

Google Meet Guides



Doing Presentations on Google Meet

An Initiative by:



Faculty Development Program,
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Not for sale

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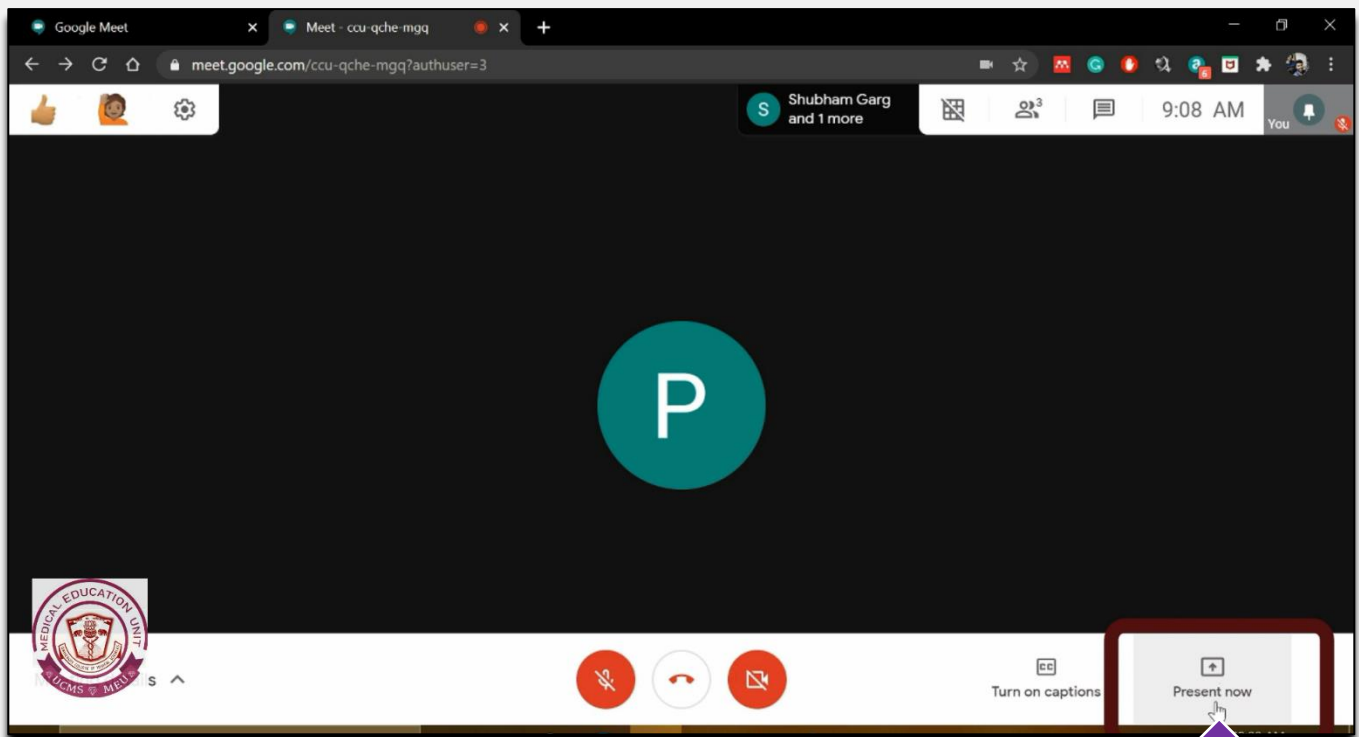
Dr Khan Amir Maroof
(coordinator)



Before starting presentation

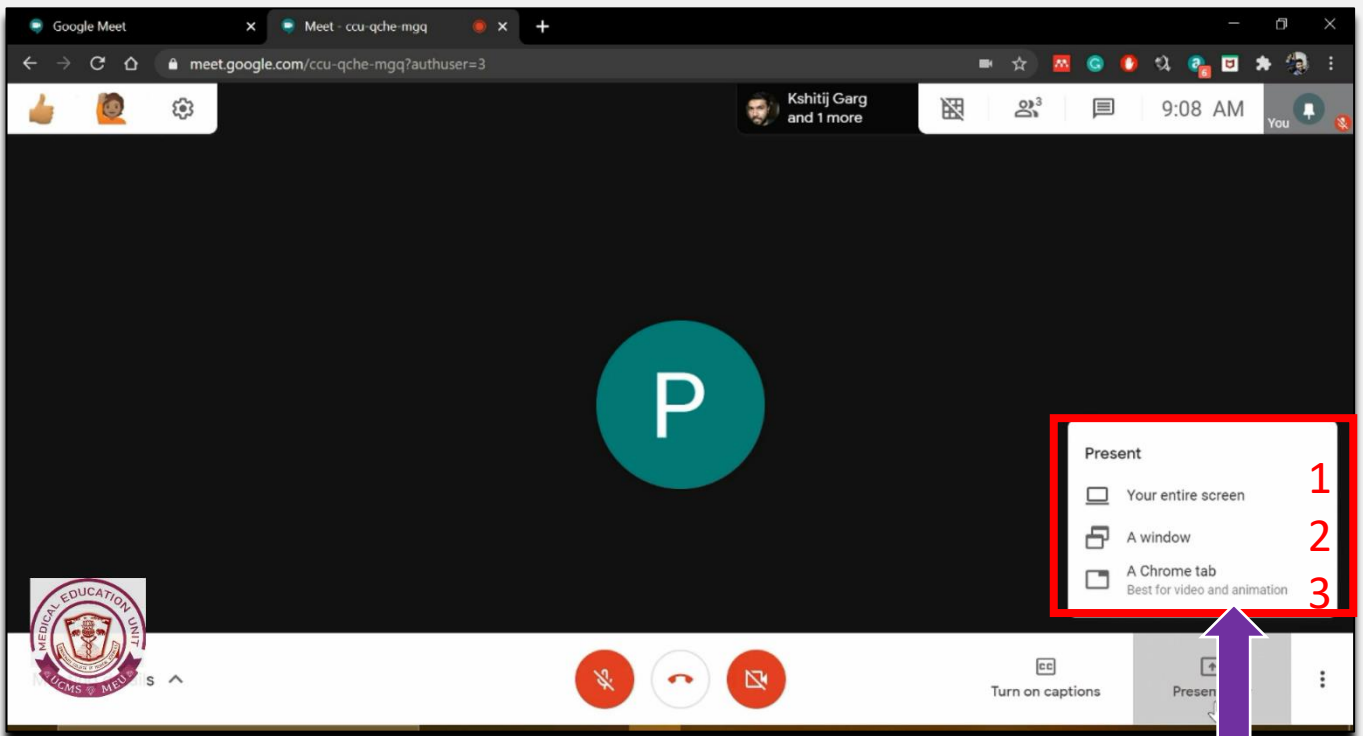
- Login to your Gmail account and join the Google Meet using Google Chrome web-browser
- Keep your presentation ready in a minimised window
- Once the participants join, you are ready to present

Steps to follow for doing presentation on Google Meet



Once you are ready to present, look at bottom right of the screen to find 'Present Now' button. Click on it to see the options

Locate the 'Present Now' Button



Three options will be seen:

- Present your entire screen
- Present a window
- Present a chrome tab

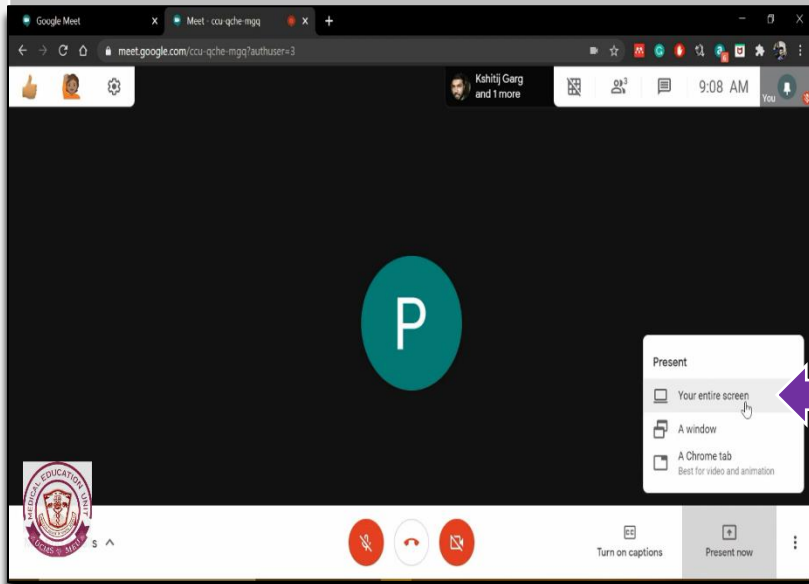
Find the
3 options

1. **Present your entire screen:** Participants will see what you are seeing on your screen. It just projects your screen as it is to the participants.

2. **Present a Window:** Participants will see only the window you select and not the entire screen.

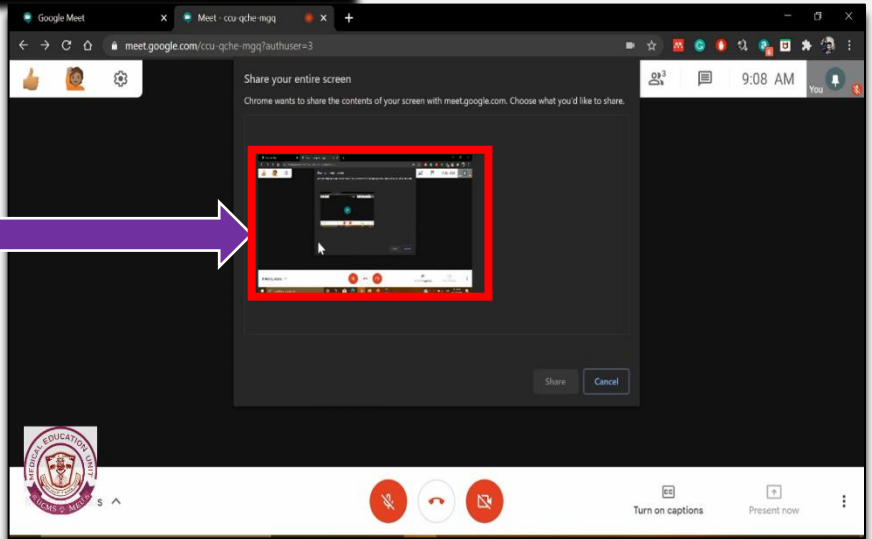
3. **Present a Chrome tab:** Using this option, you can present a single chrome tab which is opened in the Google Chrome web-browser (this option is not discussed in this guide)

Option 1: Present your entire screen

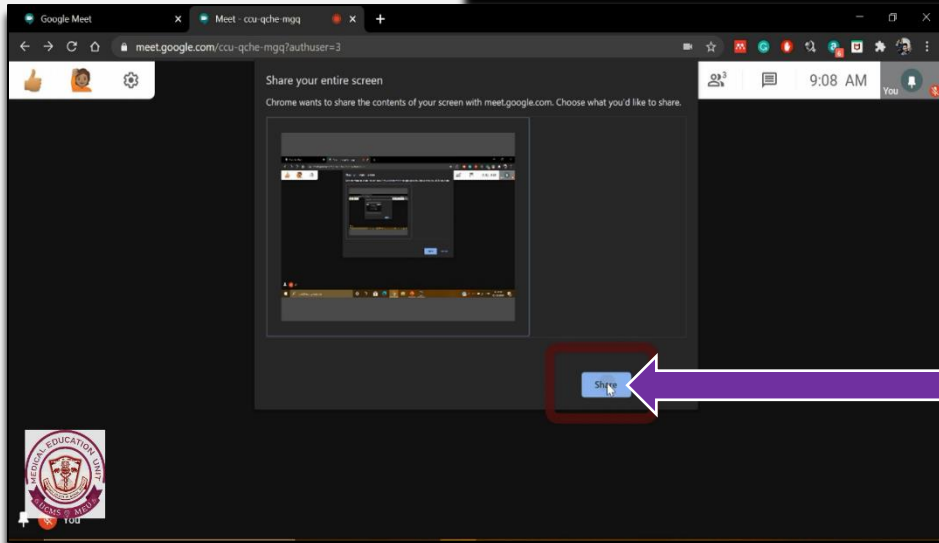


Click on the first option

Click on the screen

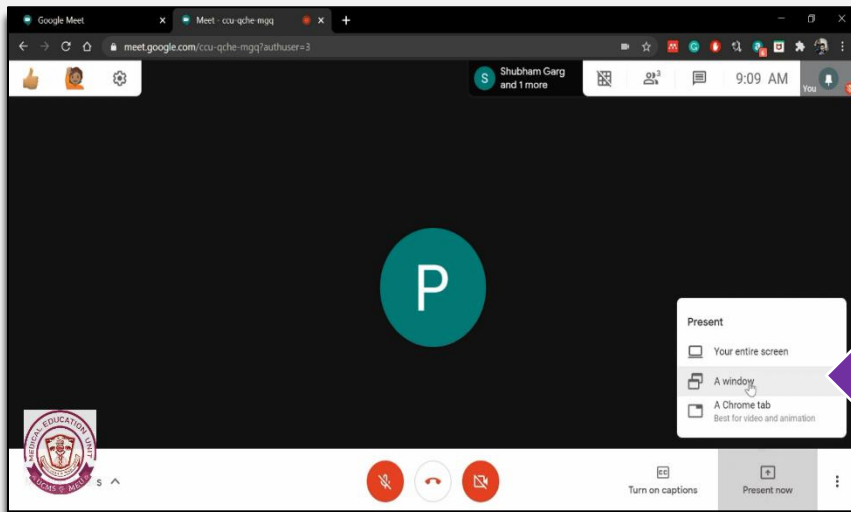


Click on the 'Share' button



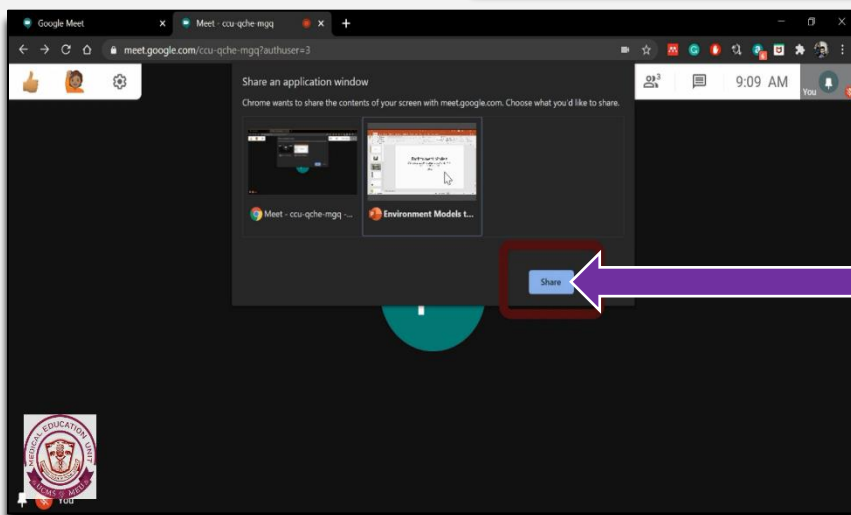
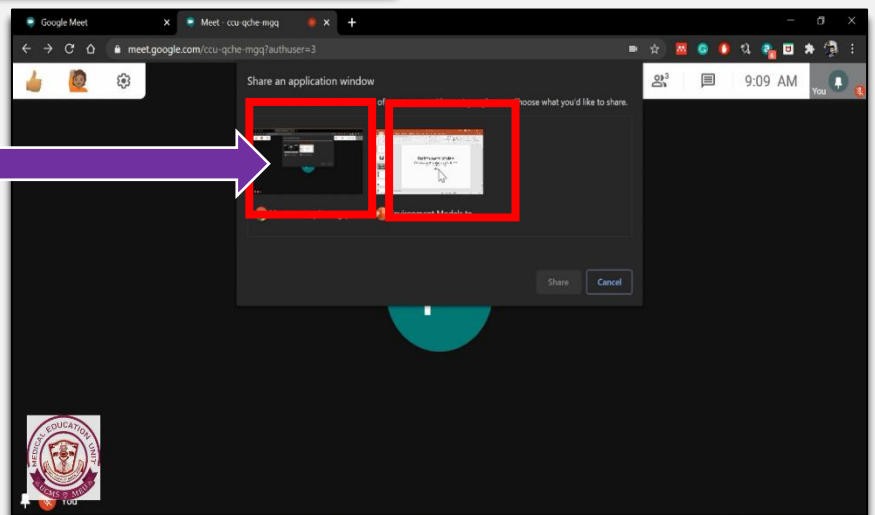
After these steps, you will now be presenting your entire screen

Option 2: Present a window



Click on the second option

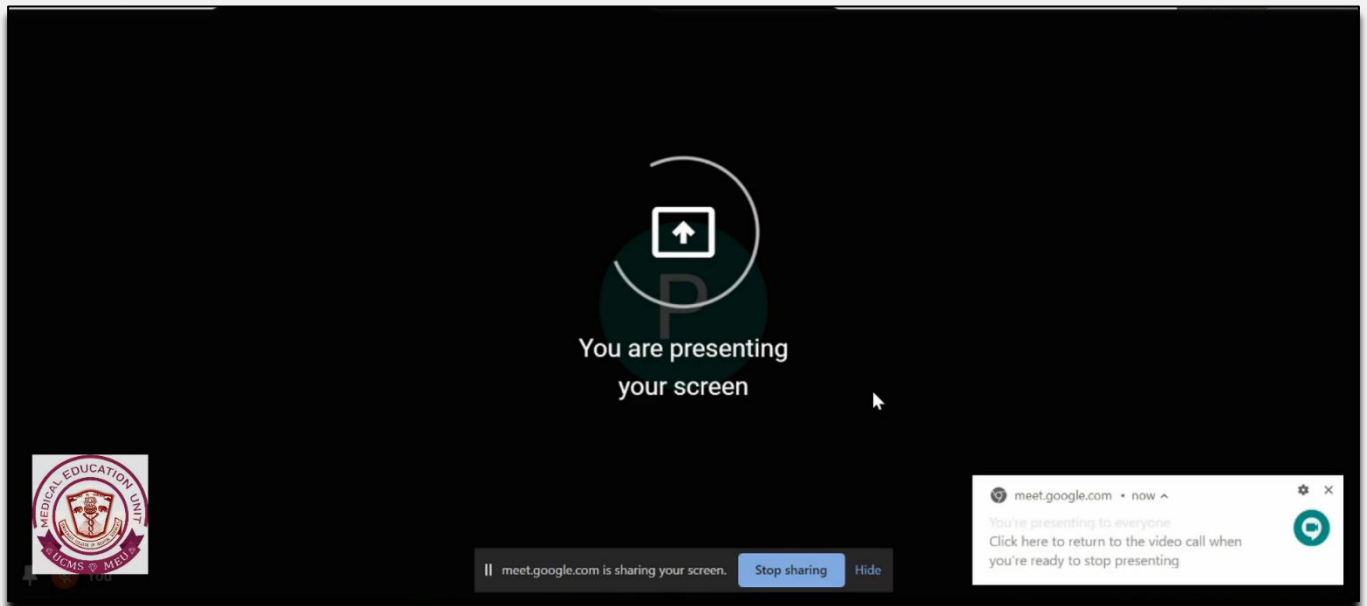
Choose any one window you want to present (we chose MS PowerPoint in this example)



Click on the 'Share' button

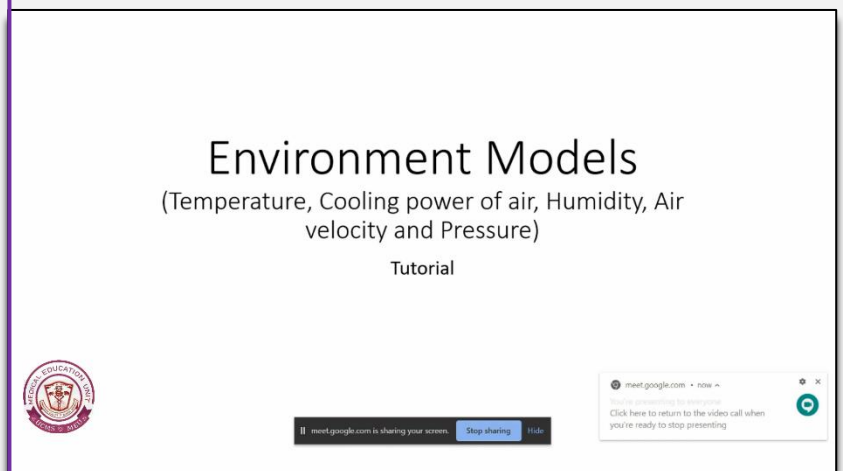
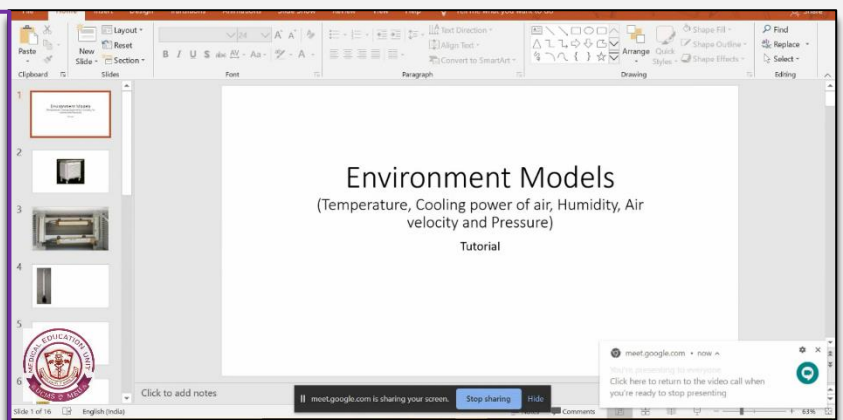
After these steps, you will now be presenting only the window of your choice instead of the entire screen

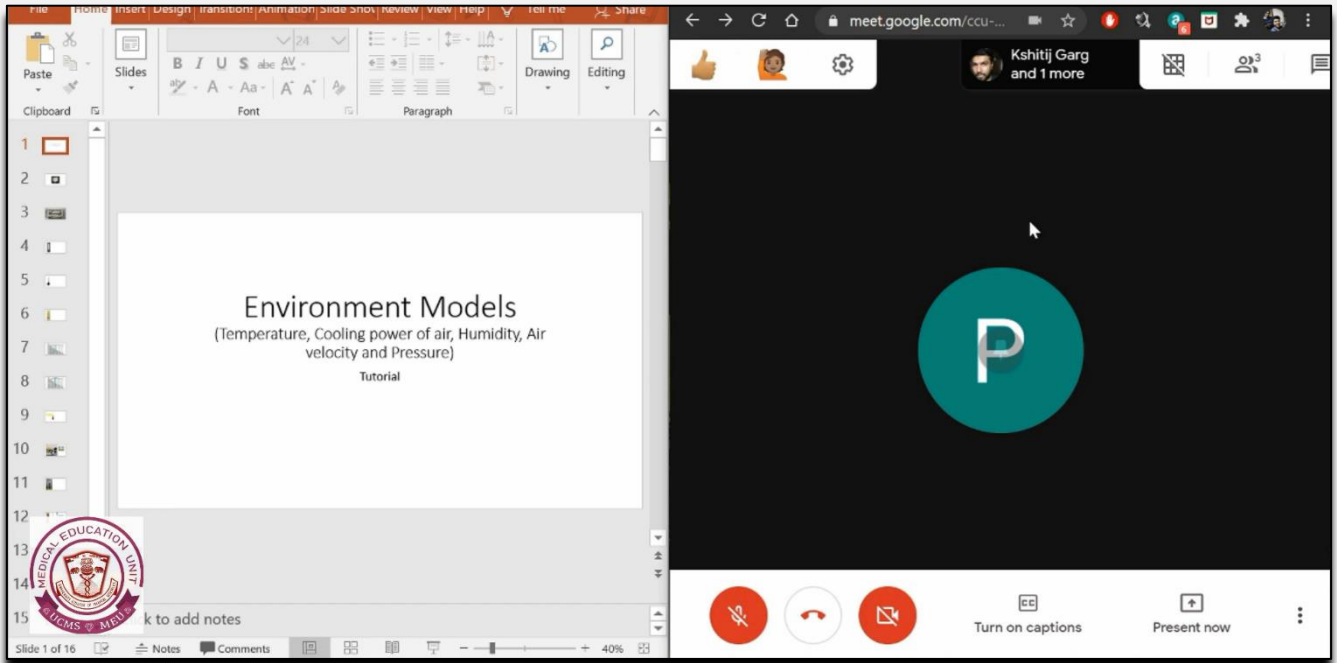
Making presentation and exiting the presentation mode



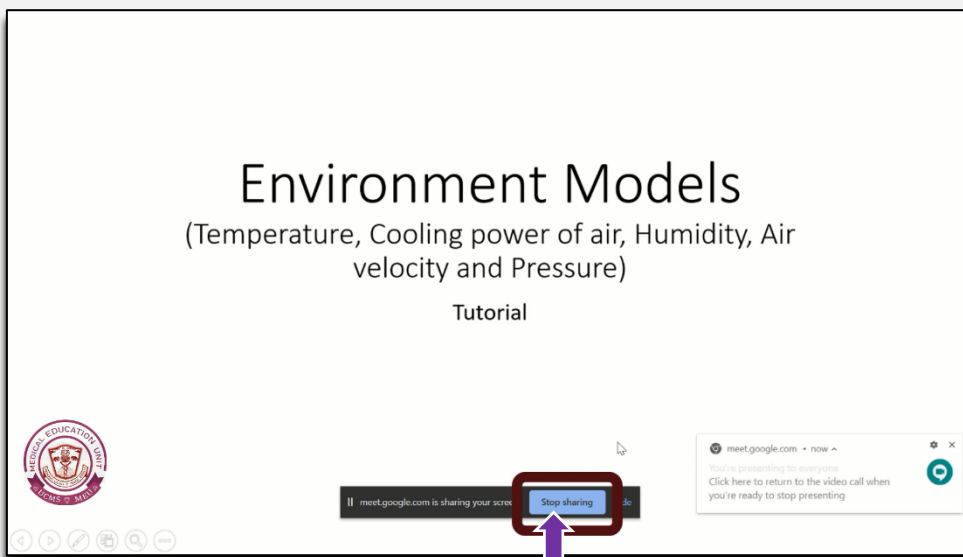
Google Meet will prompt you that you are now presenting.

Once in the presentation mode, you can choose the application. In this example, we chose MS PowerPoint to make the presentation. You can go into the slide show mode as usual. If you are presenting a window (option 2), make sure you choose the right window i.e. which contains your presentation.





One advantage of choosing option 2 i.e. choosing to present a window, is that, you can work on the Google Meet window (e.g. managing the chat box, see the participants, admitting participants etc.) simultaneously in split screen mode and the participants will only be seeing the presentation window and not the whole screen. (Note that you will not be able to go in slide show mode in split screen view)



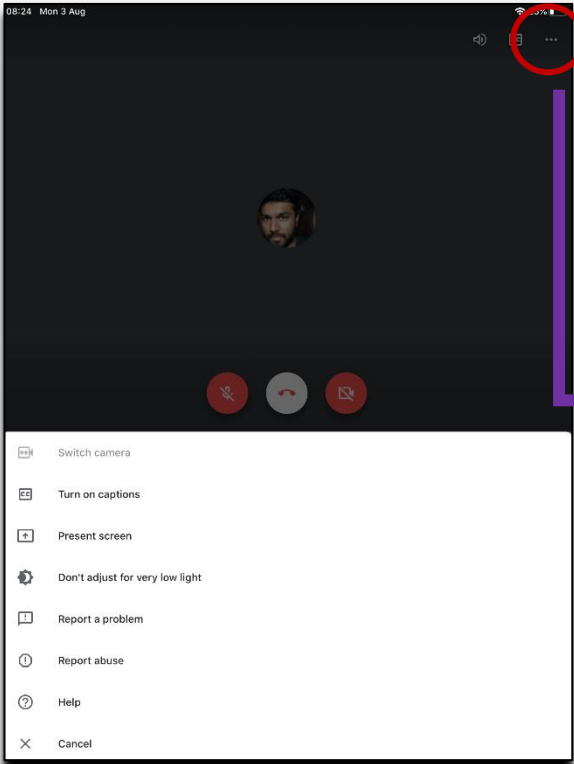
At any time during the presentation, click on 'Stop Sharing' button to come out of presentation mode

Click the 'Stop Sharing' button to exit presentation mode

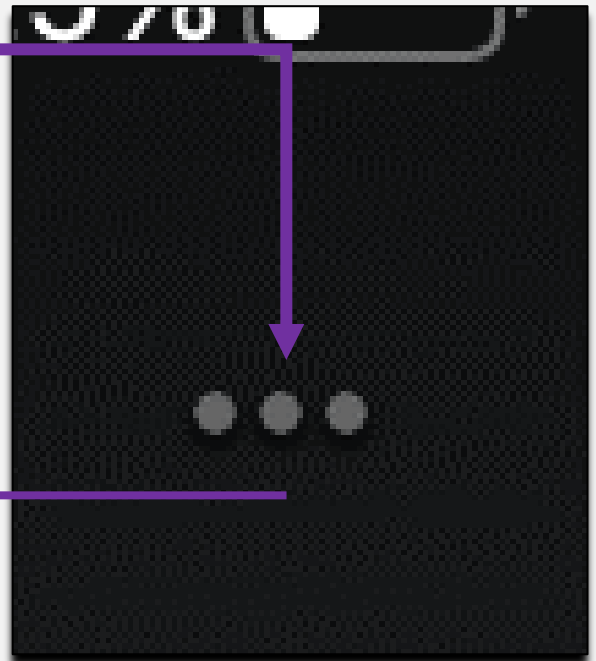
You will now have exited the presentation mode.

For iOS and Android apps

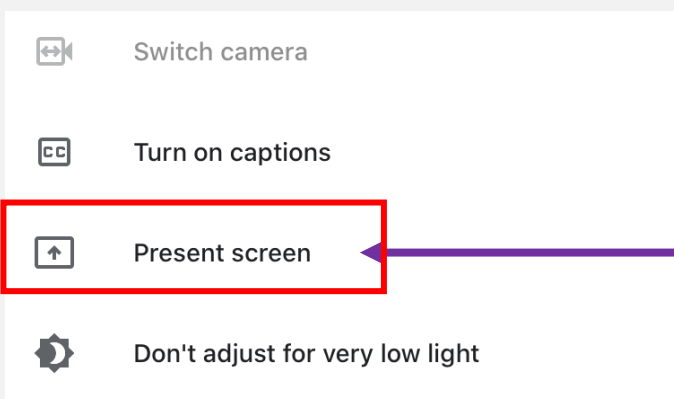
In both iOS and Android apps, open the app and join the meeting. Locate the three dot menu (meatballs menu).



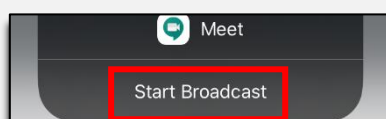
The three dot menu will be located in the top right corner of the screen. If not visible, tap anywhere near the top half of the screen and it will pop up.



Clicking on three dot menu will open list down menu. Select 'Present Screen' from the menu.



You are now ready to present your screen on iOS or Android.
Note: iOS app will ask you to 'Start Broadcast' after you select present screen. Click on it to start presenting.



Few additional points

- If there are more than one presenters, they can coordinate among themselves to present one after another during the same meet. Same steps have to followed to make the presentation for each presenter.
- When presenting in slide show mode, or without split screen view, you will not be able to see what's going on in Google Meet window. You will not be able to admit participants into the meeting or respond to chats etc. For that purpose, either present a window in split screen or join the meeting with a second device and keep an eye on Google Meet window through that device (separate Gmail account will be needed) or just ask someone to assist in managing the Google Meet window while you are presenting.



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