

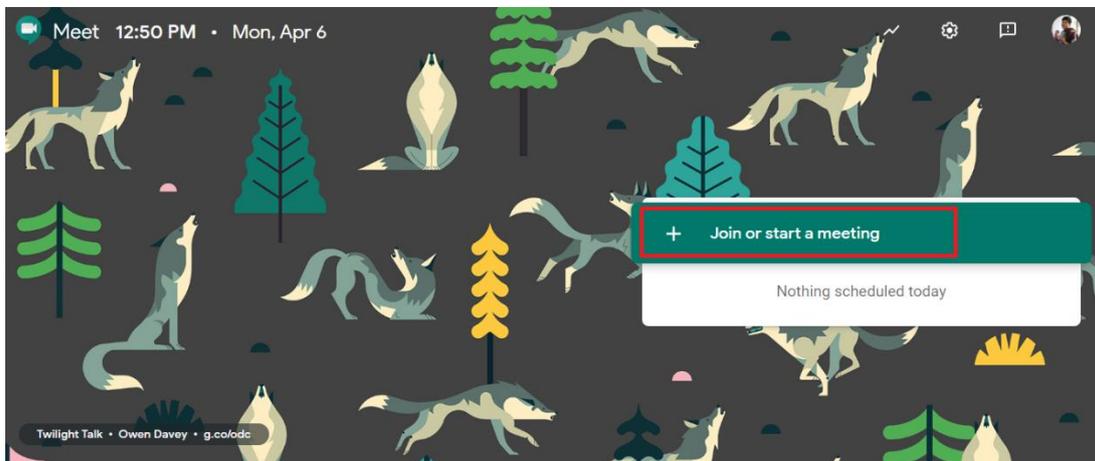
Google Hangouts Meet Quick Guide

To create a Hangouts Meet session, you must be a G Suite subscriber. In our case, MWSS RO has availed the GovMail that the DICT provided which is already G Suite enabled. If you are not a GovMail user or not a part of an organization or a team with G Suite subscription, you will **only** be able to join a Meet with a specific meeting code URL.

For PC

How to create or join a Hangouts Meet using PC

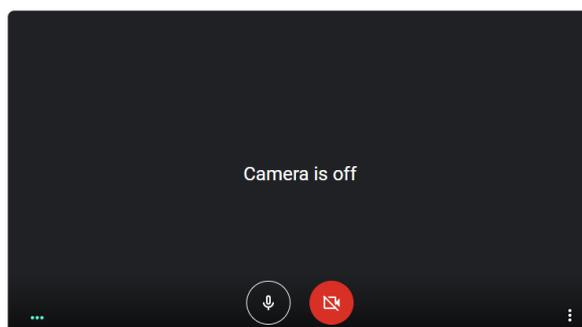
1. Visit the Google Hangouts Meet landing page (<https://meet.google.com>) in your browser. Using your GovMail account that the MWSS RO have provided, sign-in to Google.
2. Click **Join or start a meeting**.



3. Type a **meeting code or nickname** or leave the field blank.
4. Click **Continue**.
5. Click **Join now**.

Meet

leo.james.abalayan@ro.mwss.gov.ph
Switch account



mwssrometing

No one else is here



Other options

Join and use a phone for audio

You have now created a Meet that can be joined by other people, even if they are not a GovMail user or does not have G Suite subscription.

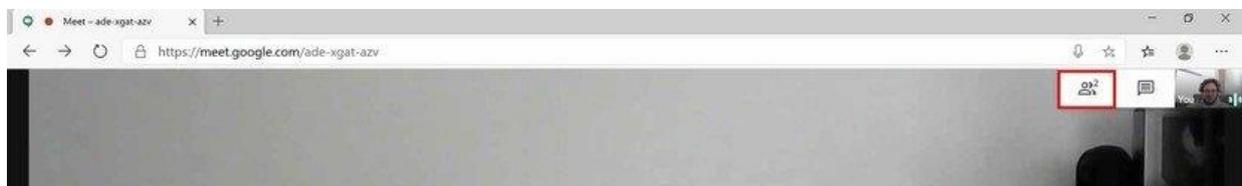
If you have received a Meet URL, simply click the link and the Hangouts Meet page will automatically open, you can also open your browser and paste it into the address bar.

How to invite people to your Hangouts Meet using PC

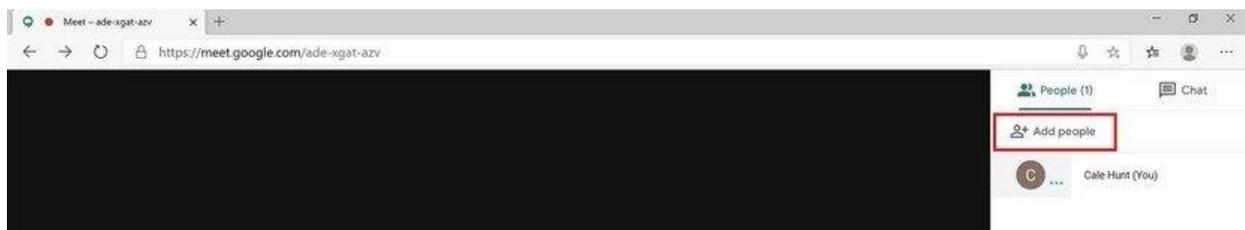
Clicking the **Copy joining info** button from the introduction popup window will save the details to your PC's clipboard, which you can paste into an email, SMS, Viber, FB Messenger or other messaging system. From there, all the invitee has to do is use the link to join the Meet.

You can also add more people directly within the Meet.

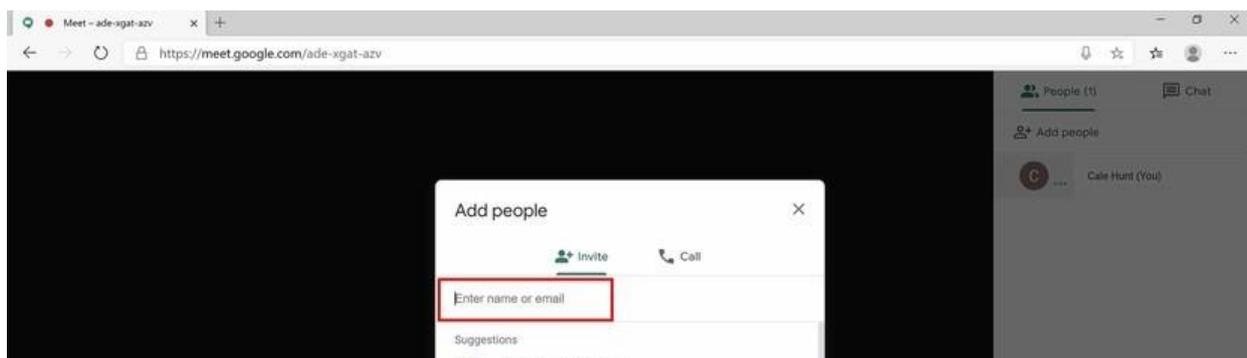
1. Click the **People** button near the top-right corner of the screen.



2. Click **Add people**.



3. Type a **name or email address** depending on who you're inviting. If they're a part of your G Suite organization, you should be able to easily find the person by name.



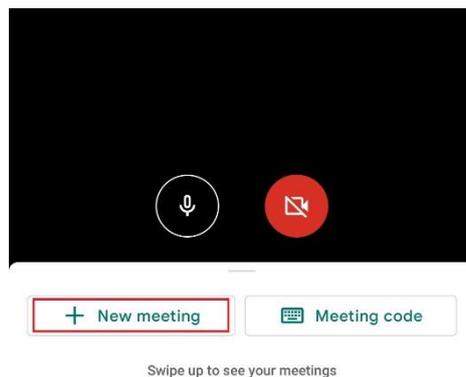
4. Click **Send invitation**.

Within this People tab, you can also see a full list of the people within the Meet session.

For mobile devices

How to create or join a Hangouts Meet using mobile devices

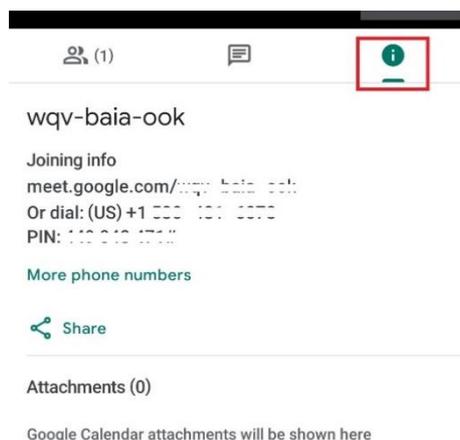
1. Download the Hangouts Meet App and install it on your mobile device. The App is available in Google Play Store and App Store. It will ask for a google account upon installing, enter your GovMail account, if you don't have one you can enter your personal google account.
2. Open the Meet App.
3. Tap **New meeting**.



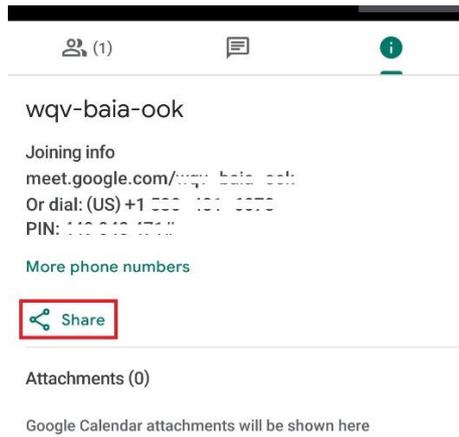
If you have received a Meet URL, simply click it and the Meet App will automatically open, you can also open your Meet App and paste it into the **Meeting code**.

How to invite people to your Hangouts Meet using mobile devices

1. Tap the **Info (i)** tab.



2. Tap **Share**.



3. Share the link to people you want to invite via email, SMS, Viber, FB Messenger or other messaging system.