

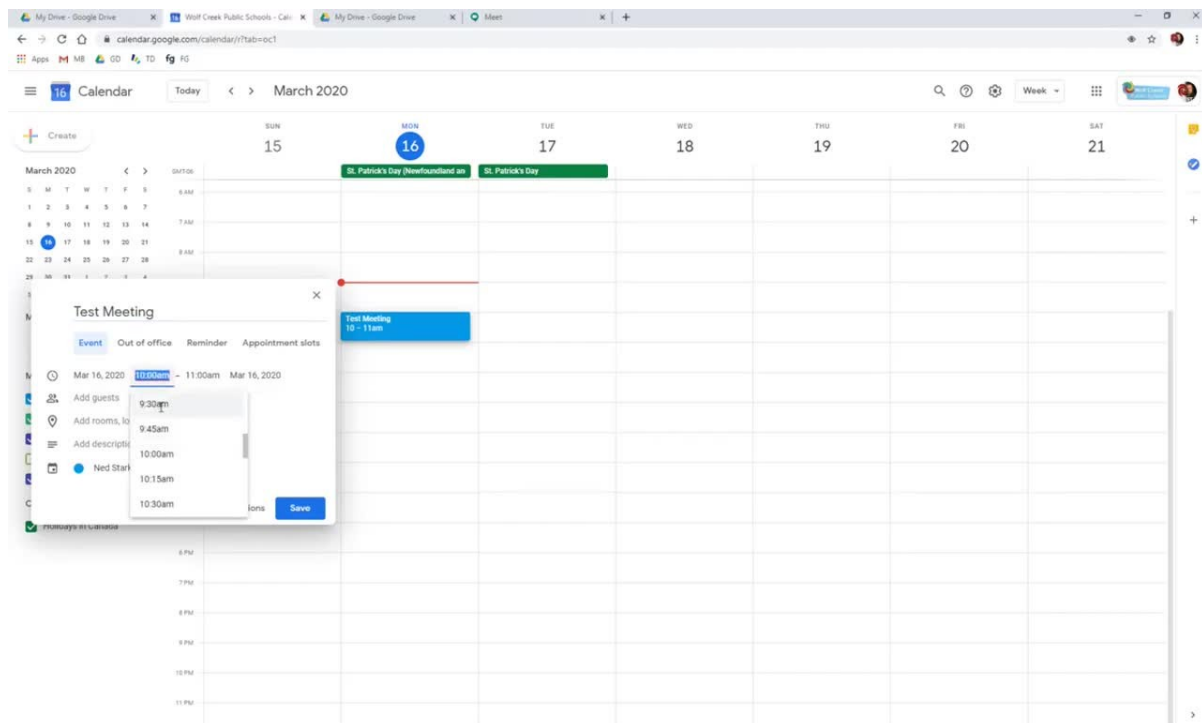
Schedule and Run a Google Meet

Create a Meet in Google Calendar, invite participants, and use the meeting-room controls.

Wolf Creek Public Schools - Technology Services

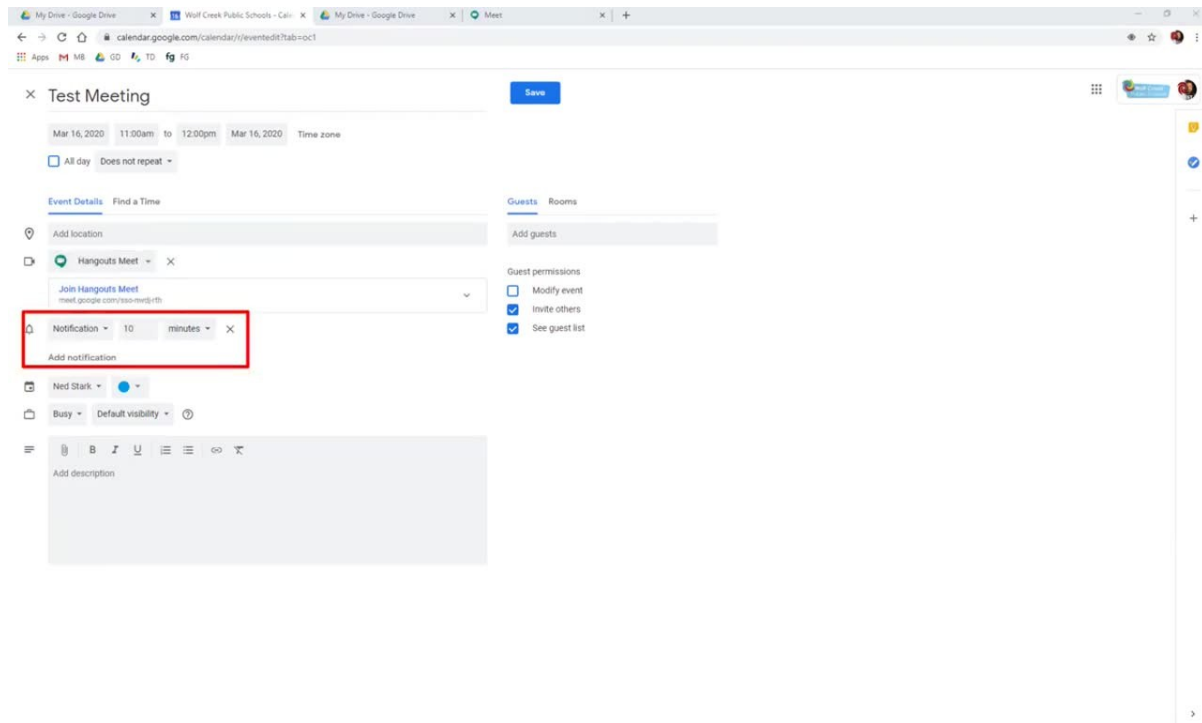
1. Create a Calendar event

Open Google Calendar, select the date and time, and create a new event. Add a clear meeting title.



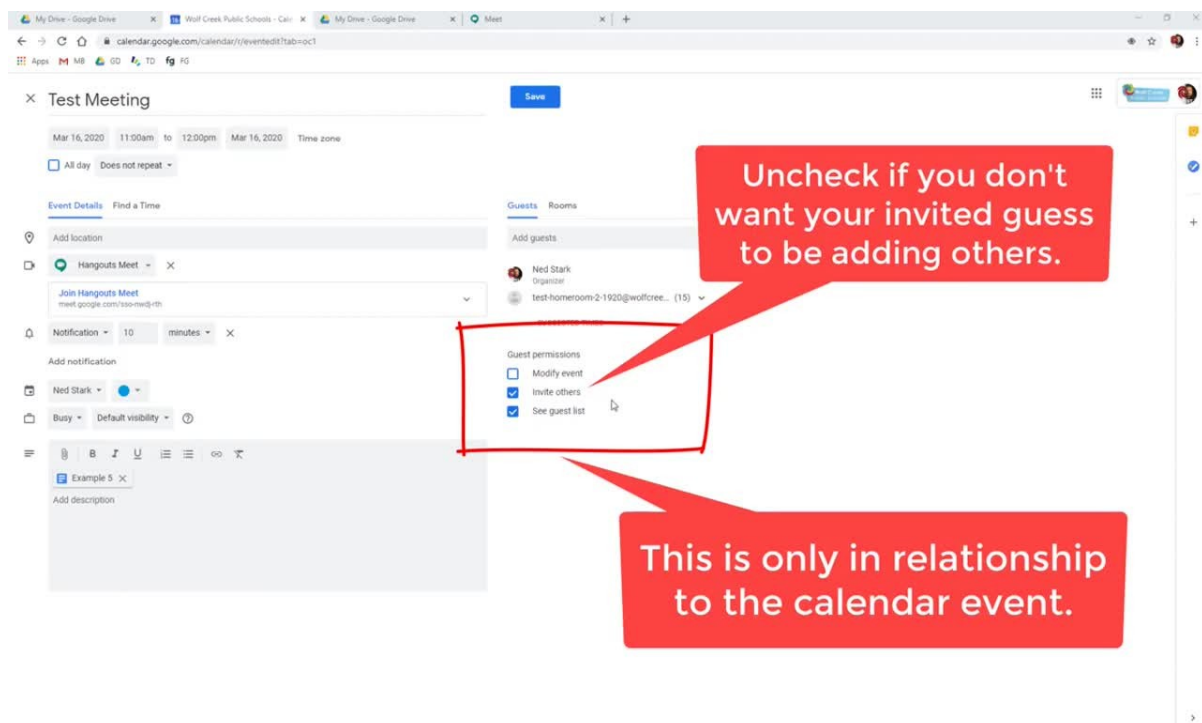
2. Add Google Meet and guests

Select Add Google Meet video conferencing. Add individual guests or a Google Group, then confirm the event date, time, and notification settings.



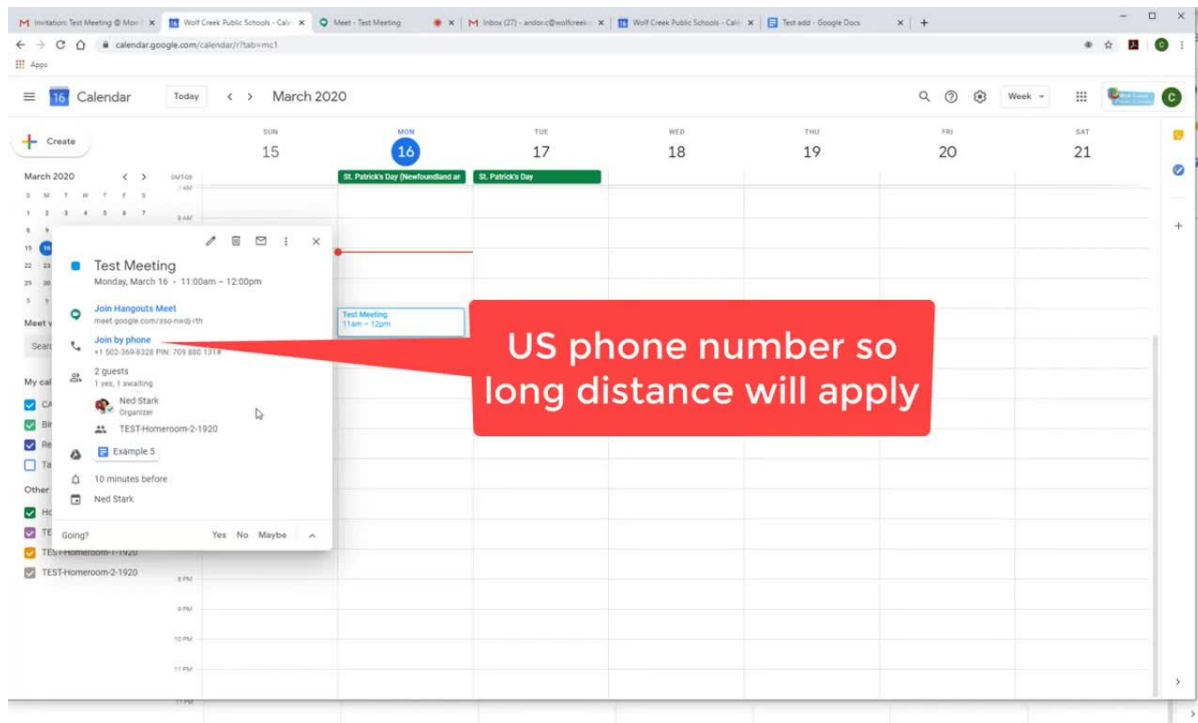
3. Save and send invitations

Select Save, then send the invitation email to guests. The Calendar event now contains the meeting link and joining details.



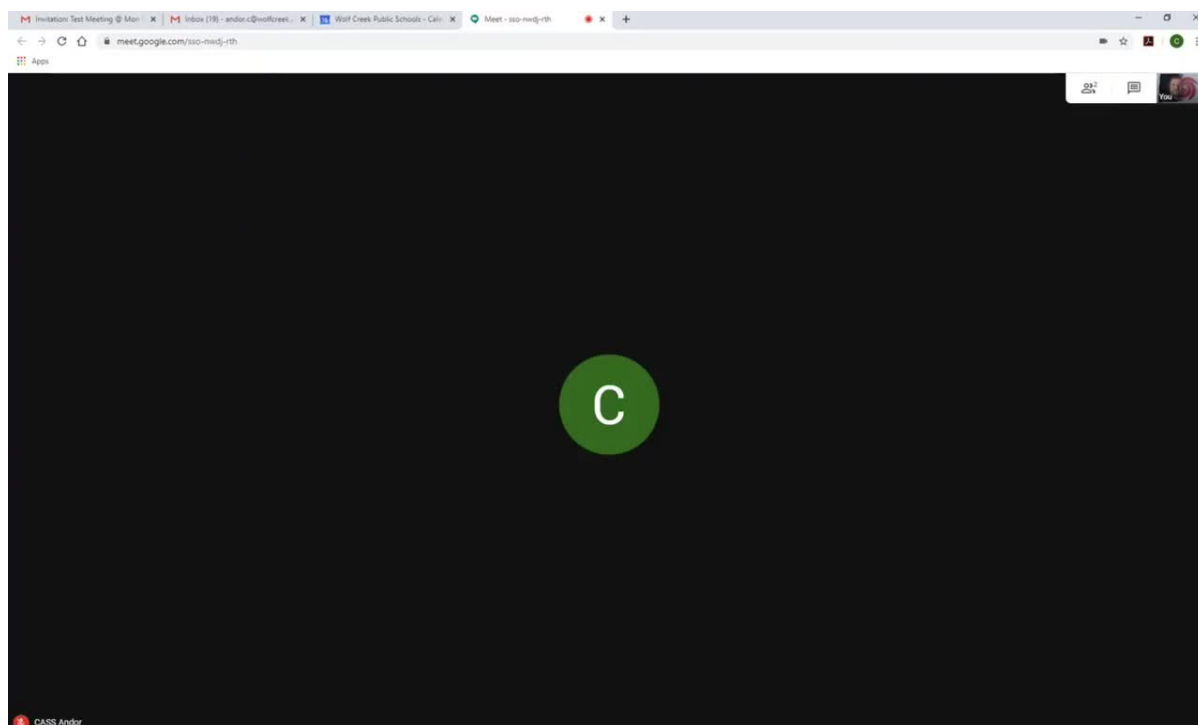
4. Join the meeting

Open the Calendar event and select Join with Google Meet. Check the camera and microphone preview before selecting Join now.



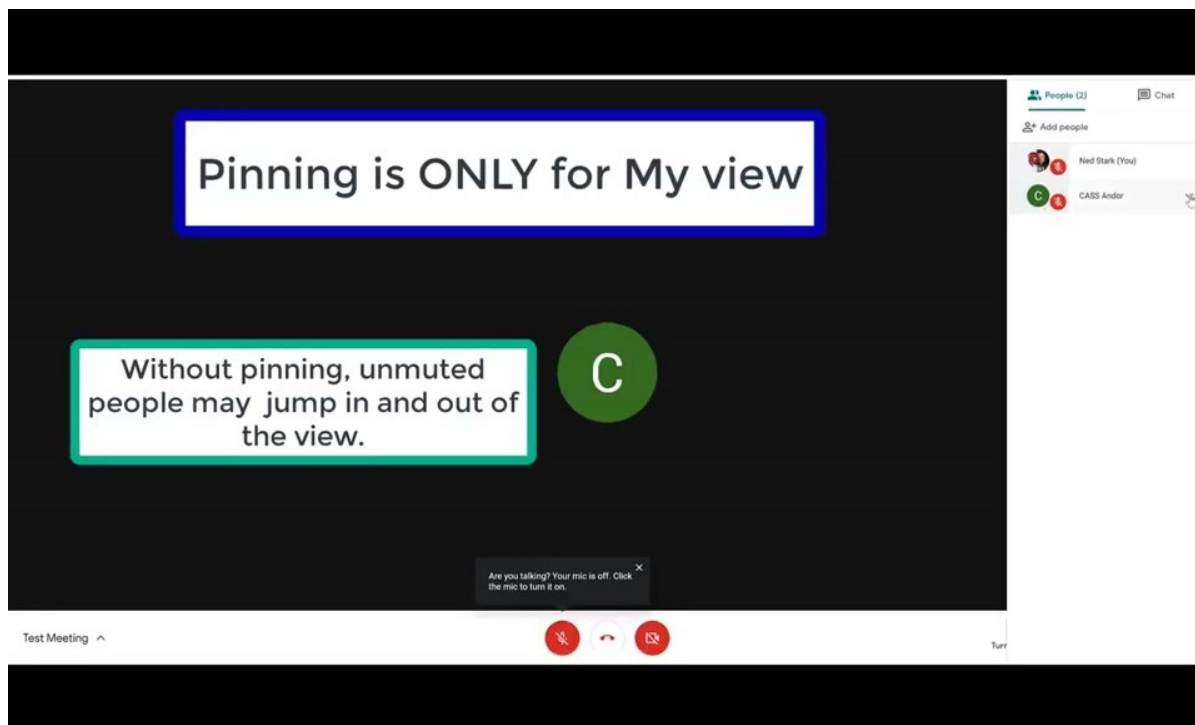
5. Use the meeting controls

Use the bottom toolbar to mute or unmute the microphone, turn the camera on or off, raise your hand, open captions, view chat, and see participants.



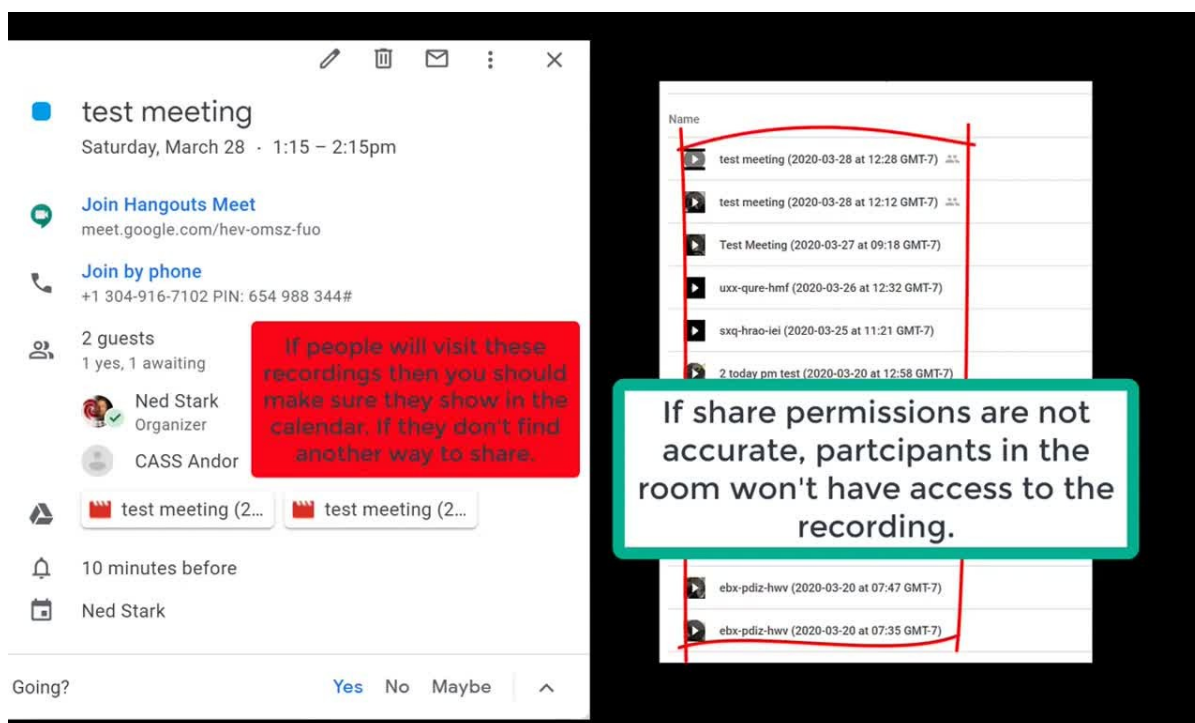
6. Manage the participant view

Use the participant menu to pin someone for your own view when needed. Pinning only changes what you see; it does not change the view for other participants.



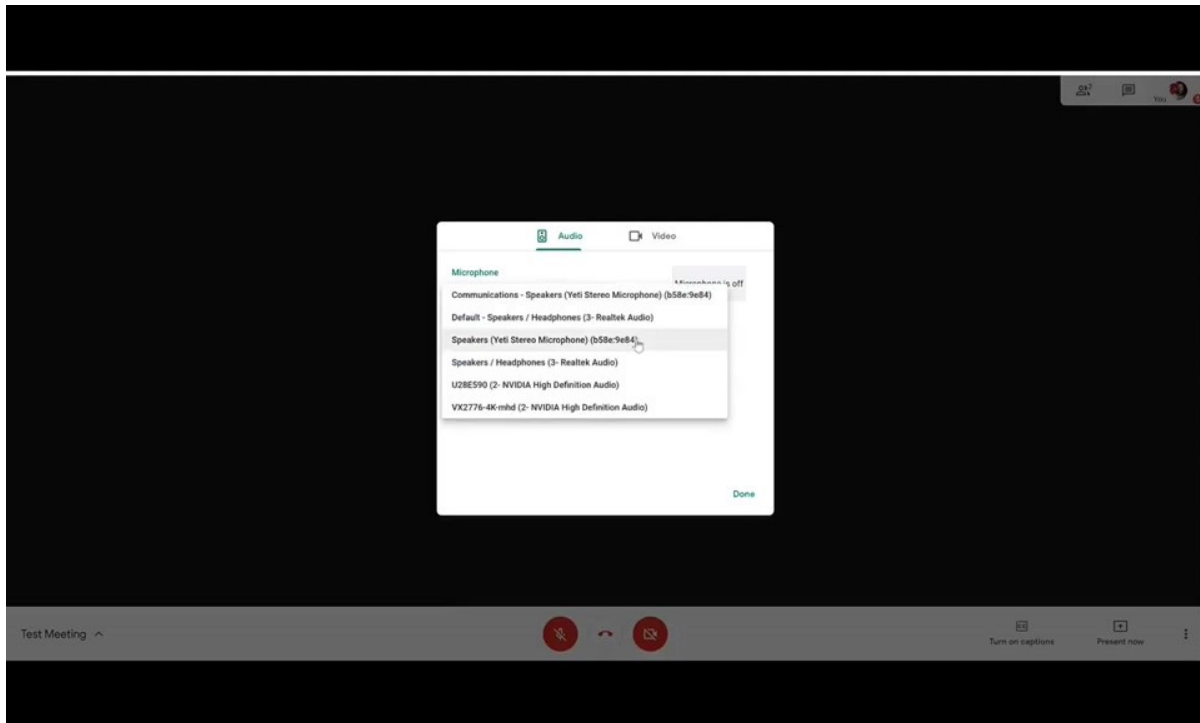
7. Present your screen

Select Present now and choose a browser tab, a window, or your entire screen. Share only the content participants need to see and stop presenting when finished.



8. Use additional meeting options

Open More options for features such as recording when available. Tell participants before recording and follow WCPS privacy requirements.



9. End the meeting

Select Leave call when finished. If you are the meeting host, use End the call for everyone when appropriate.

Need more help? Submit a Technology Services work order through Freshdesk.