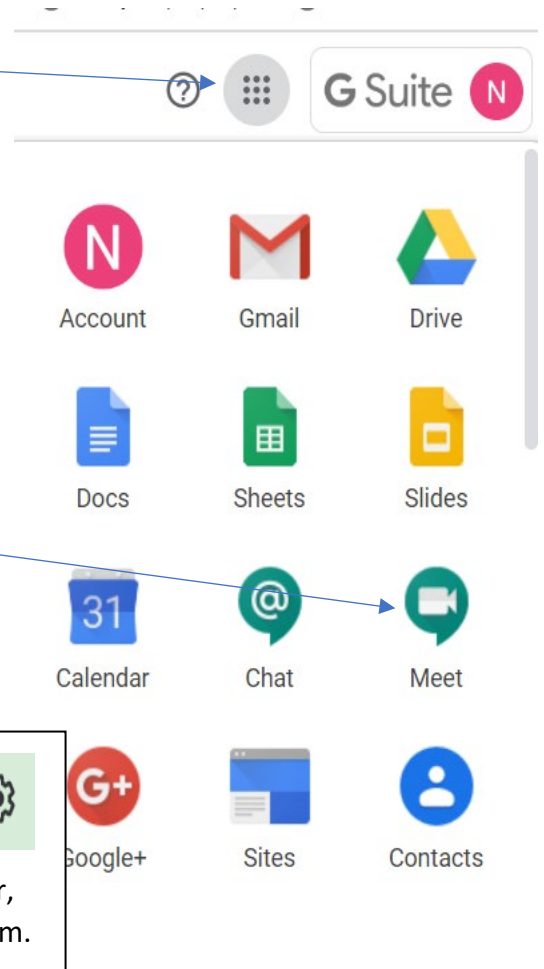


When you are in your email account [xxxxx@iwnz.org.nz](mailto:xxxxx@iwnz.org.nz) click on the right hand top side of the screen on the nine dots. This will open an application screen with various icons.



Click on the "Meet" icon opening a new screen



First setup for a meeting.

Click on the top righthand side on the Settings icon,

Check your audio and video settings, different for each computer, best to go with the default settings. Then click Done at the bottom.



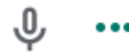
Audio



Video

### Microphone

Default - Microphone (Realtek High Definiti... ▼



### Speakers

Default - Speakers (Realtek High Definition ... ▼



Audio



Video

### Camera

HD WebCam (1bcf:2c96) ▼



You are ready for your first meeting to conduct or to join. There are various youtube videos to watch and take you through:




Here is a video to view to see how Meet works: <https://youtu.be/wGXl0KpkR50>

When you like to join a meeting, you would have received an invitation from the host, click on the link and follow the screen prompts.

Starting your own meeting is only applicable if you have a iwnz gmail account, this is not possible with your personal account, so make sure you use your iwnz account to start meetings.

## Start a video meeting from Meet

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1. In a web browser, enter <https://meet.google.com> .
2. Click **Join or start a meeting**.
3. (Optional) To create a nickname for your meeting so that people in your organization can quickly join the meeting, enter a nickname. Make it unique to avoid conflicts and keep uninvited people from accidentally joining.
4. Click **Continue**.
5. Click **Join now**.
6. To add someone to a meeting, choose an option:
  - Click **Copy joining info**  and paste the meeting details into an email or another app.
  - Click **Add people**  and choose an option:
    - Under the **Invite** section, select a name or enter an email address and click **Send invite**.
    - Under the **Call** section, enter a phone number and press **Call** .

**Note:** You can send a meeting link to people outside of your organization, but someone from within your organization might need to give them access to the video meeting.

