



# Google Meet

Meeting and learning online with Google Meet at Ontario Tech University

## GET READY

Google Meet takes the headaches out of joining a video call in a classroom or workplace setting.

To prepare to set up or join a meeting, you'll need:



A computer, phone or other device with a camera and microphone



### Supported Browsers

Apple® macOS®  
Microsoft® Windows®  
Chrome OS  
Ubuntu® and other Debian-based Linux® distributions

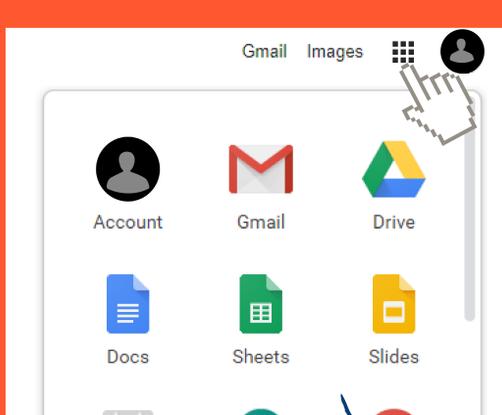


An internet or data connection



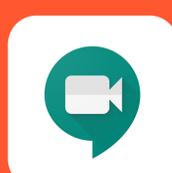
A quiet, distraction-free environment (headphones can help)

## SETTING UP A MEETING



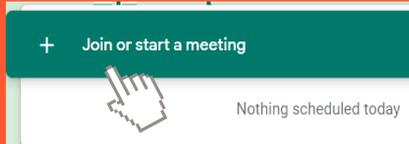
Access the apps in your OntarioTechU.net account

Non-educational Google accounts have access to Hangouts Meet, which is different

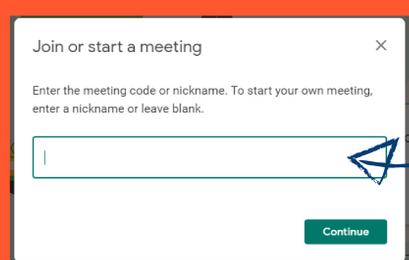


Click on Google Meet icon

You can also download the Google Meet app from a phone or other mobile device



Click join or start a meeting

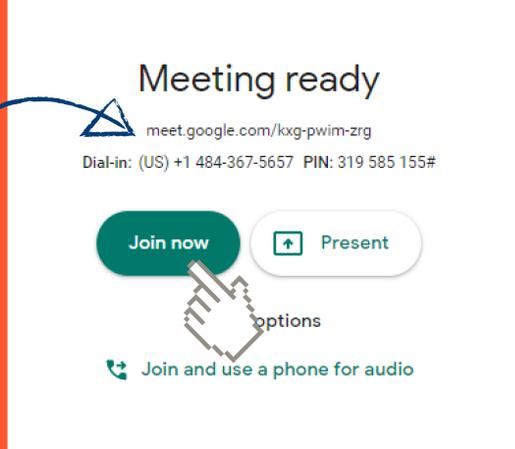


Leave this blank if you are making a meeting, and click Continue

Send the meeting URL to participants. Then,

A. Click Join Now if you want to have the meeting right away

B. Enter the URL in your browser when you want to join the meeting at a later time

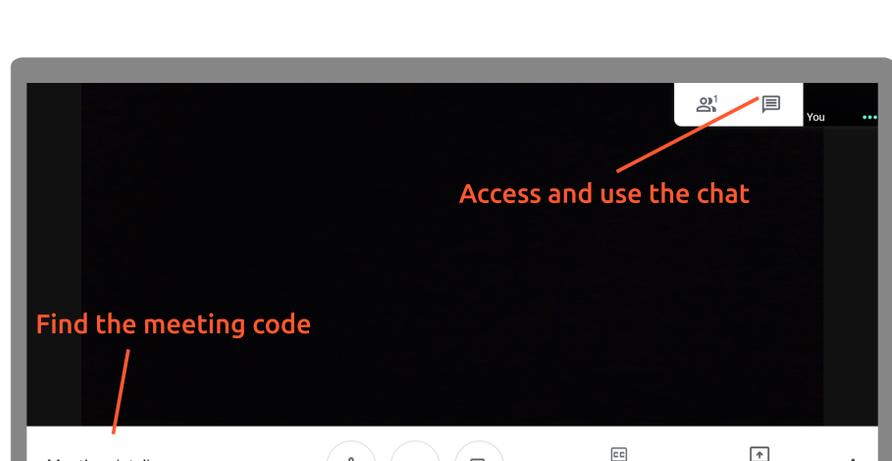


## ACCESSING YOUR MEETING

A. Enter the meeting URL into your browser

B. [Click or tap on the meeting link](#)

C. Use the Google Meet app and enter the meeting ID



Access and use the chat

Find the meeting code

Turn audio and video on/off, or leave the meeting

Click to adjust settings, like your audio settings, or the screen layout

## TROUBLESHOOTING

Meeting and learning online can sometimes be intimidating. Use this section to help troubleshoot common issues.

For a full suite of help resources, visit <https://tlc.ontariotechu.ca/learning-technology/teaching-online-g-suite.php>

### I can't hear audio after joining a meeting

- Check that your device volume is on
- Check which playback device you are using
- Plug in headphones

### I hear an echo/feedback when in a meeting

- Plug in headphones
- Mute your microphone

### My video looks choppy or blurry

- Check your internet or data connection
- Close other apps on your device