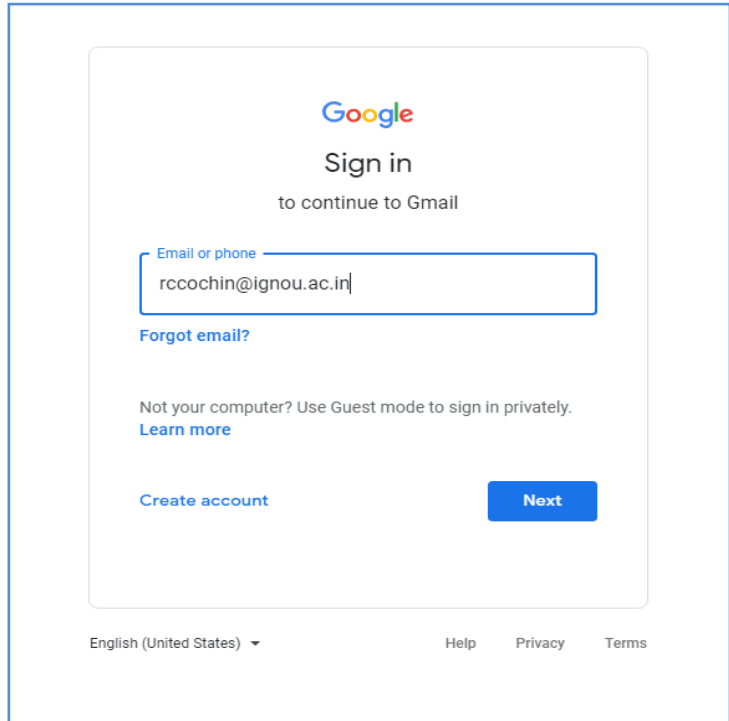


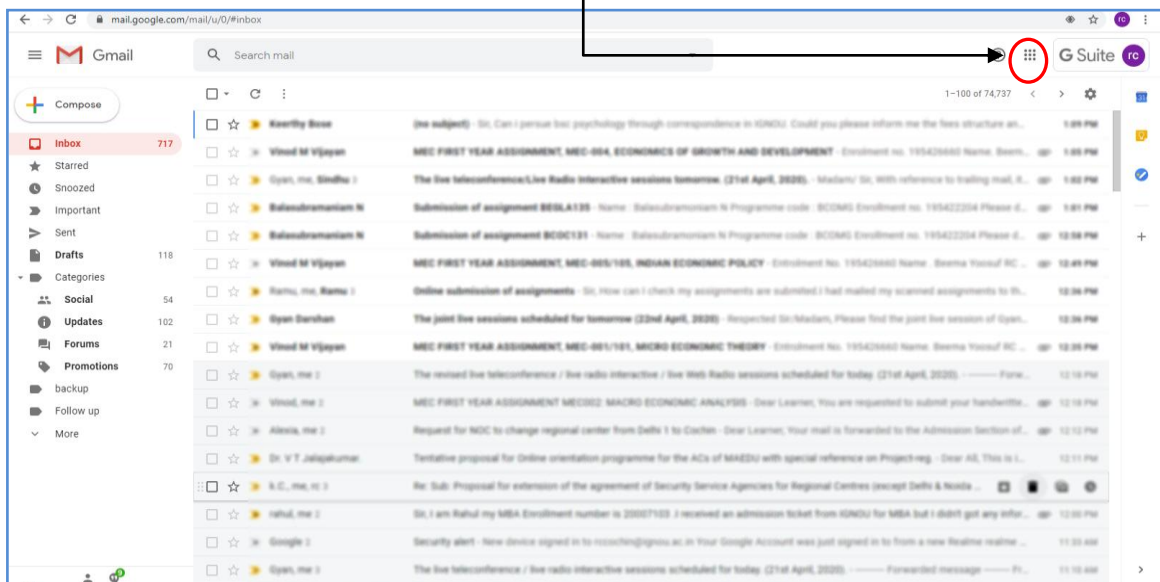
STEPS TO JOIN AND START A MEETING USING GOOGLE MEET FROM DESKTOP COMPUTER

**Prepared by Shri. Muhammad Ansar, AE(DP), IGNOU Regional Centre Cochin, Kerala
(anzarta@gmail.com – to be used with acknowledgement)**

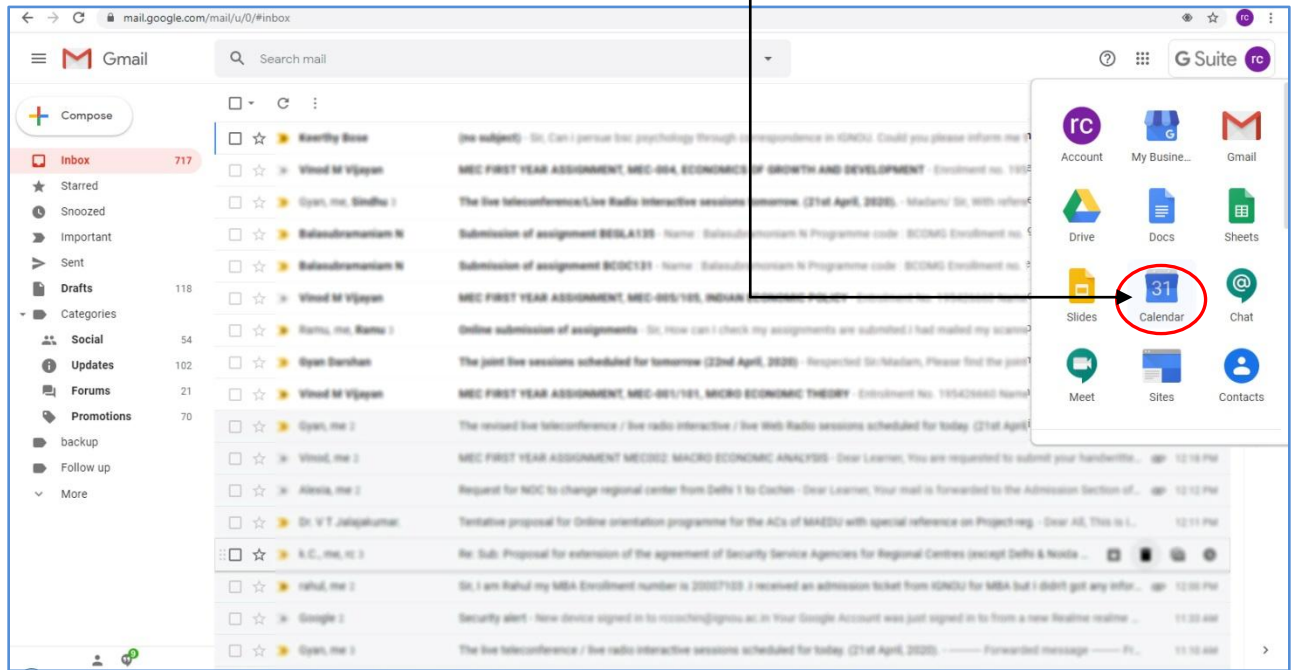
1. Login to your IGNOU Account



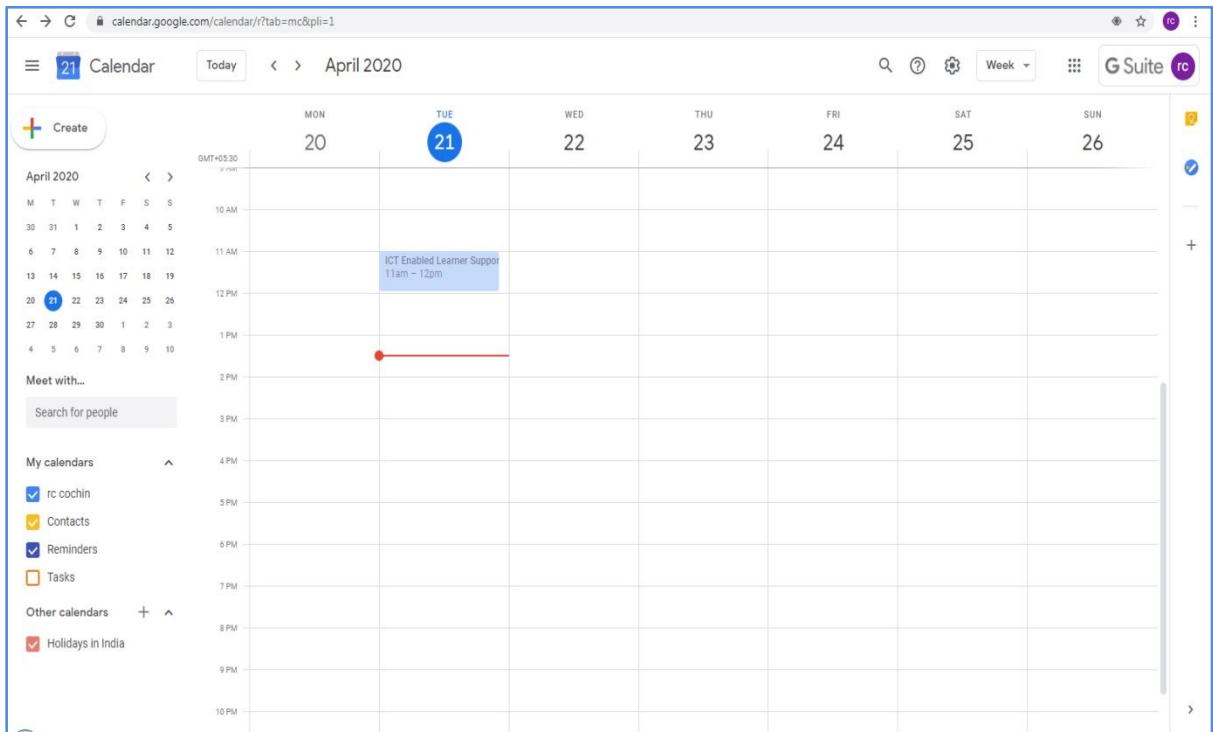
2. Click Here



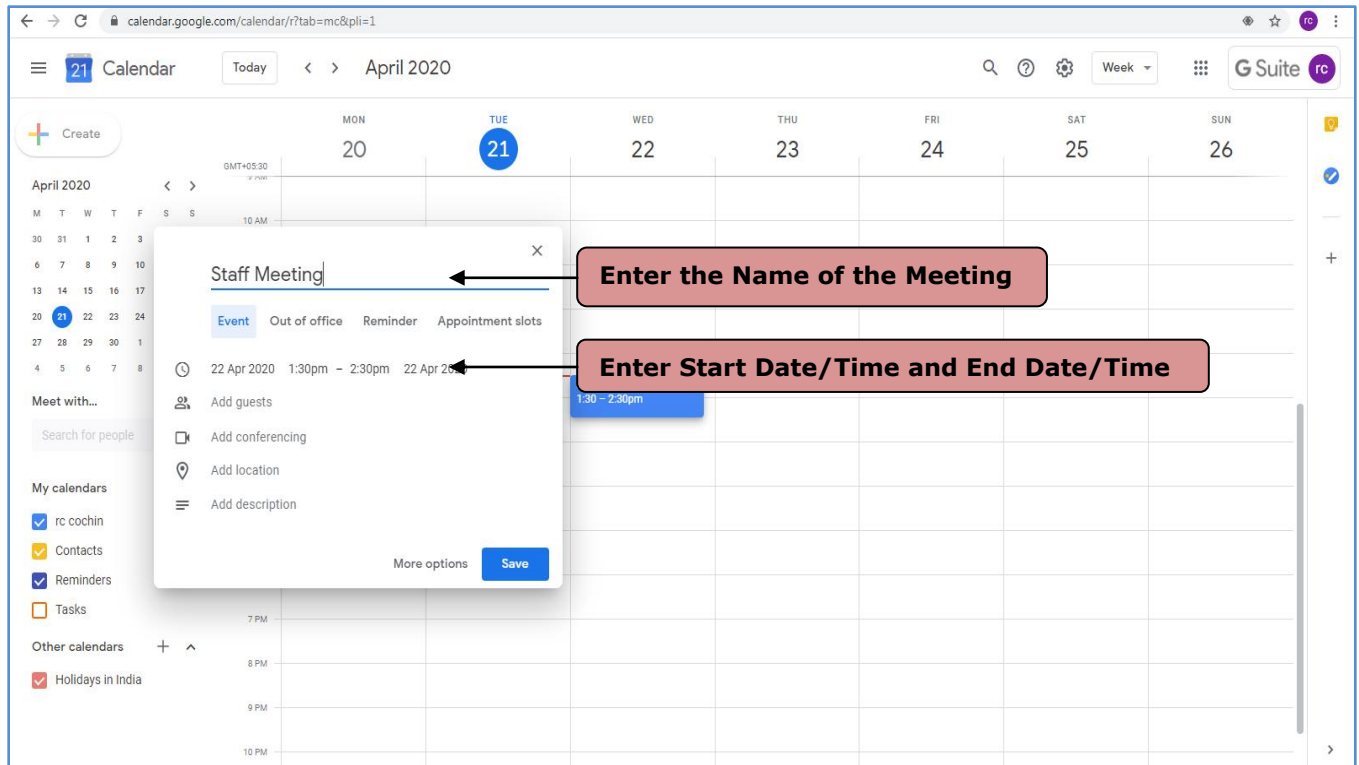
3. Click on Calendar



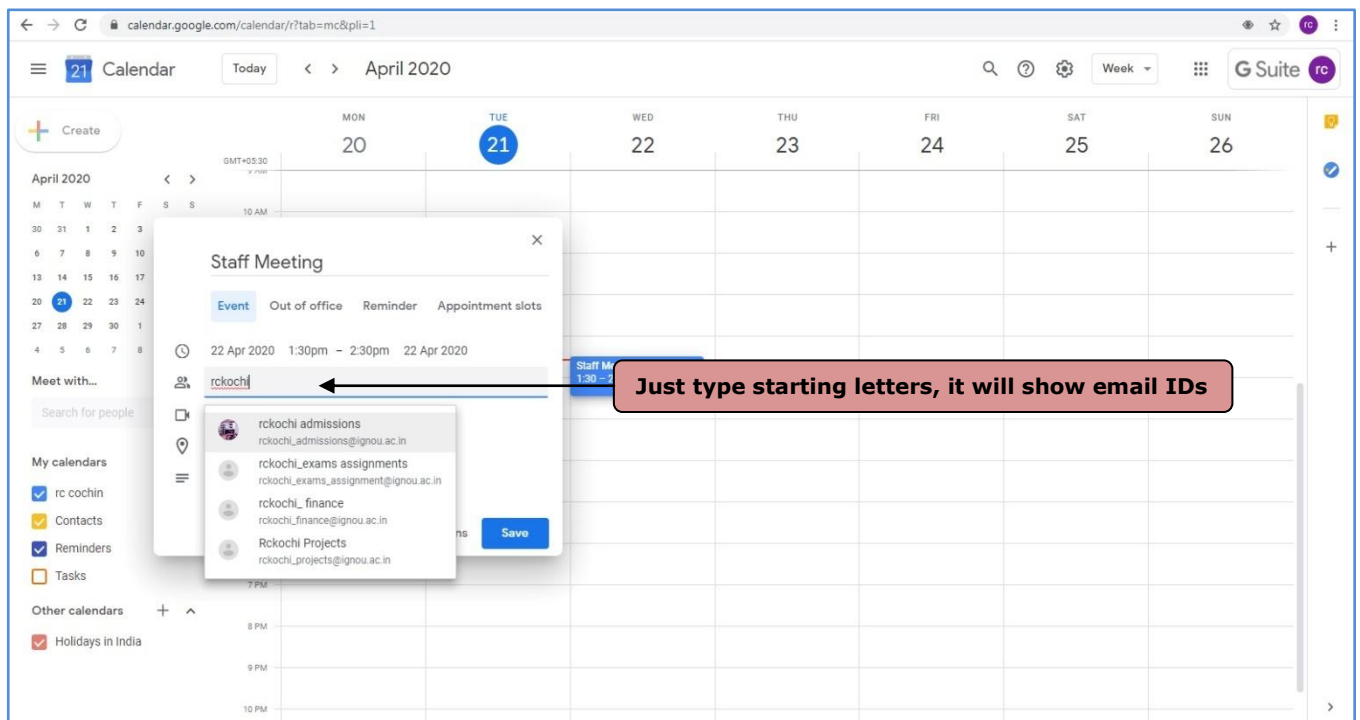
4. Calendar will display like the screen given below:



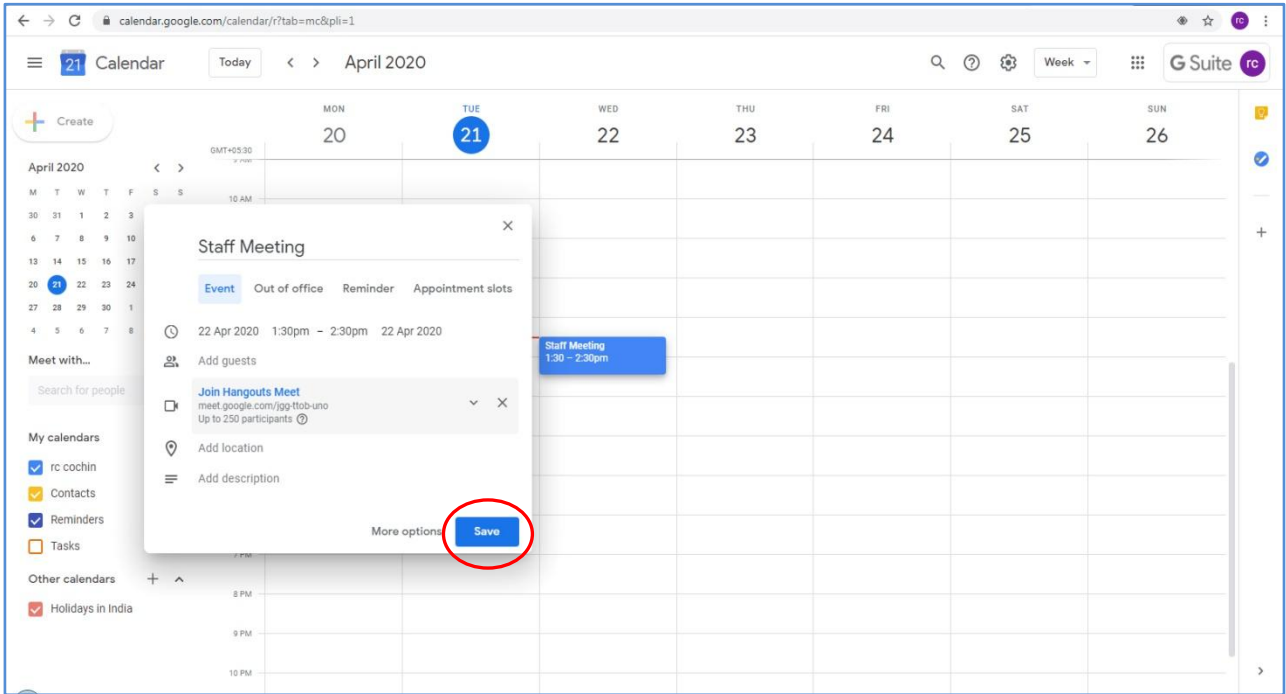
5. Click on the date on which you want to schedule the *Google Meet*



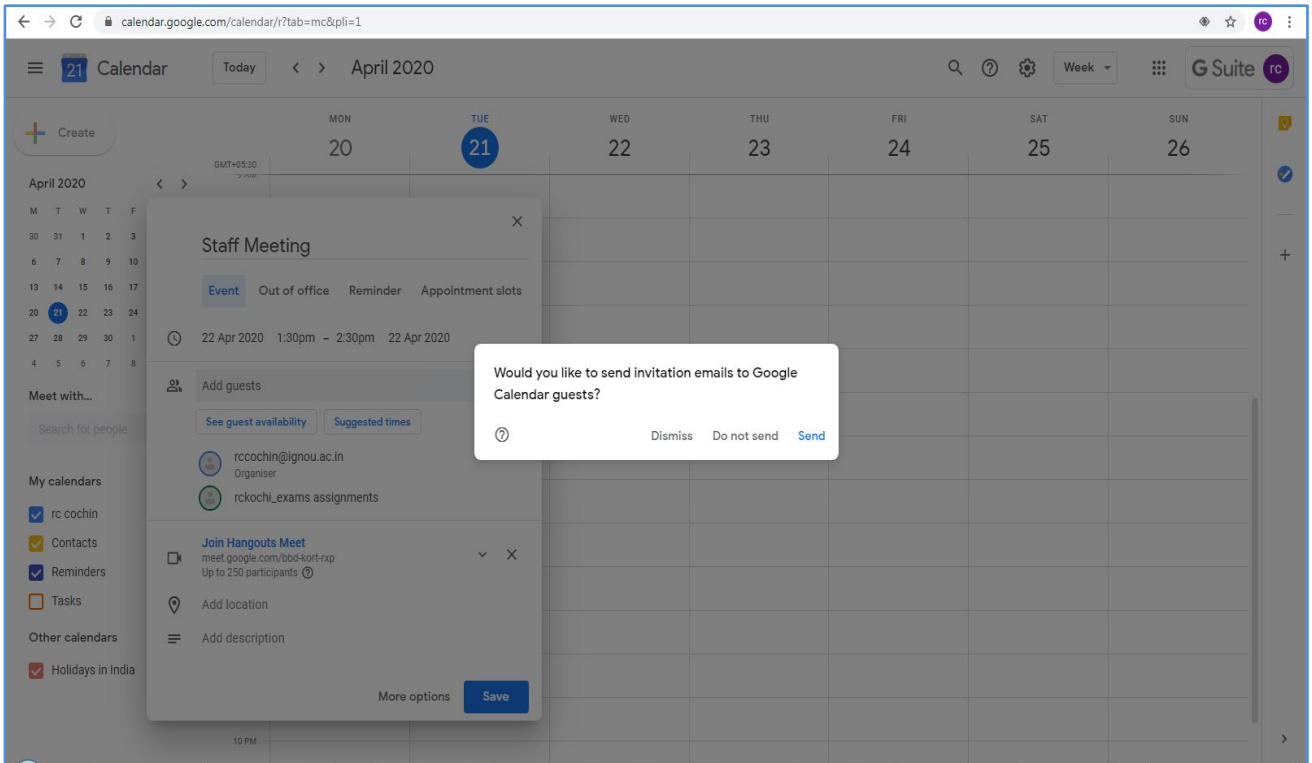
6. Add Participants or Invitees for the meeting (Each meeting should have a separate list of participants / invitees)



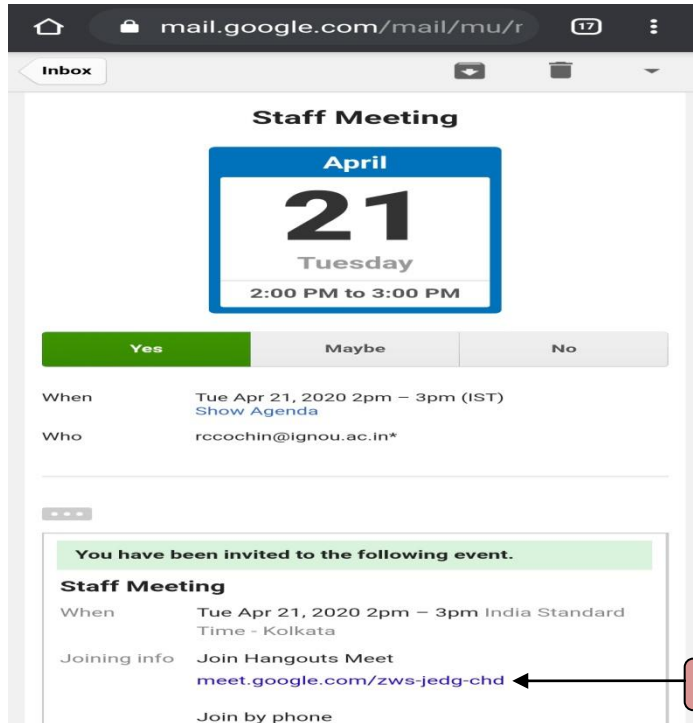
7. Click on Save after adding Participants or Invitees for the meeting



8. Saving the event will send notifications to Participants/invitees in their email IDs

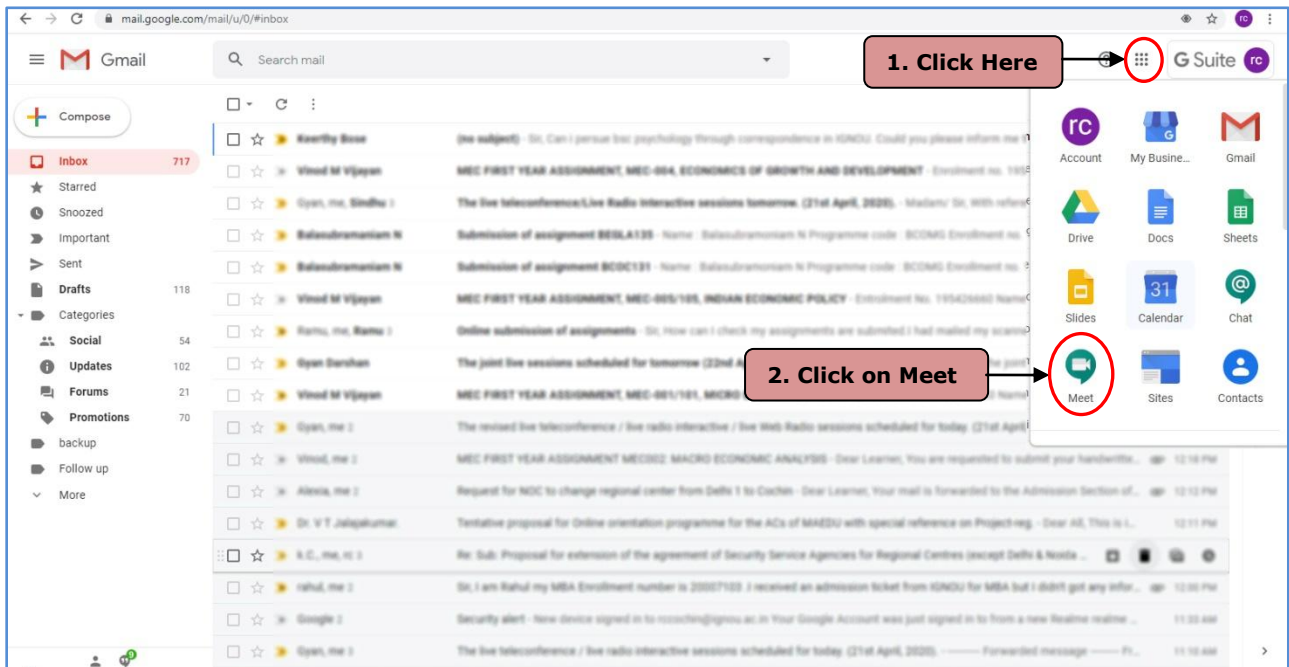


9. Participants will receive an auto generated email like that given in the screen below- only upon receipt of invitation, the participants/invitees can join the Meeting

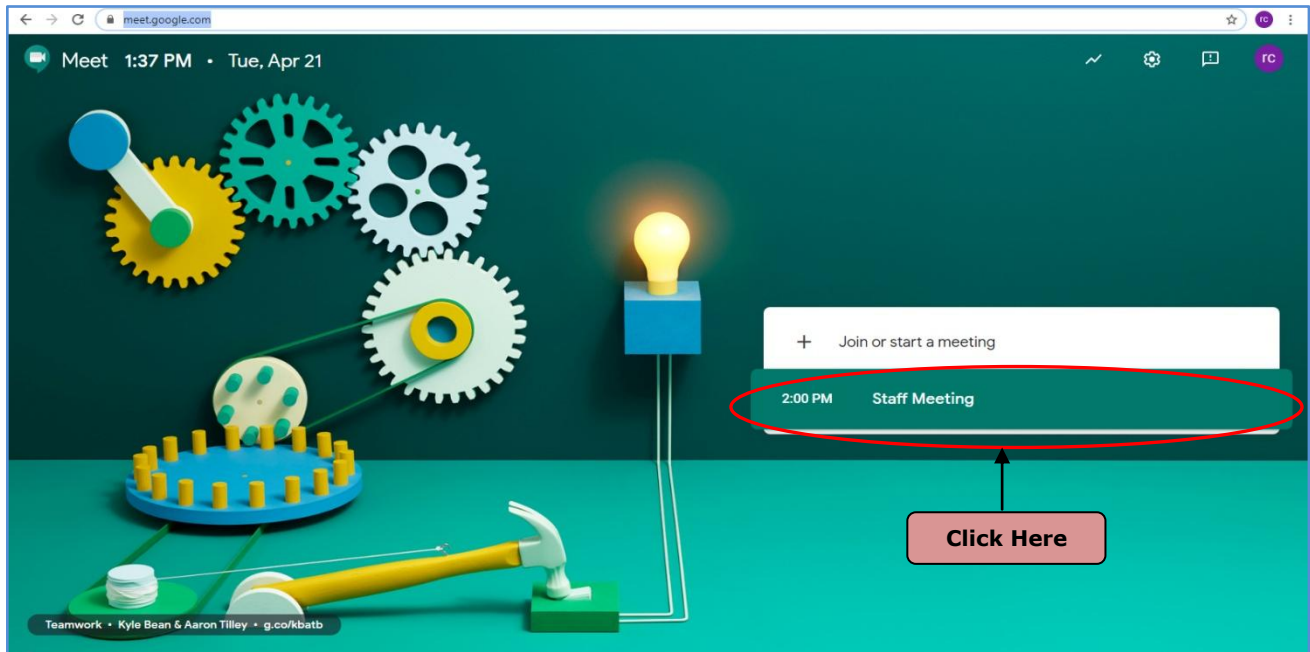


By clicking here, participants can join the Meeting

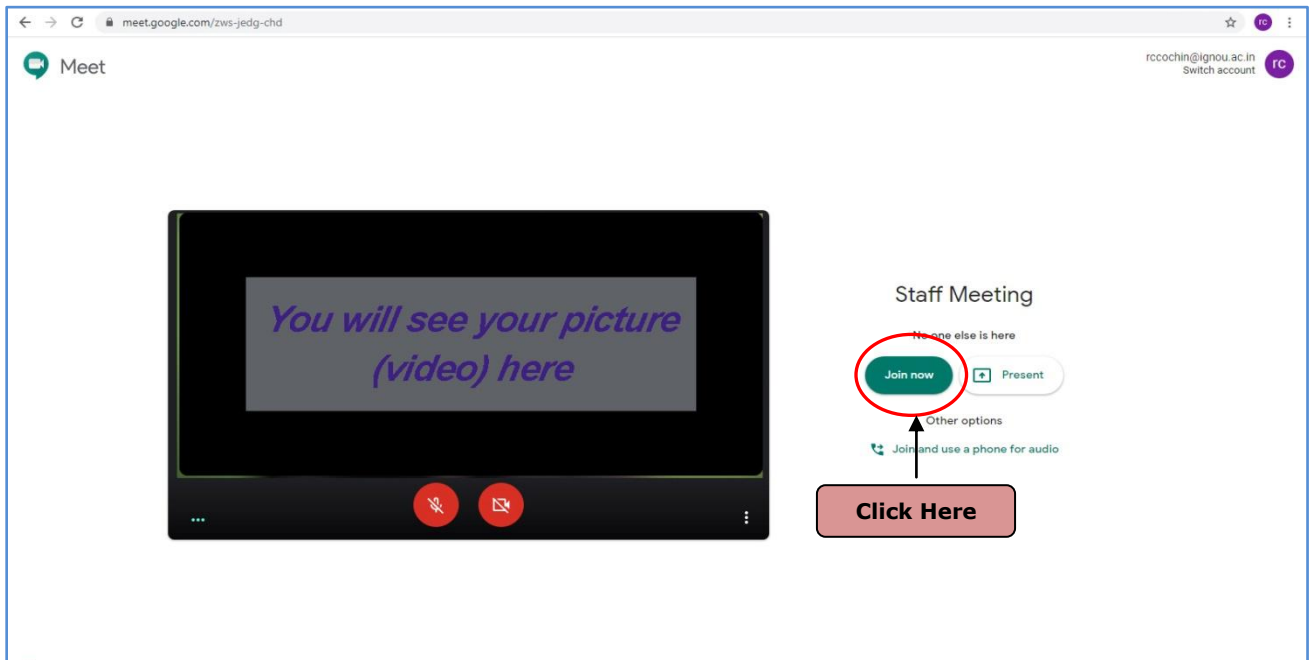
10. On the day of the meeting, the person who called for the meeting will start the meeting by login to the Gmail Account used to create the Meeting as an Event in the Google Meet



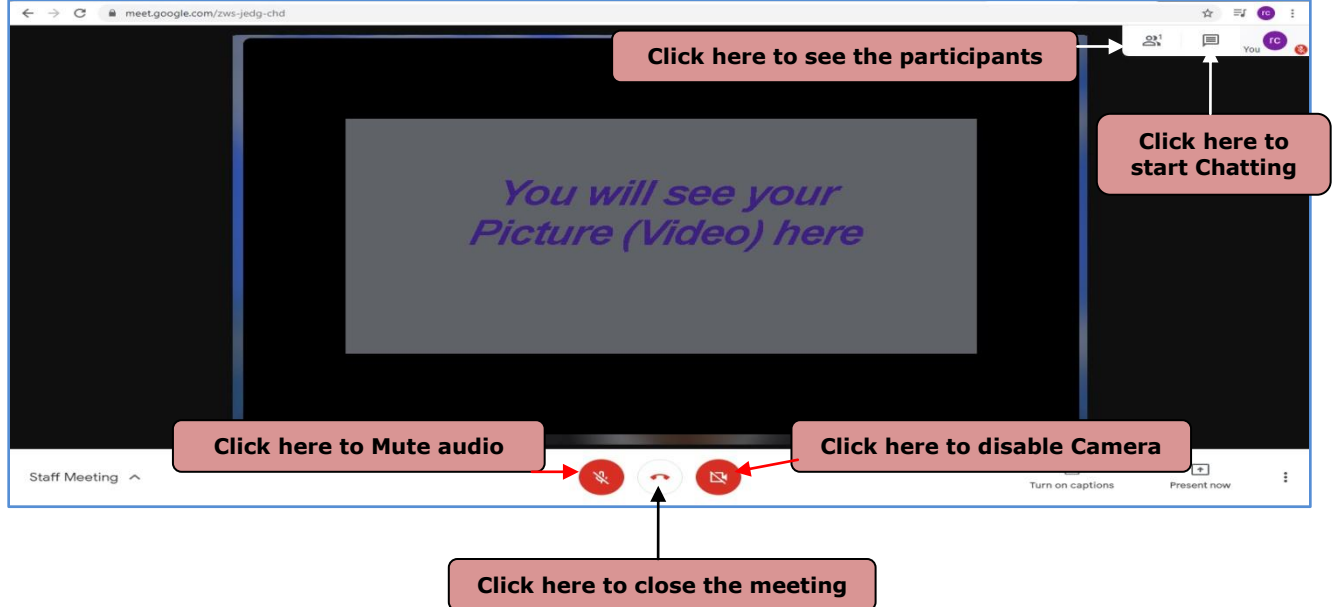
11. Upon clicking the icon for *Meet*, the page will direct to the scheduled Meetings, which has to be clicked. Ensure connection with Camera and Speaker



12. It will open a window with the picture (video) of you as a participant (if camera is installed). Here you can check the visibility/clarity of your Video and Audio. After checking, click on **Join Now**



13. The page will show your own video along with the videos of the participants / invitees for this meeting who have joined.



After your speech / interaction, the microphone symbol will be disabled by the person who started the meeting. Since possibility for recording can be done without the knowledge of the participants, please do not speak after your presentation till the microphone is disabled.

Do not switch off when you want to leave as your absence will be indicated and you will miss the deliberations from being heard.

Possibility for calling over phone the person who started the meeting helps when the microphone fails.

In the event of internet failure (unexpectedly), rejoin the meeting at which time your profile will come as last. In other words, participation is first come first serve basis for reflecting in the screen. However, opportunity for speaking first and the subsequent sequence is dependent on the person who started the meeting.

Thank you...

Please feel free to contact anzarta@gmail.com for any clarifications / guidance.