

Google Meet – Sample Course Outline

Duration: Half a day

This course is for you if you need to use Google Meet for video meetings.

What will be covered?

- ✓ Scheduling meetings with Google Calendar and adding co-hosts
- ✓ Starting impromptu Meets
- ✓ Video and screen options
- ✓ Working with breakout rooms, Q&As, polls and whiteboards
- ✓ Recording a Meet

Features covered

Getting started with Meet

- Scheduling a meeting from the calendar
- Adding guests
- Starting an impromptu meeting
- Navigating Meet
- Finding video, audio and background options

Running meetings

- Changing views
- Viewing the participant list
- Muting and removing participants
- Inviting further participants
- Screen sharing

Google Meet tools

- Working with breakout rooms
- Creating polls
- Using the Q&A
- Using the Chat
- Creating a whiteboard

Security and host options

- Adding co-hosts
- Setting joining options
- Setting video and chat options
- Finding the host settings
- Receiving an attendance list
- Recording a Meet and sharing the recording
- Q&A and poll results