



### How to Create an Instant Meeting

1. Go to <https://meet.google.com> and login using your Official Kashmir University Email Id
  2. Click Start a Meeting > Continue
  3. Allow access to camera and microphone
  4. Click Start Meeting
  5. To add participants:
    - Manually enter email addresses in the  Add people tab
    - Copy meeting link and send it in an email, WhatsApp, or Google Classroom post
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### How to Join a Meeting

1. Click on the meeting link to instantly join or type in the meeting code on <https://meet.google.com>
  2. Allow access to camera and microphone
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1. Press the  symbol to exit
  2. Click Rejoin to reenter
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### How to Present in a Meeting (PowerPoints, documents, etc.)

1. Open the file(s) before or during the meeting
  2. Select Present Now > A window or Entire screen > Share  
**‘A window’ allows you to present a single file while ‘Entire screen’ allows you to show multiple files on your screen without stopping and starting a new presentation**
  3. Press Stop Sharing to stop presenting
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### How to Chat in a Meeting

1. Press the  symbol in the upper right-hand corner
2. Type in the chat box below
3. Messages will appear on all participants’ screens

## How to Record a Meeting

1. Join the meeting
2. Click on the three dots on the bottom right corner
3. Select Record Meeting
4. To stop recording, click the three dots > Stop Recording
5. Allow 10 or more minutes for the recording to be generated in the host's Google Drive.

An email link (that can be shared) will also be emailed to the host.

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## Special Considerations

- Hosts/professors, please use a quiet space for meetings
  - Participants/students, please keep the camera and microphone off (unless needed) during meetings for a better connection
  - Please do not present videos during meetings. The audio will not play. We suggest attaching audio/video files to the scheduled meeting event. You can also upload the files to your Google Drive and share with students/participants.
  - When presenting in a meeting, you have the option to keep your camera on or turn it off
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Turns mic on/off

Turns mic on/off

on/off



Turns video camera on/off

Turns video camera



Leaves meeting

Leaves meeting



Chat Log

Chat Log