



## Getting started with Hangouts Meet

### Join a Meeting

- Open Google Calendar
- Click on the event you want to join
- Click **Join Hangouts Meet > Join Meeting**

### Present in a Meeting

- Join a meeting from your computer
- Click **Present now** to share your screen, window, or browser tab
- Click **Share**



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- Click **Join Hangouts Meet > Join Meeting**

### Present in a Meeting

- Join a meeting from your computer
- Click **Present now** to share your screen, window, or browser tab
- Click **Share**

▼ Fold A ▼

▼ Fold B ▼

▼ Fold C ▼

See other side to record a meeting

1. Join a meeting from your computer
2. Click **Present now** to share your screen, window, or browser tab
3. Click **Share**

### Present in a Meeting

1. Open Google Calendar
2. Click on the event you want to join
3. Click **Join Hangouts Meet > Join Meeting**

### Join a Meeting

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### Record a Meeting

1. Join a video meeting from your computer
2. To start recording, click **More : > Record meeting**
3. To stop recording, click **More : > Stop recording > Stop recording**

See other side to join or present a meeting

▼ Fold B ▼

▼ Fold A ▼

▼ Fold C ▼