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

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

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

Click on “Track Attendance”

Click on “Add Attendance”
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.
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.
Scheduling a Meeting on Zoom

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

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

Presenting to Members

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