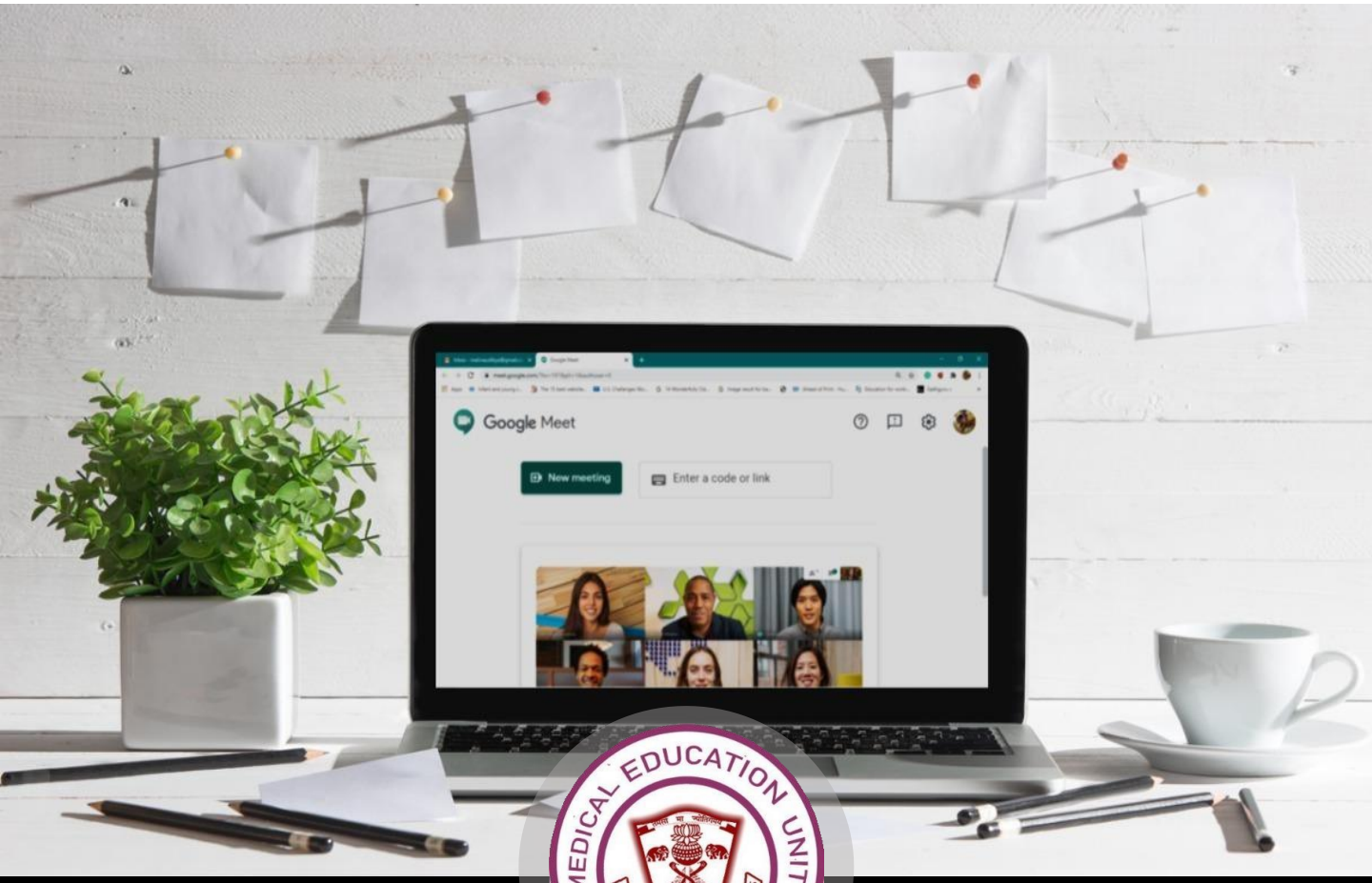


Google Meet Guides

Teaching session on Google Meet

Hosting a teaching session & Admitting the students.

Faculty Development Program,
Medical Education Unit,
UCMS and GTB Hospital, Delhi

Not for sale

Guide Development Team

Dr Naudibya Majhi

Dr Shivani Singh

Dr Thamizhanban

Dr Kshitij Garg

Student Section,
Medical Education Unit,
UCMS and GTB Hospital,
Delhi

Medical Education Unit,
UCMS and GTB Hospital,
Delhi

Dr A.K. Jain
Principal, UCMS

In-charge
Dr Piyush Gupta

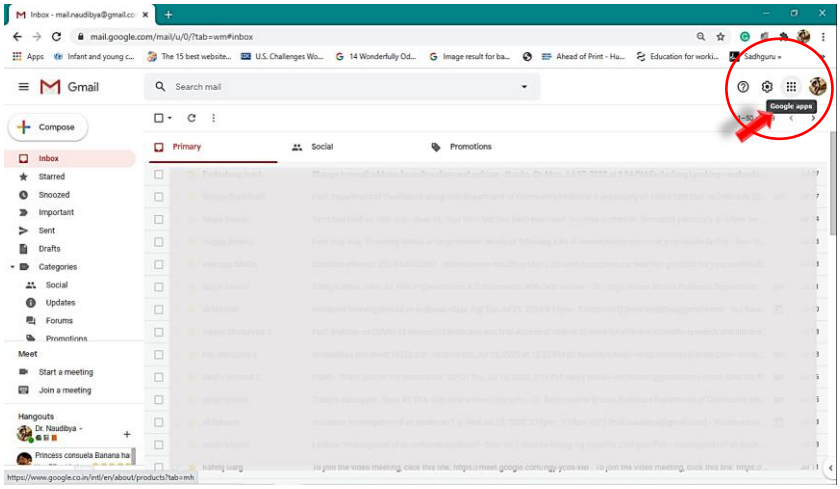
Members
Dr Alpana Raizada
Dr Arun Kumar Sharma
Dr Chander Grover
Dr Dheeraj Shah
Dr Jolly Rohatgi
Dr Mohit Mehndiratta
Dr Mrinalini Kotru
Dr Priyanka Gogoi
Dr SN Bhattacharya
Dr Somdatta Patra

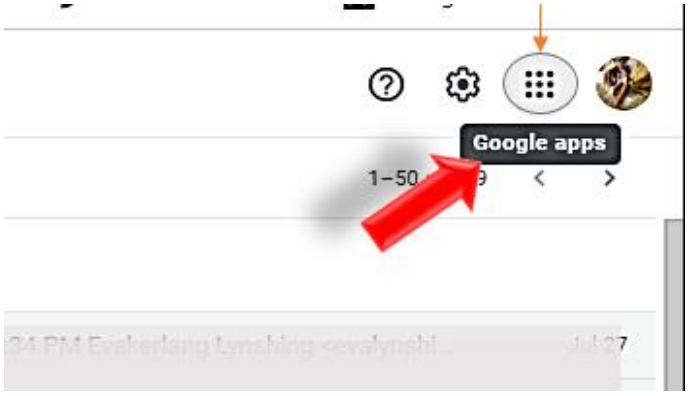
Dr Khan Amir Maroof (coordinator)

Hosting a teaching session

To begin a meeting or teaching session with Google Meet, log into your Gmail account.

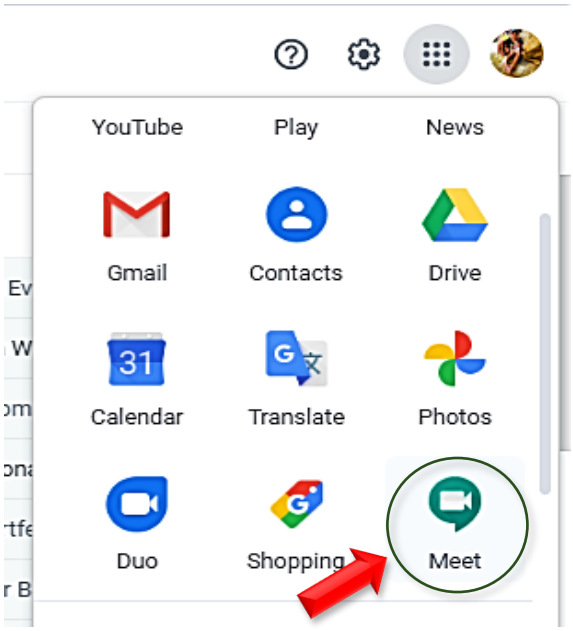
Find the '**Google apps**' symbol located in the top-right corner.



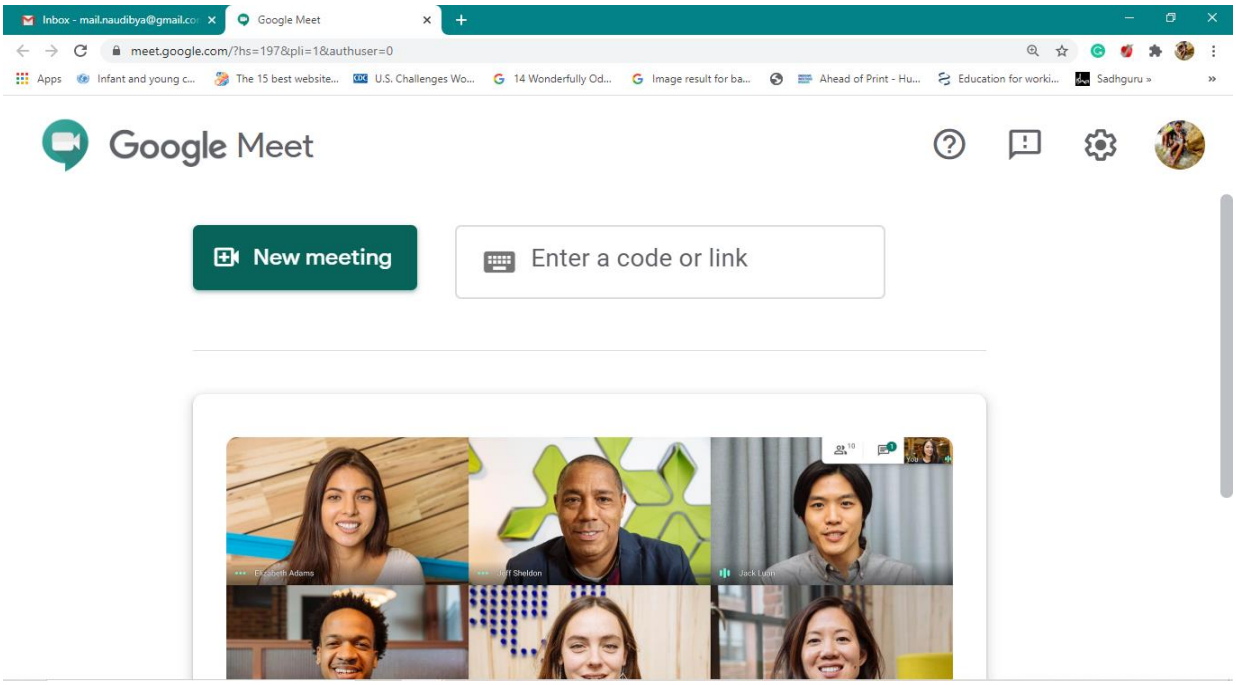


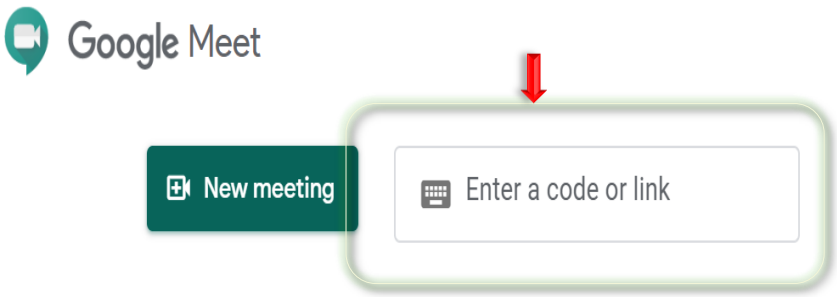
Click on the symbol and it will display all the Google apps.

Click on the '**Meet**' icon.

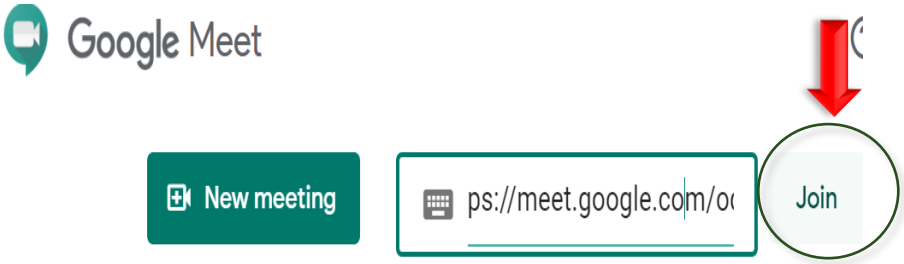


After clicking on the icon, you will be redirected to the Google Meet webpage which appears like the image below.





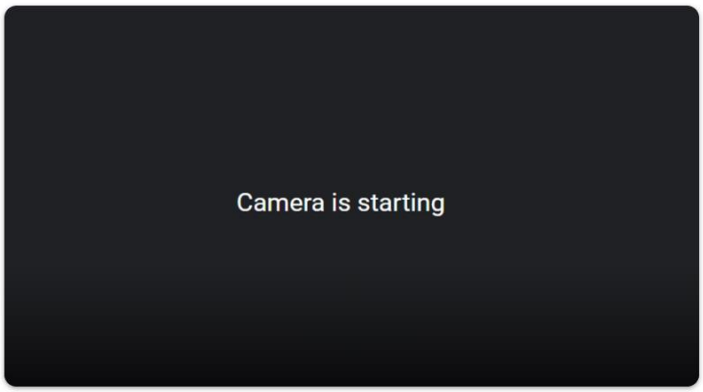
Enter the meeting code or meeting URL of the scheduled teaching session/meeting in the given field.

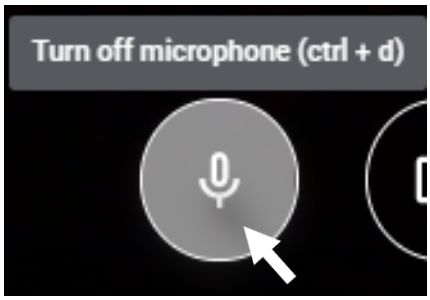


Click '**Join**' after the URL or meeting code has been entered.

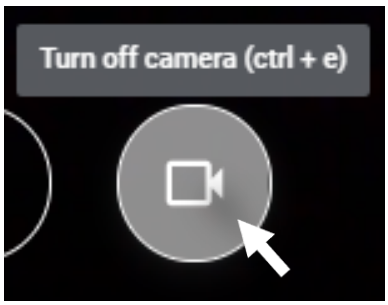
Google Meet will access your camera and audio to get ready for the session.

Make sure necessary camera and audio settings are already done in your device.



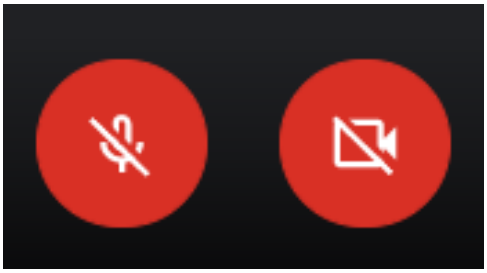


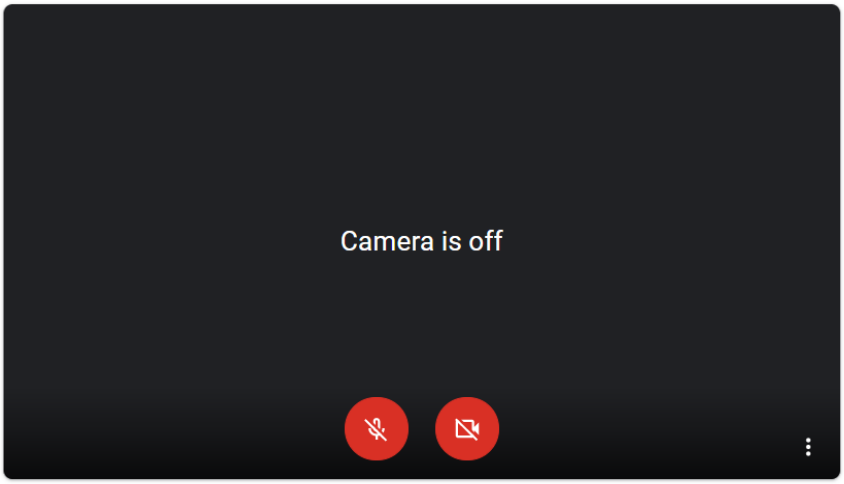
The microphone and camera can be turned off or kept on according to suitability by clicking on their symbols.

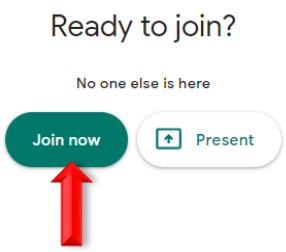


Your camera or microphone is switched off, if the icons appear red.

Click on '**Join now**' when suitable camera and microphone settings are done.





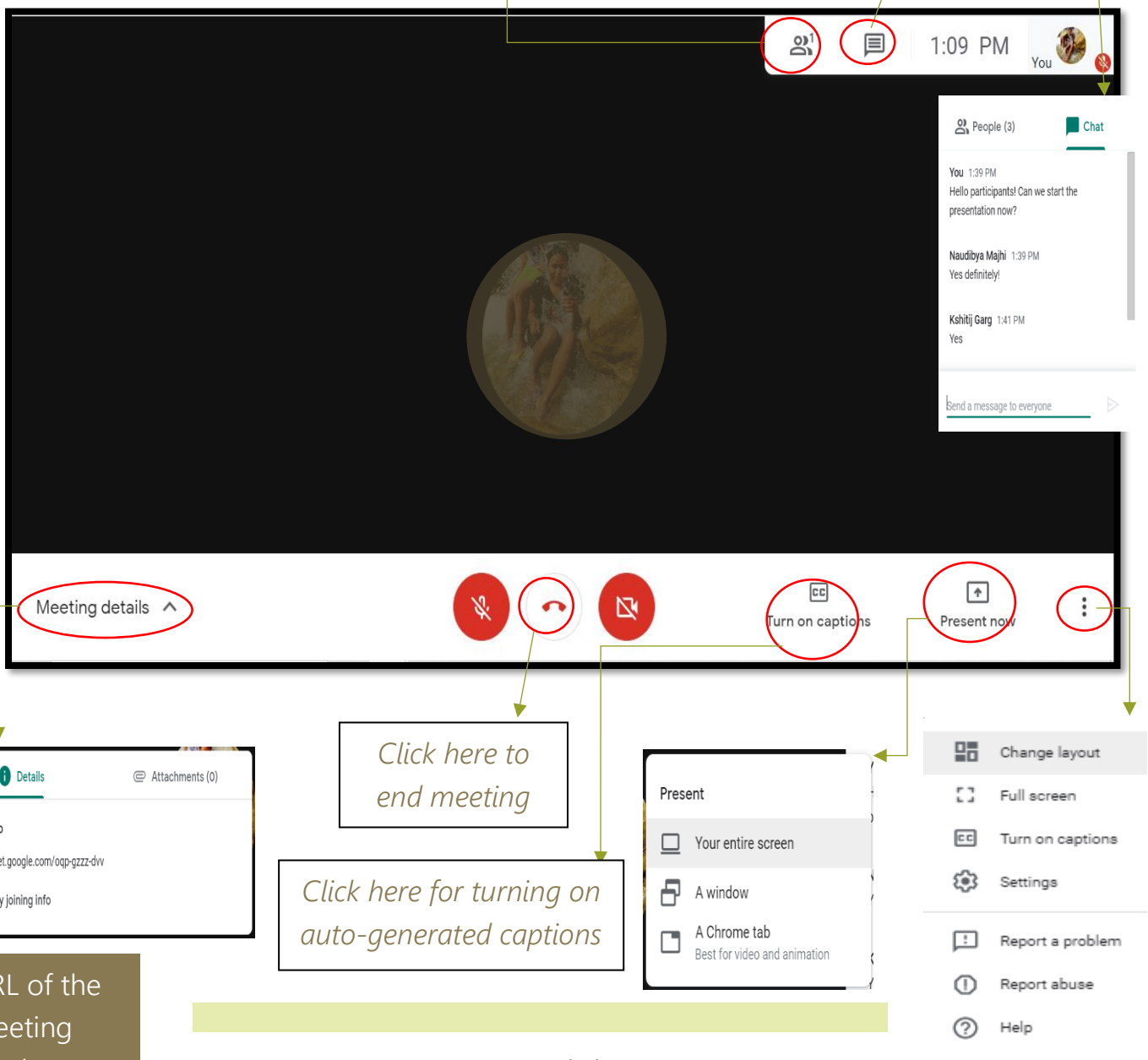


The meeting has been started successfully if this window appears on your computer screen.

The number of participants is displayed here.

Clicking on the symbol shows the name list of the participants.

Clicking on this symbol opens the chat box on the right side where the participants of the meeting can type a comment or a query.



Click here to end meeting

Click here for turning on auto-generated captions

URL of the meeting can be copied from here for sharing.

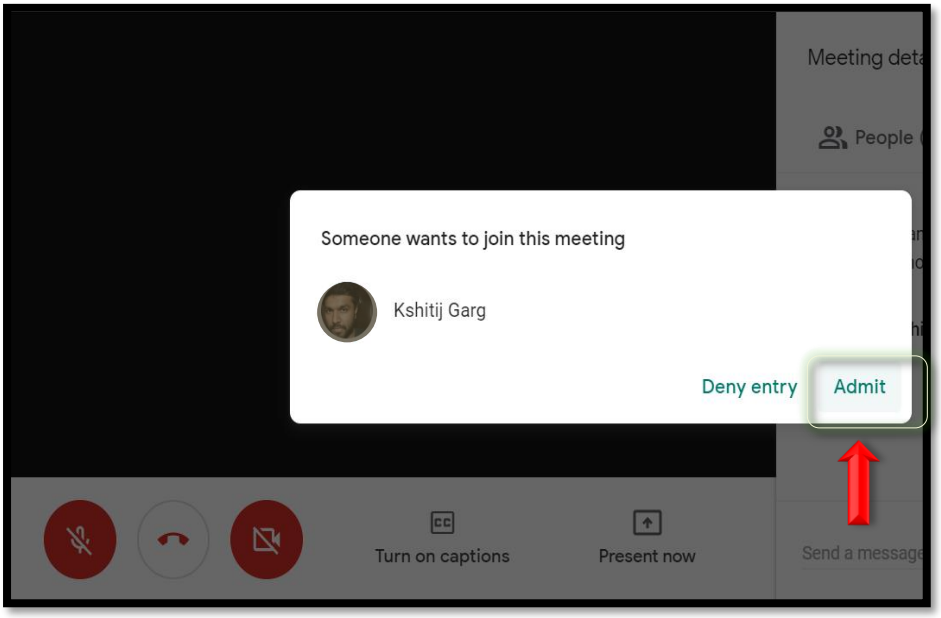
For starting presentation click on **'Present now'**.

The presenters can share their entire and start presenting on 'Slideshow' mode.

Admitting the students/participants

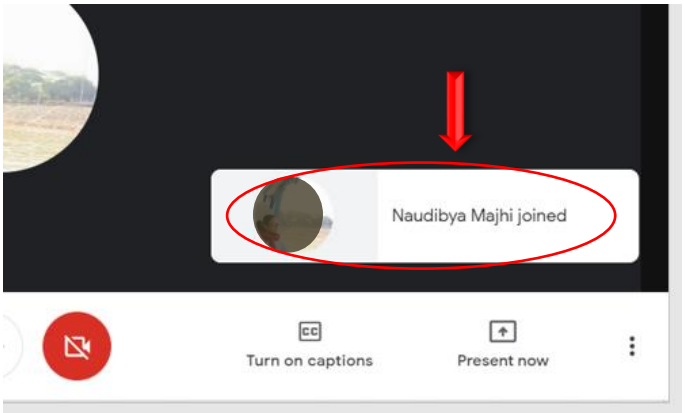
Participants who have the meeting code or URL can enter the code on Google Meet and click 'Ask to join' to get permission for entry into the meeting.

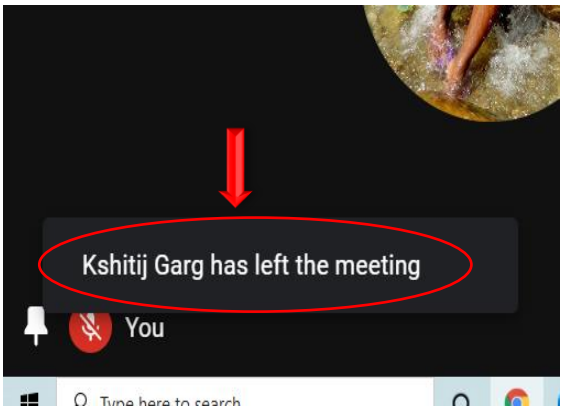
When a participant attempts to enter the meeting, a box pops up with his/her name for the presenter to take appropriate action on granting permission for entry.



Clicking on '**Admit**' will allow the student to enter the meeting.

The action has to be performed for every participant.





Every time a participant enters or exits the meeting, a pop-up notification appears on the bottom of the screen.

Medical Education Unit,
UCMS and GTB Hospital,
Delhi
Email ID: mededu.ucms@gmail.com