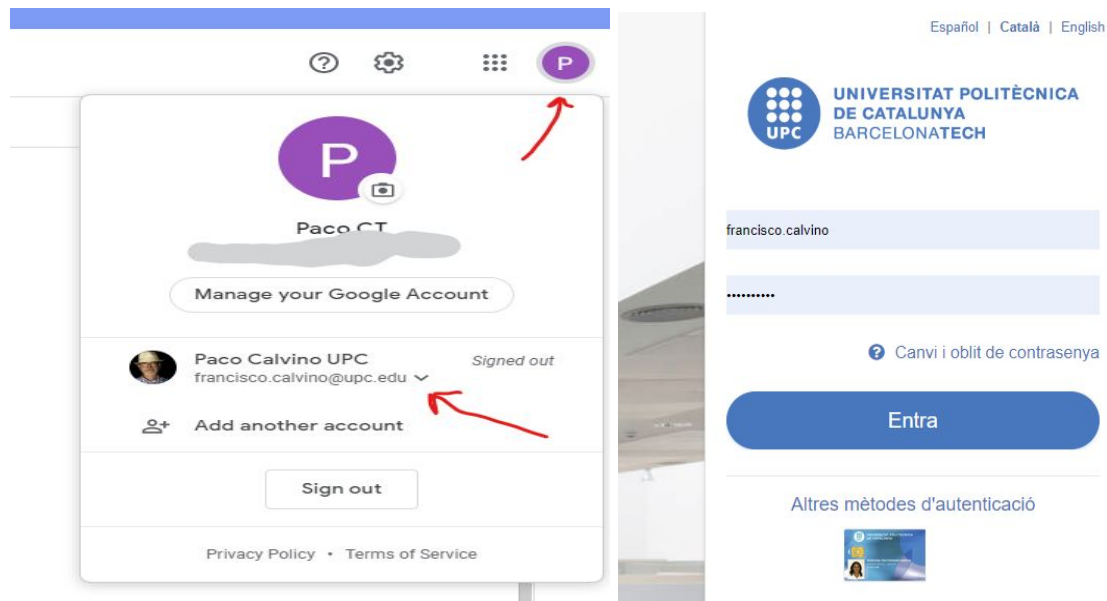


G-Suite. Meet (Hangouts)

This is a short “tutorial” prepared by Paco Calviño (Eng. Nuclear - Dept. Física - ETSEIB). It has been written in a very short time just to help as a “getting started” document. 16 march 2020

Meet is a videoconferencing system, allowing multiple users at the same time. It can be used for synchronous sessions (lectures, problem solving, ...).

Note: All members, PDI and PAS, have access to the G-suite (the mail service is not yet available to everybody, it is being migrated during this semester) . To use any of the G-Suite applications/services, just access it through a web browser using the upc.edu identification (ex. paco.calvo@upc.edu). The validation process is done through UPC, not Google.



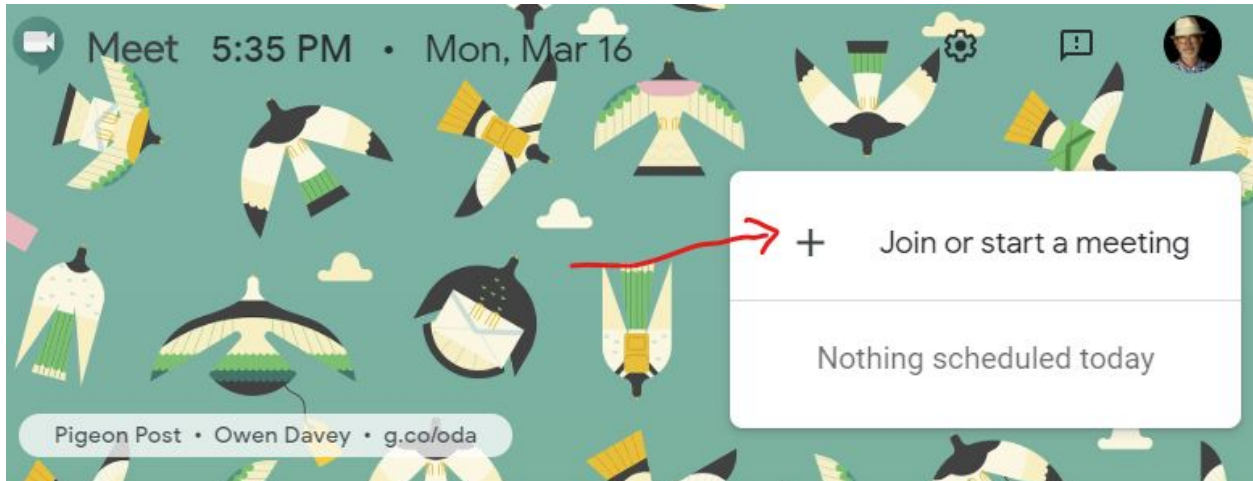
Meet can be accessed at: <https://meet.google.com/> (g-drive at: <https://drive.google.com/> , etc.)

Requirements:

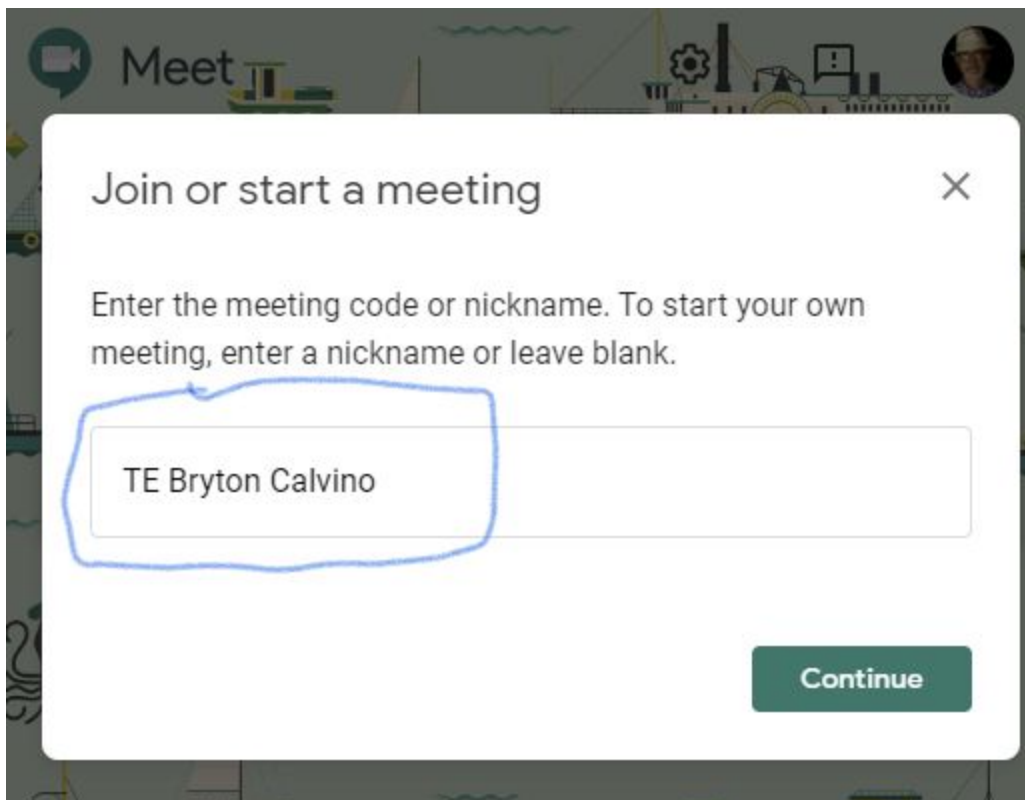
- Web browser (Chrome is the recommended option, but it works in Edge -chromiun-, Safari, ...)
- Webcam & Microphone

Start a Meeting:

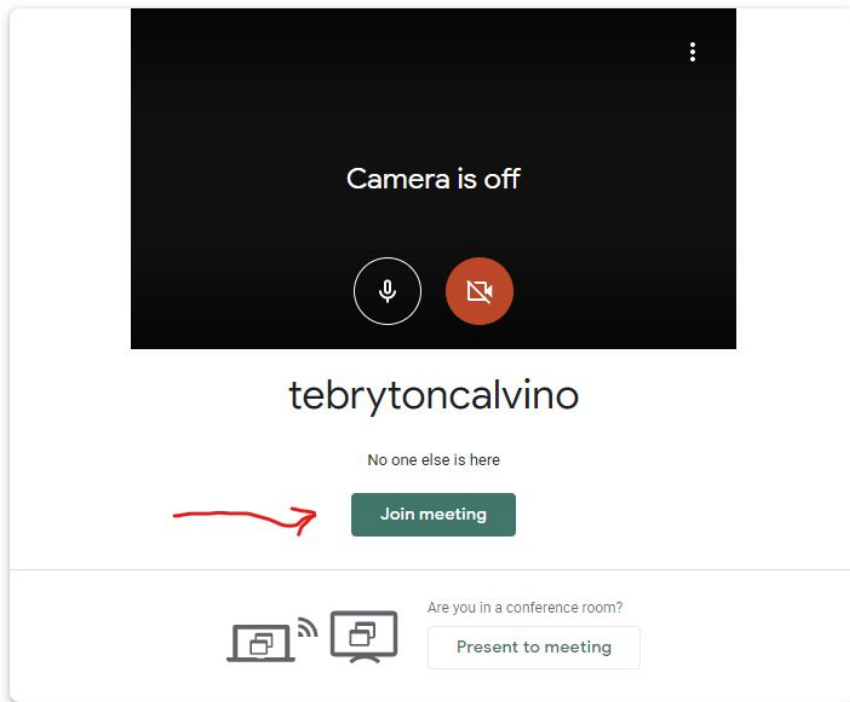
Just point your browser to <https://meet.google.com/> and select Start a meeting



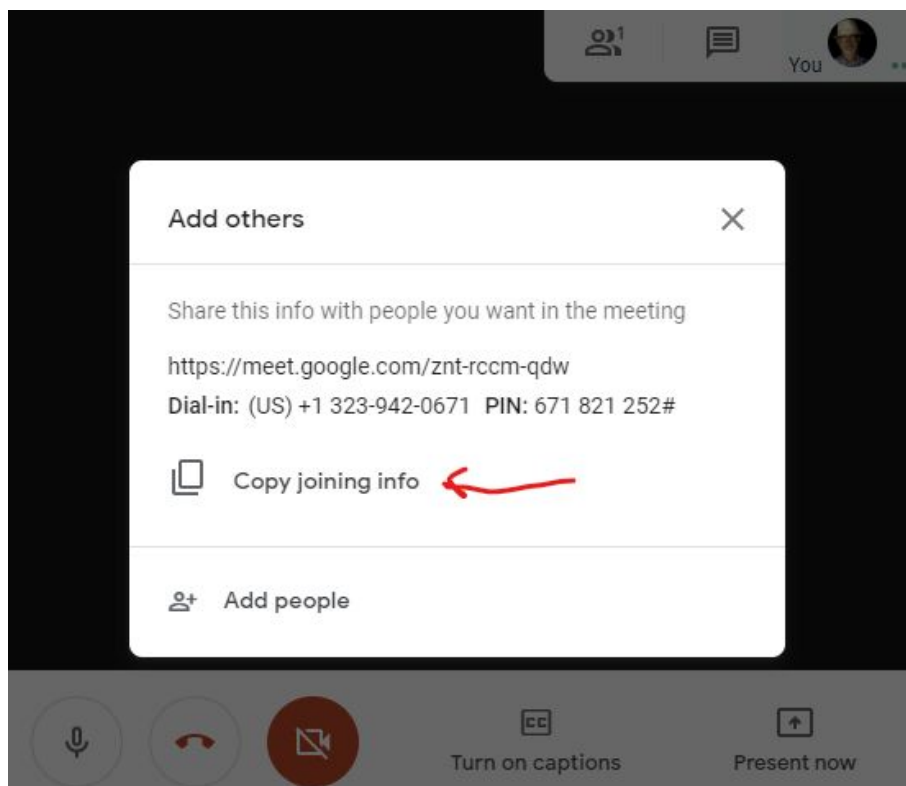
Give the meeting a Nickname



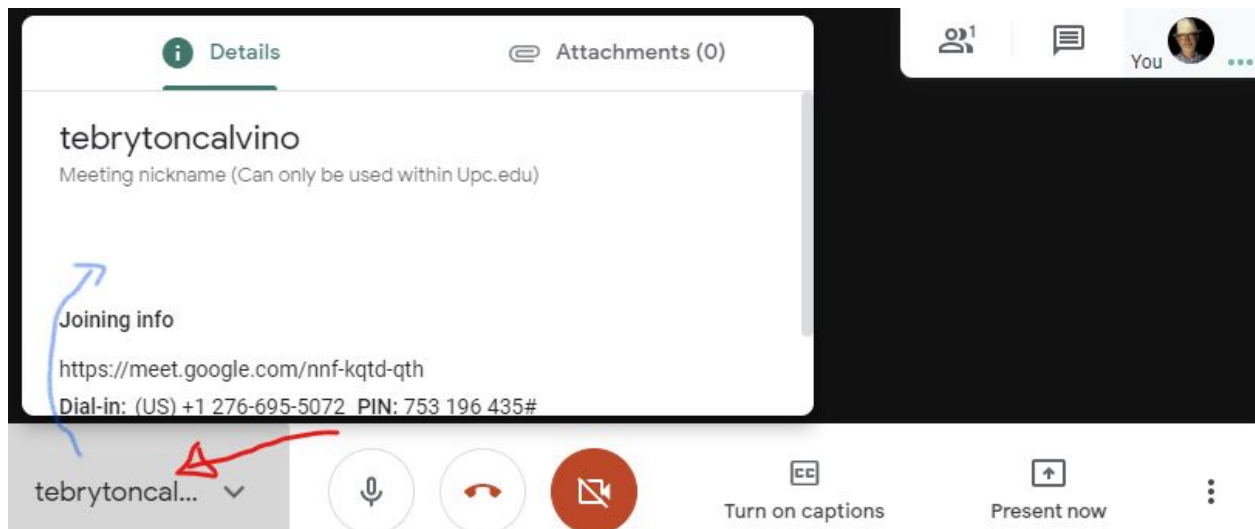
Note: **Periods in the meeting name DO NOT work** for me (ex, TE. Brayton. Calvino)



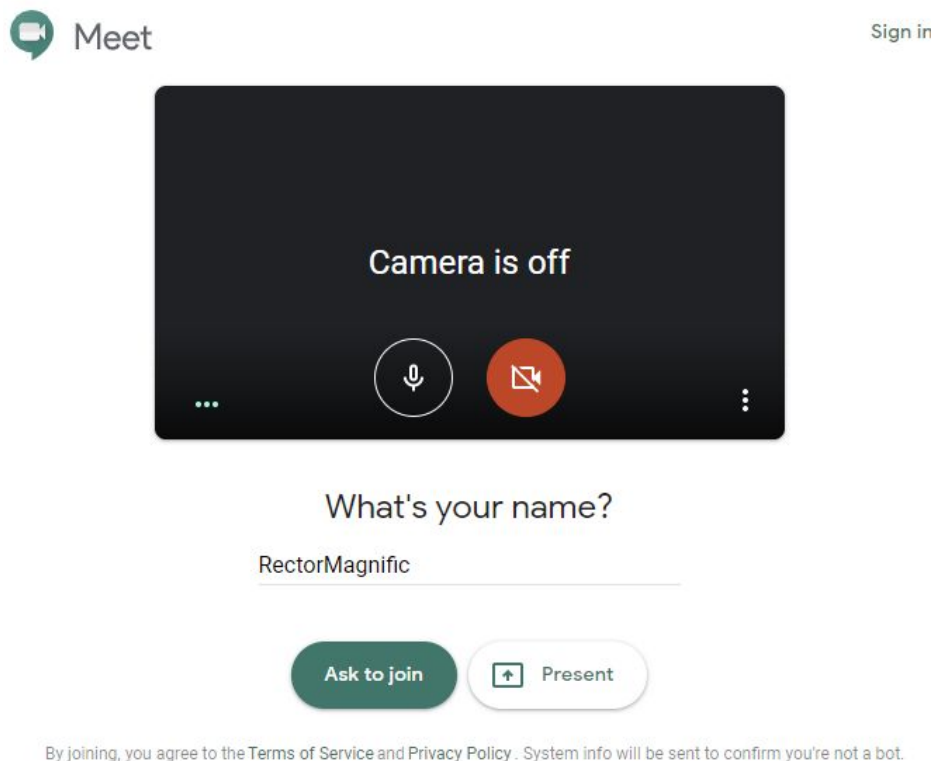
Hit Joint the meeting, and copy the “Joining info” (link to the meeting conference room).



The "Joining info" (link) can also be retrieved from bottom-left corner button

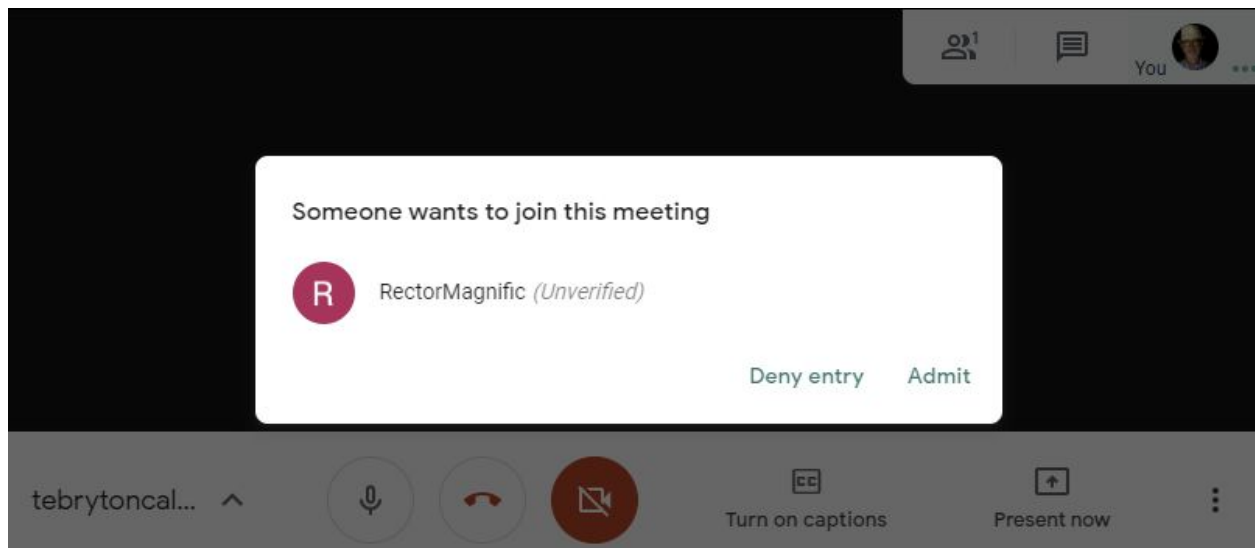


Publish the Link. Anyone with the link will be able to join the meeting. The initial screen will ask the attendee for a Name. When the name has been filled, then the button "Ask to Join" will be activated.



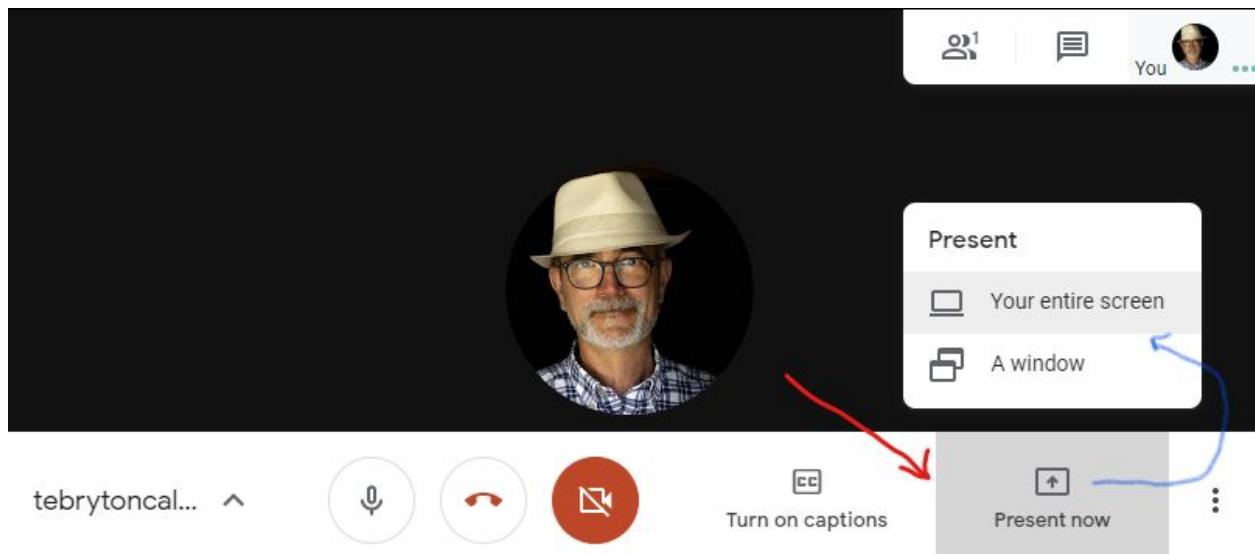
By joining, you agree to the Terms of Service and Privacy Policy. System info will be sent to confirm you're not a bot.

The new participant has to be admitted. Any person already in the meeting can admit the new attendee (This step is not always necessary, no idea about this behavior).



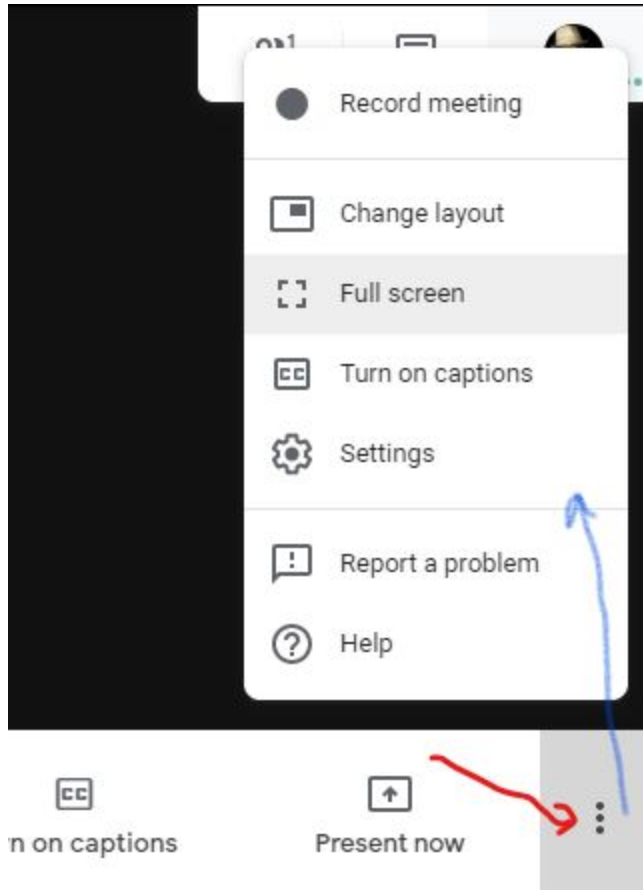
Share screen/Present now

It can be activated on the bottom of the screen



Whole screen or a particular window can be selected.

The session can be recorded by using the three dot menú on the bottom-right of the main screen.



A few suggestions

It is convenient to inform the attendees to follow a few simple rules. This can be included in the same message where the link to the Conference Room is shared.

As an example:

Get prepared. Highly recommended:

- Fast internet connection, that is, with a bandwidth of about 10 Mbit/s or more.
- Good quality audio system. High-end laptop or, alternatively, a high-end headset. Desktop computers do not always have good audio quality and may produce interferences and background noise.
- Quiet and well illuminated room

Netiquette

- Close your mic ****at all times**** when you're not talking.
- Ask for permission to say something by "raising your hand". To do so, send a message via the chat associated with the session and write "Permission". Try not turning on your mic and start talking until you're told to do so by the class instructor.
- Turn off your camera except when explicitly asked to switch it on.
- Use your real name when connecting to the "Conference room".

Concluding remarks

Pros	Cons	Good for:
<ul style="list-style-type: none">• Easy to use• Good quality video and audio• Session can be recorded and stored for future use• Fully interactive	<ul style="list-style-type: none">• Speaker can be interrupted by attendees• Some flickering on the Webcam image (it could be a particular issue with my camera, even though it works well with other applications)	<ul style="list-style-type: none">• Classic Master class with many students (+15)• Problem solving session with limited interaction