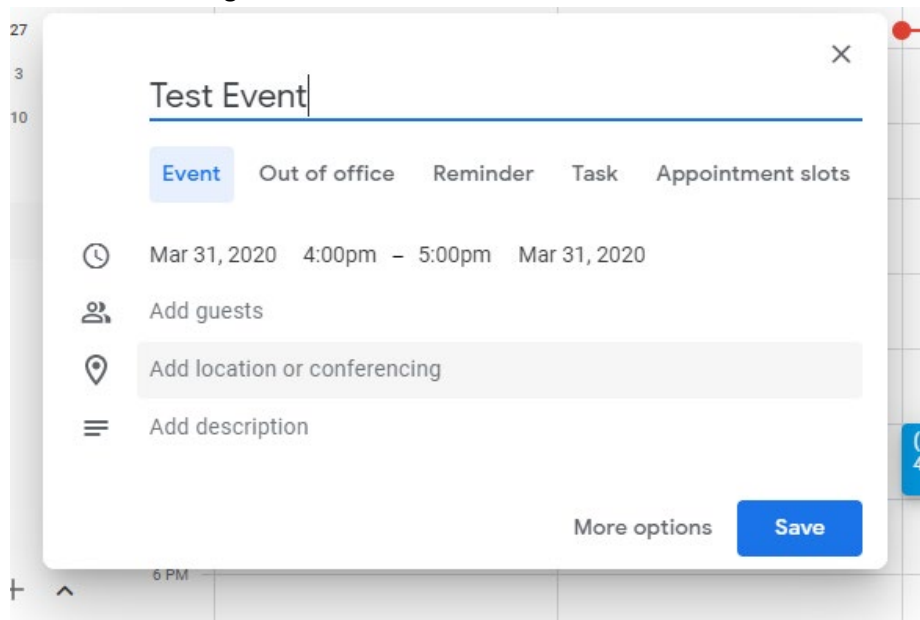# Google Meet for HLSA Clubs & Shared Interest Group

The following instructions are for the Google accounts provided by the HLS Alumni Relations Office. If you have your own Google Suite through your personal or business subscription, you are welcome to utilize as features may differ from the HLS subscription.

Creating the Meeting

- Log into Google with your HLSA account (ex: info@location.hlsa.org).
  - If you need access to your Club or SIG's account, or need to rest the password please contact the HLS Alumni Relations team at hlsa@law.harvard.edu.
- Go to calendar.google.com.
- Navigate to the date and time you would like to schedule your event, and click on the calendar to create the meeting:

- Fill in the title, and select "Event" as the appointment category.
- Confirm the date and time for the event.

- Click "Add location or conferencing" and select "Add conferencing."
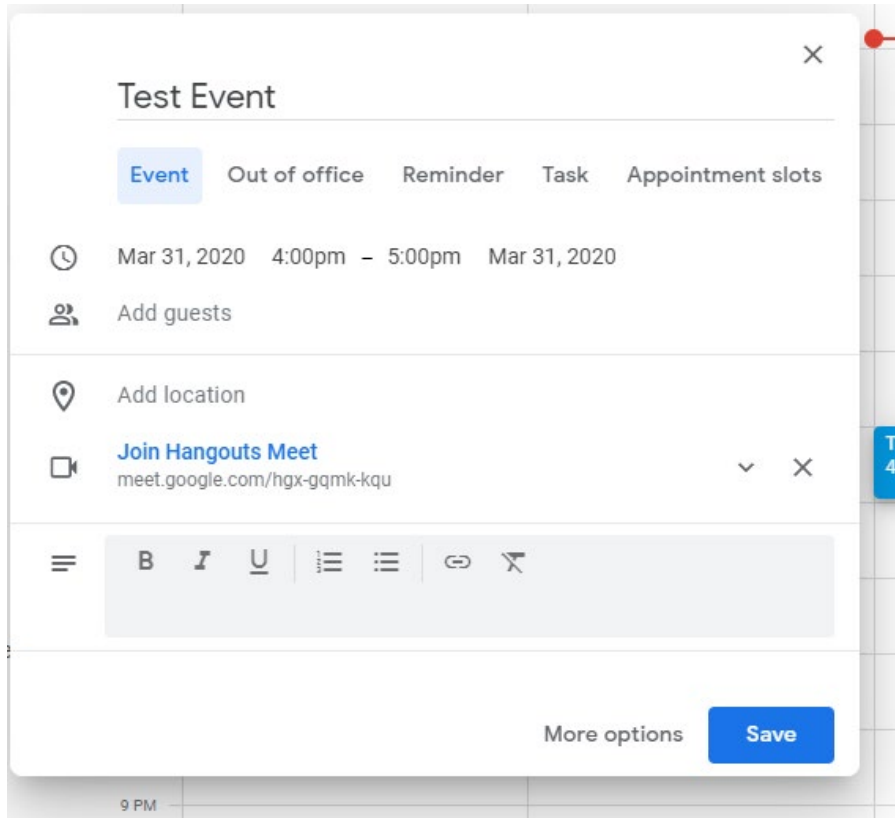
- This provides a randomly generated link for your meeting that you can copy and paste into an email or event posting on your Club & SIG's AlumniMagnet page.
- Add a brief description in the text box to provide more context for your meeting.

Advanced Options

- Click "More options" to view additional options for your meeting.
- You can get a dial-in number for your meeting, as well as get international dialing and pin numbers for those outside the U.S. who may want to join the meeting via phone.
- You can edit the meeting settings for how it looks on your calendar, and whether the details are viewable by others.
- You can allow Guests to invite others to the meeting, or modify the meeting.
  - We do not recommend turning on this function for general meetings.
  - This function may be useful for Board and Committee meetings.

Inviting Others to Meetings

- The current HLSA Google Suite license allows up to 100 participants per call.

- For smaller meetings such as Board or Committee meetings, you can copy and paste a list of emails directly into the Google Calendar meeting:
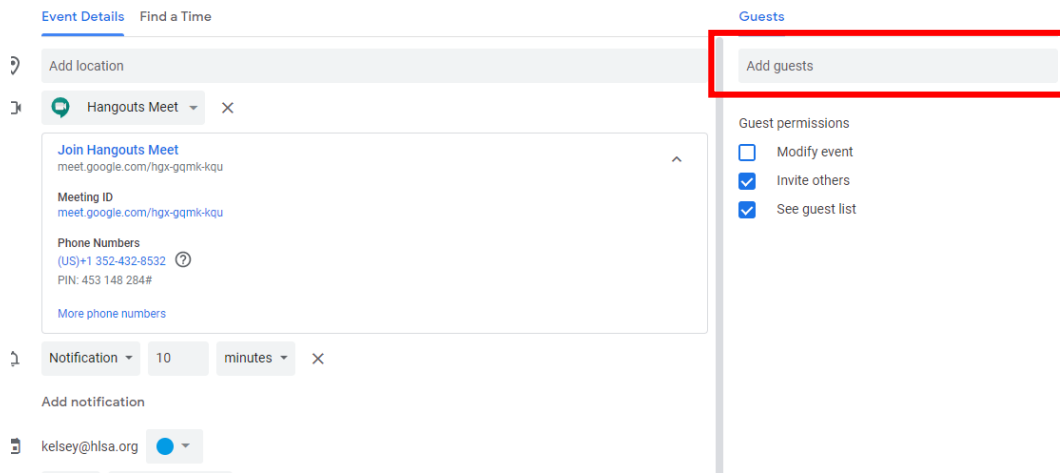

- For larger meetings, such as a Club or Shared Interest Group wide discussion, we recommend setting up registration through an external means. Currently, you cannot set up a registration form within Google Calendar/Google Meet.
- Registration with AlumniMagnet:
  - You can post the Google Meet link to an event page and include it in regular email communications.
  - You can use the ticket system or the QuickRSVP function to create a registration and then email the link to those who RSVPed afterwards.
- Registration with Google Forms:
  - Create a Google Form to collect RSVPs.
  - Put the Google Meet link in the confirmation message at the end of the form.
  - We recommend still emailing a reminder to people after they complete the form to ensure they have the link.

Starting a Google Meet

- When you are ready, either click the link within your calendar invite, or copy the link and go to meet.google.com to paste it into the "Join meeting" box.
  - Please note: if it is too far outside your scheduled meeting time, the link may not work.
- Make sure your audio and video is connected and working.

Hosting a Google Meet

- Once you have joined the meeting, you will be able to manage meeting controls:
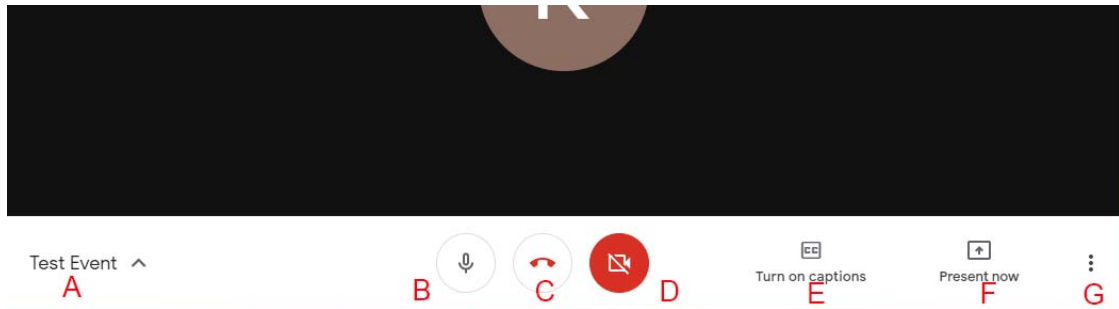
- A: Meeting Info – Clicking this will bring up the meeting info, so you can easily copy it and share it with someone via email.
- B: Mute – This is your control to mute or unmute yourself.
  - Please note: Under the current license, participants will be able to mute the host, though the host can unmute themselves and remove participants.
- C: Leave call – This will take you out of the meeting, though it will not end it for other participants.
- D: Turn Camera On/Off – This will turn your webcam on and off.
- E: Turn on captions: This turns on captions for yourself; other participants will only see captions if they also turn it on.
- F: Present now: This allows you to share you your screen. You can select either a specific window, or your entire desktop screen.
  - Please note: Other participants can also present while you are presenting and may override your presentation. At this time there is no way to prevent others from sharing their screen.
- G: Additional Options – This provides additional options for your meeting including:
  - Change Layout – This allows you to change how participants show up on your screen.
  - Full Screen – This makes the window full screen.
  - Turn on Captions – This turns on captions for yourself; other participants will only see captions if they also turn it on.
  - Settings – This adjusts your audio and video settings.
  - Use a phone for audio – We recommend only using this if your microphone does not work or your internet connection is unstable.
  - Report a problem – This reports and issue to Google. The HLS Alumni Relations Staff will not be notified if you click this, as it is for technical issues with Google Meet only.
  - Help – This opens a new window to allow you to search frequently asked questions and troubleshooting tips for Meet.

Managing Participants

- In the top right corner, you will see a people icon along with the number of people who are currently in the meeting.
- Click this to see the list of everyone participating.
  - You can also add people to this by clicking "Add People" and then adding their email address or phone number to the meeting.

- Click on a participant you would like to manage. A small menu will pop up below them:
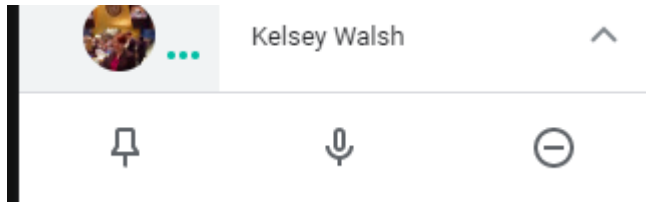
- Pin – This will pin their video to your screen. It will not change others' views.
- Mute – This will mute this participant.
  - Please note participants can only unmute themselves.
- Remove – This will remove the participant from the meeting. Once removed they would have to request to rejoin the meeting, which the host can approve or deny.

For more information, please visit the [Hangouts Meet training and help guide](#) on Google.