

# How to use Google Hangouts Meet

## - For Guest Users -

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Information Processing Office, CSEAS

# 1. How to connect Google Hangouts Meet

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

2. Microphone and Headphone

\* Google Chrome

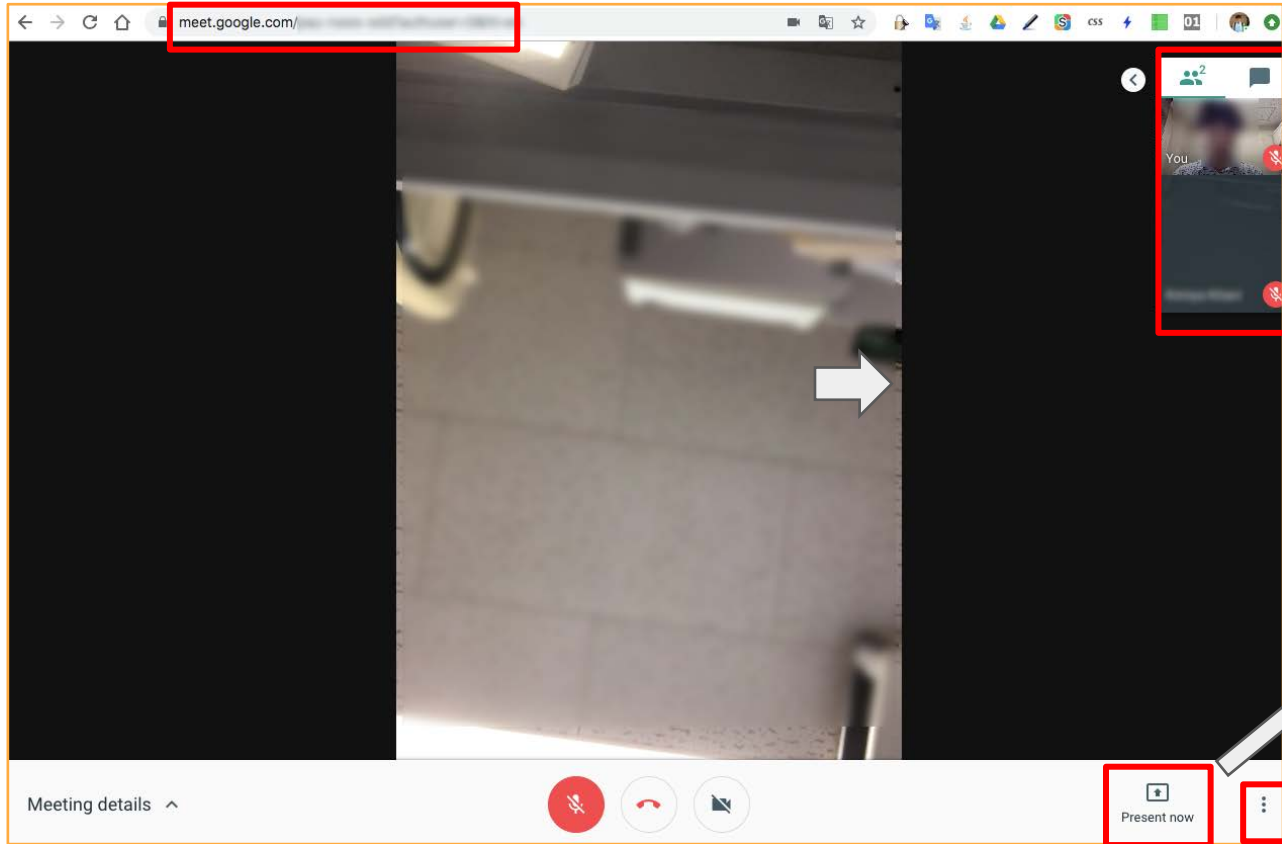
<https://meet.google.com/Conference Code>

\* Meet App (Android, iOS)

Input ”**Conference Code**”.

# 2. Explanation of Google Hangouts Meet

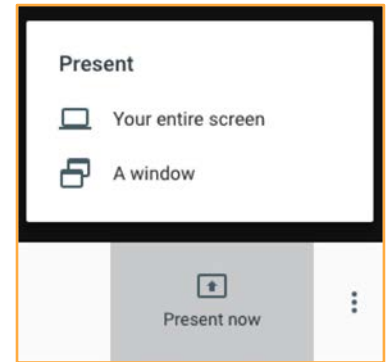
Meeting URL



Connecting User Lists  
Chat is available.

### Present now

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



Settings for Camera and Microphone.

# Troubleshooting

- The communication sometimes freeze.  
Turn off “Video (camera)” (Audio only).