



## Quick Start Guide to Google Hangouts Meet

*for Small Group Members*

To help simplify everyone's virtual gathering experience, we have created user accounts in our G-Suit for each small group to use during this time. Using Google Hangouts Meet is free for everyone and its ease of setup and access for those who might not have Gmail accounts is straight forward. The Google "Hangouts Meet" app is available for iOS and Android devices for those without webcams on laptops and computers, or those who prefer a more mobile solution.

Your small group leader should have invited you to the Google Hangout Meet gathering either through a calendar invitation or by sending you a direct link (looks like [meet.google.com/random\\_text](https://meet.google.com/random_text))

### Using a computer/ laptop using a web browser

Step 1: Open your email from your small group leader and click the "Meeting ID" link that was given out  
a. If you don't have a link, contact your small group leader and they will be able to provide it to you.

Step 2: Verify that your audio and video settings are working.  
a. The three vertical dots in the bottom right corner of your video is where you can adjust some of your settings like your video and microphone device selection.

Step 3: Click "Join Now."  
a. If you see "Ask to join" it is likely because you are signed in to an account that is not on the "guest list", this is ok, your small group leader, once in the call, can agree to let you in.

### Using the Google "Hangouts Meet" app

Step 1: Download the Google "Hangouts Meet" app in the apple App store or the Android Play store.

Step 2: Click the Meeting ID link that was sent to you by your small group leader. The Meet app will auto open.

Step 3: Click "Join now."  
a. If you see "Ask to join" it is likely because you are signed in to an account that is not on the "guest list", this is ok, your small group leader, once in the call, can agree to let you in.

If you have any questions or any trouble please reach out to those in your small group to help you.