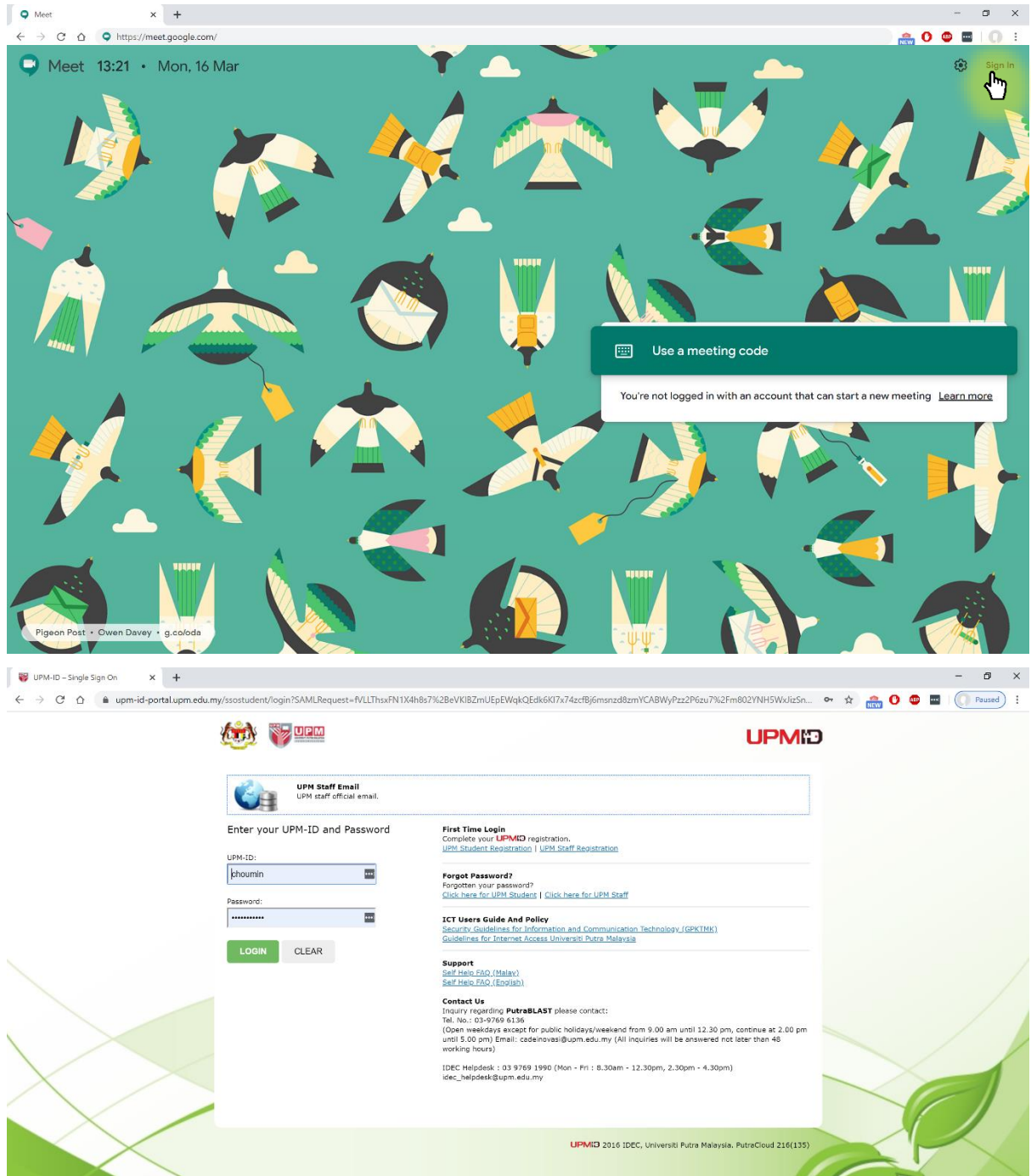


How to conduct a live video stream lecture using Google Meet

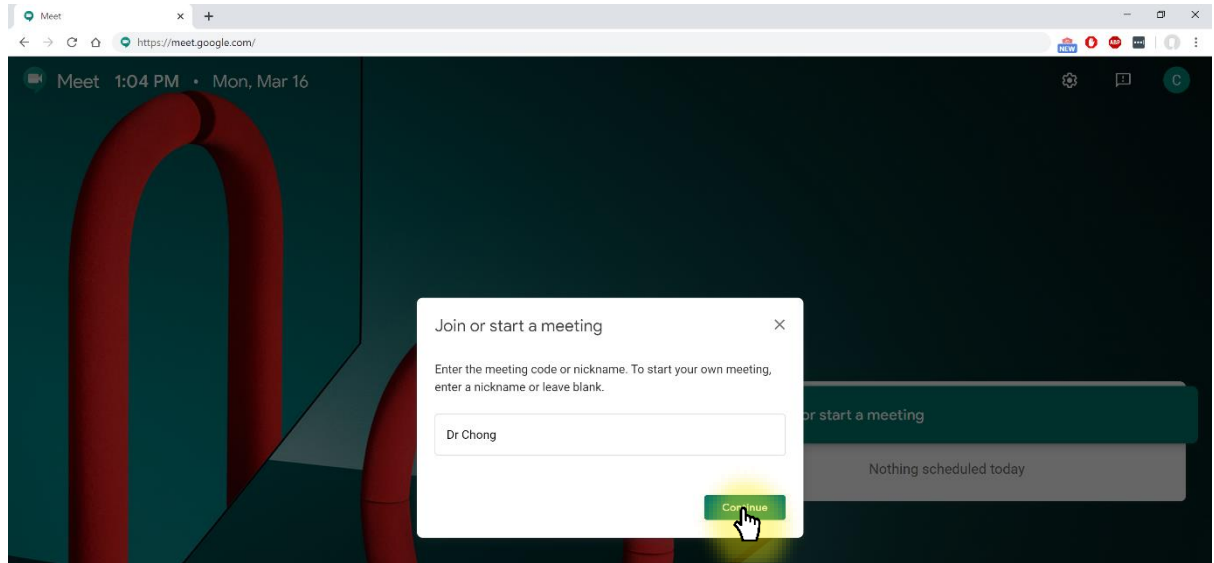
1. Visit <https://meet.google.com/>.

If you haven't signed in yet, please sign in using your Google or UPM account.

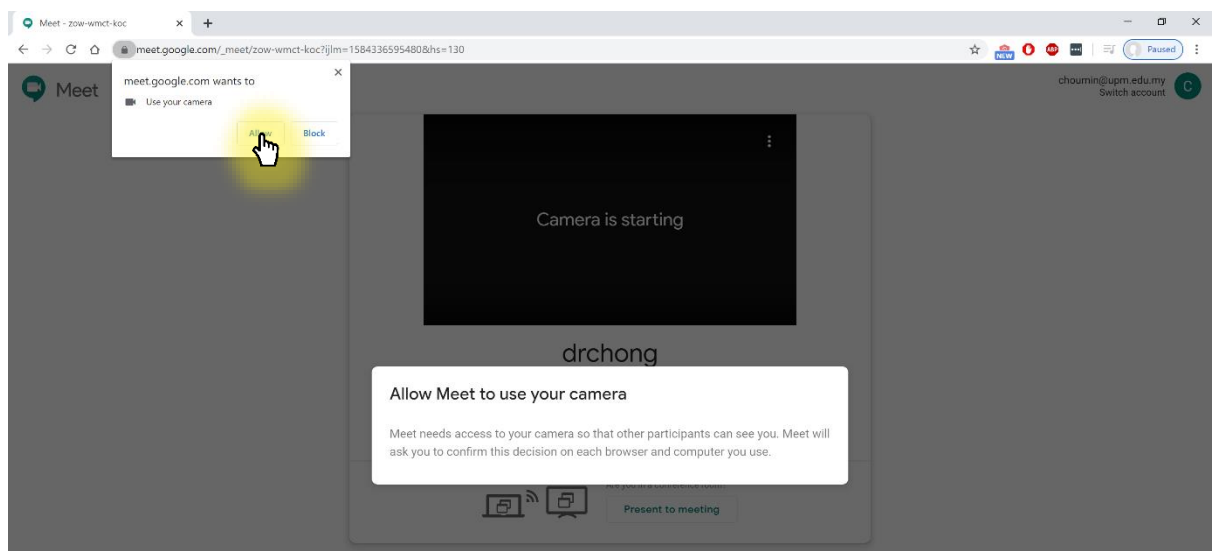
If you have already signed, please refer to step No. 2.



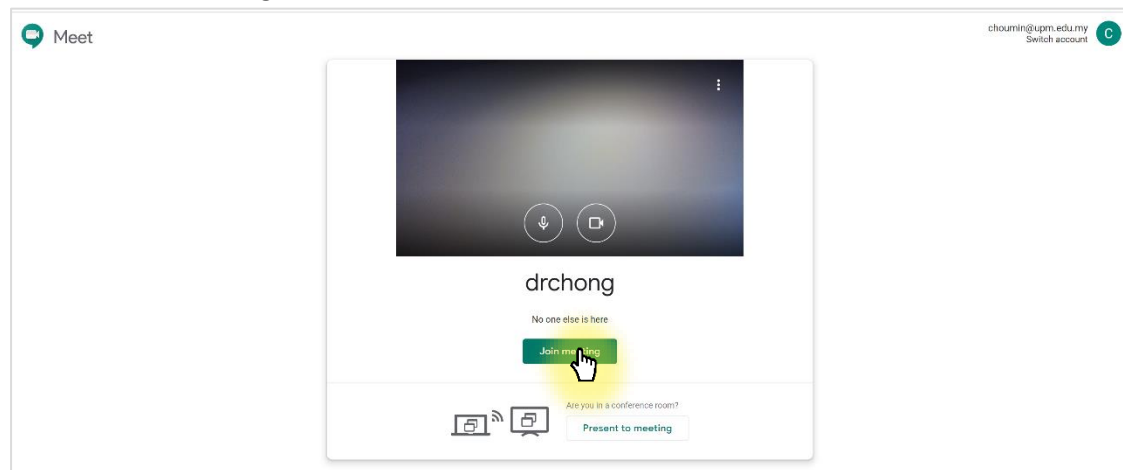
2. Click on “Join or start a meeting”. A prompt box will appear. To start your own meeting, enter your desired nickname or leave blank. And click “Continue”



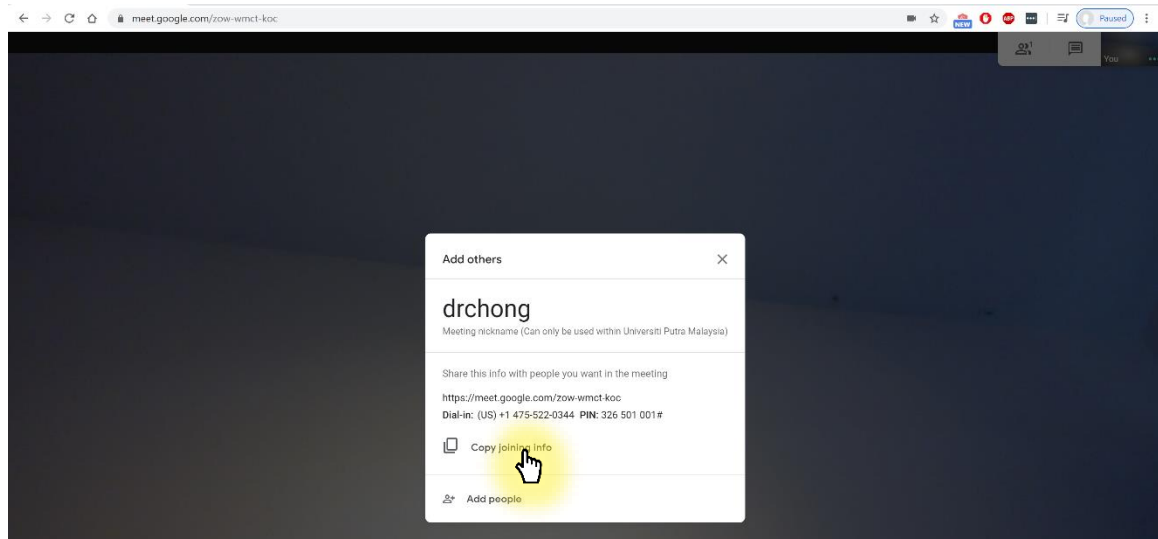
3. Please allow Google Meet to access your device’s camera and microphone by clicking “Allow”.



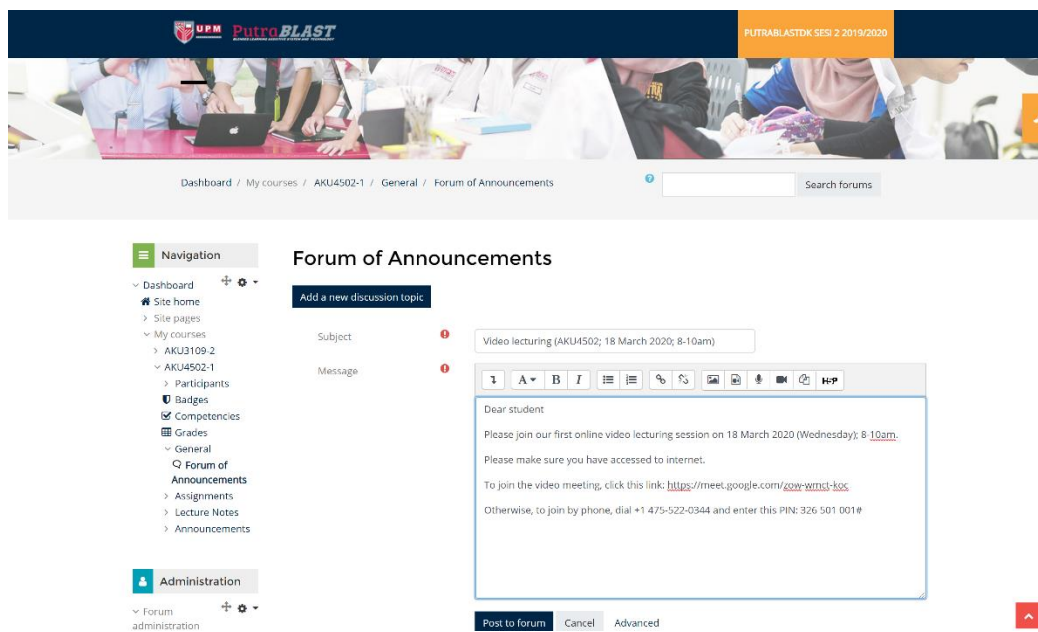
4. Click on “Join Meeting”.



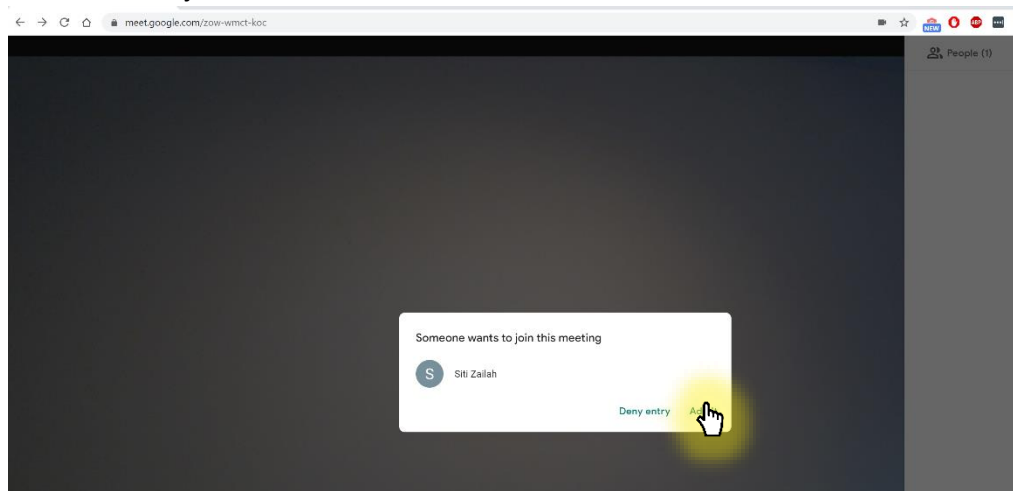
5. A prompt box will appear. Copy the joining info by clicking "Copy Joining info"



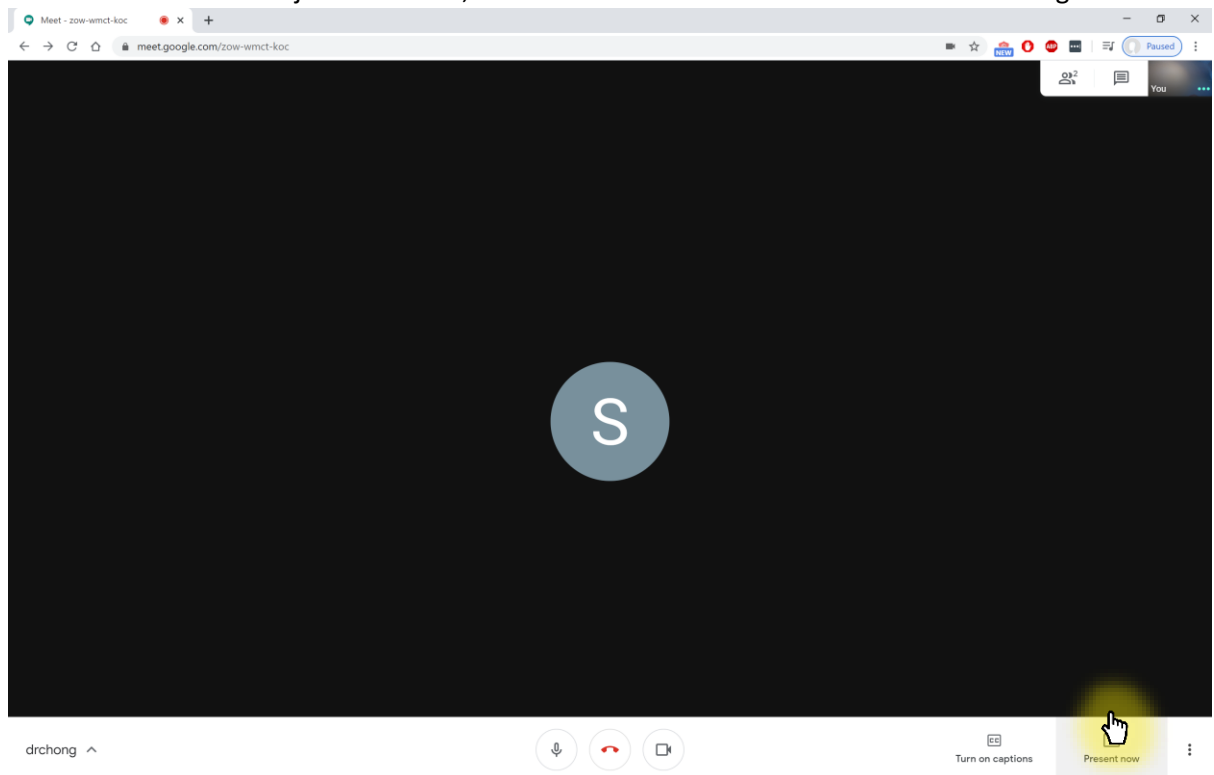
6. Share the joining info with students via email, Putrablast or Whatsapp.



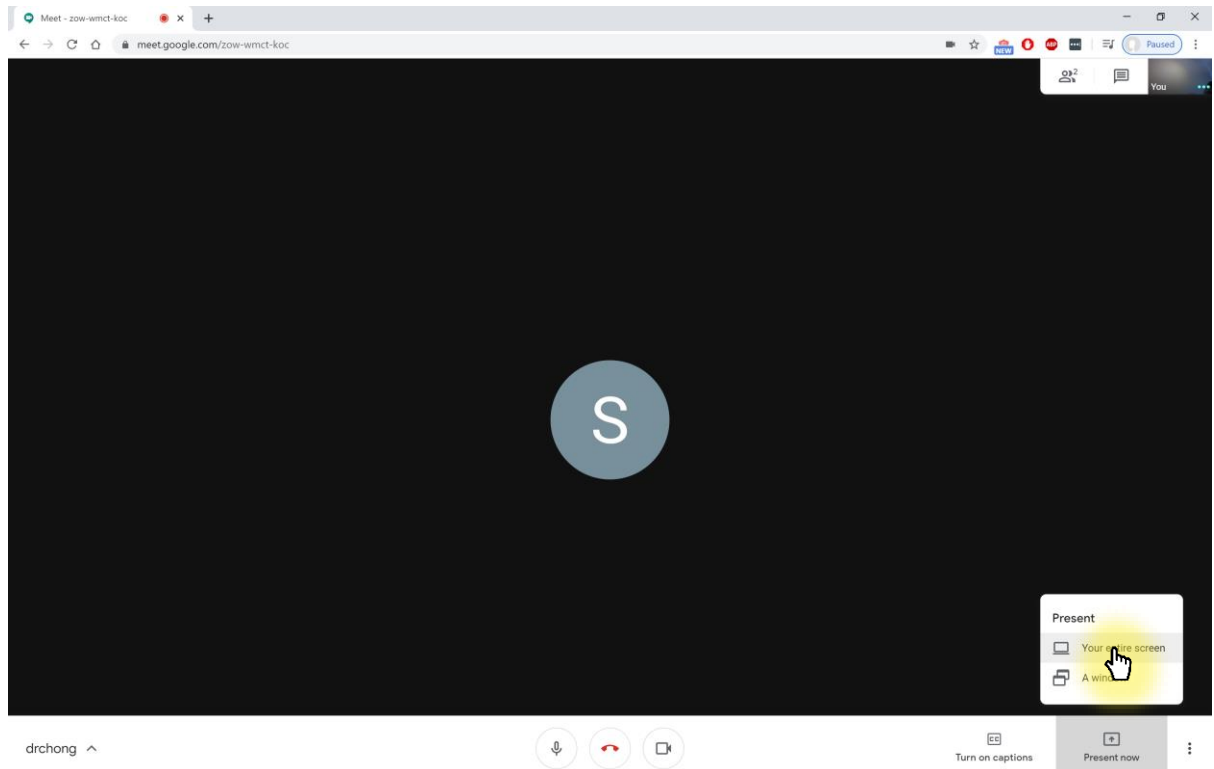
- When a student joins the Google Meet, a notification will prompt. Please click “Admit” allowing the student to join the call.



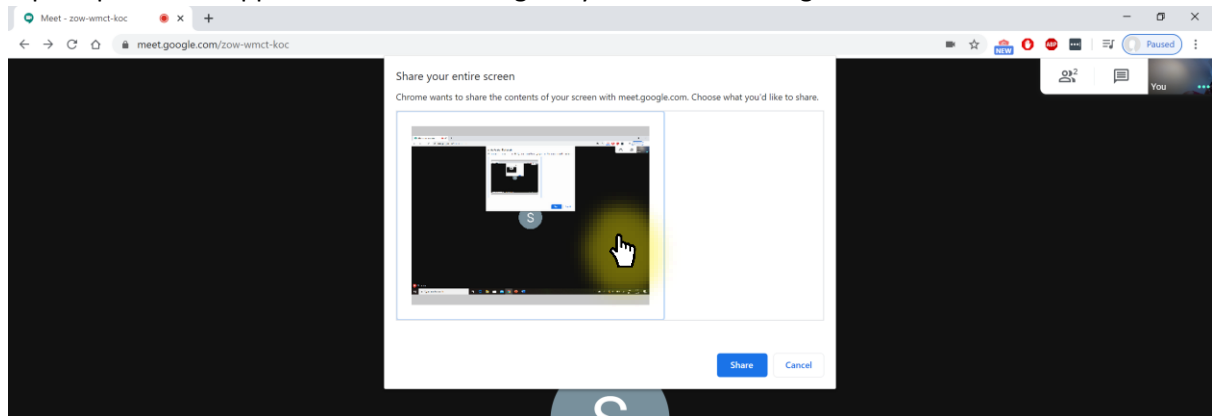
- When all students have joined the call, click on “Present Now” to start the screen sharing.



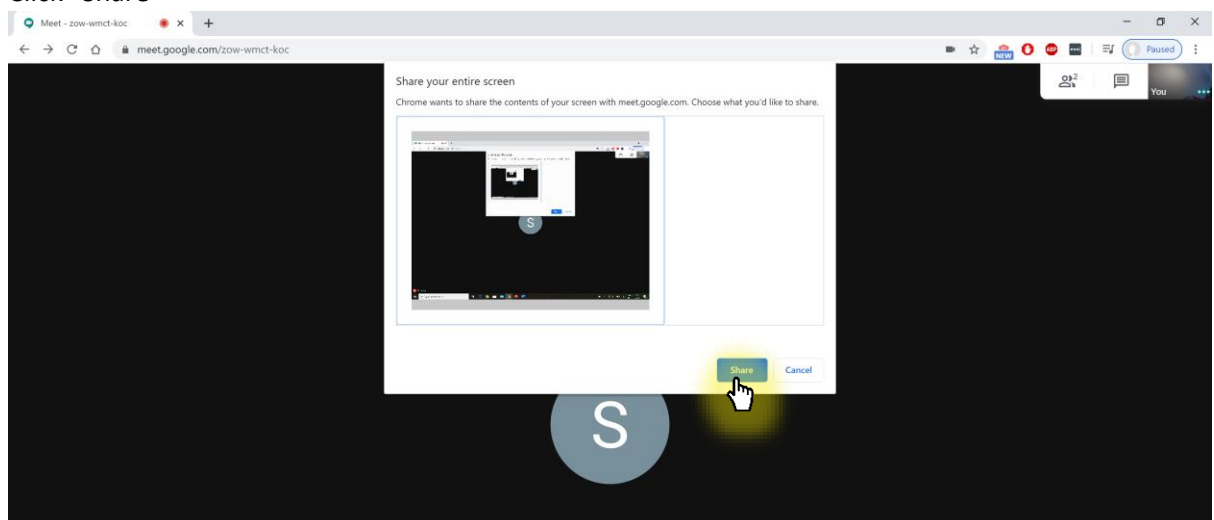
9. Click on "Your entire screen".



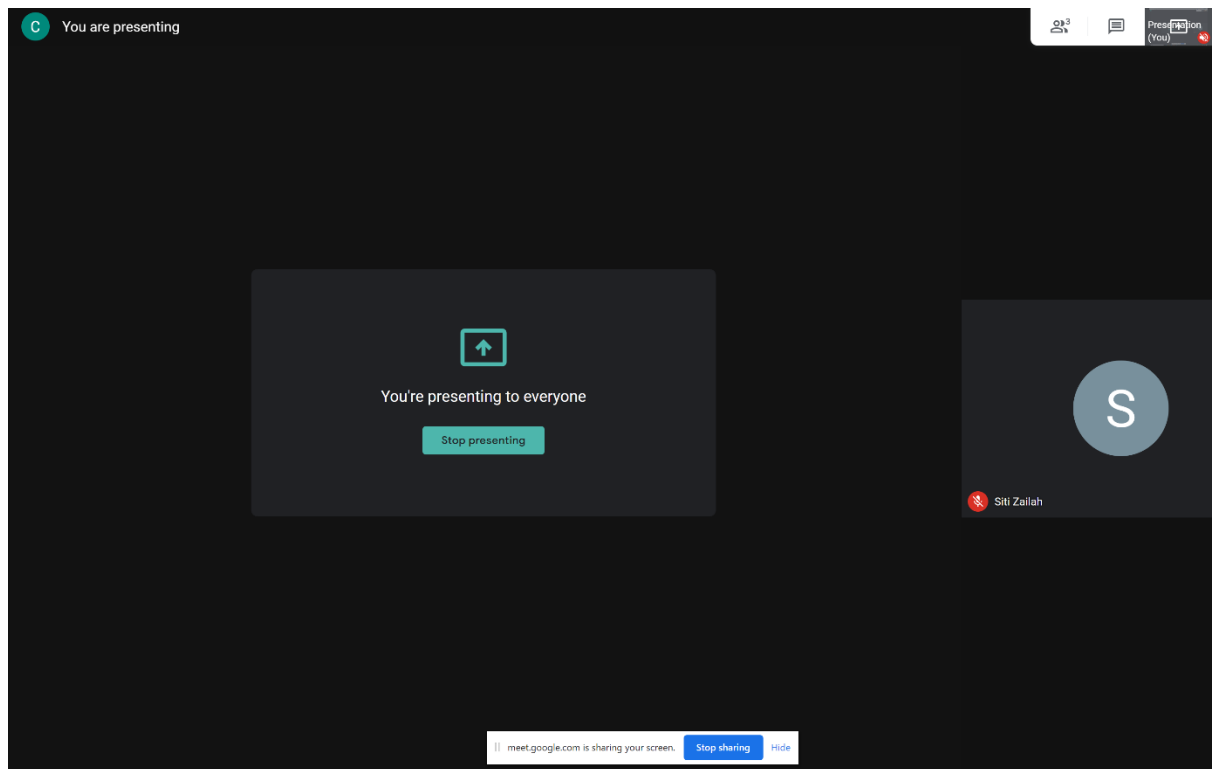
10. A prompt box will appear. Click on the image of your screen sharing.



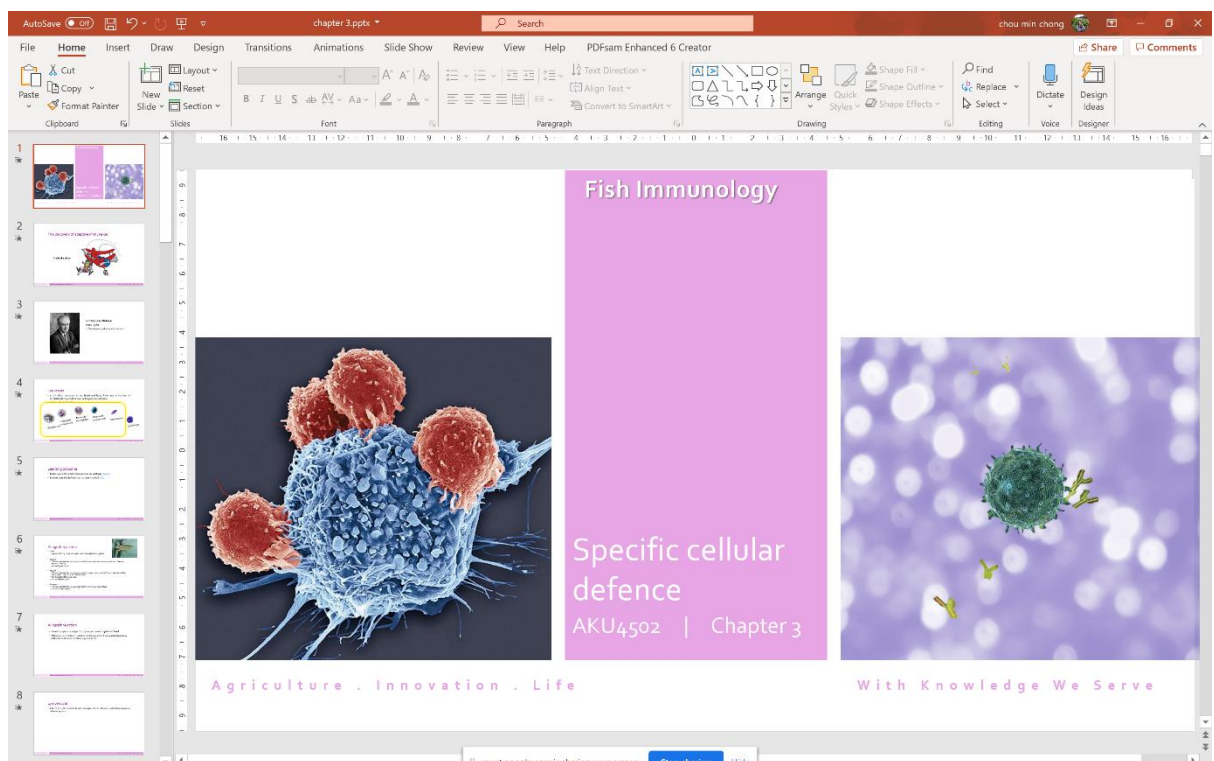
11. Click "Share"



12. You are now starting your screen sharing.



13. You can start your teaching; students are able to view your screen and listen to your presentation. They can interact with you with audio.



14. Once you have done your lesson, end your call by clicking “stop sharing” and “Leave call”.

