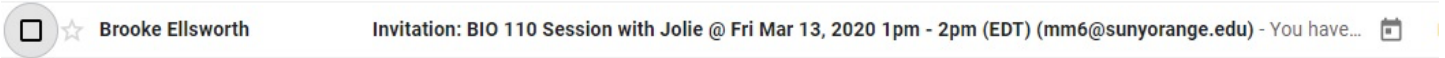# How to use Google Meet

You've submitted a request for online tutoring with an Academic Support tutor, and the front desk has sent you a calendar invite for your scheduled session. What's next?

1. Open the calendar invite that's sent to your SUNY Orange email.

	Brooke Ellsworth	Invitation: BIO 110 Session with Jolie @ Fri Mar 13, 2020 1pm - 2pm (EDT) (mm6@sunyorange.edu) - You have…	🗓

2. First, accept the calendar invite by clicking yes. You'll also see other information such as the link for joining your session online or by phone for the time of your scheduled session.
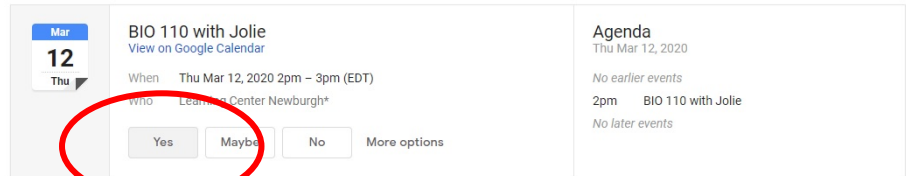
3. Once you've accepted the calendar invite, you'll be able to view the same session info in your calendar. To access to your SUNY Orange Google Calendar, click on the Google Apps icon on the top right of your inbox:

Session phone and video links
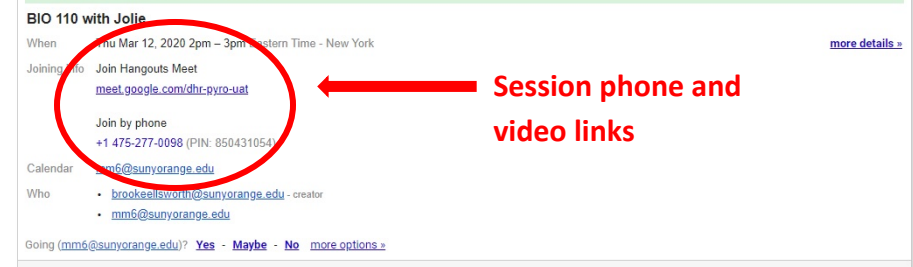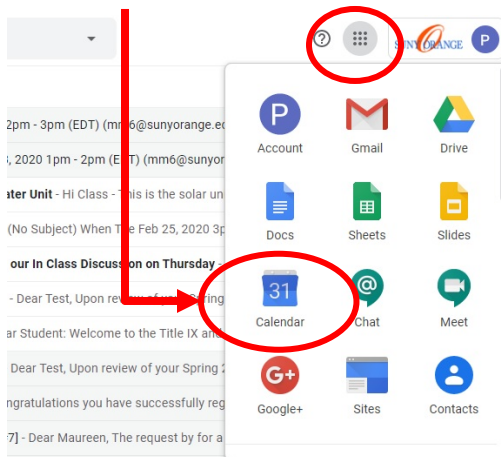
4. In your calendar (pictured below), you can see your session on the scheduled day/time (not to mention any other commitments you've already added to your calendar). If this is an online study group, you and your classmate(s) will all have the same session information in your inbox and calendar. Click on the calendar event to open your session info:

Click on the calendar event to open your session info

www.sunyorange.edu
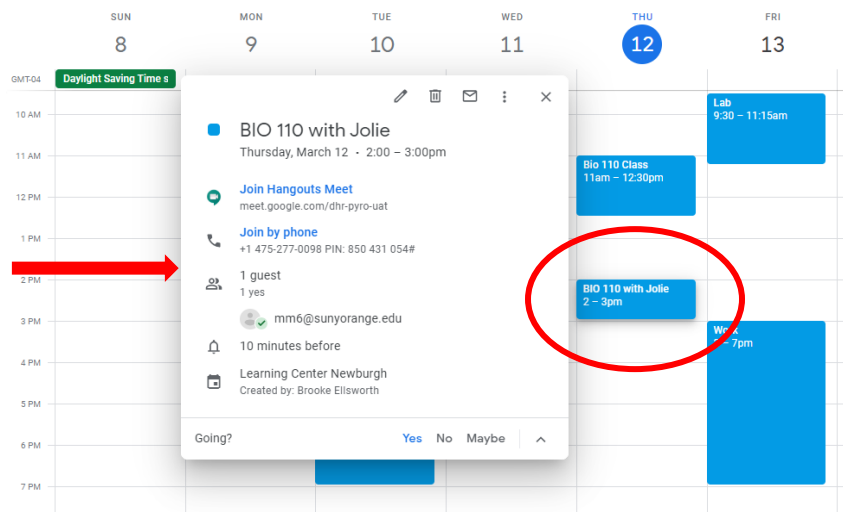
How to use Google Meet

5. **It's time for your scheduled session!** Log in by clicking on either the session phone or video link in your inbox or in your calendar event. *Keep reading for directions to start the video session.* After clicking the video link, the next screen where will ask you to configure your microphone and camera.

Meet

No camera found

Audio and camera

brookeellsworth@sunyorange.edu
Switch account

Pro-Tip: Be sure to explore the screen sharing options!

bio110withjolie

No one else is here

Join now | Present

Other options

Join and use a phone for audio

Joining...

You

Present
Your entire screen
A window

Turn on captions | Present now

Add others ✕

bio110withjolie
Meeting nickname (Can only be used within SUNY Orange)

Share this info with people you want in the meeting

https://meet.google.com/bwf-rnwd-mwt

Dial-in: (US) +1 470-241-4923 **PIN:** 207 377 584#

▢ Copy joining info

▵ Add people

Use this info to invite others to your session

How to use Google Meet

Access the **Chat** menu here so you can address everyone in the session or you can click the user you want to chat individually.

Present
- Your entire screen
- A window
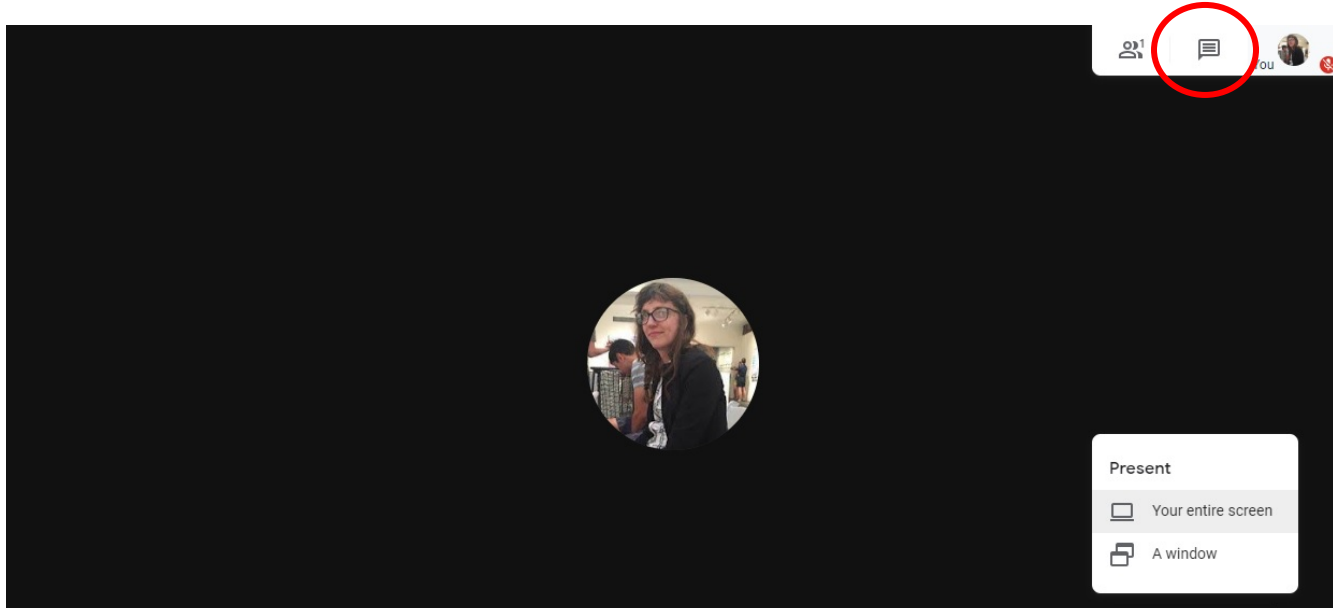
bio110withjolie

Turn on captions

Present now

Menu for advanced options for display, etc.

Adjust your microphone and camera on or off, or click the phone icon to terminate the call.

Click **Present Now** to screen share at any time in your session. Note to check your privacy restrictions on your computer if screen-sharing doesn't work.

Have a great session!

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