

How to use Google Hangouts Meet

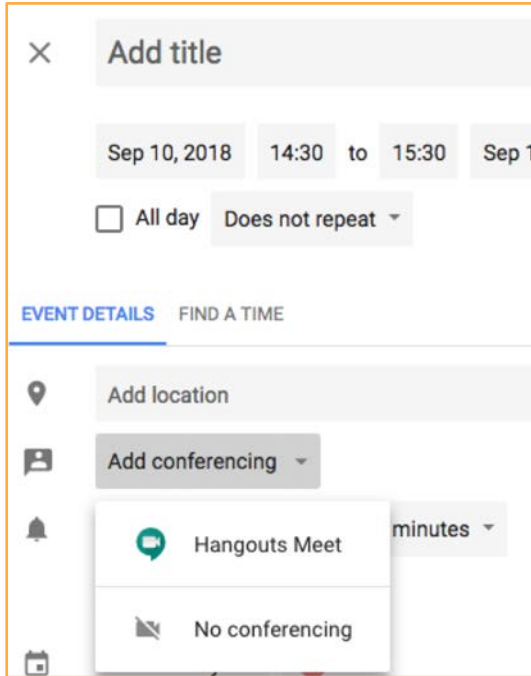
- For Admin Host (CSEAS users) -

14th September, 2018

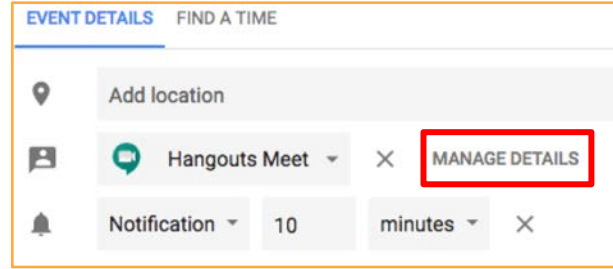
Information Processing Office, CSEAS

1. Starting up (1/2)

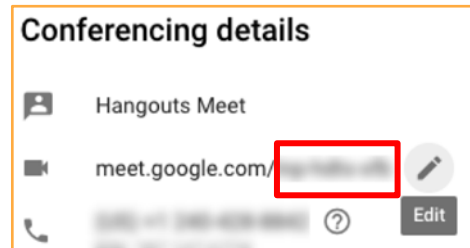
- ① On Google Calendar (<https://calendar.google.com>), please create new schedule or select schedule, and then select “Hangouts Meet” in Add conferencing.



- ② Click on “MANAGE DETAILS”.

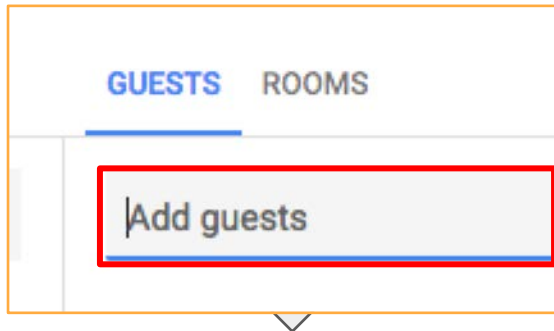


- ③ Please note “Conference Code”.
meet.google.com/Conference Code

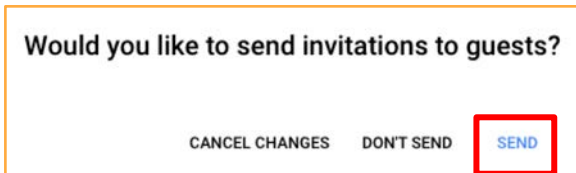


1. Starting up (2/2)

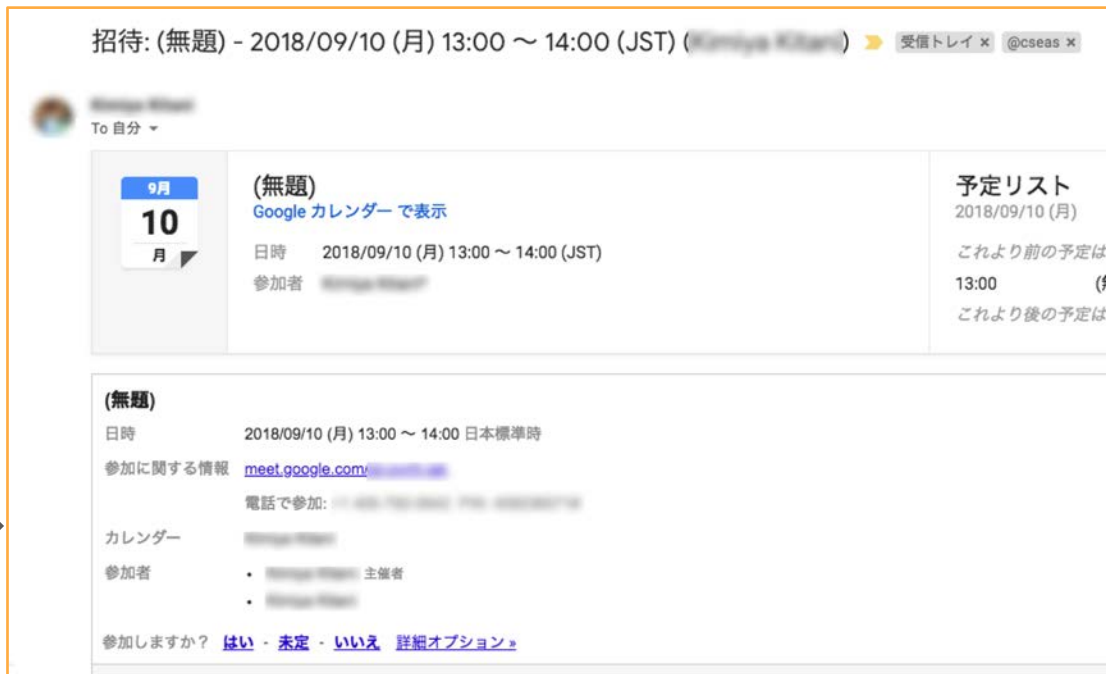
- ④ Input an e-mail address of a person who you want to invite on “Add guests” field.



- ⑤ Click on “SEND” button.



- ⑥ The invited person will be received the invited e-mail.
* If he/she received Japanese message, please refer the meeting URL.
<https://meet.google.com/Conference code>.



*

1. Google Chrome ブラウザ or Hangouts Meet (スマホ・タブレット)
 2. マイクやヘッドフォン
- をあらかじめインストールした上で、
[https:// meet.google.com/会議コード](https://meet.google.com/会議コード) にアクセスするよう指示してもよいです。

2. How to connect Google Hangouts Meet

In case of Inamori Seminar Room (I213), please see the appendix.

1. Install “Google Chrome” or Hangouts Meet (Smart phone / Tablet).

2. Microphone and Headphone

* Google Chrome

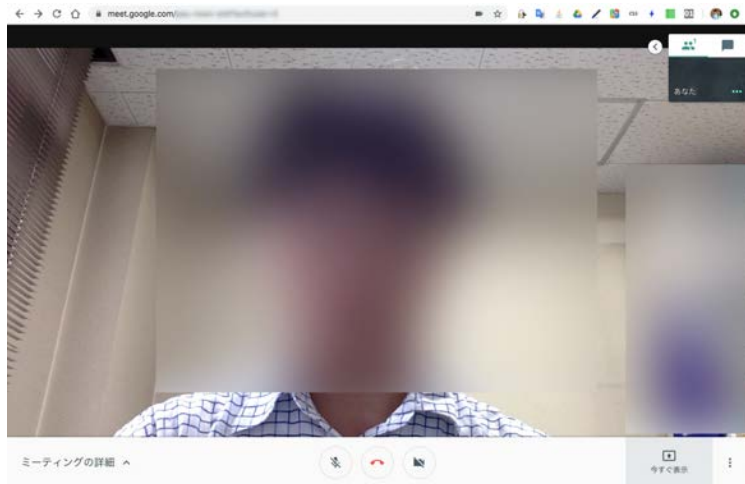
<https://meet.google.com/Conference Code>

* Meet App (Android, iOS)

Input “**Conference Code**”.

3. How to accept from an invited person.

① Please wait from an invited person.

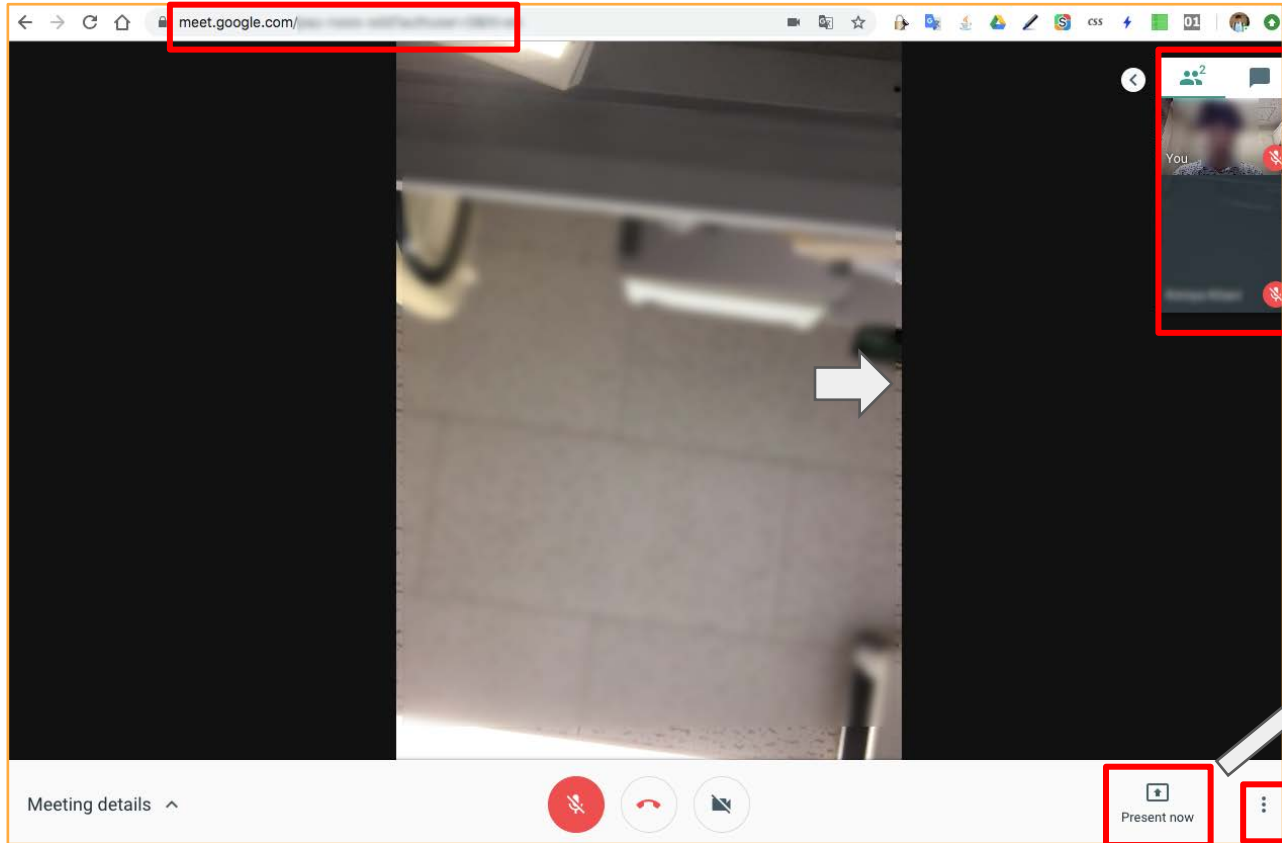


② When a person request to join the meeting, the following message will be displayed. Please click on “ADMIT” after you confirm the requested person.



4. Explanation of Google Hangouts Meet

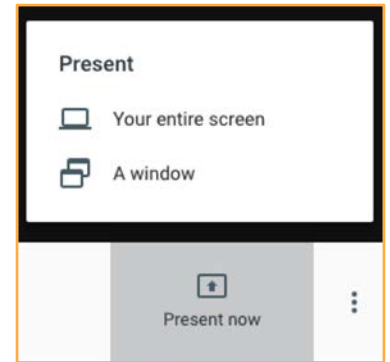
Meeting URL



Connecting User Lists
Chat is available.

Present now

You can share your application
(Word, Excel, PowerPoint, and
so on)



Settings for Camera and Microphone.

How to display Google Hangouts Meet in Inamori Seminar room (I213)

Monitor = Electronic Blackboard



Starting up for Google Hangouts Meet

① Power on “Electronic blackboard” using Remote Controller.



② Push “hangouts” button (no. 3) on Video Switcher.



③ Pushing several seconds on Power Button of Google Hangouts Meet Hardware and move Sound collecting microphone to the meeting table.



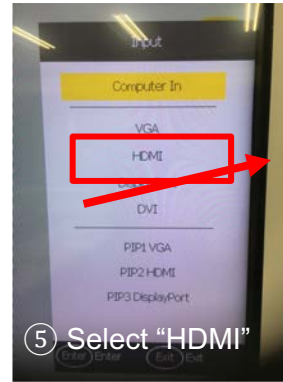
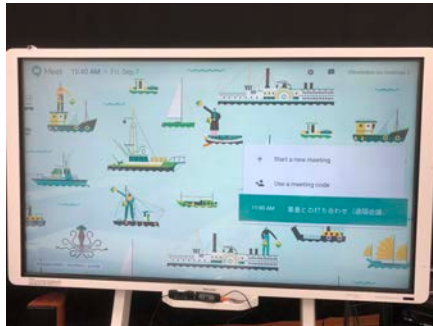
④ Push “Input” button on Remote Controller



⑥ Select “Scheduled List” or Input “Conference Code”.

If you hope to register “Scheduled List”, please contact Information Processing Office.

And then, please see 3. Google Hangouts Meet (P5).



⑤ Select “HDMI”



Troubleshooting: Cannot be displayed.



1. Confirm to run the electronic blackboard.

2. Confirm to power on Google Hangouts Meet Hardware.

3. Confirm to check that the input is "HDMI".

4. Change "Skype" button on the HDMI switcher, and then change "hangouts".

