

# Google Meet – IWoMCDM'21 online meeting software

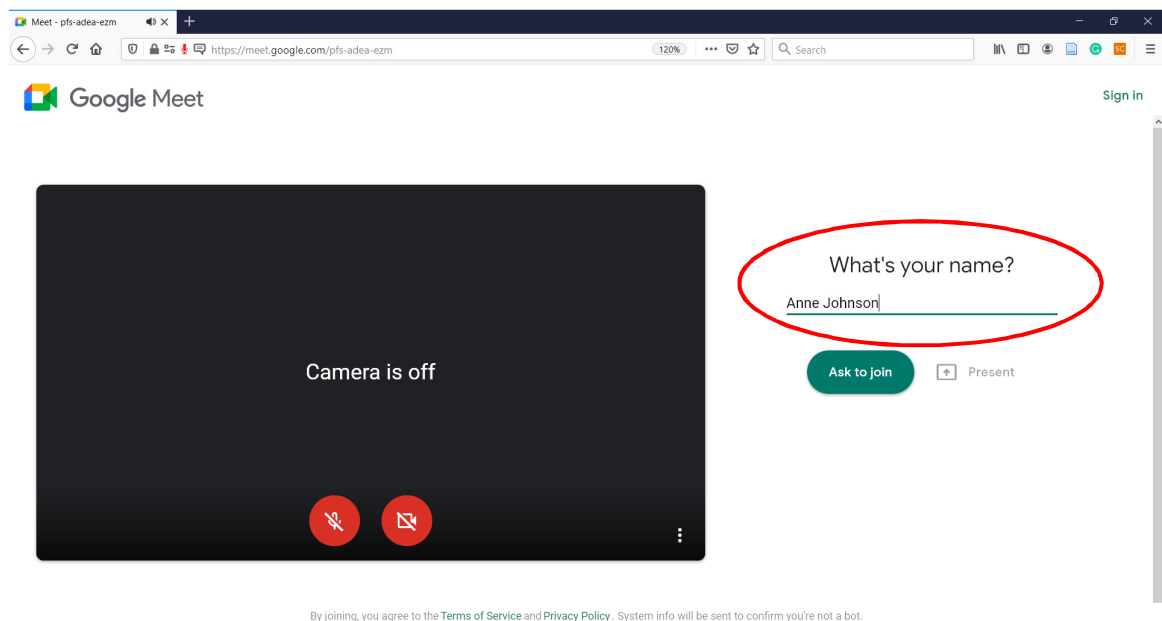
## User guide

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IWoMCDM'21 is organized online in Google Meet (being a part of the Google Workspace subscription held by the University of Economics in Katowice). To participate in the workshop's sessions, you need a web browser (Google Chrome seems the best choice). No additional applications or plug-ins need to be installed on your PC or laptop. Meet is displayed in the language of your browser. Each workshop session is assigned to a virtual room with a unique web address (see workshop program).

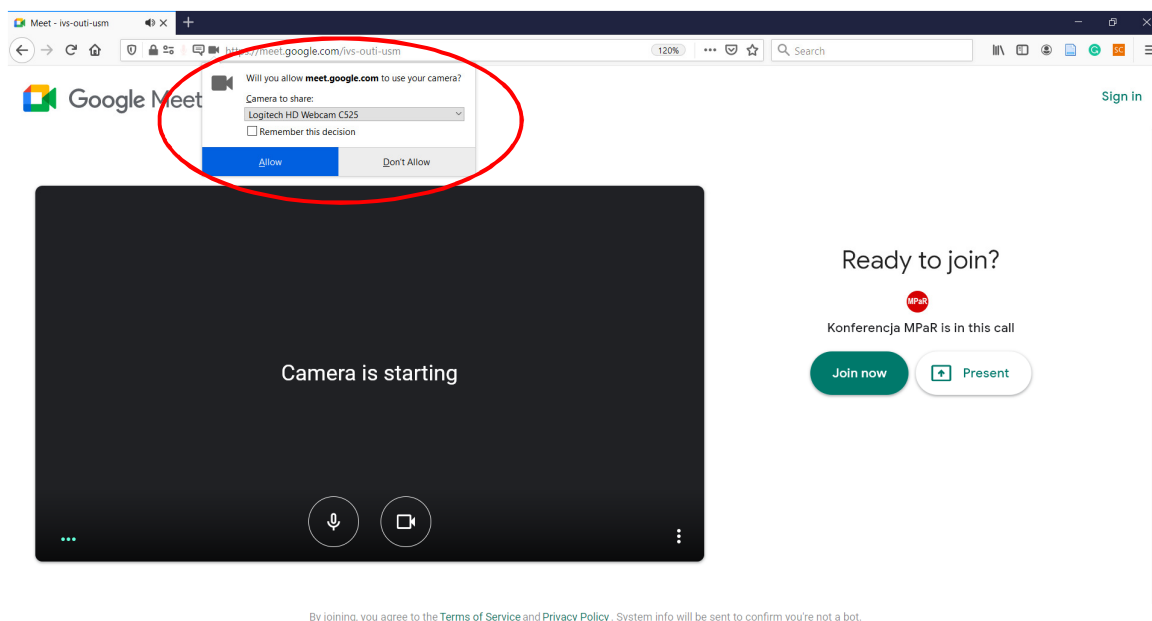
### Joining a workshop meeting:

1. Click the link with the web address of the session you wish to join (e.g. for room P - <https://meet.google.com/pfs-adea-ezm>).
2. Type your first name and surname (do not include the titles nor affiliation) and click the button "Ask to join".

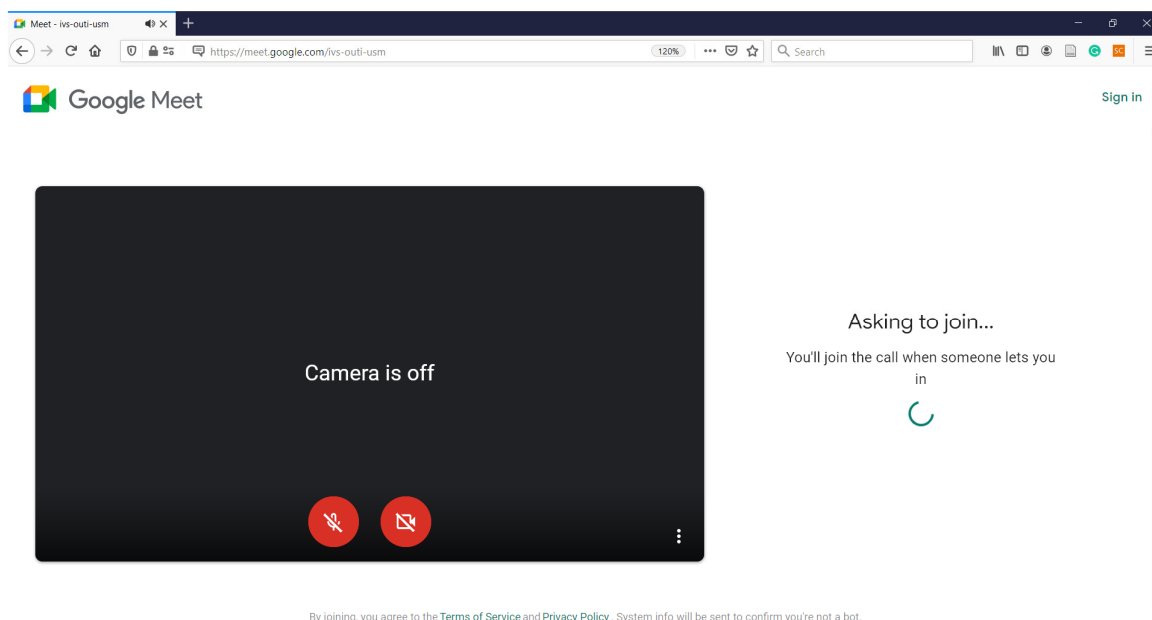


If you have your personal Google account, you may use it to join the workshop sessions by clicking the "Sign in" button. Meet will use personal data from your account to identify you during the meeting.

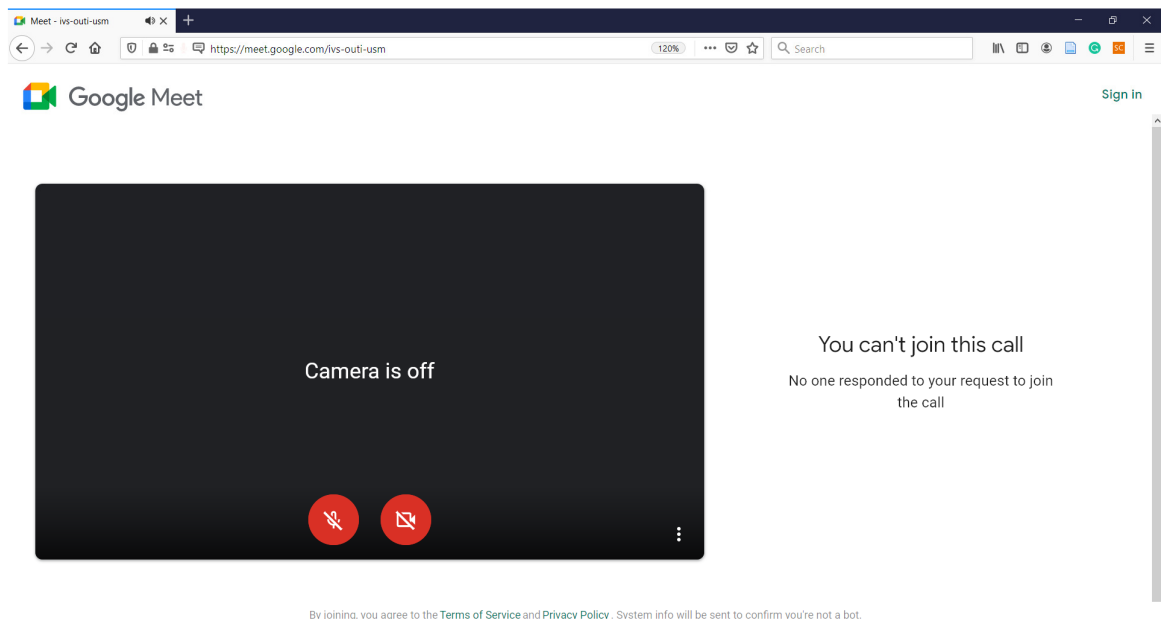
When joining the meeting, the browser may ask you to allow Meet to use your microphone and camera, displaying a series of pop-up windows. Click the "Allow" buttons on each of them to use audio and video transmission during the meeting (you will have the possibility to turn your microphone and camera on and off during the meeting).



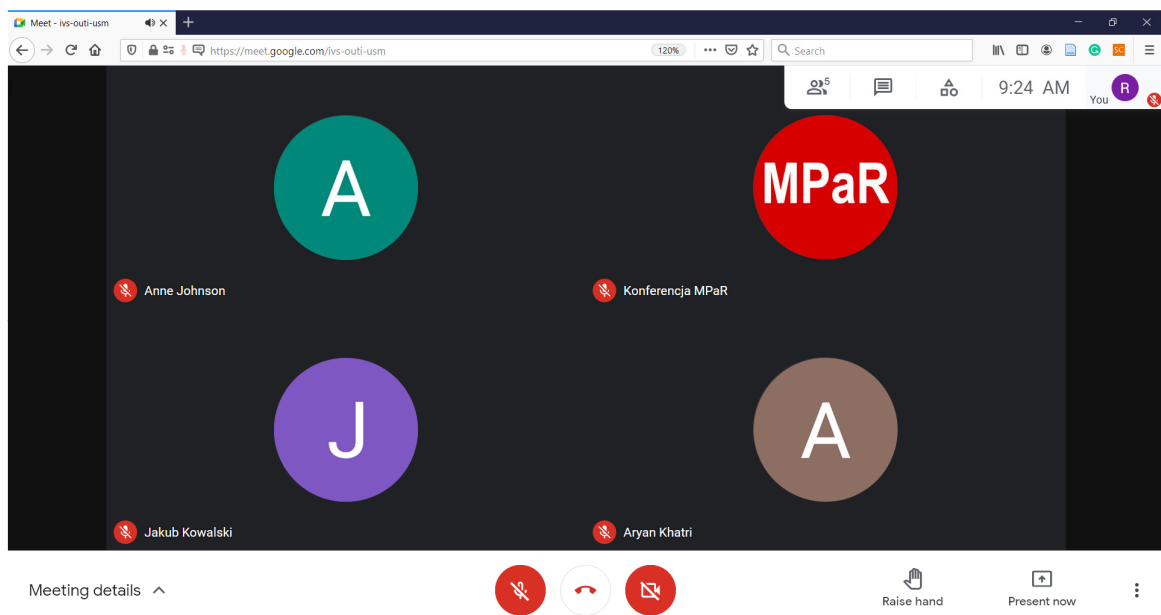
3. If you see a message "Asking to join...", it may mean that your request to join is still waiting to be accepted by the room moderator or the room is not open yet. The workshop rooms are available 15 minutes before each session. The room moderator approves the requests for joining the meeting in order of their appearance.



If you tried to join the room too early or the room moderator did not respond to your request, Meet may stop it after some time. In such a situation, send the request again by refreshing your browser (F5).

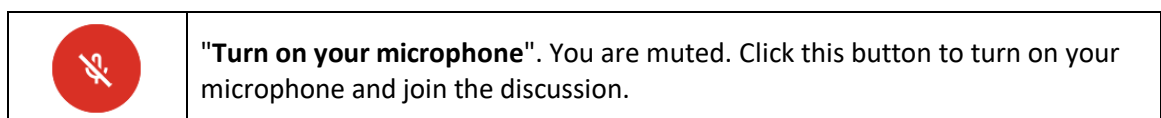










4. After joining the meeting, you will see the Meet main page with the icons or camera views of other participants.



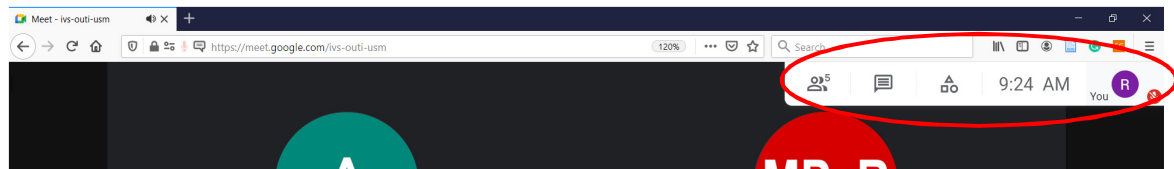
## The workshop room view:




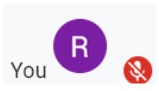
1. At the bottom of the Meet window, you will find the buttons that you may use to manage your participation in the meeting:



	" <b>Turn off microphone</b> ". You are unmuted. Click this button to turn off your microphone.
	" <b>Leave call</b> ". Click this button to leave the session room and close the Google Meet call.
	" <b>Turn on camera</b> ". Your camera is off. Click this button to start sharing your webcam.
	" <b>Turn off camera</b> ". Your camera is on. Click this button to stop sharing your webcam.
 Raise hand	" <b>Raise hand</b> ". Use raise your hand to let the session chair or room moderator know you want to speak. The Hand Raise icon appears on your icon.
 Lower hand	" <b>Lower hand</b> ". Click it if you do not want to ask more questions.
 Present now	" <b>Present now</b> ". Allows you to present to others a selected window from your desktop or the entire screen.
	" <b>More options</b> ". Opens a window with additional options (layout change, microphone and camera settings, captions etc.).

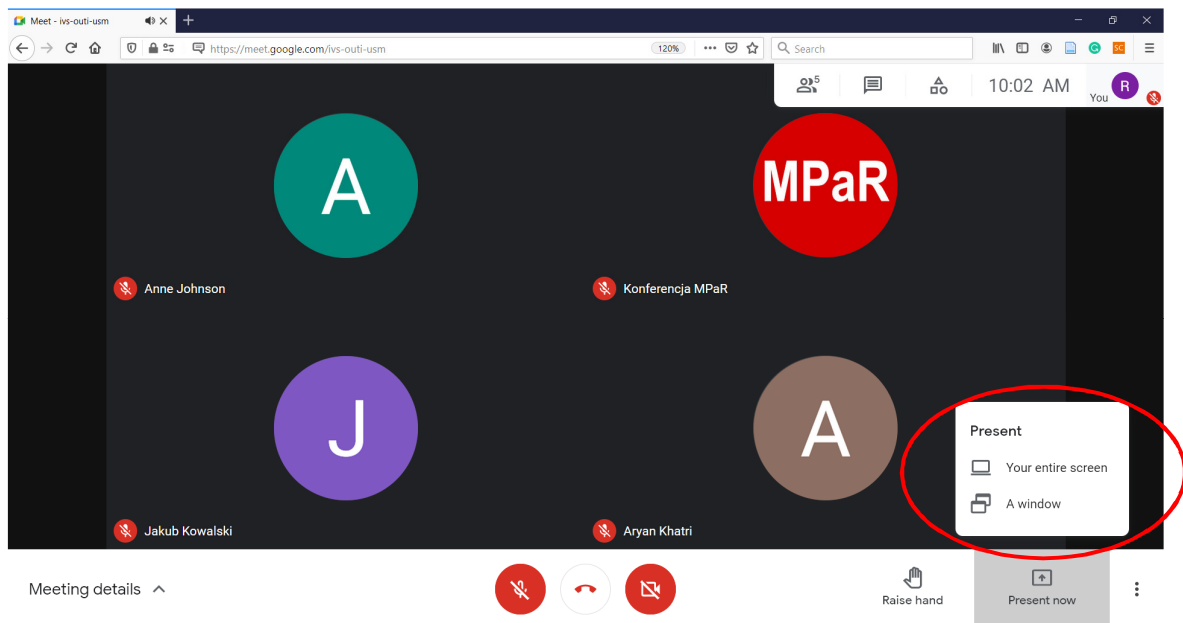
## 2. The Google Meet top panel contains some additional buttons.



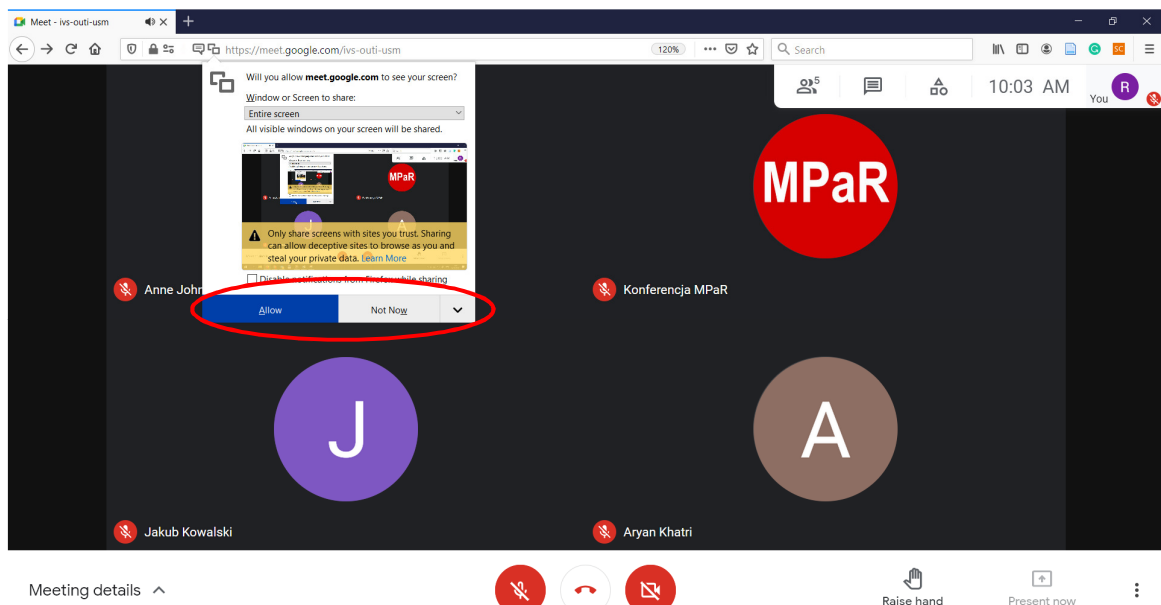
	" <b>Show everyone</b> ". Displays a list of all participants.
	" <b>Chat with everyone</b> ". Displays a chat window.
	" <b>Activities</b> " (optional). Displays a window with additional activities (if set up by the room moderator).
9:58 AM	Time
	Displays your icon or camera view and the status of your microphone.

## Presenting:

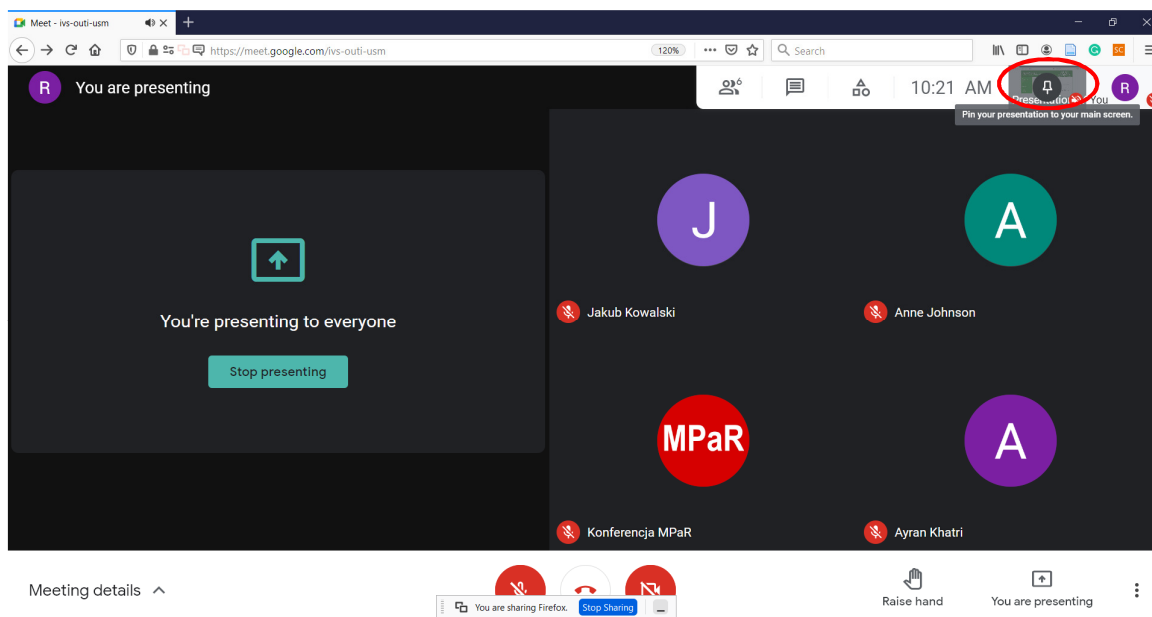
1. If you are asked by the session chair to present your paper, turn on your microphone and camera.
2. Click the "Present now" button. Meet will ask you which part of your screen you wish to share.



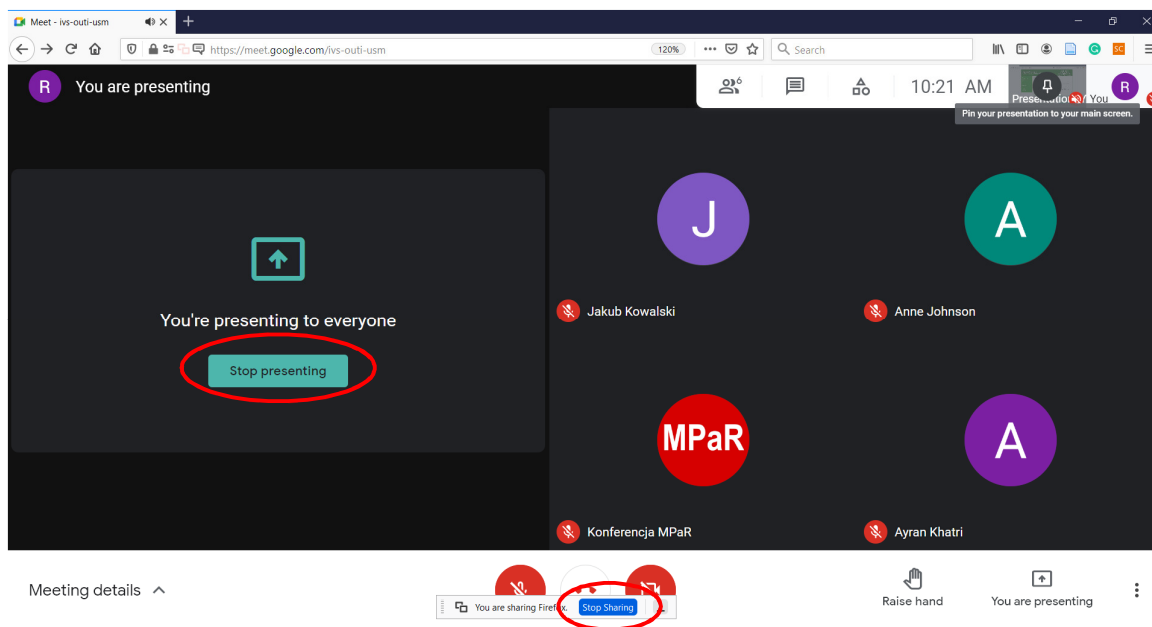
The browser may ask you to allow your screen to be shared.



3. You share your presentation with other participants. You may preview your presentation in the Meet window by clicking its icon ("Pin" button) in the Meet top panel.

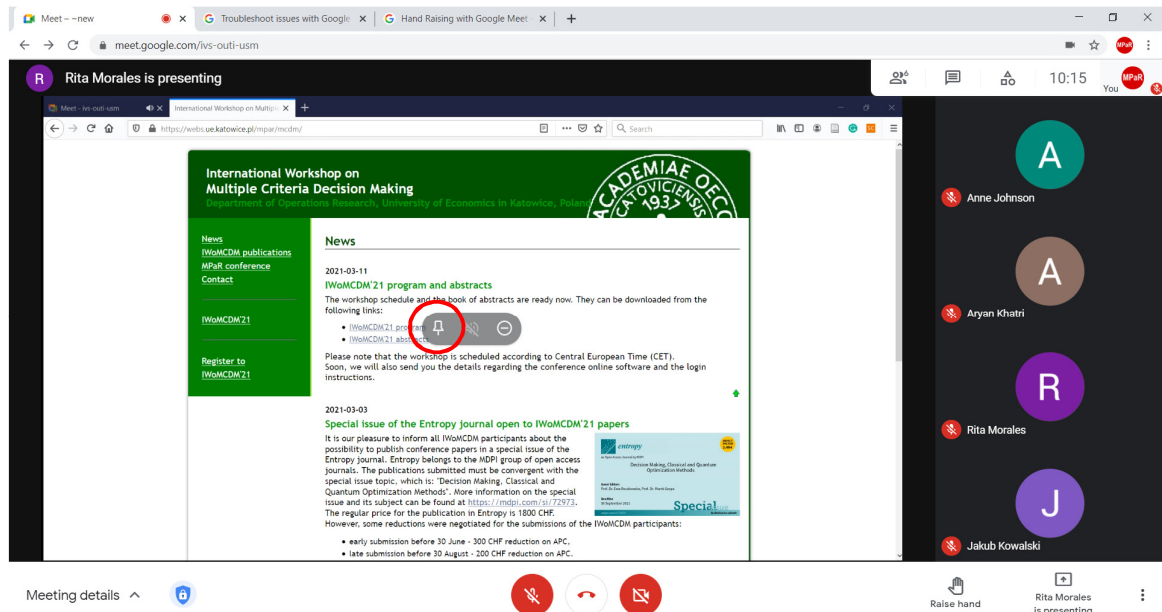


4. To stop screen sharing, click the turquoise button "Stop presenting" in the Meet main window or the blue button "Stop sharing" in the pop-up window.

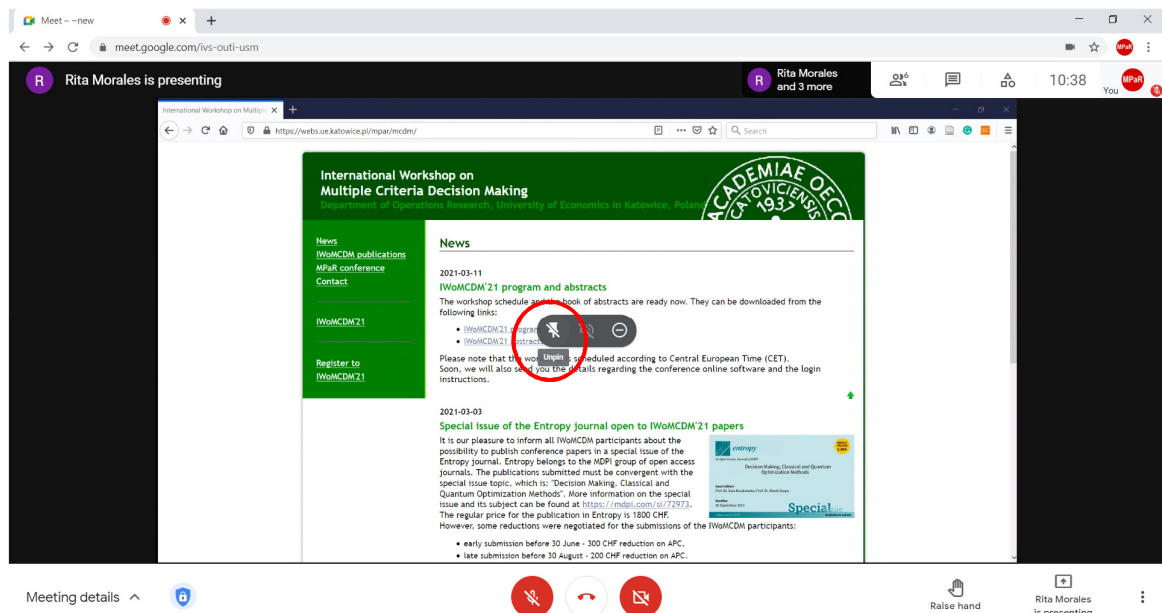


## Displaying presentations of other participants:

1. Screen shared by other presenters is shown in the Meet main window together with the icons of the meeting participants. If you wish to make the presentation bigger, pin it to the main window by clicking the "Pin" button from the pop-up menu.



The icons of other participants will be removed, and the presentation will fill the entire Meet window. To show other participants back, unpin the presentation from the main window.



If you look for more details on how to use Google Meet go to the Google web page: [https://support.google.com/meet/answer/7317473?ref\\_topic=7306097#zippy](https://support.google.com/meet/answer/7317473?ref_topic=7306097#zippy)