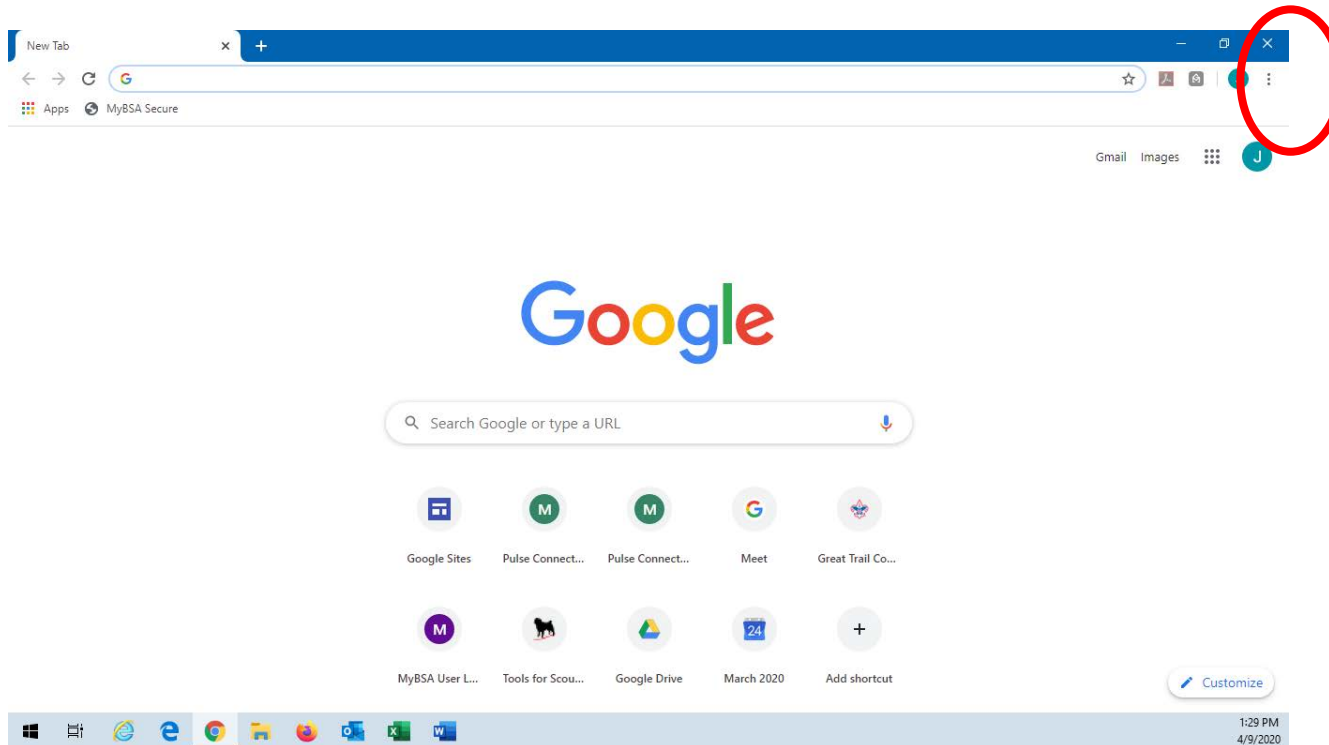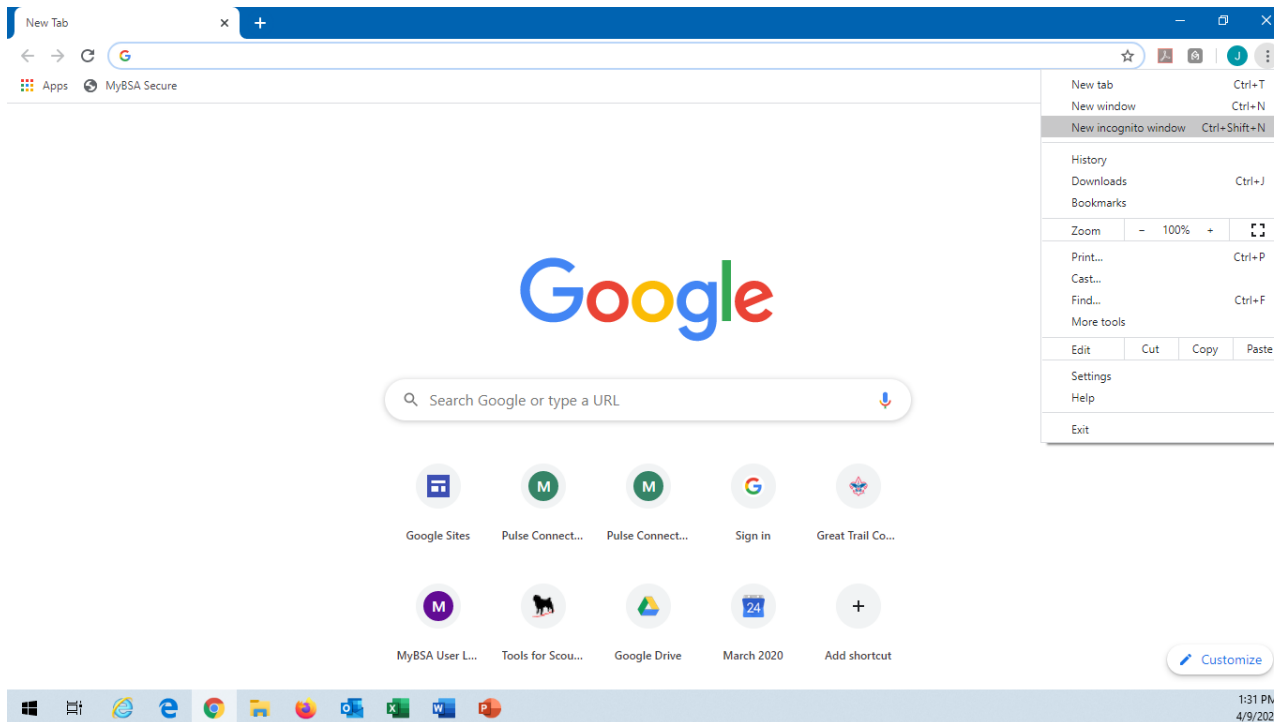# How to Setup Your Virtual Meeting Using Google Hangouts Meet
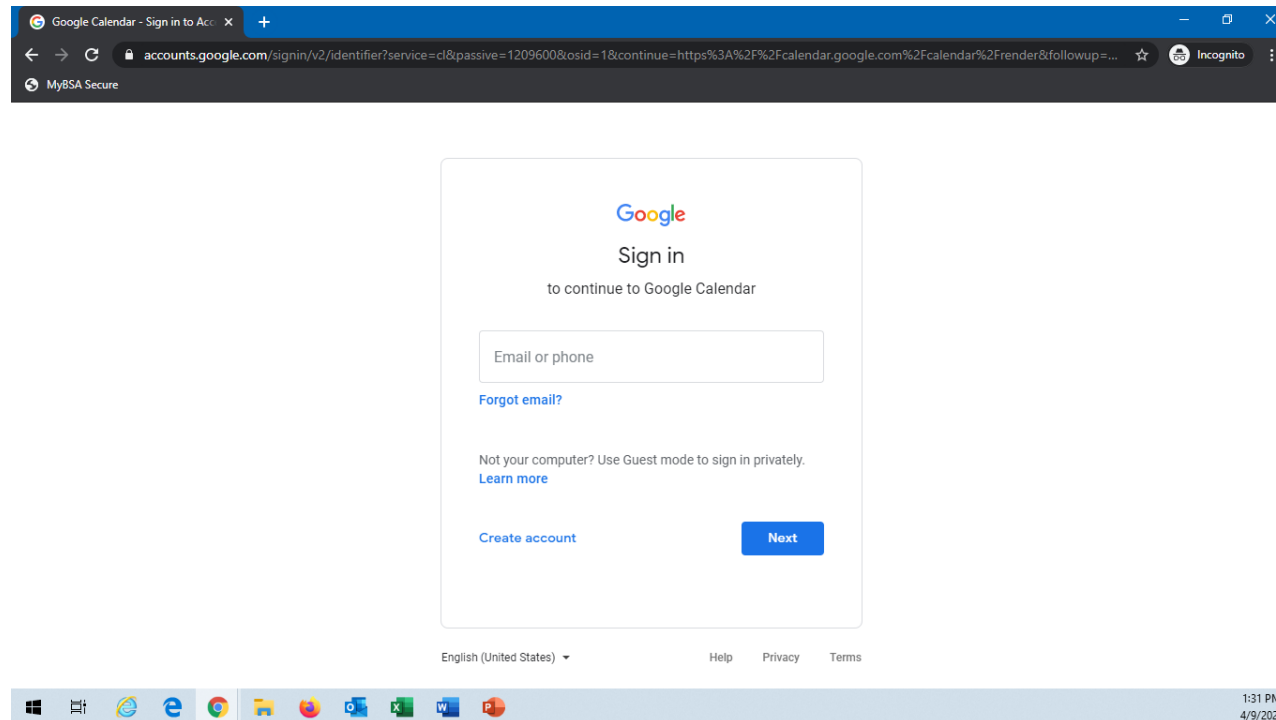
Open Google Chrome

Click on the Three Dots in the Upper Right Hand Corner

Click on New Incognito Window

This will ensure you are logged out of any personal accounts so that you can login to your Unit's G-Suite Account provided to you.
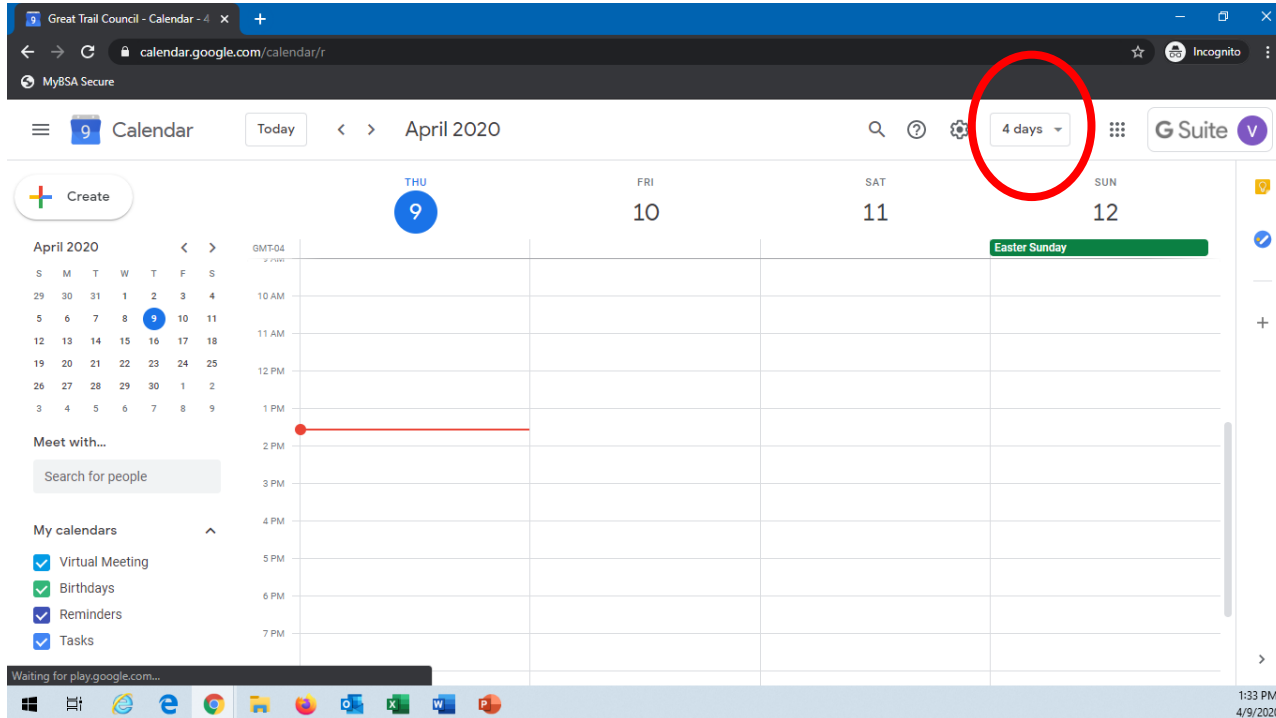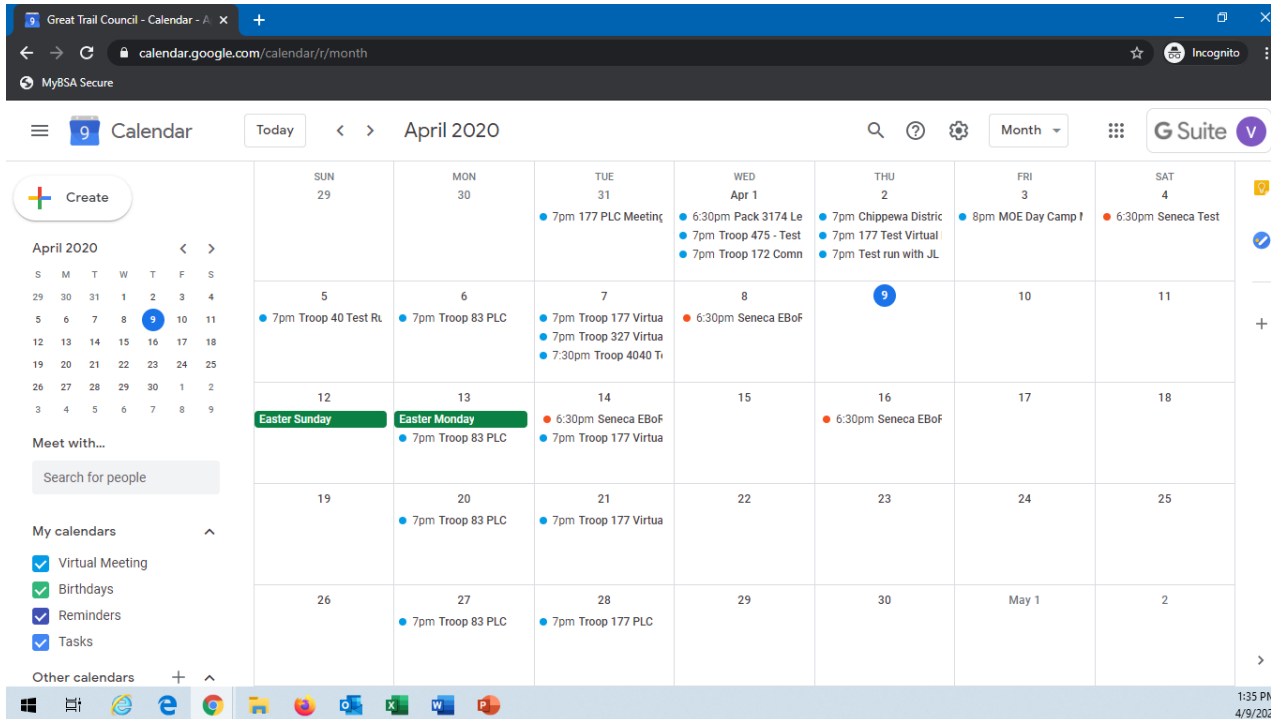
Go to: http://calendar.google.com

Sign in the following credentials:

Username: unit.number@blackswampbsa.org
i.e. pack.1234@blackswampbsa.org

Password was created by the unit. See your Unit Leader or Committee Chair for this information.
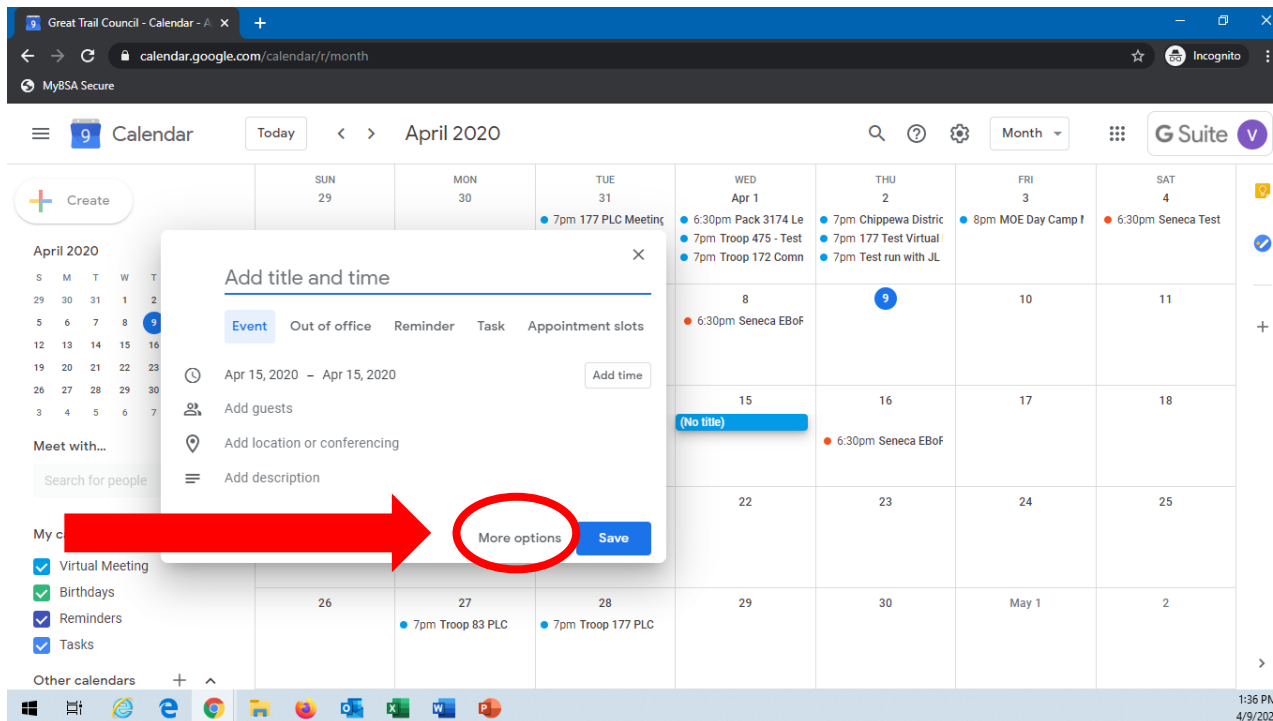
By default, the Calendar will be on WEEK/DAY view. Change it to Month View by clicking on the circled area in the image to the left.
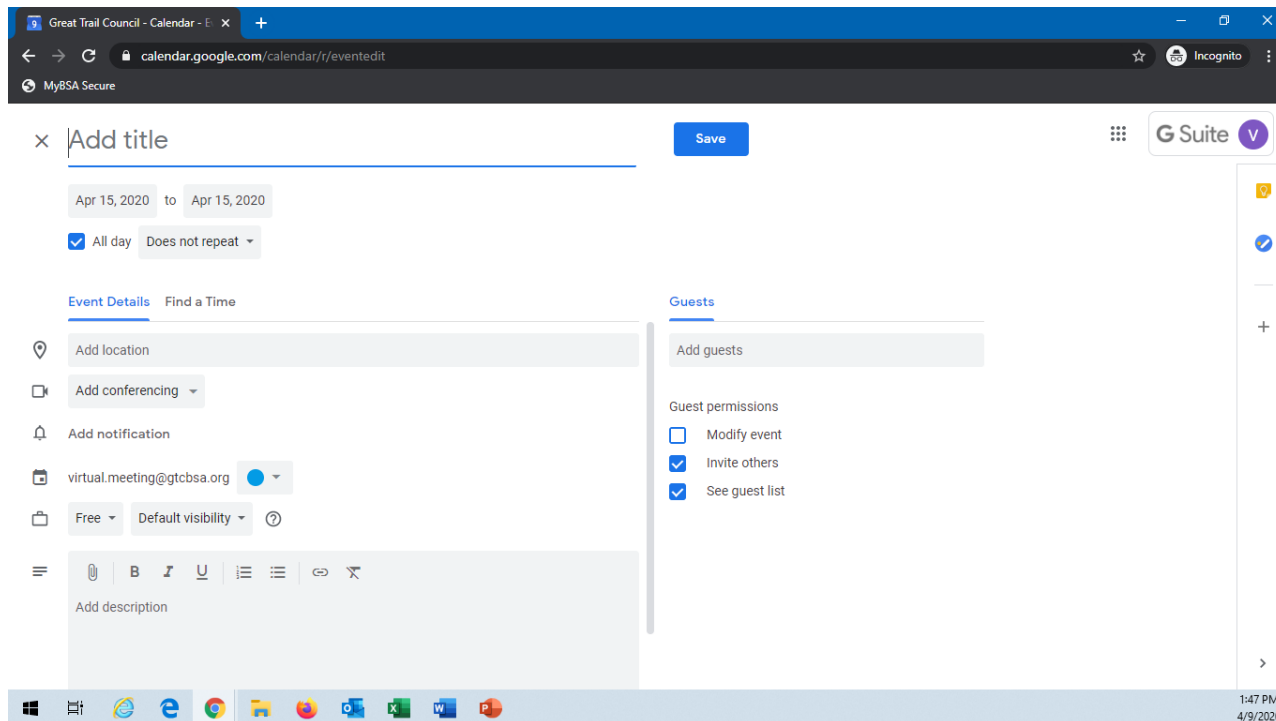
Once on Month View

Click inside of the Box for the Day you want to have a meeting. For reference, do not click on the number for the date. This will change the view of the calendar to DAY view.

This Dialog Will Appear

In the bottom right hand corner, click on "More options"

You will then end up on this page.

Fill in the Title For your Event

Under the date, UNCHECK the Box that Says All Day – you will then have options to add a start time and end time for your Event.

Under EVENT DETAILS

Click on the Arrow for Add Conferencing

Click on Hangouts Meet

After You've done all of this, you will have this screen. Click on the Down Arrow under Hangouts Meet. (Red Arrow)

This will then bring down the meeting information for your video chat.

Highlight the Meeting ID, and the URL underneath it. Copy It by holding down the CTRL and C keys on your keyboard at the same time.
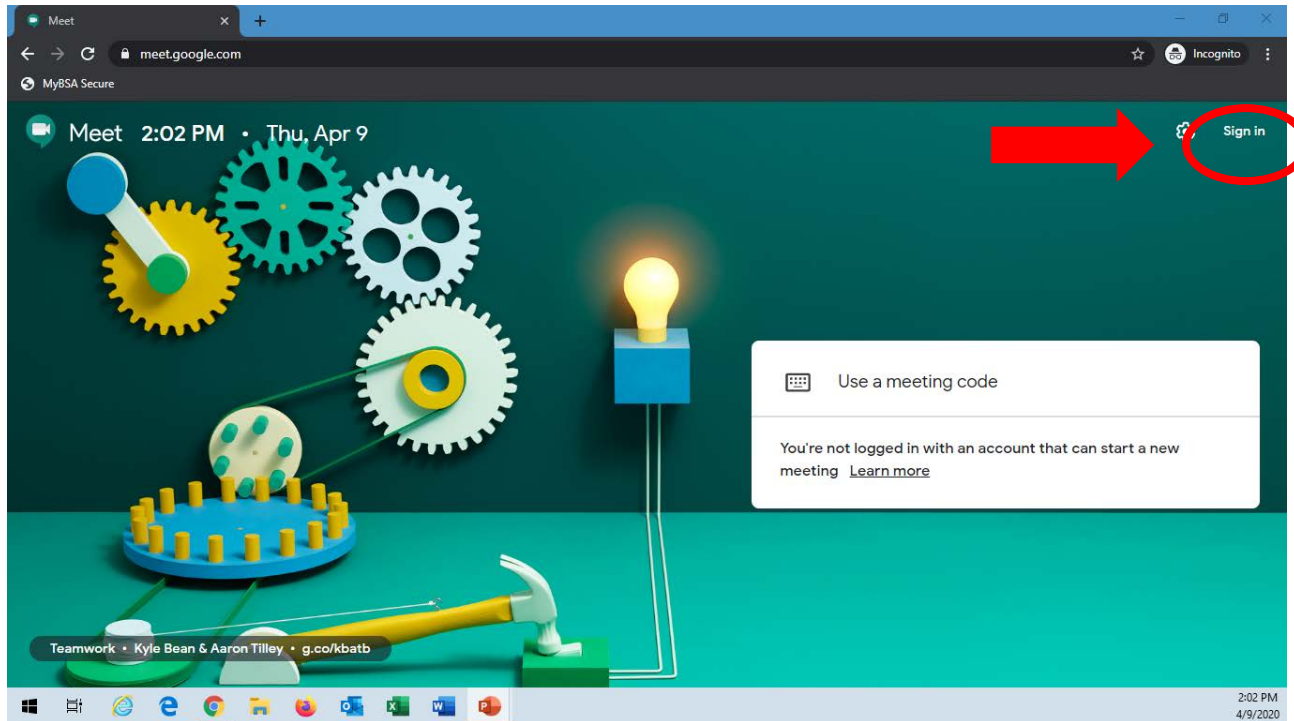
That is the information that you send to everyone else via e-mail to join the meeting.

Paste it into an e-mail by holding down the CTRL and V keys on your keyboard at the same time.

Once you've done this, hit SAVE (Green Arrow)
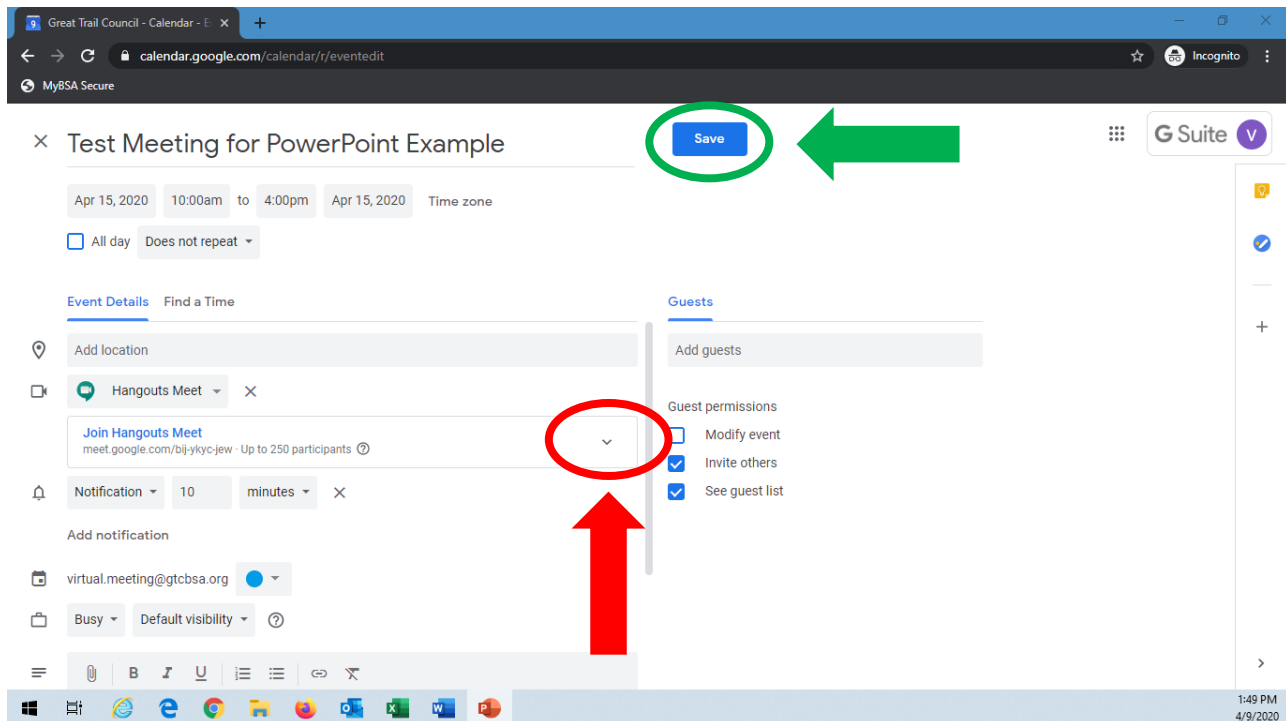
On the Day of your Virtual Meeting The following Steps are What you Will Follow...

On the Day of your meeting, you'll want to again open an Incognito version of Google Chrome. (If you need a refresher, the first few slides go over this.)
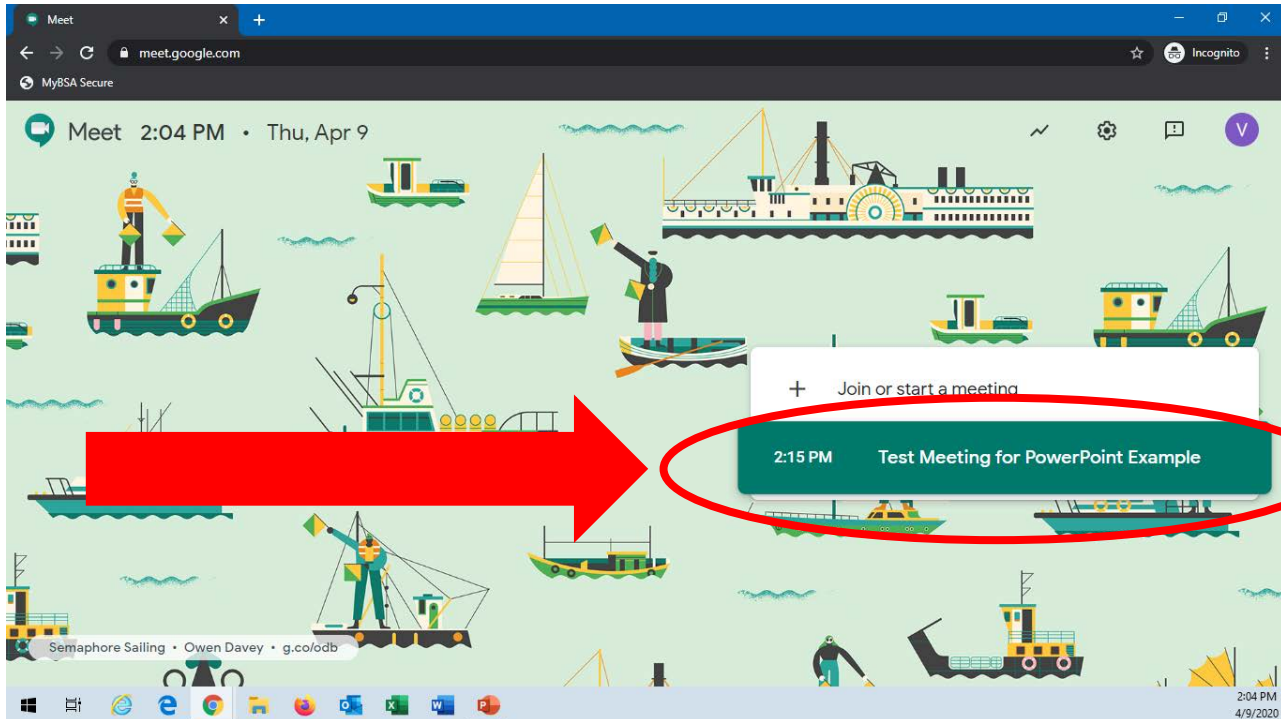
You'll want to direct your browser to: http://meet.google.com

You'll end up on this Screen.

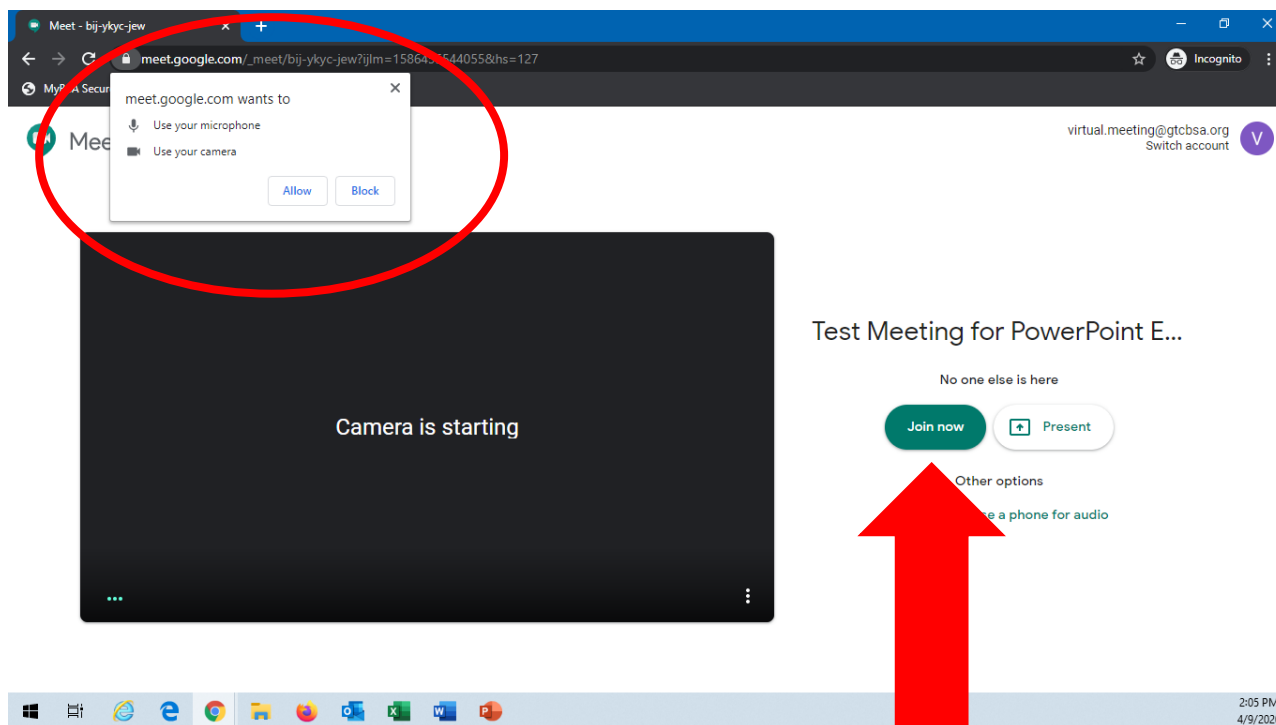Click on Sign In in the top right hand corner.

You'll then sign in with the same Username and Password that you used to create your event. (If you need this information, refer to the first few slides of the presentation)

After you sign in, you will be on this screen.

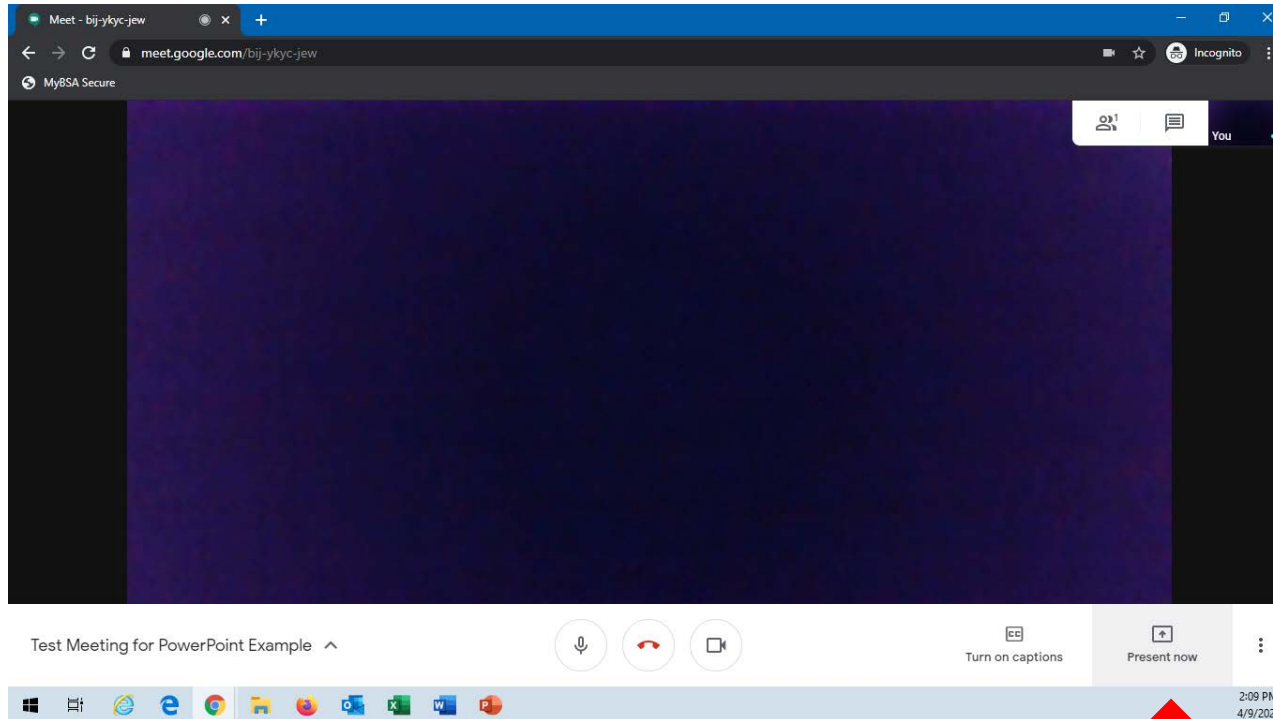On the day of your Meeting, there will be a button for you to click and enter your meeting.

Just click there.

When you click on the button for your room, it will bring you to this Screen.

You will see a prompt (Red Circle) asking you to allow the use of your microphone and camera. Click Allow – otherwise no one will be able to see or hear you.
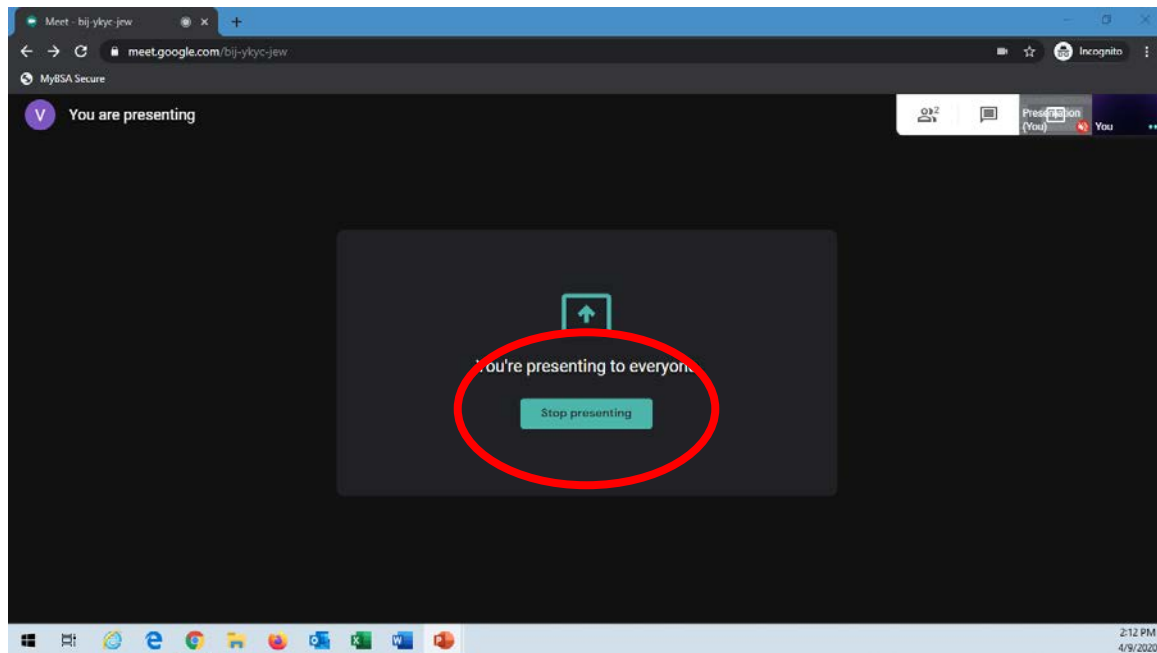
Then Click the Join Now button (Red Arrow)

To Present a PowerPoint to the Group, or another window on your Computer, Click on Present Now. (Red Arrow)
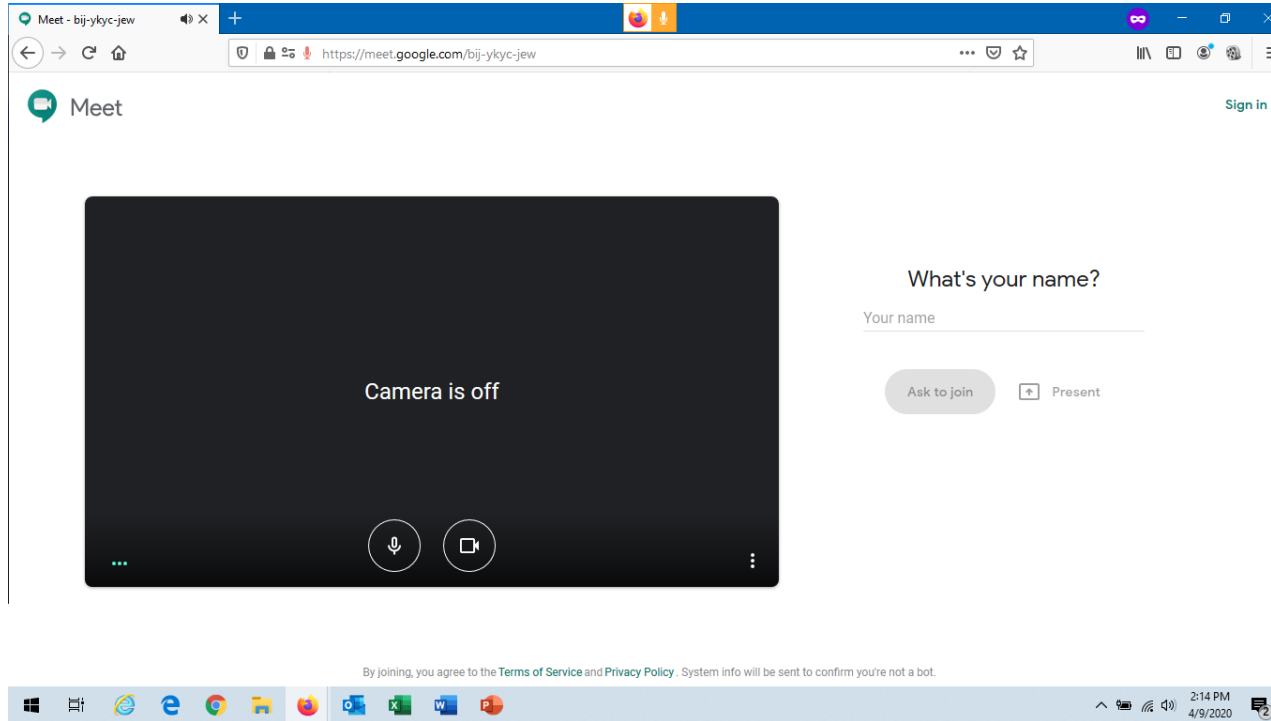
Then select a Window.
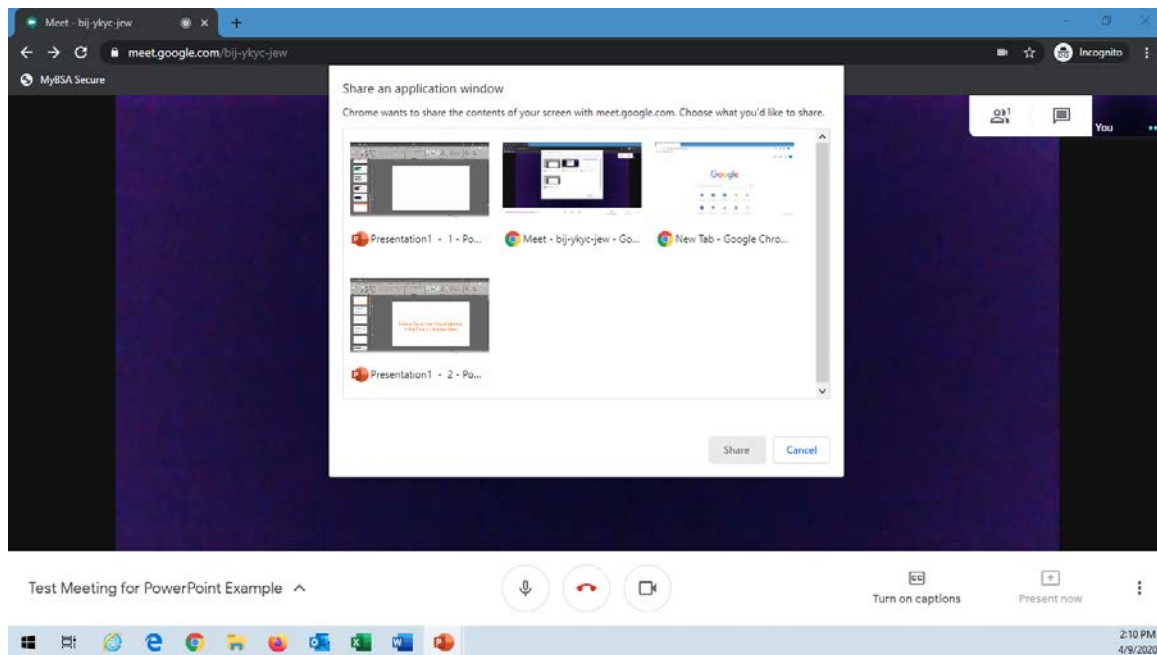
You'll then have this dialog appear on your screen. You'll need to click on which window you want to present, and then click on the share button.

When you're done presenting, you will need to go back to your Google Chrome window where the Video Chat is happening, and clip Stop Presenting. (Red Circle)

When other users join your meeting, they will start on this Screen after they've clicked the link you've sent them for the meeting.

They will need to type in their name and then click "Ask to Join"
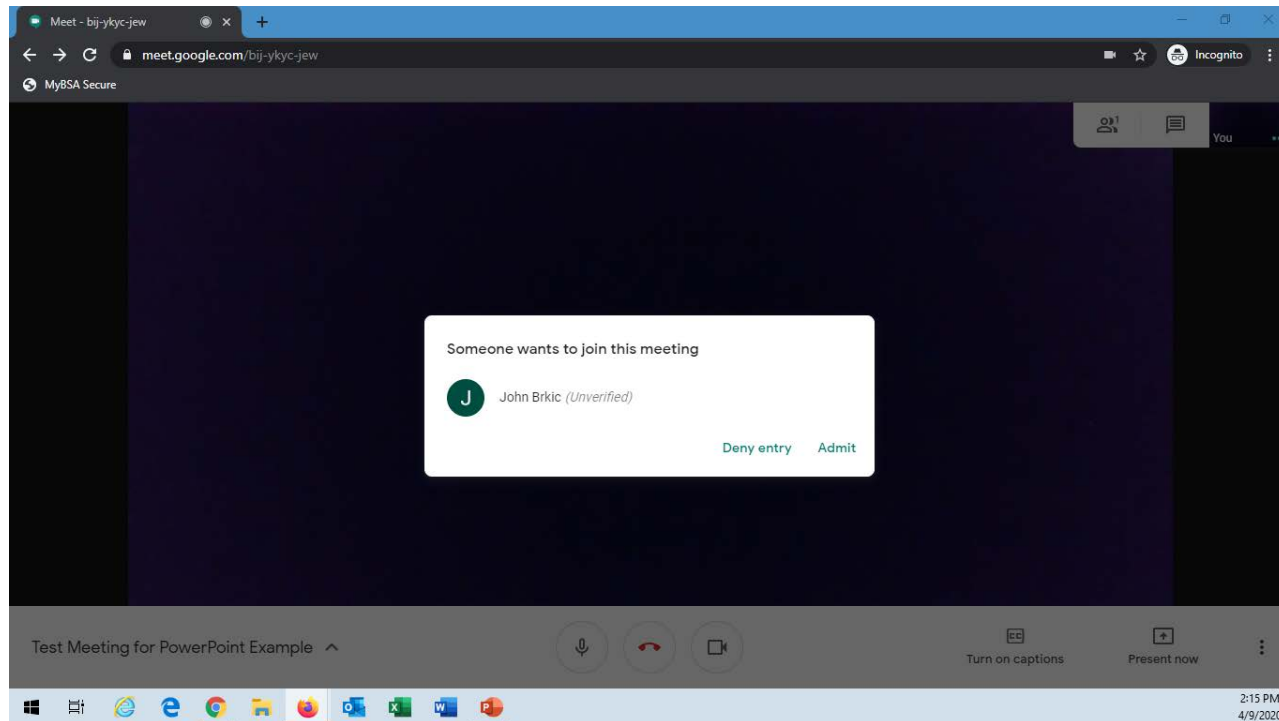
You will then get this dialog on your screen.

Hit the Admit Button, and that will let them into the Video Chat.

The Three dots on the bottom right of the screen, allow you to have more options for your video. (Red Arrow)

If you click on that, you will be able to:

- Record your Meeting
- Change the Layout of the Videos on the Meeting
- Turn on Closed Captioning

In the upper right corner of your video, you have some options as well. (Green Arrow)

- Clicking on the icon of two people will show you a listing of all of the people who are in your meeting
- The dialog next to the people icon, which looks like a conversation bubble opens up the chat in the meeting. This is where people can type and ask questions if necessary.
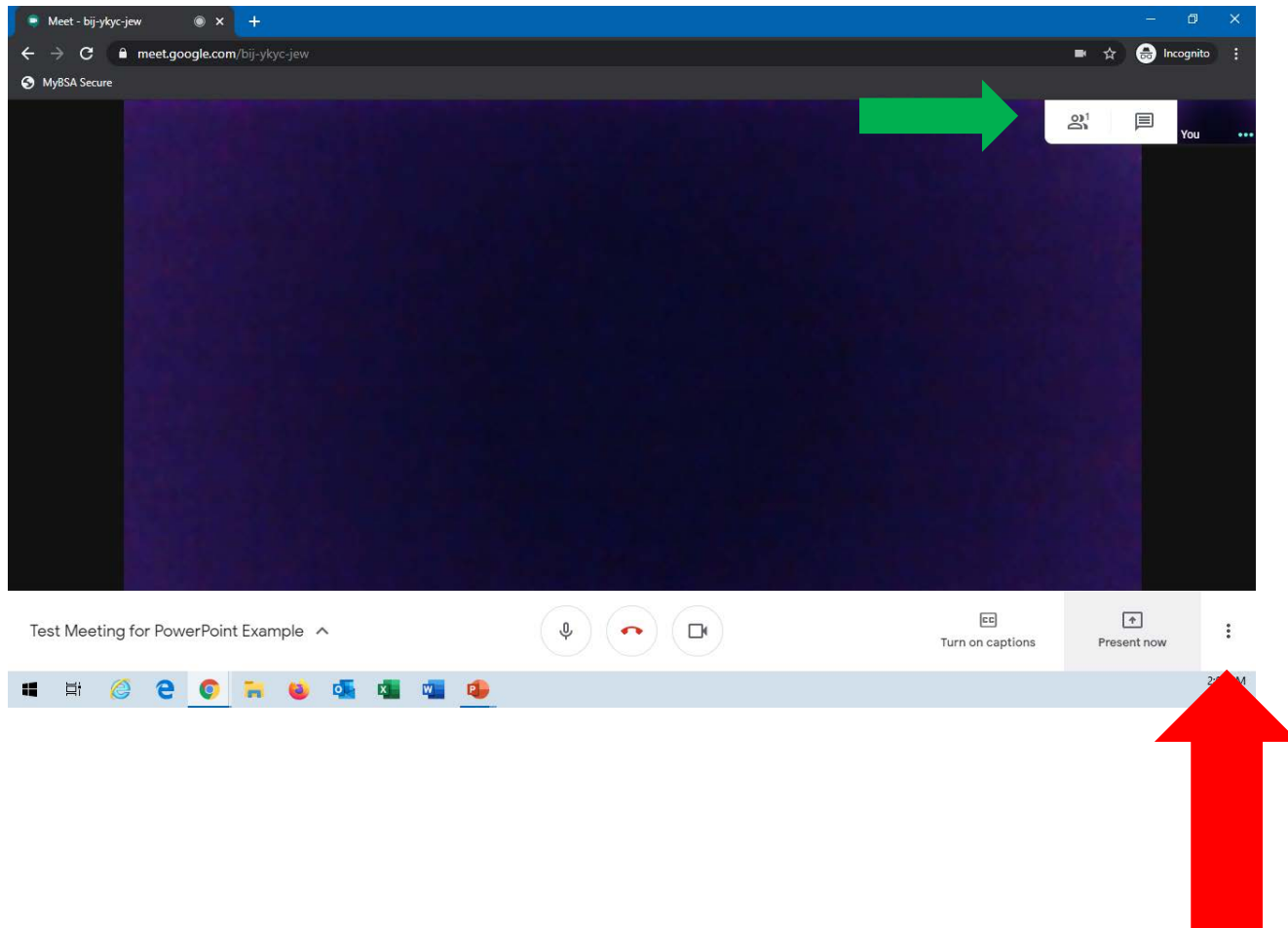
Chrome Extensions to Increase Performance on Google Meet

- Google Meet Enhancement Suite
  - Available here: https://chrome.google.com/webstore/detail/google-meet-enhancement-s/ljojmlmdapmnibgflmmminacbjebjpno?h1=en
- Google Meet Grid View
  - Allows you to view a full grid of everyone in the chat.
  - Available Here: https://chrome.google.com/webstore/detail/google-meet-grid-view/kklailfgofogmmdlhgmjgenehkjoioip?hl=en-US
- Meet Attendance
  - Allows the meeting host to track attendance. Great for Den, Pack, Patrol, and Troop Meetings!
  - Available here: https://chrome.google.com/webstore/detail/meet-attendance/nenibigflkdikhamlnekfppbganmojlg
- Mute All Users
  - Available Here: https://chrome.google.com/webstore/detail/mute-all-on-meet/adjoknoacleghaejlggocbakidkoifle/related?hl=en-US