



HOW TO USE GOOGLE MEET

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INTRODUCTION

Google Meet is an enterprise video-conferencing service from Google that supports chat, one-on-one video calls and group video meetings. Users can chat with other participants, share videos, presentations, and slides from their desktop in real-time, as well as stream live events.

Google Meet is available via web browser at meet.google.com and can also be accessed from within Gmail, [G Suite](#) and through a mobile app. It is compatible with Windows, Mac, Chrome OS, Linux and Android and iOS devices.

Google announced that it was [making its video-conferencing tool available free to everyone](#) late in April.

Meet [competes with the likes of Microsoft Teams and Zoom](#), both of which have benefited from an uptick in video meetings and remote working.

Learn more about this video-conferencing tool and master some tips to make it even more user-friendly.

GOOGLE MEET VIDEO-CONFERENCING AND CHAT APP: A CHEAT SHEET

Google's contender in the video-conferencing and virtual-meeting arena is Google Meet. This handy cheat sheet will tell you everything you need to know about the app and what it has to offer.

BY OWEN HUGHES

Video-conferencing software continues to act as [the glue that binds organizations together](#) in the remote-working landscape, with innumerable platform providers vying for our attention. This includes advertising-to-cloud-computing giant Google, which offers its Google Meet video-conferencing solution as part of its [G Suite package](#) as well as a standalone service for anyone with a Gmail address.

As with many video-conferencing apps, Google Meet has seen a huge upswing in users since the start of the coronavirus pandemic. According to the company, Meet has seen peak daily usage grow 30 times since January, with the service now hosting three billion minutes of video meetings and adding roughly three million new users every day. On top of that, the app has now surpassed 50 million downloads on the Google play Store.

Still, Google Meet isn't short on competition, with Microsoft Teams and Zoom also key competitors in this space. Zoom in particular presents a significant challenge to Google Meet, having experienced explosive growth since February 2020 and becoming nearly synonymous with [the concept of video meetings and remote working](#).

Needless to say, this is an image that Google and other rival video-conferencing platforms are desperate to shake, evidenced by what seems to have become a near-continuous stream of updates to video chat apps over the past few weeks.

We've already taken a look at how [Google Meet compares with the likes of Zoom, Teams, Cisco WebEx and BlueJeans](#). If you're looking to find out more on what Meet has to offer, and whether it's a viable video-conferencing solution for your business, this guide is here to tell you what you need to know.

WHAT IS GOOGLE MEET?

Google Meet is an enterprise video-conferencing service from Google that supports chat, one-on-one video calls and group video meetings. Google Meet users can chat with other participants, share videos, presentations and slides from their desktop in real-time, as well as stream live events.

Google Meet was formerly called Google Hangouts Meets, before Google split the app into two different services: Meet for video conferencing, and Google Chat for text-based messaging. Google Meet is Google's answer to video-conferencing and chat apps like Zoom and Microsoft Teams, which are considered rival services.

Google Meet is available via web browser at meet.google.com and can also be accessed from within G Mail, [G Suite](#) and through a mobile app. Google Meet is compatible with Windows, Mac, Chrome OS, Linux and Android and iOS devices.

HOW DO I USE GOOGLE MEET?

As you'd expect from a Google product, the app is extremely straightforward and user-friendly, particularly if your organization is already using Google apps and services.

To use Google Meet, you first need to sign in with your Google Account. It can also be accessed from within Google's Gmail browser app, and through dedicated mobile apps for Android and iOS devices. You can also schedule a Google Meet meeting through the Google Calendar application.

Start a video meeting from Meet, enter <https://meet.google.com> then click Join or Start a Meeting. Once you've joined a meeting, you can invite other people to join the from the 'Add people' section.

[To start a meeting from Gmail](#), open Gmail in a web browser and then click 'Start a meeting' in sidebar. Once you're in the meeting, you add other people by sharing the meeting code or by adding someone by email address or phone call from the 'Add people' section.

To schedule a video meeting from Google Calendar, simply create an event, add guests and click 'Add Google Meet video conferencing'.

IS GOOGLE MEET FREE?

Google Meet is available for free to everyone with a Google Account. The free version of Google Meet offers group video calls with up to 100 participants, with meetings capped at 60 minutes.

Google Meet for G Suite supports group video meetings with up to 250 participants and also allows live streaming events for up to 100,000 people. G Suite customers have the added option of recording meetings from Google Meet onto Google Drive.

Google is offering premium Google Meet features to all users until 30 September. This means that people using the free version of Google Meet will be able to hold larger meetings for up to 250 people, live stream events up to 100,000 people and record meetings to Google Drive through to October 2020.



Beyond this date, free users who want to keep making use of Google Meet's premium features will have to pay for a G Suite subscription. These start at \$6.00 per month.

WILL I NEED G SUITE TO USE GOOGLE MEET AFTER 30 SEPTEMBER?

No. Anyone with a Google Account—that is, a [Gmail address](#)—can use [Google Meet for free](#). However, after 30 September only paying G Suite customers will continue to receive premium features, including a dial-in option, larger and longer meetings and event livestreaming.

G Suite is essentially Google's answer to Microsoft 365, offering a library of Google-branded collaboration and productivity tools including Docs, Sheets, Slides and Keep. G Suite available in Basic, Business and Enterprise editions, with additional versions available for specific sectors such as healthcare, education and non-profit.

All versions of G Suite include access to Google Meet. You can read more information on [how to choose the right G Suite edition for your enterprise here](#).

WHAT OTHER FEATURES DOES GOOGLE MEET HAVE?

Google recently [added a bevy of new features to Google Meet](#) to help support people working remotely, as well as ensure the video conferencing app stays fresh in the face of competition. It also benefits from some of Google's AI technologies, which have been added to help meetings run more smoothly and make it more accessible.

- **An expanded tiled layout** that lets Google Meet web users see up to 16 participants on screen at once.
- **The option to present a Chrome tab** instead of just presenting a window or entire screen, to provide high-quality video with audio.
- **A low-light mode** that uses AI to automatically adjust a user's video to make them more visible to other participants, if lighting conditions are poor. This feature is currently rolling out to mobile users, and will be available to web users in the future.
- **Noise cancellation** to help filter out and limit background noise, for example keystrokes and pets.
- **Live captioning during meetings** powered by Google's speech-recognition technology.

WHAT IS THE DIFFERENCE BETWEEN GOOGLE MEET, HANGOUTS AND GOOGLE DUO?

Google already has a number of video and chat services, and Google's habit of pivoting to new things quickly is understandably confusing. Such is the case with Google Meet, which replaces Google Hangouts Meet, but also sits alongside it to some degree.

Quite simply, what was Google Hangouts now consists of two separate apps: Google Meet and Google Chat. Both are designed for workplace collaboration and video conferencing, with Google Meet acting as Google's answer to Zoom and Google Chat as the software giant's solution to Slack.

Google Duo, meanwhile, is a more straightforward video calling app and Google's answer to the likes of Facebook Messenger and FaceTime for iOS. You can make video calls with Google Duo, but you're limited to up to 12 people—although [rumors abound this will be upped to 32](#). Google Duo offers more consumer-focused features like filters and emojis. You can also record video messages to send to your contacts.

WHAT ARE GOOGLE MEET'S MAIN COMPETITORS?

As we mentioned, use of video conferencing and other workplace collaboration tools have hit record highs in recent weeks, owing to the remote-working and social-distancing measures imposed as a result of the coronavirus pandemic.

The main competitors to Google's video conferencing app are Zoom and Microsoft Teams. They each offer somewhat of the same core functionality, but [vary in terms of the features and experience they provide](#), who they're aimed at, and pricing models.

Zoom offers video and audio calling as well as text chat. The Free version of the app can host up to 100 participants and unlimited one-on-one meetings, with video calls capped at 40 minutes.

The Pro version costs \$14.99 a month and offers all the capabilities of the free app, as well as 24-hour meeting duration, an admin console, 1GB cloud storage for recordings and scheduling tools.

Above that are the Business versions of Zoom, which offer support for between 300 and 1,000 participants and extras including dedicated phone support, single sign-on, automatic transcription of meeting recordings and managed domains.

Zoom has previously drawn criticism for flaws in the platform's security, which [the company has attempted to address](#) in numerous updates to the service in recent weeks. [Zoom 5.0 is the latest version of the software](#) and brings much-needed additions such as encryption, waiting rooms and password protection.

Microsoft Teams is [part of Microsoft's 365 package](#). Because it's Windows software, Teams is tied to Office 365 software like Word, Excel and PowerPoint. This means that Teams users can share and collaborate on Office documents in real-time and save work automatically in the cloud.

Microsoft Teams is also available in both free without an Office 365 subscription, which users can sign up for using their email address. The Free edition of Teams offers video calls with up to 250 participants.

Office 365 subscriptions start at \$8 per month, which brings support for live event streaming over Teams to up to 10,000 people.

7 TIPS FOR USING GOOGLE MEET ON A CHROMEBOOK

Learn how to start Google Meet quickly, manage Meet audio and video from your keyboard, modify how Meet displays, and more.

BY ANDY WOLBER

When you combine a Chromebook (a device built for the web) with Google Meet (an app built for web meetings), you get one of the simplest and most reliable ways to hold a video conference. The device and app automatically adjust to deliver the best combination of video and audio possible.

Many people access Google Meet by clicking a link either in Google Calendar or Gmail. The following tips offer several different ways to start and control Meet features on a Chromebook. (For all of these, you'll need to be signed in to your Chromebook with a Google account that has Google Meet access enabled.)

HOW TO START A MEETING

To start a new session with Google Meet, open a new browser window (try: Ctrl+N), type [meet.new](https://meet.google.com) in the address bar, then press enter. This sequence puts you at a Google Meet preview screen, from which you may Join Now, Present, or Join And Use A Phone For Audio. [Meet.new](https://meet.google.com), much like other browser shortcuts (e.g., [doc.new](https://docs.google.com/doc.new), [meeting.new](https://meet.google.com/meeting.new), [note.new](https://meet.google.com/note.new), [sheet.new](https://meet.google.com/sheet.new), [slides.new](https://meet.google.com/slides.new)), gives you a way to type a short command to open a web app.

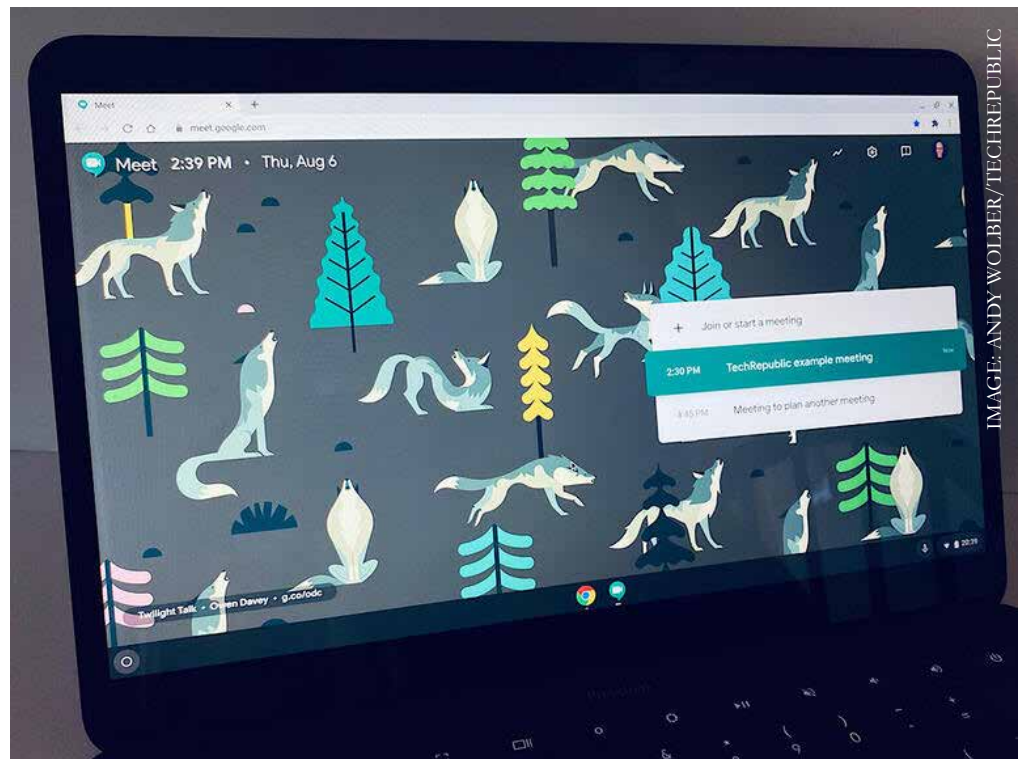
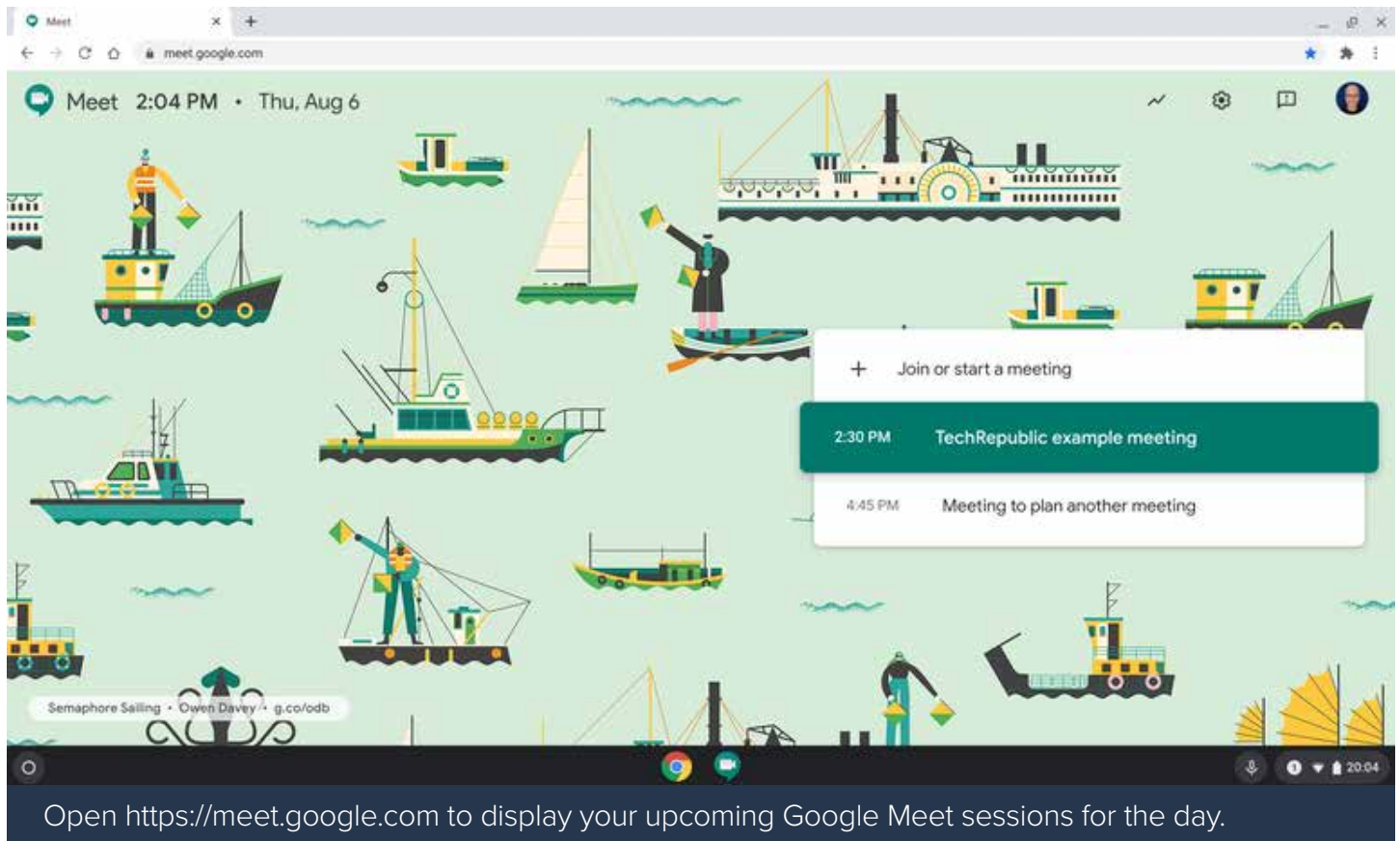


IMAGE: ANDY WOLBER/TECHREPUBLIC

HOW TO DISPLAY UPCOMING GOOGLE MEET SESSIONS

To review Google Meet sessions for the day, go to meet.google.com in a browser window (**Figure A**). This page displays the current date and time (in the upper left), upcoming meetings associated with your account, and the option to +Join Or Start A Meeting.

Figure A

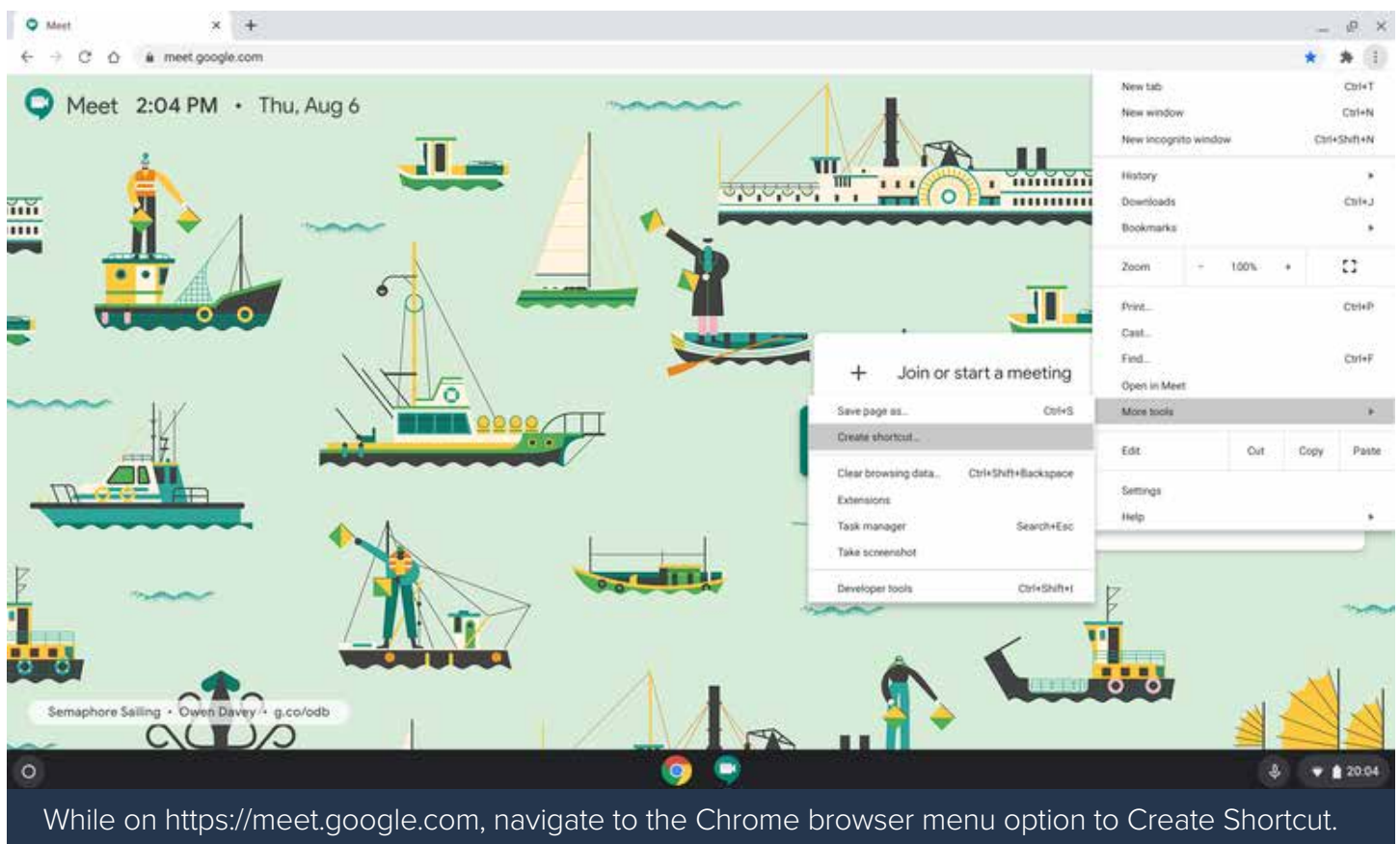


HOW TO PIN GOOGLE MEET TO THE SHELF

On a Chromebook, if you plan to use Google Meet often, add it to the Shelf for one-click (or tap) access. Follow these steps to add Google Meet to the Shelf.

1. Open a new Chrome window and go to <https://meet.google.com>.
2. Select the three vertical dots in the upper right corner of Chrome, then choose More Tools, then Create Shortcut (**Figure B**).

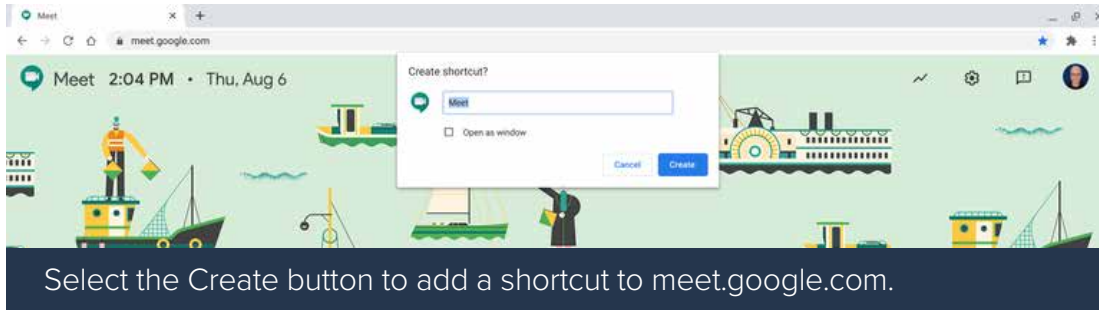
Figure B



3. Select the blue Create button (**Figure C**). This adds Meet as a Shortcut in the Launcher.

Figure C

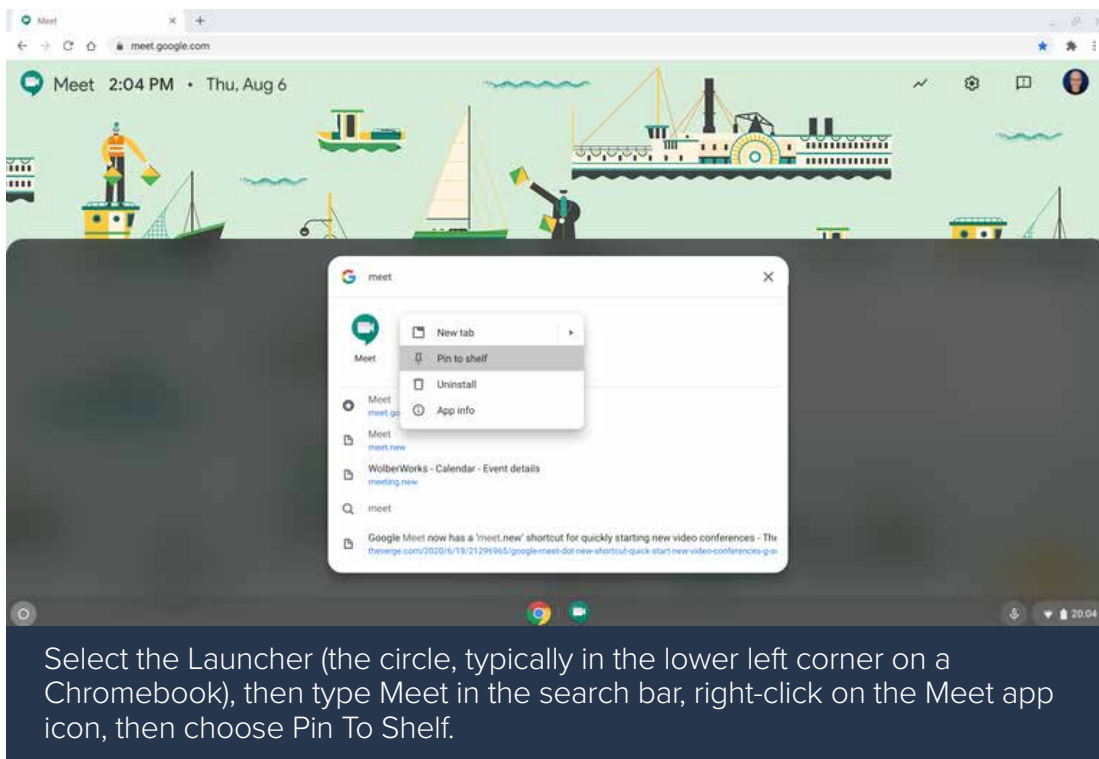
4. Select the Launcher (the circle, typically in the lower left portion of the Shelf).



5. Type Meet in the search box.

6. Right-click on the Meet icon that displays, then choose Pin To Shelf (**Figure D**).

Figure D



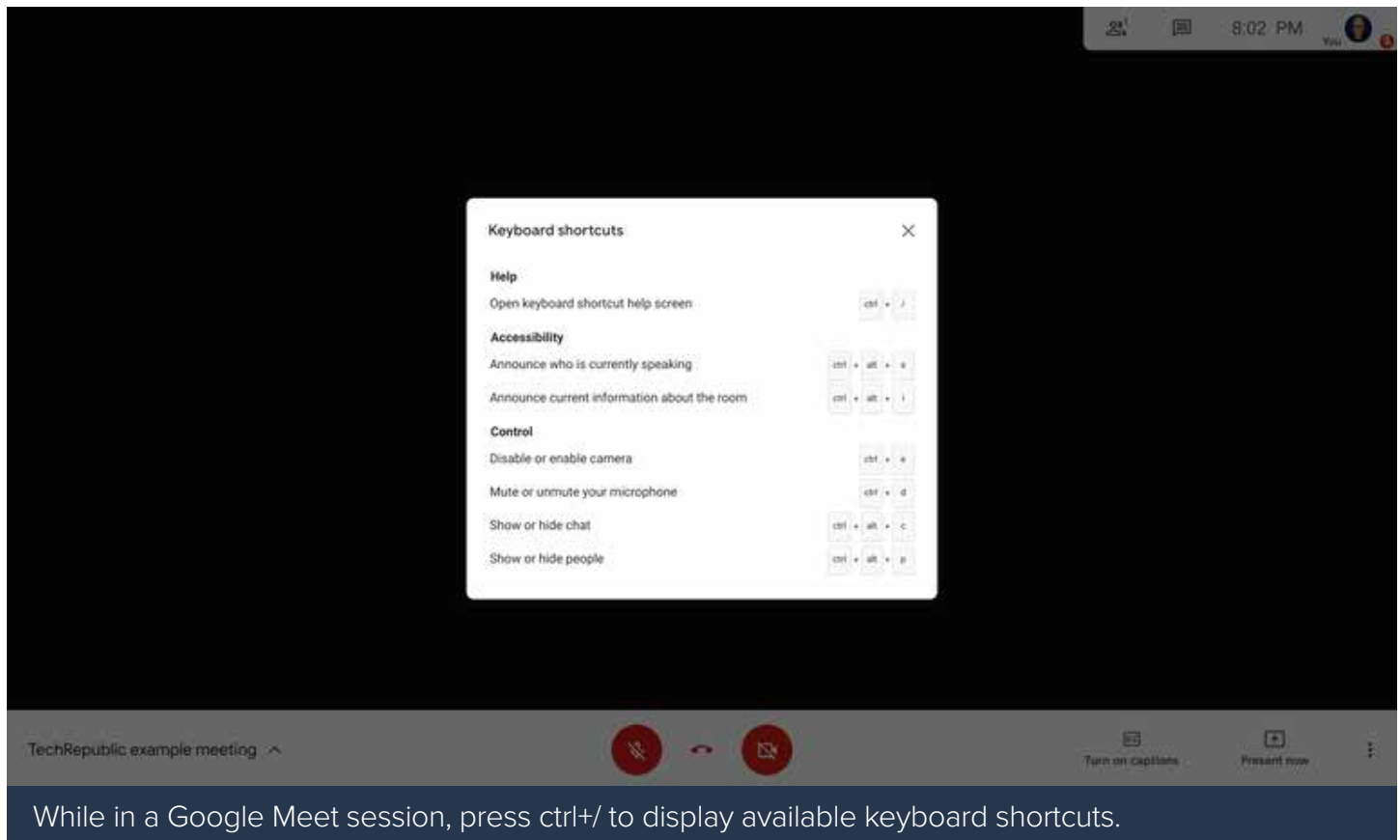
The Meet icon should now display on the Shelf. When you click (or tap on) it, meet.google.com will open in a new browser tab.

For other ways to start Google Meet, read [7 ways to access Google Meet](#).

HOW TO DISPLAY KEYBOARD CONTROLS

While in an active Google Meet session, press **ctrl+/?** to display available keyboard shortcuts for Meet (**Figure E**). This key combination also works to display keyboard shortcuts in most G Suite apps. (I tend to remember the combination by the other punctuation element found on the same key: **ctrl+?.**)

Figure E



While in a Google Meet session, press **ctrl+/?** to display available keyboard shortcuts.

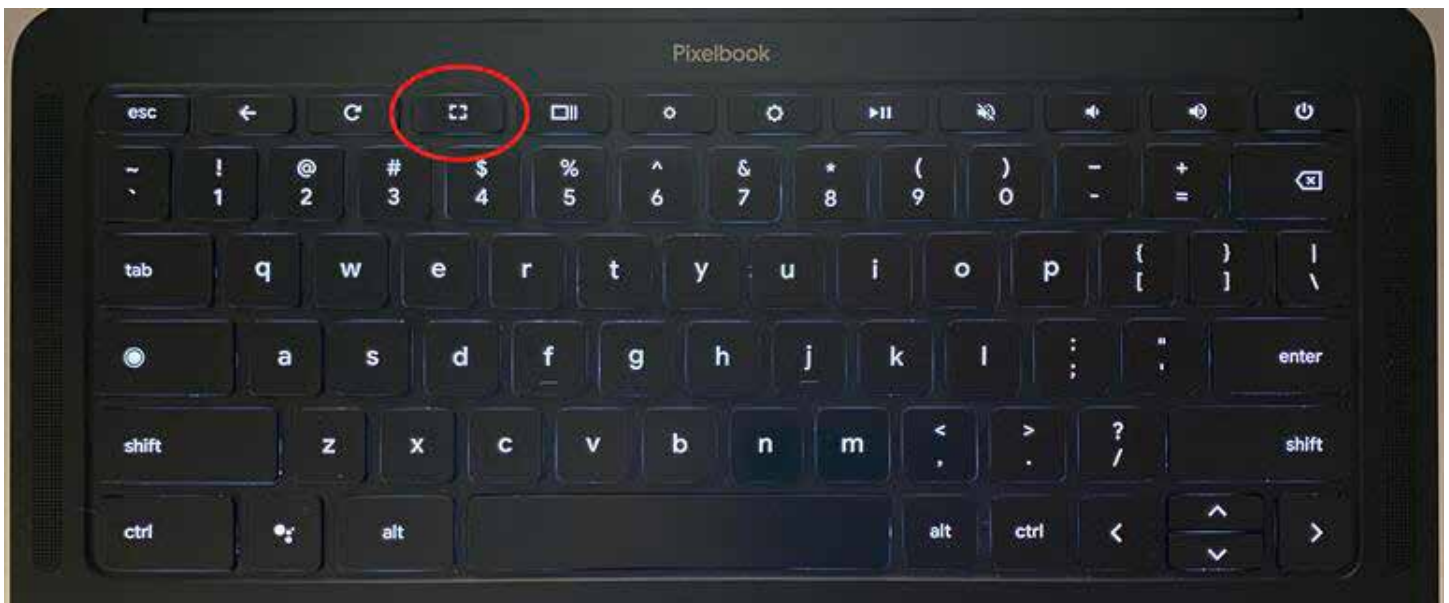
As of early August 2020, Google Meet keyboard shortcuts include:

- **ctrl+d** to mute (or unmute) your microphone
- **ctrl+e** to turn your webcam off (or on)
- **ctrl+alt+c** to display (or hide) chat
- **ctrl+alt+p** to display (or hide) the list of people in the session
- **ctrl+alt+s** to announce the current speaker
- **ctrl+alt+i** to announce current information about the room

HOW TO MODIFY HOW GOOGLE MEET DISPLAYS ON YOUR SCREEN

Press the full screen key (**Figure F**) on a Chromebook while in a Google Meet session to fill your screen with your meeting—this hides the Shelf, the address, and bookmark bars, as well as other tabs that you may have open. An additional press on the full screen key exits full screen mode.

Figure F



Press the full-screen key on your Chromebook while in Google Meet to hide the Shelf, the address, and bookmark bars. Press the key again to exit full-screen mode.

When not in full-screen mode, you may choose to move the window with Google Meet to a portion of your screen. Two key combinations to try:

- **alt+[** to toggle the window between the left portion of the screen or centered, and
- **alt+]** to toggle the window between the right portion of the screen or centered.

The above alt-bracket combinations are useful when you want to display or refer to other information while in a Google Meet session. (These combinations let you quickly re-position not only Chrome browser windows, but also Android apps on your Chromebook.)

HOW TO TAKE A SCREENSHOT TO SAVE INFORMATION

Chrome OS includes two built-in keyboard controls that let you capture either a full or partial screenshot. This can be a fast way to preserve information displayed on screen during a Google Meet session. On a Chromebook, use the following shortcuts:

- **ctrl+show windows** keys to take a screenshot (**Figure G**), or
- **ctrl+shift+show windows** keys, then click and drag the cursor to select an area of the screen to take a screenshot of a portion of the display.

Access these screenshots wherever your Chromebook has been configured to save downloads. (To adjust where Chrome OS saves downloads, open <chrome://settings/downloads> on your Chromebook, then modify the settings.)

Figure G

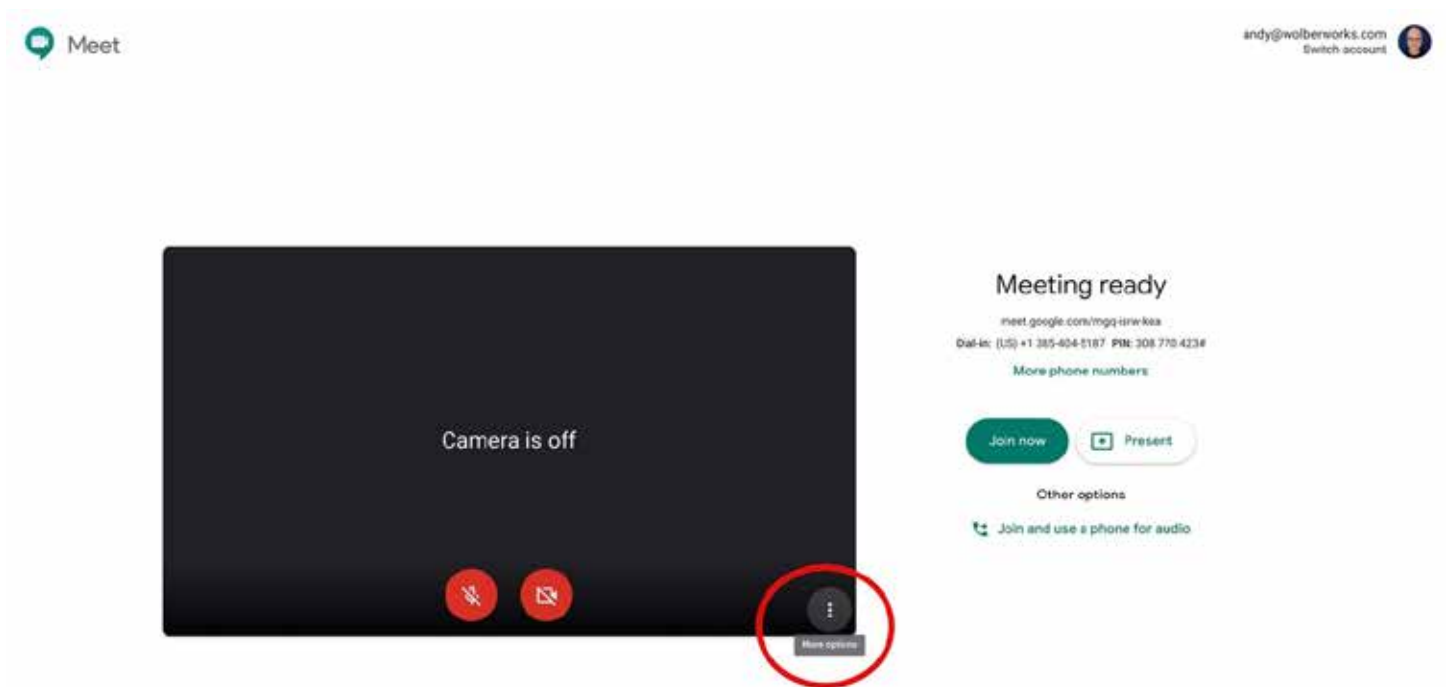


While in Google Meet, press ctrl+show windows to capture a full-screen screenshot.

HOW TO ADD AN IN-HOUSE LIVE STREAM

If your G Suite account includes the ability to live stream from Meet to people in your organization, you may create a live stream link when you start a new Meet session (**Figure H**). Select the three vertical dots displayed in the lower right corner of the video preview page, then choose Add An In-house Live Stream. This creates and displays a link that you may copy and share with people in your organization. Remember, this sort of live stream may only be accessed by people who are signed in to an account within your organization.

Figure H



If your G Suite account includes the ability to live stream to your organization, you may create a live stream link from the Google Meet New Meeting preview page.

GOOGLE MEET: 4 NEW FEATURES IN THIS ZOOM ALTERNATIVE

Google's enterprise video chat app, Google Meet, now has tiled layouts, higher-quality video sharing, and other user-requested features.

BY BRANDON VIGLIAROLO

Google has announced the rollout of [four highly requested features to its Meet enterprise video conferencing service](#). “Remote work has become increasingly necessary for public safety and wellbeing,” Google said in a blog post, “Each day, a rapidly growing number of people connect on Google Meet, and we want to make sure they have the features they need to share and be productive.”

1. GOOGLE MEET: EXPANDED TILED VIDEO VIEW

The first feature [expands the tiled video view present in Google Meet](#) from four simultaneous people onscreen to 16. Google added that it has additional video layout options and support for larger meetings coming soon. According to TechRepublic sister site CNET, the expanded tile view is beginning to roll out [on the Google Meet web client only](#), but Google plans to extend the feature to other clients and devices soon.



IMAGE: ISTOCKPHOTO

2. GOOGLE MEET: SHARE HIGH-QUALITY VIDEO WITH AUDIO

Second, Google is adding the ability to share high-quality video with audio, albeit in an indirect way by adding the ability to [share a single Chrome tab](#) as opposed to a single app or a user's whole desktop. Google said this feature will provide a better experience for remote viewers, and the feature is generally available now.

3. GOOGLE MEET: LOW-LIGHT MODE ADDED TO MOBILE

Third, Google is adding a [low-light mode to the mobile version of Google Meet](#), which brightens up a user's video to compensate for less-than-ideal lighting in their environment. This feature is only available on mobile, but Google said it will be added to the web version of Meet soon.

4. GOOGLE MEET: USE INTELLIGENT BACKGROUND NOISE FILTERING

Lastly, Google Meet users who have G Suite Enterprise and G Suite for Education will be able to use [intelligent background noise filtering](#) to eliminate the sounds of dogs barking, keys clacking, and people having conversations in the background. This feature will initially be available in the web client, but it will extend to mobile devices in the future.

GOOGLE MEET V. ZOOM

Google Meet and Zoom aren't exactly competitors because Google Meet is a [premium enterprise product](#) without a free offering, while Zoom has much greater business application without the need to pay. Google's free alternative to Meet, [Hangouts](#), doesn't quite cut it as a Zoom competitor either: Calls are [limited to 10 people](#) for non-paying Google users, and Hangouts calls don't have scheduling capabilities like Zoom.

However, it's hard to look at Google Meet's new 16-person tiled layout and not be reminded of [Zoom's gallery view](#), which can show up to 49 participants at the same time.

Plus, the release of Google Meet's tiled layout comes only two weeks after [Google banned Zoom over security fears](#), and less than two weeks since [Google extended Meet's premium features to enterprise and education G Suite users](#) through September 30, 2020.

Enterprise users should consider Google Meet as a Zoom alternative, especially if their organization is already using G Suite: It's a feature of [the most basic G Suite paid tiers](#), so if you're a G Suite customer using Zoom, you're just tossing money away on a paid service you're not taking advantage of.

HOW TO CHANGE THE RESOLUTION IN GOOGLE MEET

If you prefer your video conference meetings to look good, Google Meet has you covered. With a couple of clicks, you can improve the send and receive resolution. Jack Wallen shows you how.

BY JACK WALLEN

By now, you've realized that video conferencing has become the new norm. In fact, you're probably holding various types of remote meetings daily. You might also be using different platforms for those meetings. Many default to [Zoom](#), as it has become the de facto standard for video conferencing. However, you might have noticed that Google released a new platform for this purpose.



IMAGE: GETTY IMAGES/ISTOCKPHOTO

That new platform is [Google Meet](#). This free service offers unlimited meetings, live captioning, cross-platform compatibility, video and audio preview screen, adjustable layouts, host controls, screen sharing, and messaging. If you've opted to give Google Meet a try, you might have noticed that, out of the box, it defaults to the lower resolution of 360p for both send and receive.

For anyone with a slower connection, that resolution is fine. However, if you (and those you are conferencing with) have the bandwidth, why not pump up the volume of that resolution to the max 720p? No, it's not high resolution, but it's significantly better than 360p. When you want your video conferencing to look as good as possible, you definitely want to make this change.

Let me show you how.

HOW TO CHANGE THE RESOLUTION IN GOOGLE MEET

1. Open a Google Meet and click the menu button at the bottom-right corner.
2. From the popup menu, select Settings. In the resulting window, change the Send resolution from 360p to 720p and then change the Receive resolution to 720p as well.
3. Click Done and you're set.

What you and your participants will see should be quite the improvement.

Note: The one caveat to this is that Meet will always default to 360p, so you have to set these options for every meeting. Fortunately, the higher definition settings are but a couple of clicks away.

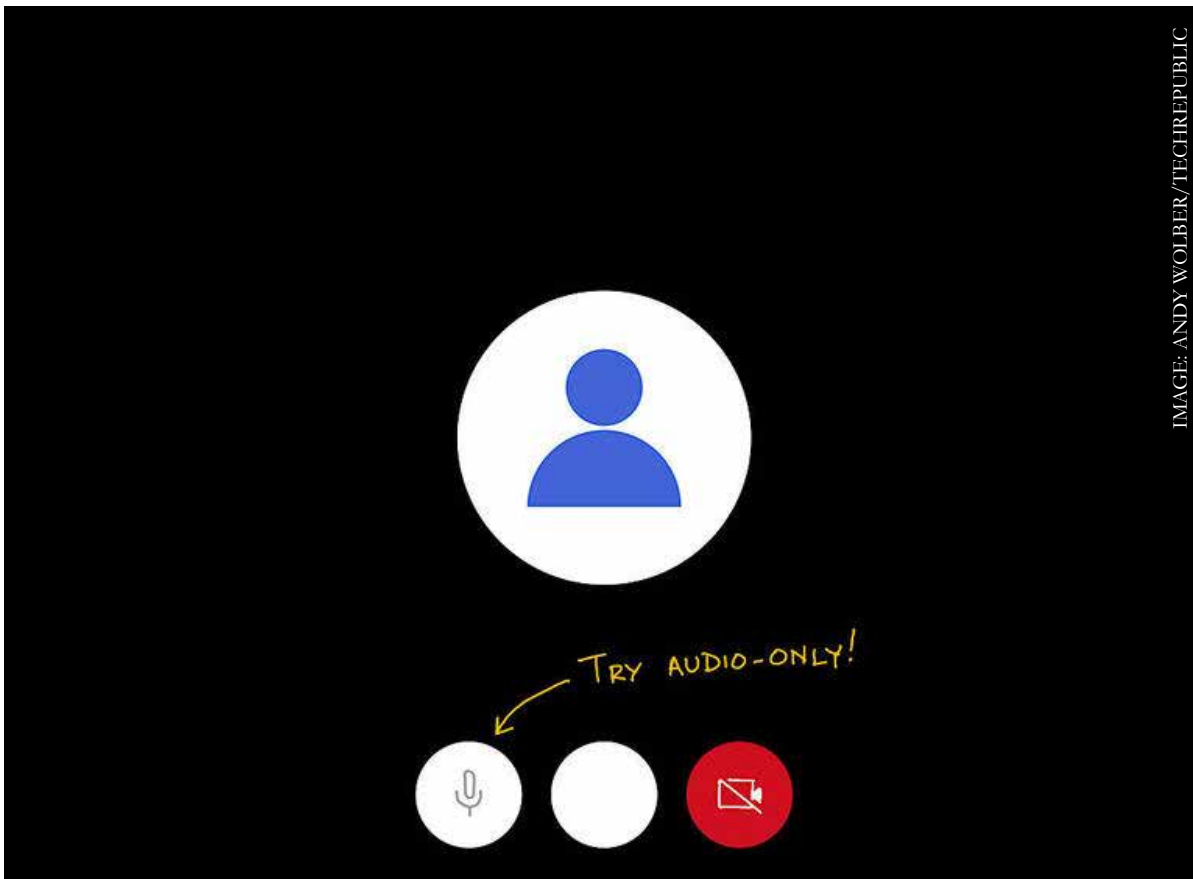
9 TIPS FOR AUDIO CONFERENCING WITH GOOGLE MEET

Tired of video meetings? Turn off the webcam and use Google Meet for voice conferencing, supplemented with chat.

BY ANDY WOLBER

Google Meet includes four distinct ways you can convey information to other people: Video, audio, a presented screen, or text in chat. Combined, these four functions make it possible to convey both information and emotion.

But video conferencing can be tiring. When people meet in the same room, a group shares a single environment, but when people video conference, each additional participant adds visual complexity. It's like picture-in-picture television, many times over: Lots of irrelevant visual stimulation from divergent backgrounds may make it hard to focus. As a result, frequent video conferencing can produce visual exhaustion similar to what you might experience after time in a screen-filled sports bar or restaurant.



Audio-only conferencing can make it easier to move while you meet. Join a session with a wireless headset and a smartphone, then roam wherever your network connection allows. An audio meeting not only eliminates visual distractions, but also reduces the need for a high-bandwidth network connection. Most importantly, with prudent use of the mute feature, an audio meeting allows you to stretch, get a drink, or take a bio break.

To use Google Meet for audio-only conferencing, all participants really need to do is to join a Google Meet session (either on the web or from a Google Meet mobile app), then turn video off. However, the following tips offer a few techniques for you to try as you experiment with Google Meet for audio meetings.

1. NOTIFY PEOPLE OF YOUR INTENT IN YOUR EVENT INVITE

Often, people use Google Calendar to create an event, Add Google Meet Video Conferencing, then invite guests. When you do, it may help to indicate that you intend the event to be audio only. Typically, you would add this information as a note in the event details, but in some cases, you might add it in the location or event title fields. Invitees will then know that they may choose to use the dial-in data to join the call, instead of joining with a device with a webcam.

2. DIAL IN OR LET GOOGLE MEET CALL YOU

Google Meet information in Google Calendar events contains information with both a phone number and PIN code that participants may use to dial-in to a meeting. When you plan to join a meeting audio-only, that's all you need to do—dial in. Should you need to dial in from a different country, select more phone numbers for a long list of dial in options as well as a different PIN.

When you join a Google Meet session from a desktop-class web browser, a Join And Use A Phone For Audio option also displays. Select this when you want to split your Meet session, e.g., join from a laptop with a webcam, with audio via a phone. This makes it so that you can turn off video, then move around with your phone and any headset linked to your phone. Be aware that if you end the session on the web (in this case, on your laptop), your phone audio will end, too.

3. DISTRIBUTE ONLY THE DIAL-IN INFO

Instead of sending an event invite with both a Google Meet link and dial-in information, you might instead share only dial-in data with guests. To do this, you'll need to share the dial-in information in a method other than a Google Calendar invitation. For example, you might send a separate email to guests, or share the dial-in information via a text or messaging. This gives people only the dial in option, which helps ensure that people will join via phone.

4. IDENTIFY YOURSELF

In an audio-only conference—especially when you meet with a group you don’t know well—make sure to identify yourself. A brief, “Hi, this is [your name],” provides a bit of context that’s needed when names and video aren’t visible.

5. ENABLE CAPTIONS

Some people may find it helpful to use the Google Meet app to join audio-only sessions, since the app offers the ability to enable captions. Captions attempt to accurately turn spoken words into text in real-time and display the words in the Google Meet app. This added source of information may help participants better understand conversations without visual cues.

6. ALWAYS MANAGE MUTING YOUR MICROPHONE

As with every remote meeting, the one essential skill everyone must master: Mute your microphone when you’re not speaking. If you dialed in from a smartphone, tap the mute icon in your phone app. If you connected from within the Google Meet app, select the microphone icon to toggle mute. Or, use keyboard shortcuts with the Google Meet app to toggle mute: Ctrl+D on Windows or Chrome OS, or Command+D on macOS.

7. ALTERNATIVE: VIDEO INTRO, THEN OFF

An alternative to an “audio only” session could be a session that starts with a brief period with every webcam on, followed by a conversation with video turned off. That transition can signal the start of the formal agenda, while still giving people a chance to share video to help humanize remote meetings.

8. ALTERNATIVE: AUDIO + CHAT

Google Meet also includes a chat feature within the app. During a meeting, chat offers a way for people to interject a comment, but without the need to interrupt the current speaker. As with audio-only meetings, you might want to let people know that you plan to use chat in advance, since for some people chat is easier when done from a device with a keyboard.

9. ALTERNATIVE: AUDIO + GOOGLE DOC, SHEETS, OR SLIDES

An audio-only session also can be useful for collaboration within Google Docs, Sheets, or Slides. Share access to a file with meeting participants, then host your Google Meet audio-only session to discuss and collaborate on a document together. People may then edit, insert comments, or talk.

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