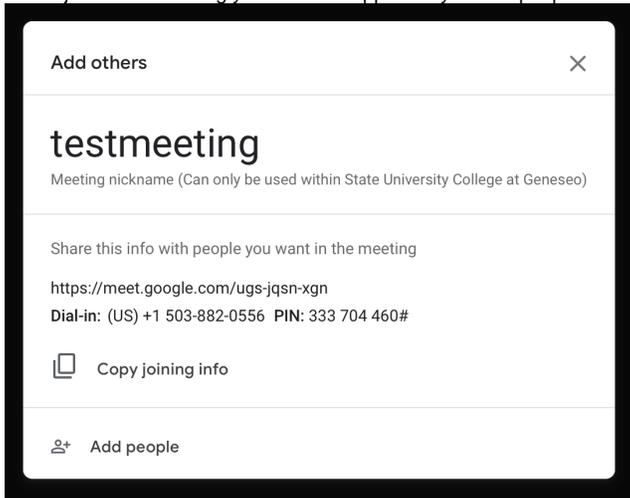
Present

Other options

Join and use a phone for audio

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6. Once you have joined the meeting you have the opportunity to Add people to the meeting or copy the meeting info to share via other methods



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More Information

Google provides a variety of [Hangouts Meet training and help](#) articles

Related articles

- [Accessing Multiple Accounts](#)
- [Backing up Your Data](#)
- [Creating a Shared Events Calendar](#)
- [Creating Google Forms](#)
- [Embedding a Google Calendar on a Drupal Page](#)
- [Embedding a Google Form on your Drupal Page](#)
- [Exporting and Saving Geneseo Gmail and Google Drive Files](#)
- [Gmail@Geneseo FAQ's](#)
- [Gmail@Geneseo Mobile Access](#)
- [Gmail@Geneseo Setup for Thunderbird, Mac Mail & Mobile Devices](#)
- [Gmail@Geneseo Signing in from myGeneseo](#)
- [Gmail@Geneseo Spam and Malicious Email](#)
- [Google Backup and Sync](#)
- [Google Calendar @ Geneseo](#)
- [Google Drive @ Geneseo](#)

More Help

For questions, contact the CIT HelpDesk by calling (585) 245-5588, or visiting our [online service desk](#).