

How to Hold a Remote Meeting

Student groups are encouraged to utilize remote video conferencing general body meetings and executive board meetings when necessary. There are many platforms that can be used for remote video conferencing. This guide will provide information on how to use Google Hangouts Meet and Zoom. Any user wishing to use voice or video in the meeting should ensure their computer, tablet, or phone is equipped with a webcam and/or microphone. Users without a webcam or microphone can view the video chat and listen to voice, as well as comment to communicate.

Meetings held remotely can be considered official general body and executive board meetings. This means that the by-laws set in your constitution apply as normal; Cougar Link attendance should still be taken for those in attendance, and meeting minutes should still be taken.

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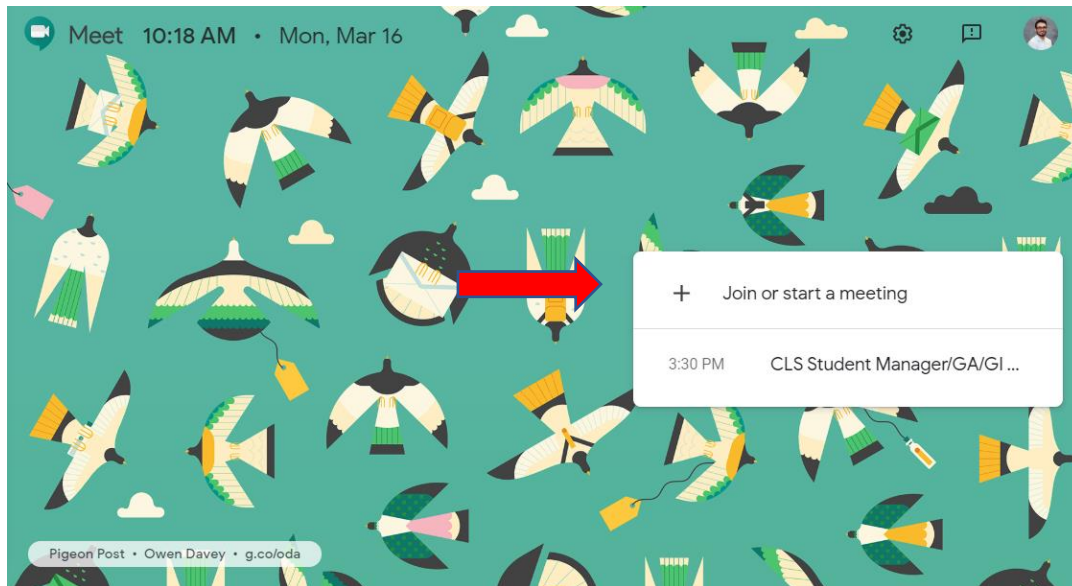
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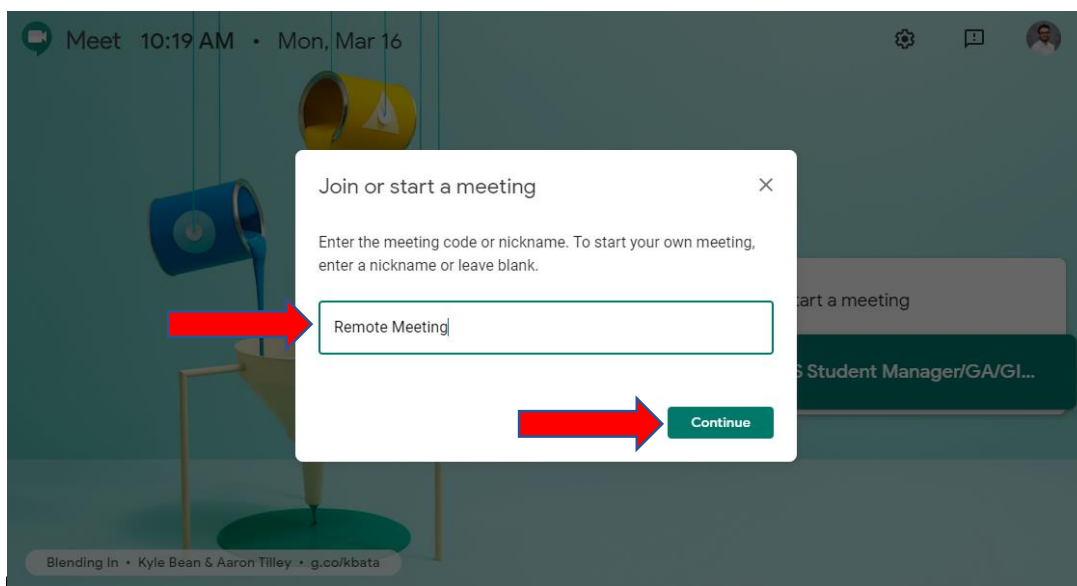
Creating a Meeting

- **Using Google Meet**
- **This can be done for an immediate meeting, or to schedule a meeting for the future.**

To create an immediate meeting

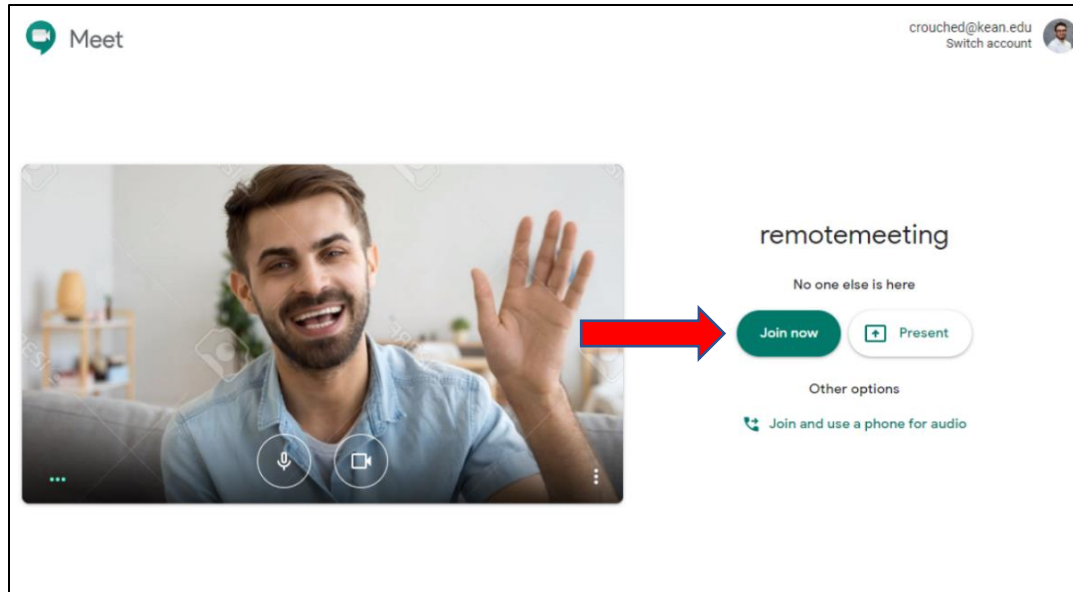


Head to meet.google.com and click on “Join or start a meeting”



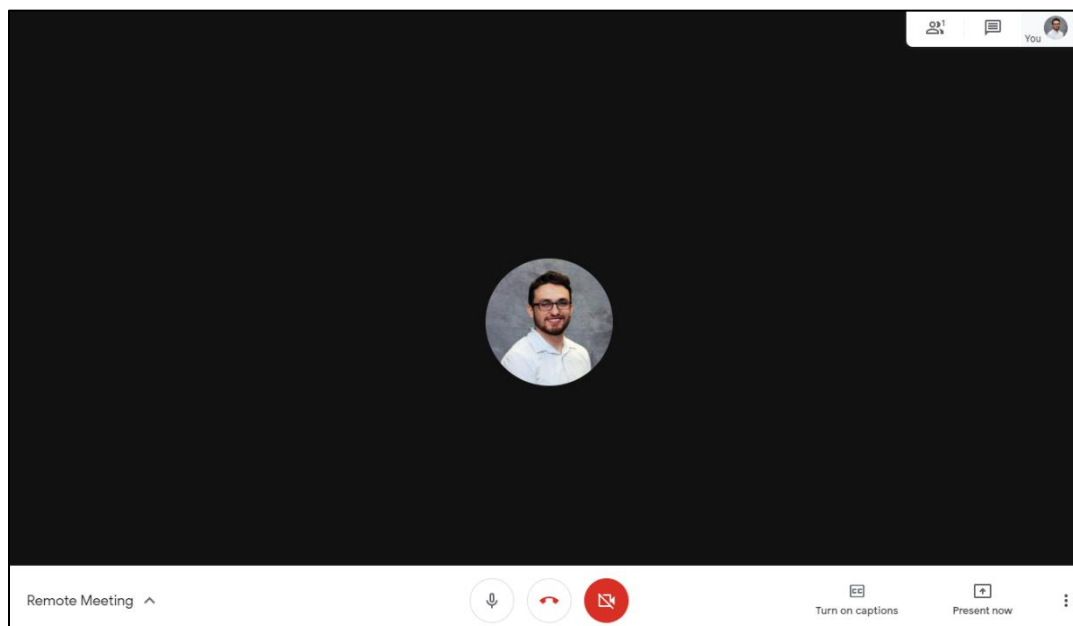
Enter a name for your meeting and click “Continue”

For more information, please contact the Involvement Center at groups@kean.edu



From here, your meeting has been created. However, you must click “Join” to enter the meeting.

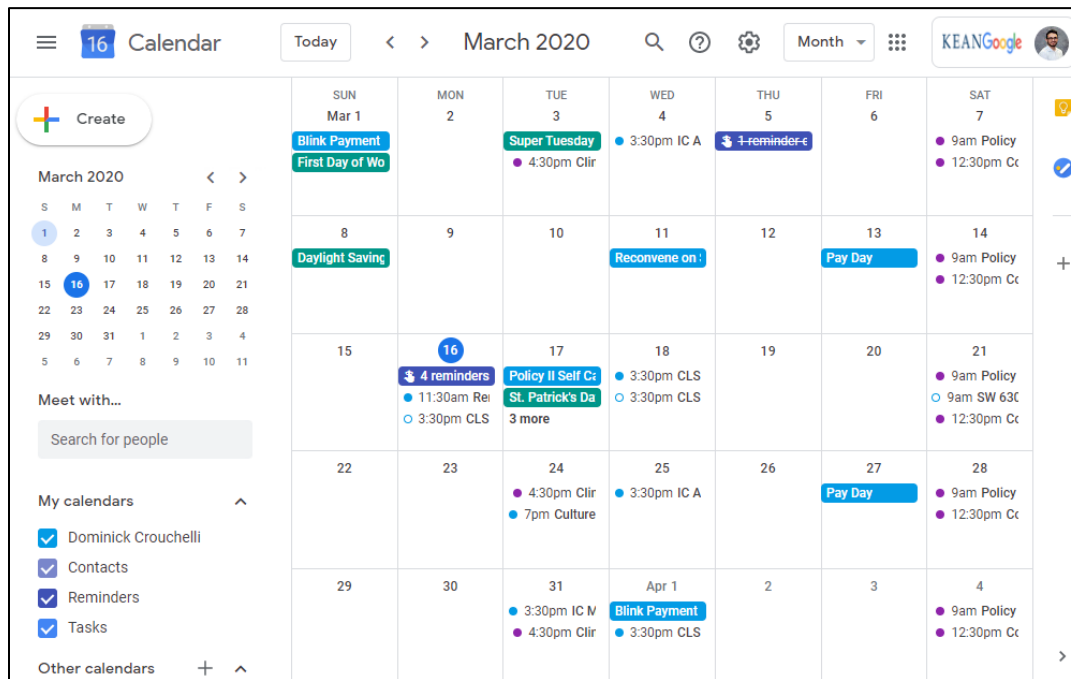
You may be asked to allow use of your webcam and/or microphone to participate in the meeting.



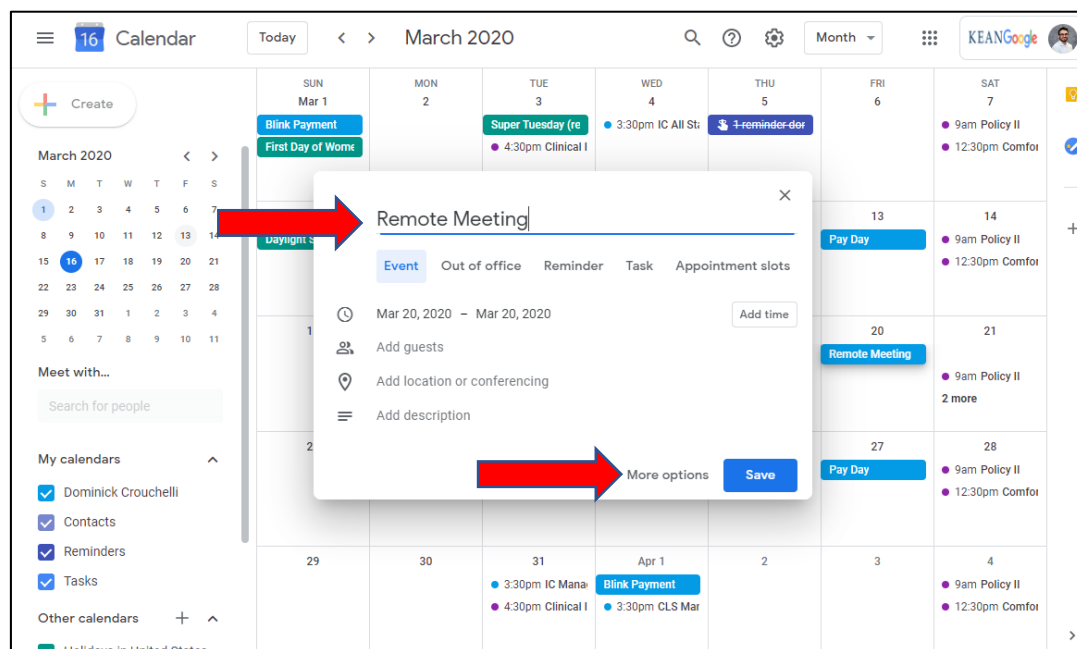
You are now signed into your meeting.

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To schedule a meeting for the future



Head to calendar.google.com

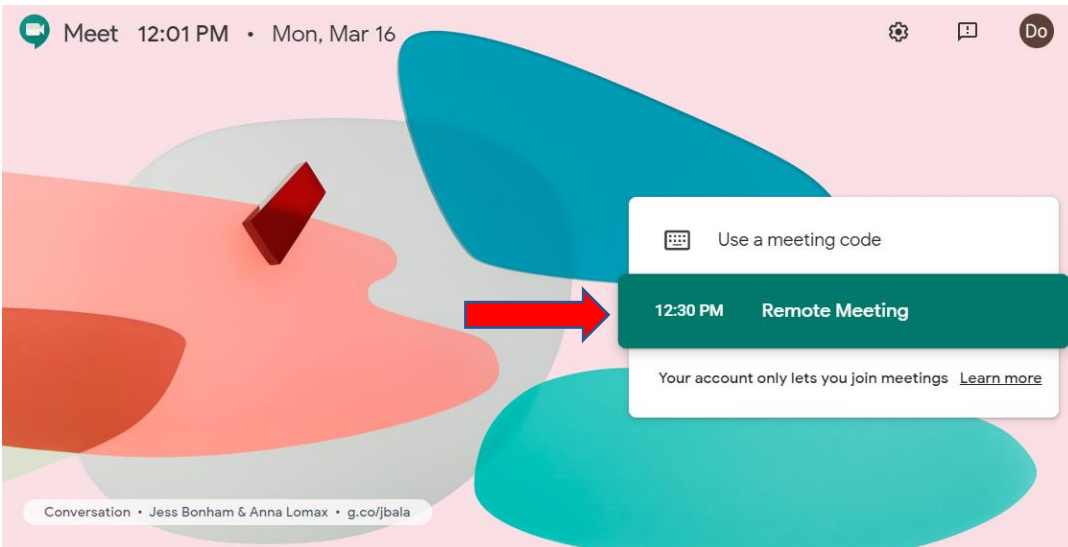


Create an event at your desired time and date. Add a title, and click “More options”

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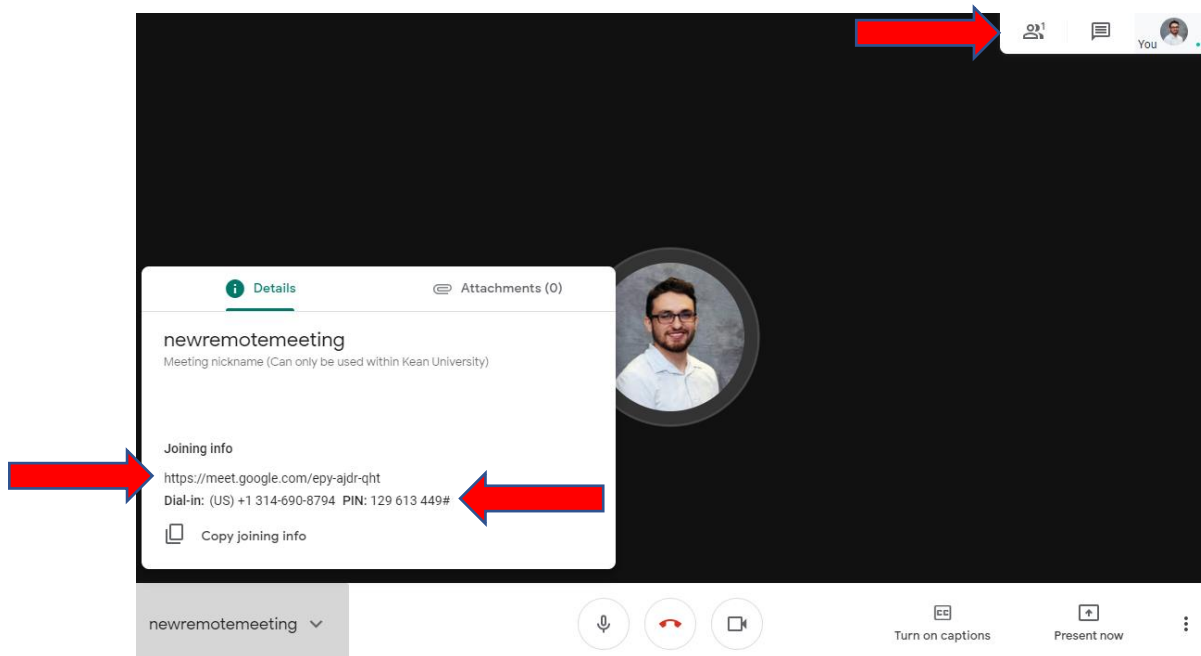
The screenshot shows the Google Meet 'Remote Meeting' creation page. At the top, there's a 'Save' button. Below it, the date is set to 'Mar 20, 2020' and the time is '11:50pm'. The 'Event Details' tab is selected, showing options for 'Add location', 'Add conferencing' (with a dropdown menu open showing 'Hangouts Meet'), and 'Add notification'. The 'Guests' tab is also visible, showing 'Add guests' and 'Guest permissions' (with checkboxes for 'Modify event', 'Invite others', and 'See guest list'). Red arrows point to the 'Save' button, the 'Event Details' tab, the 'Add conferencing' dropdown, and the 'Guests' tab.

On the next screen, click “Video Conferencing” and select google meet. Next, enter the kean.edu emails of all members to send members an invite. When finished, click save.



The scheduled meeting will appear as shown at meet.google.com for the user sending invites as well as the users receiving the invite. Users should also receive an email notifying them of the meeting. At the time of the meeting, click on the meeting name and click “Join”.

Inviting Users to Your Meeting



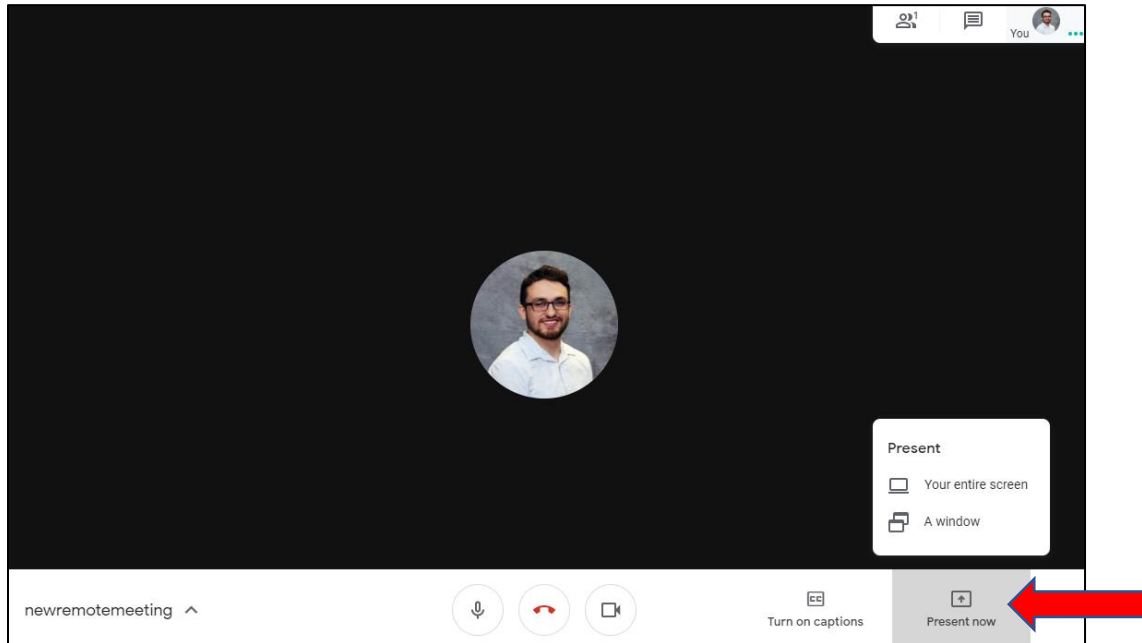
Once in a meeting, click on the meeting name in the bottom left hand corner. From here, you can copy and send users the listed URL to enter the meeting. Users can also use any phone to call into the meeting with voice if they do not have access to a computer. You can also click on the members icon in the top right-hand corner to view members currently in the meeting as well as to add members by email.

For more information, please contact the Involvement Center at groups@kean.edu

Features in meetings

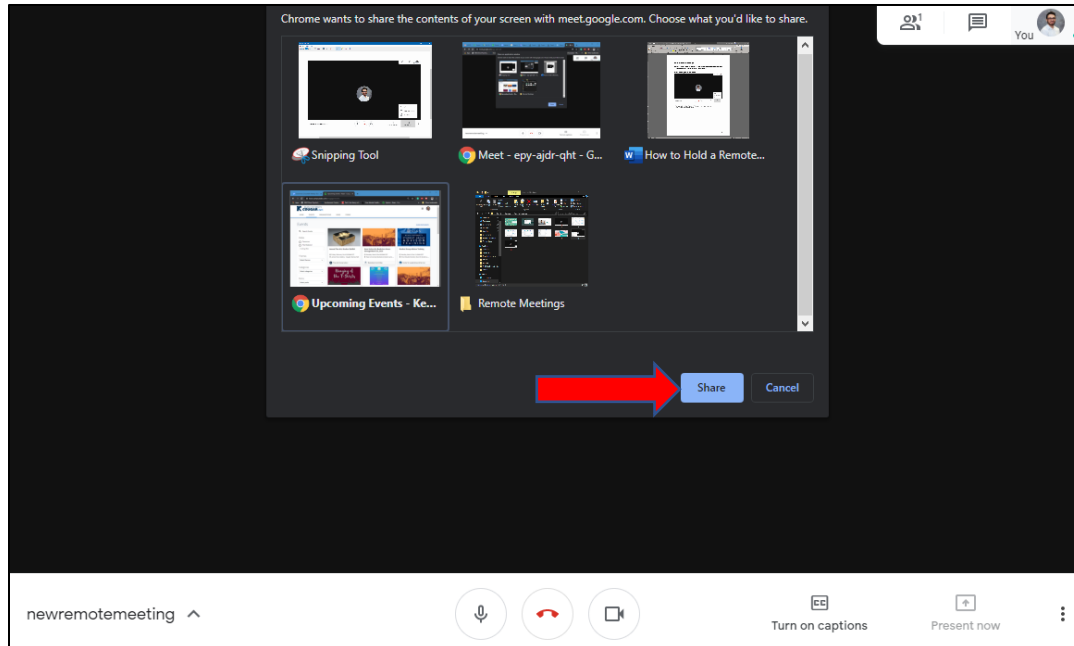
There are several features available for use while in meetings to present screens or slideshows and to communicate by various means. Some options are limited to desktop users and are not available to mobile users.

Presenting to Members

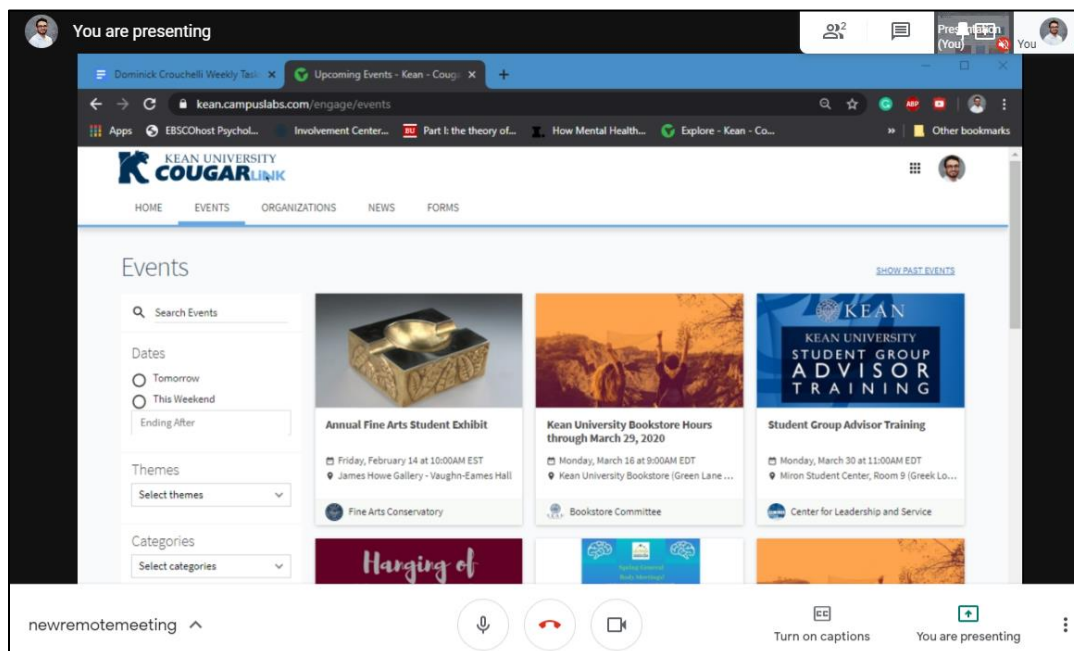


When in a meeting, click on “Present Now”. You can choose to present your whole screen, or to present an individual window.

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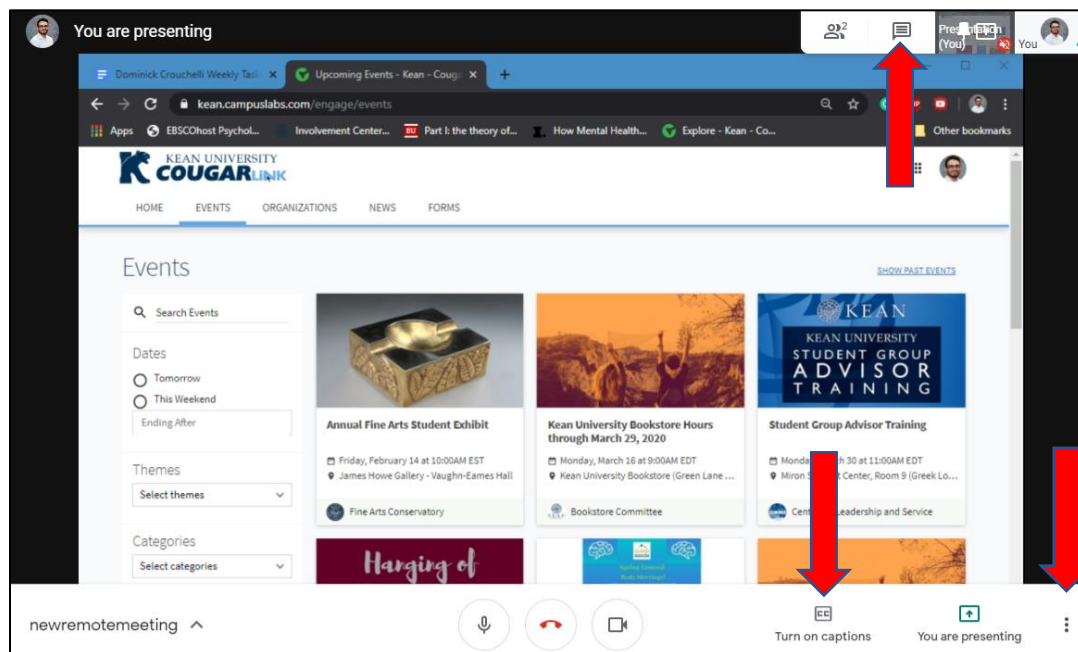
You will be prompted to select a window or screen. Click the window or screen you wish to present and click "Share".



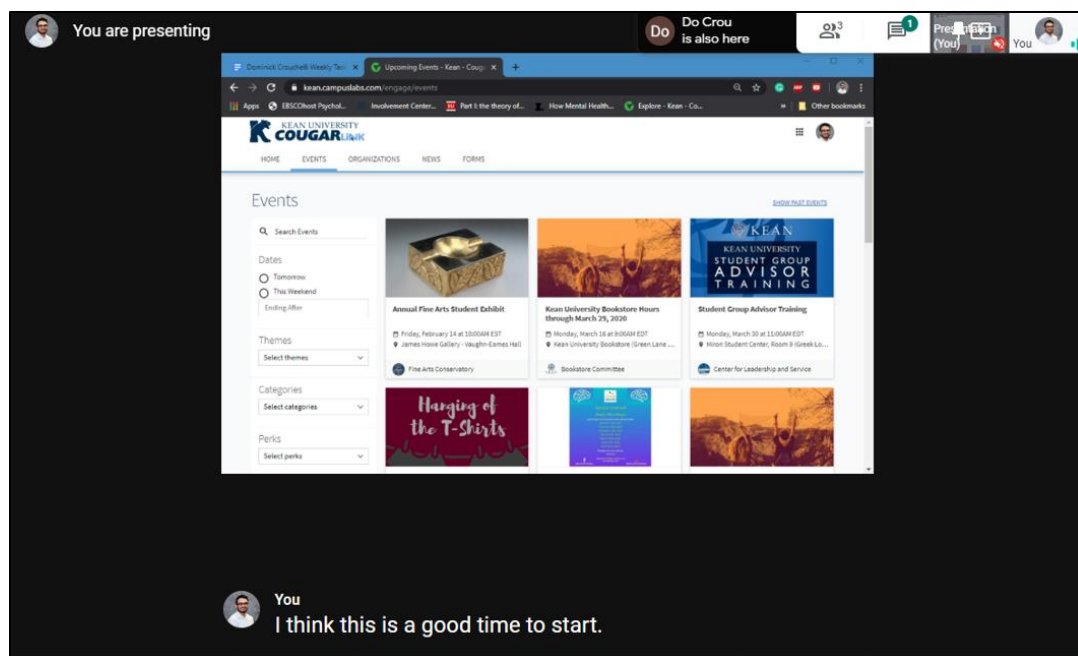
The screen selected will be presented to members as shown

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Chat Functions



Click the chat option in the top right-hand corner to open the chat section. Chat messages sent will be shown to all members. Click on “Turn on captions” in the lower right-hand corner to turn on automatic captions. Each user will need to turn on captions if they wish to view them. Clicking on the three dots in the bottom right-hand corner will give you a few more options, including the option to record a meeting.



Captions will be automatically generated and displayed as shown.

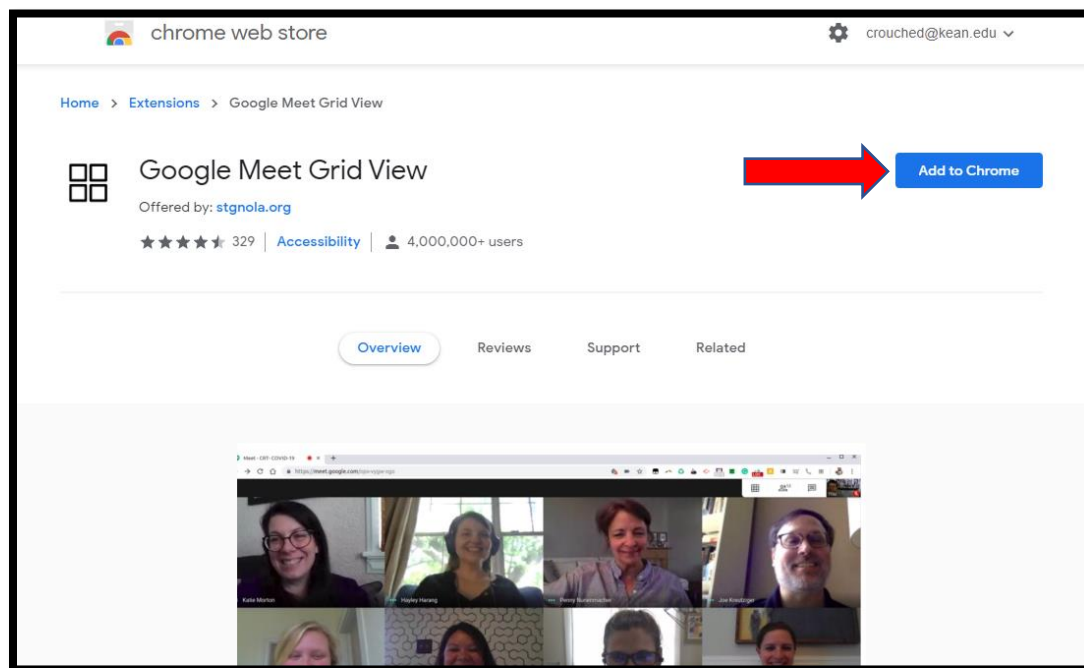
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Chrome Extensions for Google Meet

If using Google Chrome, there are a few chrome extensions you can use to expand the features of Google Meet.

Google Meet Grid View

Using Google Meet Grid view will allow the user to see all participants of a meeting at once. To add this extensions, use [this link](#) and visit the chrome web store to add the extension to Chrome.



Next, click on this icon to turn on Grid View.



Google Meet Attendance

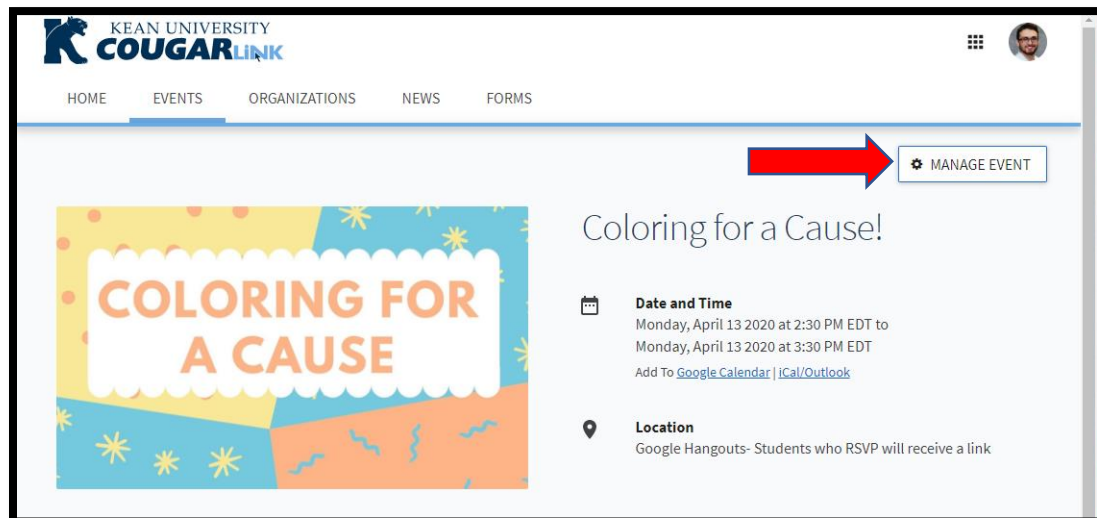
Taking attendance at remote meetings is just as important as in-person meetings. To do this easily, you can use Google Meet Attendance to get each attending member's email address.

Click [here](#) to add Meet Attendance to Chrome

Click [here](#) for a tutorial on using Meet Attendance

Adding Attendance to Cougar Link events

Remote meetings should still be submitted as meetings on Cougar Link. These meetings can be assigned attendance records, which can be gotten through Google Meet Attendance as listed above. To add attendance, first go to your Cougar Link event and click "manage"



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Click on "Track Attendance"

EVENT ATTENDANCE

1 Invitees **0** Attended **0** Absent **0** Excused

ACCESS CODE: R9E655R **COPY** [Click here to visit the Swipe URL and enter this code](#)

POST EVENT FEEDBACK **SEND NOTIFICATIONS** **EXPORT FEEDBACK**

Event Ratings and Evaluation Questions are anonymous and only visible to the Event Organizer and users with Management permissions.

Notifications cannot be sent unless attendance has been tracked by at least one attendee. Sending notifications will only alert attendees once, whether or not they've already given feedback on the event.

0.0 5 Stars: _____ 0 4 Stars: _____ 0 3 Stars: _____ 0

No ratings have been submitted

Click on "Add Attendance"

[← BACK TO EVENT](#)

Track Attendance **EXPORT** **+ ADD ATTENDANCE**

Coloring for a Cause!

1 INVITEES **0** ATTENDED **0** ABSENT **0** EXCUSED

Swipe Access Code: R9E655R [Swipe page: https://kean.campuslabs.com/engage/swipe](https://kean.campuslabs.com/engage/swipe)

Attendees: **Q**

There is no data available.

For more information, please contact the Involvement Center at groups@kean.edu

Click on “Text Entry” and then add email addresses to “attendance”. Click on “add” to finish and save attendance.

Add Attendance

INVITATIONS **TEXT ENTRY** FILE UPLOAD

You may enter up to **500 e-mail addresses** or **card IDs** in the textbox below.

Please enter only one e-mail or ID per line.

The list must contain only the identifier type selected below. If you have more than 500 attendees to add, please use the File Upload option above. **You can only enter Card ID numbers if your campus utilizes the card swipe feature.**

Identifier Type

E-Mail Address

Card ID Number

* Attendees

(one per line)

Status

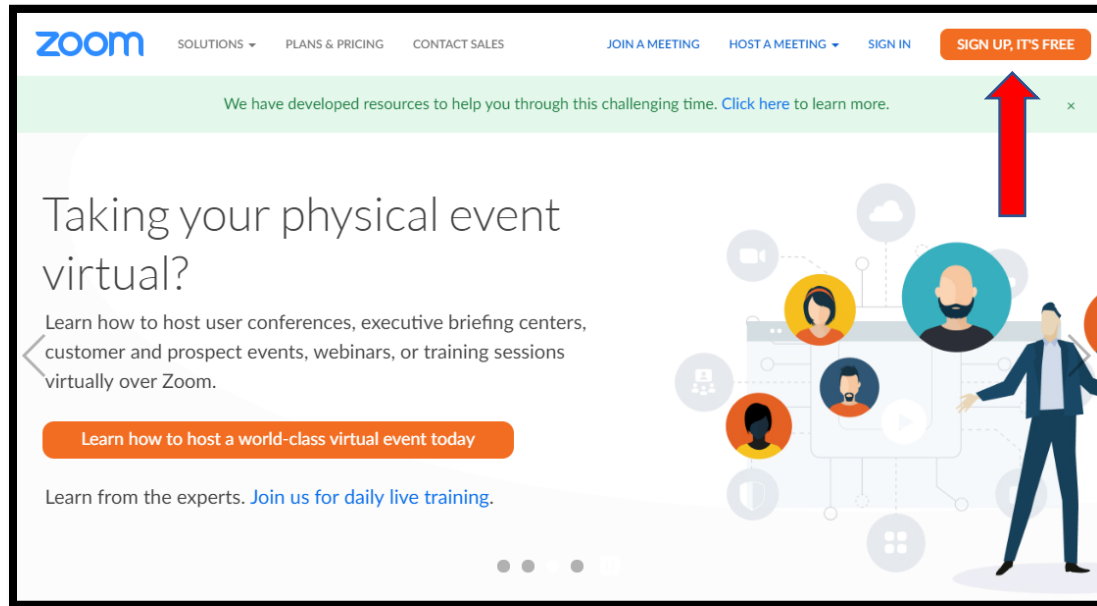
Attended

ADD

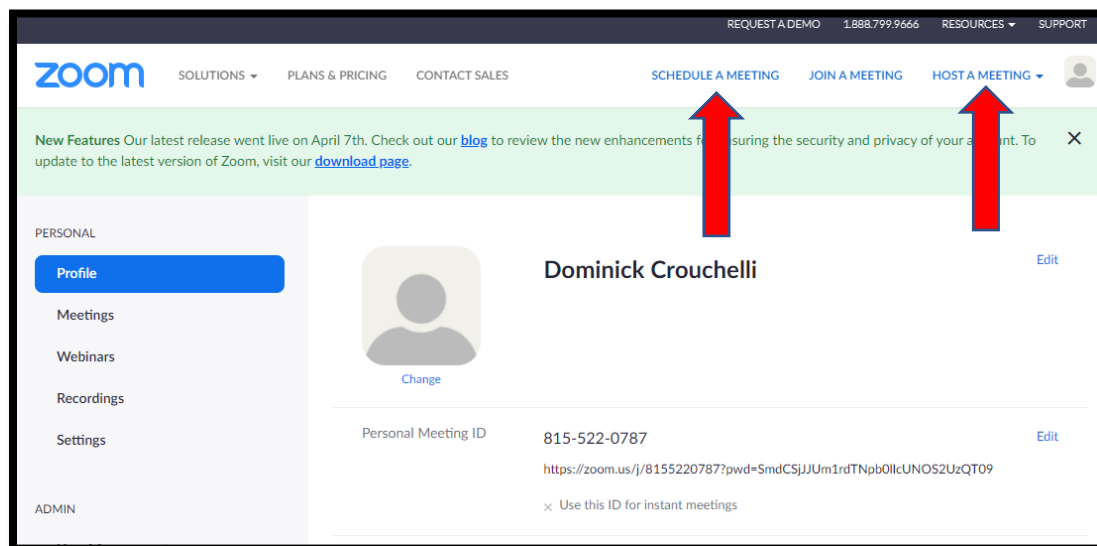
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Using Zoom for Remote Meetings

Zoom is another video conferencing option available for students to use. Unlike Google Meet, a zoom meeting can be extended to any email address. When using a free Zoom account, meetings may be limited in time to 40 minutes if including 3 or more users.



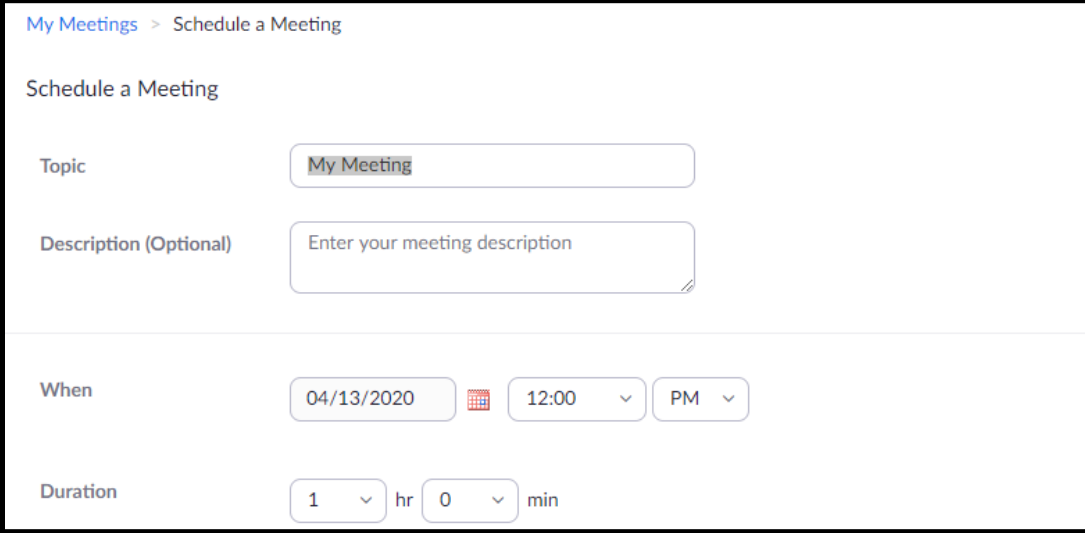
Head to zoom.us and click here to create an account.



When Logged in, you can click on “Schedule a Meeting” to schedule a meeting for the future or “Host a Meeting” to create your meeting and begin immediately.

For more information, please contact the Involvement Center at groups@kean.edu

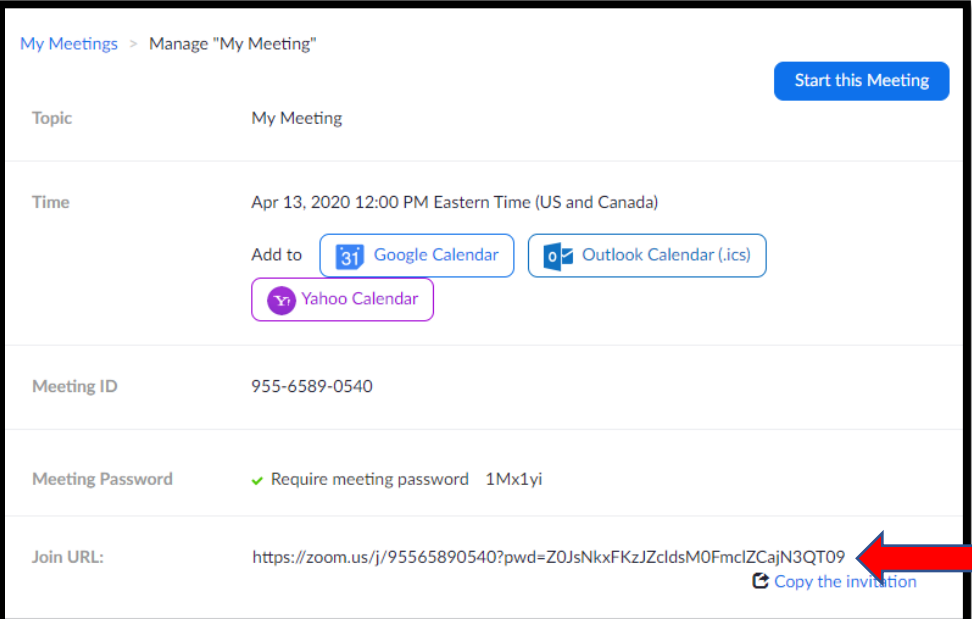
Scheduling a Meeting on Zoom



The screenshot shows the 'Schedule a Meeting' interface in Zoom. At the top, it says 'My Meetings > Schedule a Meeting'. Below this is the 'Schedule a Meeting' title. The form includes a 'Topic' field with 'My Meeting' entered, a 'Description (Optional)' field with the placeholder 'Enter your meeting description', a 'When' section with a date picker set to '04/13/2020', a time picker set to '12:00', and a PM/AM toggle set to 'PM'. The 'Duration' section shows '1' hour and '0' minutes.

By using “Schedule a Meeting”, the host will be able to set a duration, time, recurrences, a meeting password, or other features.

Inviting Members to a scheduled Zoom Meeting



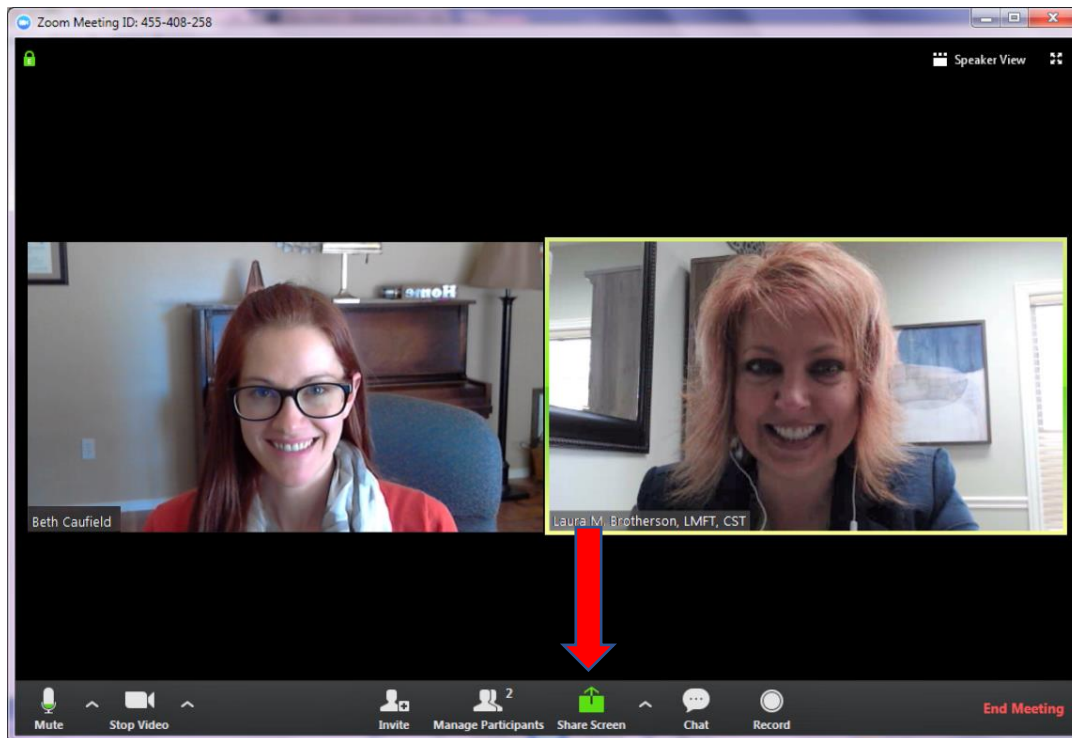
The screenshot shows the 'Manage "My Meeting"' page in Zoom. It includes a 'Start this Meeting' button in the top right. The 'Topic' is 'My Meeting'. The 'Time' is 'Apr 13, 2020 12:00 PM Eastern Time (US and Canada)'. Below the time, there are buttons to 'Add to' Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar. The 'Meeting ID' is '955-6589-0540'. The 'Meeting Password' section shows a green checkmark and the text 'Require meeting password 1Mx1yi'. The 'Join URL:' is 'https://zoom.us/j/95565890540?pwd=Z0JsNkxkZjZld0FmclZCajN3QT09'. A red arrow points to the URL, and there is a 'Copy the invitation' link next to it.

Once Scheduled, your meeting will have a URL you can share with members you wish to invite. Members will receive a URL with the date, time, and URL.

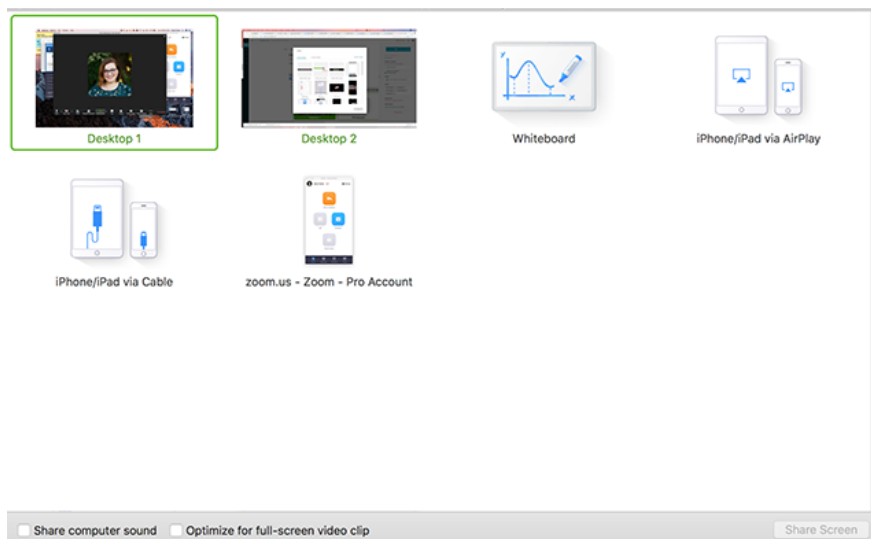
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Features in Meeting

Presenting to Members

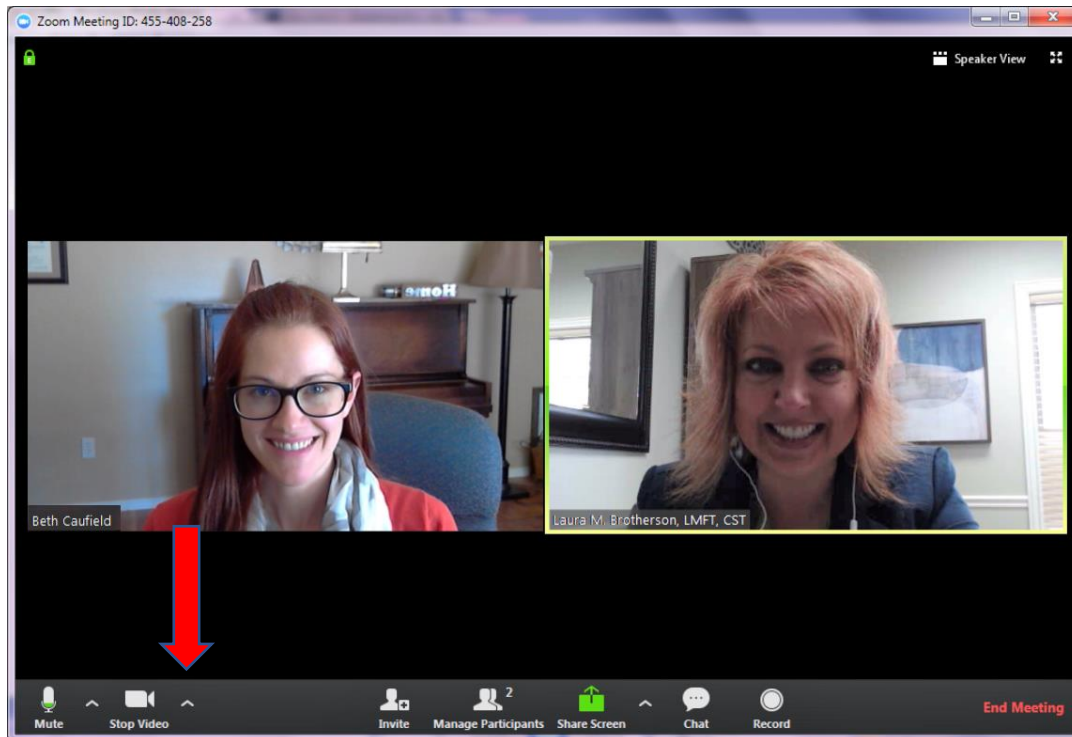


You can click on “share screen” and select a window to present members.

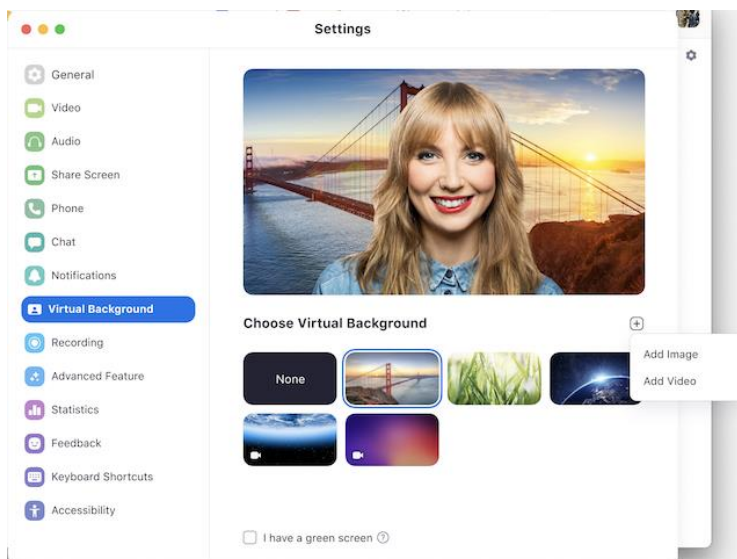


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Virtual Backgrounds



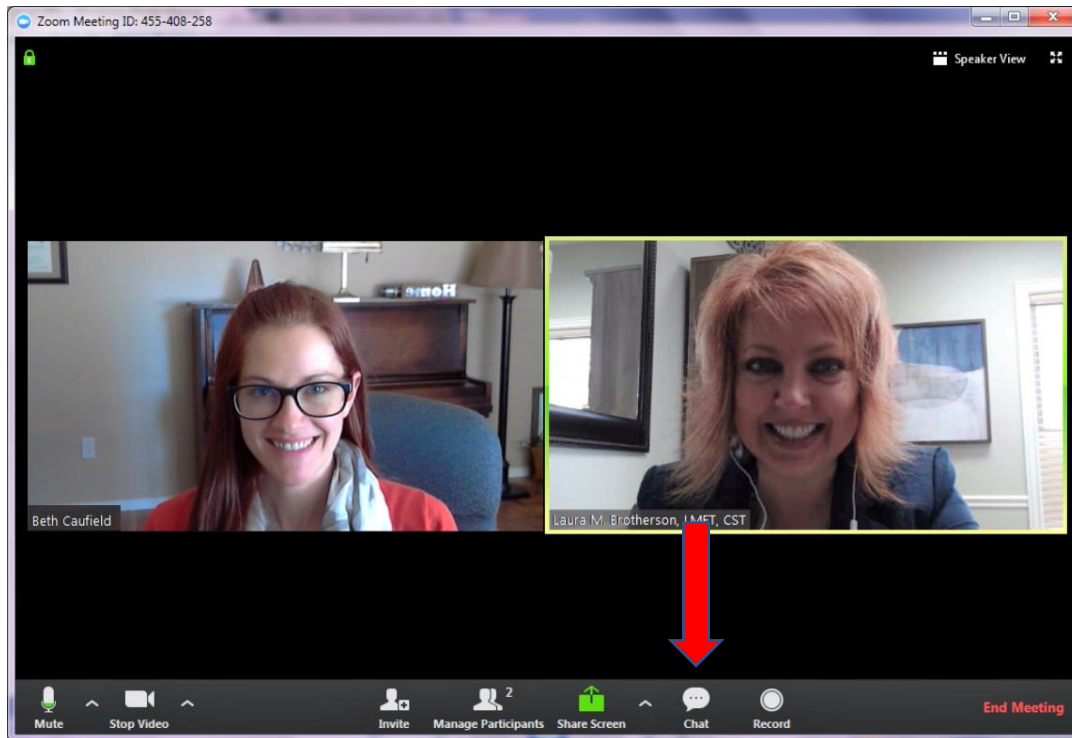
Users can click on the arrow next to “Stop Video” and select virtual backgrounds to give themselves a background should they feel it necessary.



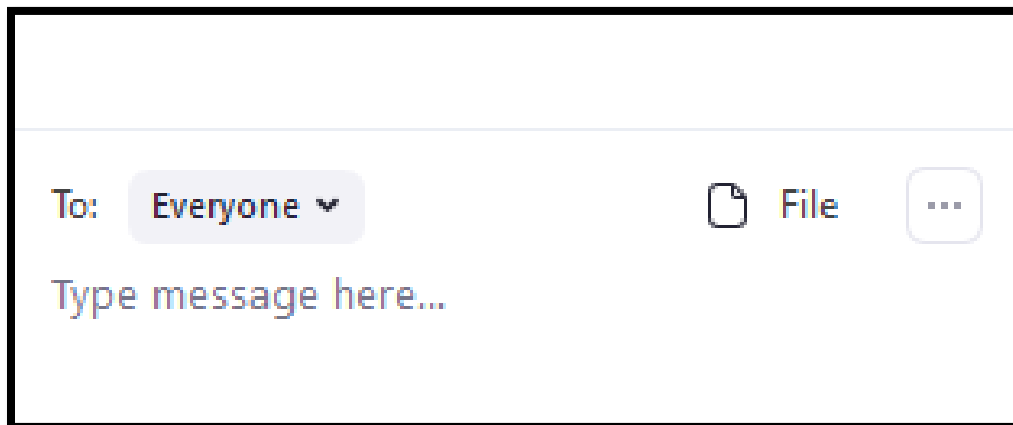
Users will need an image file to set as their virtual background.

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Chat Features



Users can click on "Chat" to bring up the meeting chat box



In the chat, messages can be set to be sent to a single user or to the entire meeting.