



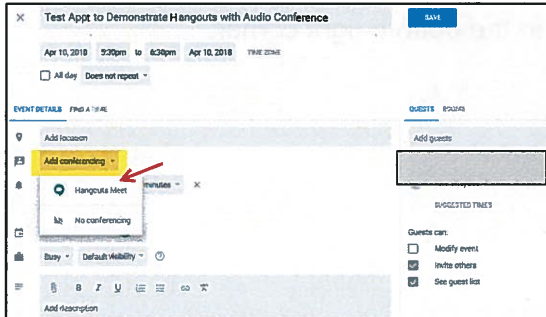
# Screen Sharing Instructions

- Google Hangouts
- Google Calendar
- Google MEET



## How to Schedule a Shared Screen Presentation using GOOGLE Calendar via HANGOUTS

1. Create a meeting using GOOGLE Calendar, Add Subject, Guests, Date/Time, and in the description, indicate this is a Hangouts Shared Screen Presentation.
2. Next click on the ADD CONFERENCING drop-down and select HANGOUTS MEET (screenshot below)



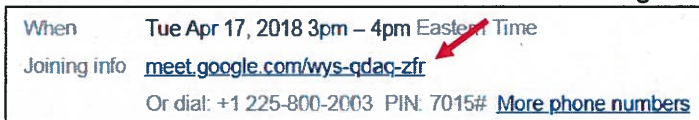
After you click on Hangouts Meet, you will notice a new "VIEW DETAILS" button.

3. Click **SAVE** and **SEND** the invite to your Guests.

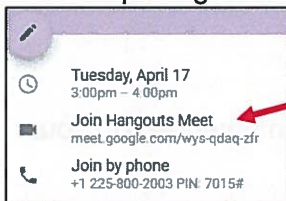
### Joining a Meeting

Once you are ready to join the meeting, there are several ways to join a shared screen presentation: **For audio, the meeting organizer and the guest will need to call the number and use the PIN**

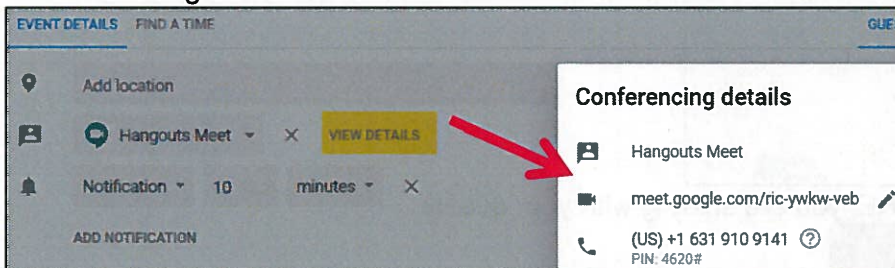
- In the invite click on the link beside Joining info:



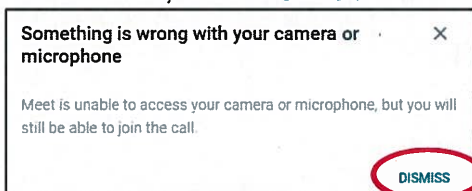
- Opening the Meeting: Click on "Join Hangouts Meet"



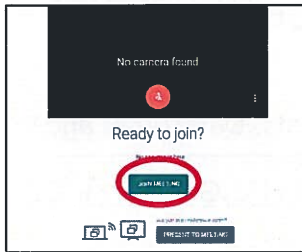
- Clicking on VIEW DETAILS



After you click on the link from either option, you will get an error message indicating there is something wrong with your camera or microphone, if it doesn't disappear after a few seconds, click **DISMISS**



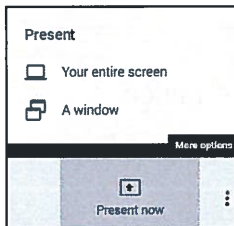
Click on **JOIN MEETING**



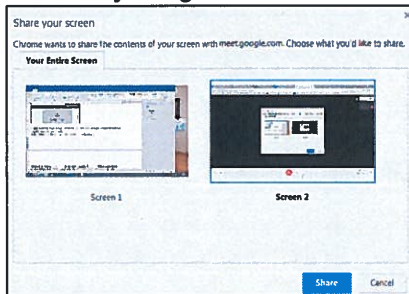
To present your screen, click on "Present Now" in the bottom right corner:



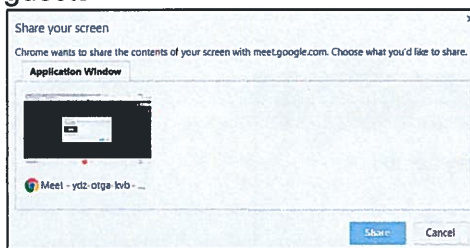
Choose "Your Entire Screen" or "A Window"



**Entire Screen:** If you have 2 monitors, you can choose which entire screen you want to show to your guests



**A Window:** Will only present the particular window you choose (recommended) to your guests



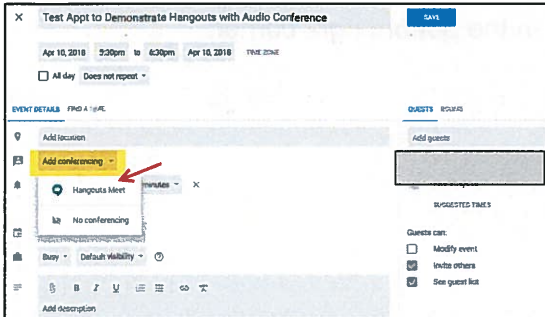
Once you click SHARE, you are sharing with your guests:



Dial into the provided number and enter the PIN#. When done, click on STOP PRESENTING.

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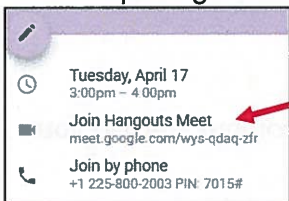
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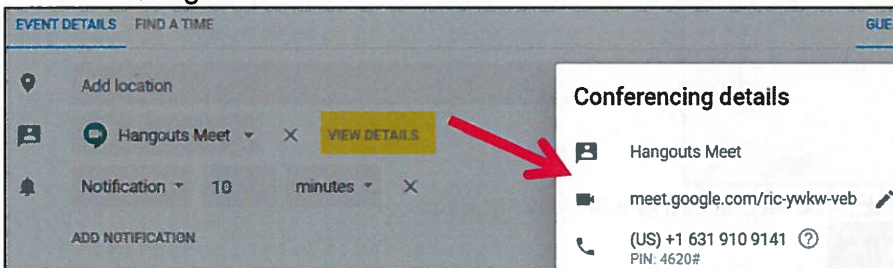
- In the invite click on the link beside Joining info:



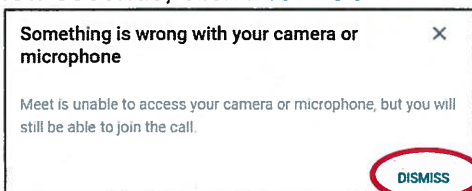
- Opening the Meeting: Click on "Join Hangouts Meet"



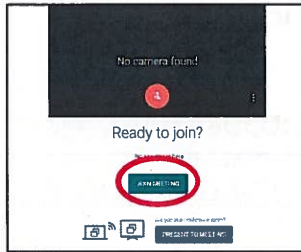
- Clicking on VIEW DETAILS



After you click on the link from either option, you will get an error message indicating there is something wrong with your camera or microphone, if it doesn't disappear after a few seconds, click **DISMISS**



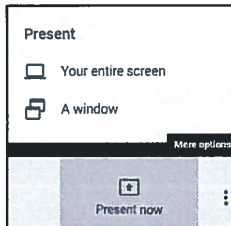
Click on **JOIN MEETING**



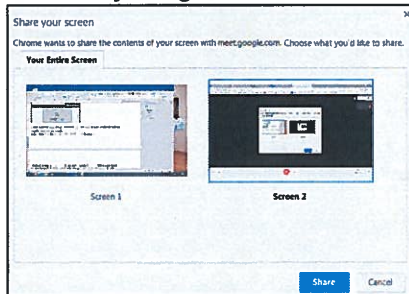
To present your screen, click on “Present Now” in the bottom right corner:



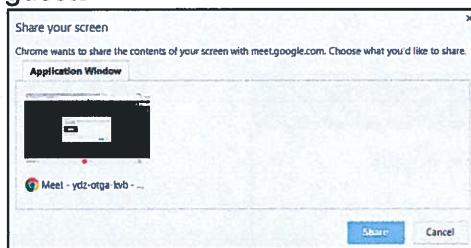
Choose “Your Entire Screen” or “A Window”



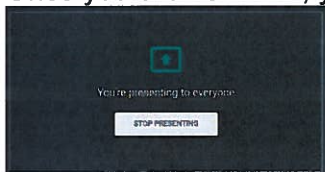
**Entire Screen:** If you have 2 monitors, you can choose which entire screen you want to show to your guests



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Once you click SHARE, you are sharing with your guests:



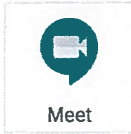
Dial into the provided number and enter the PIN#. When done, click on STOP PRESENTING.

## How to Share your Screen using MEET

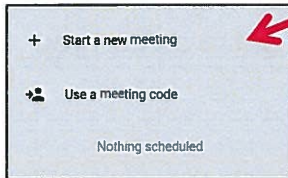
Click on Google Apps in the upper right hand corner in Chrome



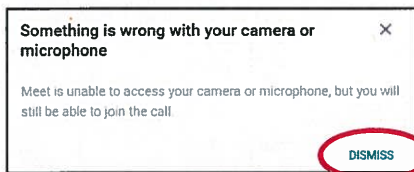
### Choose MEET



### Click Start a new Meeting

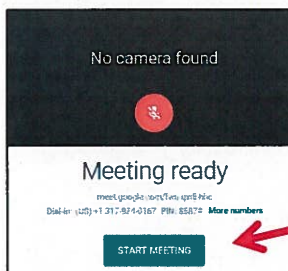


You will get an error message indicating there is something wrong with your camera or microphone, if it doesn't disappear after a few seconds, click **DISMISS**



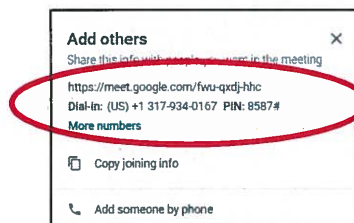
Dial-in the number provided and use the PIN

Click **START MEETING**



A message will appear to inform you to **ADD Others**

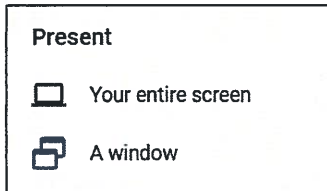
- Guests need to go to the link you provided as well as call number and PIN provided,
- Or, the organizer can add someone by phone: see arrow. (They will need a headset or ear buds to plug into a computer, not a desk phone)



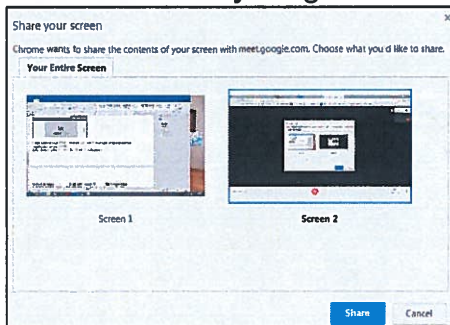
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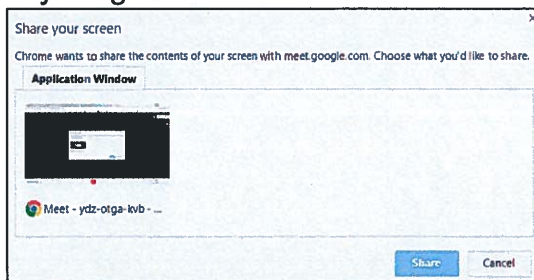
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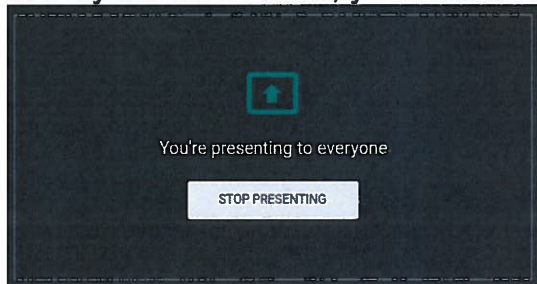
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