Using Google Meet for Office Hours

1. **To get started with Google Meet, navigate to https://meet.google.com using the Google Chrome web browser.** The tool may work with Firefox as well, but Google Chrome is the preferred browser for use with Google Meet.

2. **When prompted, allow the browser to use your microphone and webcam.** The prompt is pictured below.
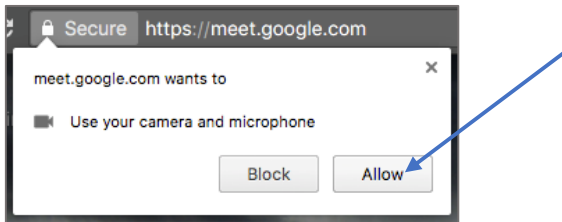

3. **Sign in to your UMSL Google Apps account (if not currently signed in) by clicking the Sign In button in the top-left corner.** Your username is yourSSO@umsl.edu and the password is your UMSL password. If you're already signed into a personal account, you can click 'Switch Account' in the top-left corner to log in with your UMSL account.
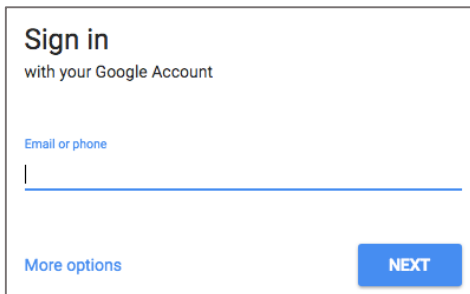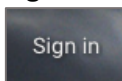
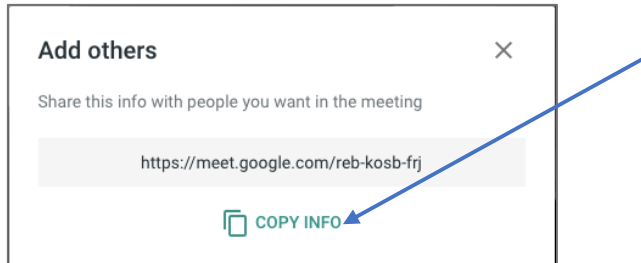4. **Click the button, + Start a New Meeting.**
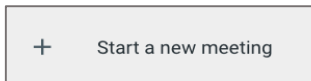
5. **A preview of your webcam display will appear. You can test the sound and video. Click the 'Start Meeting' when you're ready to begin.**
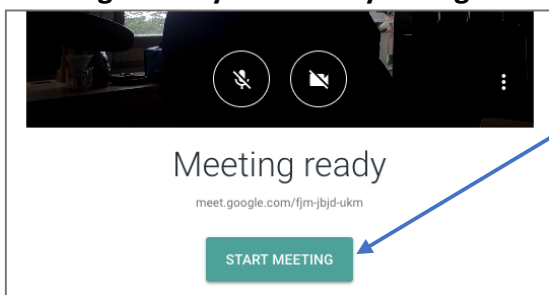
6. **Once you've started the meeting, a box will display with a link you can share with yours student(s) so they can join the meeting. Click the 'Copy Info' button to copy the link to your clipboard and paste it into Canvas or an email.** To find this link in the future, click 'Meeting Details' button in the bottom-left corner of the page.

Add others ✕

Share this info with people you want in the meeting

https://meet.google.com/reb-kosb-frj

COPY INFO

7. **The buttons below the video allow you to toggle on/off your webcam or microphone or to end the meeting.**
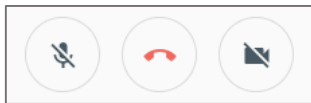
8. **You can click the 'Present' button at the bottom-right to present what is on your computer's screen.**

Present
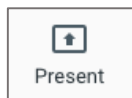
Note! When using Google Meet for office hours, you can share the link to the meeting room with the entire class or make a new Google Meet room each time a student wants to meet with you. Either way, you will need to allow the student access to the meeting room so try to open the meeting room a few minutes before your meeting time.