How Do I ...

Help for how to accomplish specific tasks.

- Share a video file with my instructor
- Set Gmail as the default email handler in Chrome
- Start a Google Meet
- Join a Google Meet
- Use Google Meet to Record a Presentation
- Open a Word Document in Google Docs

Share a video file with my instructor

Using Google Drive - Computer

- *App settings can vary based on your device. For additional help, please visit Google Support.*
- Begin by recording your video and saving it to your computer.
- From that same computer, open Google Drive
- Make sure you're logged into your MLC account by looking for the MLC logo in the upper right corner.
  - If you're not, click the profile picture in the upper right corner and either choose your MLC account from the menu or click **Add another account** to add your MLC account.
- Click **New** in the upper left corner and choose **File upload**.
- Find where your recording is stored on your computer and click **Open**.
  - If you're not sure where it is, check your downloads or pictures folders or use the search function.
- An upload progress box will appear in the bottom right corner of your screen. Depending on the length of your video and the speed of your internet connection, it could take several minutes.
- When the upload has completed, locate your files by clicking the video icon in the bottom right corner. You can also find it by clicking **Recent** in the left-side menu.
- A preview of your video will open after you click. Please know that it could take a while for Google Drive to process the video. You can still continue with these directions, even if the video hasn't processed yet.
- Click the three dots in the upper right corner and choose **Share**.
- Click **Get shareable link**.
- The link will automatically be copied to your computer's clipboard. You can also click the **Copy link** button.
- Paste the link into Moodle, an email, or wherever your instructor has asked you to share the video.

Using Google Drive - Mobile Device

- *App settings can vary based on your device. For additional help, please visit Google Support.*
- Download the Google Drive app to your mobile device if you don't already have it.

- Record your video using your mobile device.
- Open the Google Drive app and make sure you're logged into your MLC account.
- Tap the plus sign in the bottom right corner of the screen and choose **Upload**.
- Follow the prompts to locate the video on your device.
- Select the video and tap **Upload**. Depending on the length of your video and the speed of your internet connection, it could take several minutes.
- Locate the video in your Google Drive. One quick way would be to tap the three lines in the top left corner and choose **Recent**.
- Tap the video once to bring up a preview.
- Please know that it could take a while for Google Drive to process the video. You can still continue with these directions, even if the video hasn't processed yet.
- Click the three dots in the upper right corner and tap **Link sharing off**. This will toggle the setting and link sharing will be turned on.
- The link will automatically be copied on your device's clipboard. You can copy it again if needed by tapping the three dots and choosing **Copy link**.
- Paste the link into Moodle, an email, or wherever your instructor has asked you to share the video.
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Set Gmail as the default email handler in Chrome

Follow these steps to set up Gmail as the default email handler in Google Chrome.

- Visit http://gmail.com in Google Chrome and click the protocol handler icon  in your browser's address bar
  - If you don't see the icon, follow the steps below
- Make sure `Allow` is selected and then click `Done`
  - If you don't see the protocol handler icon , close all Gmail tabs
  - Go to chrome://settings/handlers
  - Remove any entries shown there using the three-dot settings menu
  - Make sure "Sites can ask to handle protocols" is selected at the top
  - Close the tab
  - Launch Gmail, and you should now see the icon at the right of the address bar
  - Click that to set Gmail as your default email handler.
  - If you still don't see the icon, restart Chrome and/or your computer

That's it! Now and in the future, when you click on a `mailto:` link, it will automatically open in Gmail.

You can also view a video on how to do this on YouTube.

Start a Google Meet

From the Google Meet Website

- *This is best for meetings that are happening right away.*
- From an internet browser (Google Chrome is recommended) visit meet.google.com.
- Make sure you're signed in using your MLC account.
  - You can check this by looking at the profile picture in the upper right corner. It should match your MLC profile picture.
  - If you're not sure or if you need to switch accounts, click the profile picture to check what account is being used.
  - Click **switch account** if you need to switch to your MLC account.
- Click the green **Join or start a meeting** button.
- You can give your meeting a name (i.e. Meeting with Advisor) or leave the name blank.
- Click **Continue**.
- If you have a microphone and webcam, they should be activated. If it's your first time using Google Meet, watch for your browser to ask permission to use them and be sure to click *allow*.
  - If you do not have a microphone, you can still join using your phone for audio by clicking that option next to the phone icon on the screen and following the prompts.
- Click **Join now**.
- Add other people to your Google Meet by sharing the joining info that appears on the screen or by clicking **Add people**, typing in their MLC email addresses, and clicking **Send invite.**
- Your Google Meet is now active! Please see the page How Do I Join a Google Meet? for information on how to participate in and record your meeting.

From Google Calendar

- *This is best for scheduling meetings in the future.*
- From an internet browser (Google Chrome is recommended) visit calendar.google.com.
- Make sure you're logged into your MLC account by looking for the MLC logo in the upper right corner.
  - If you're not, click the profile picture in the upper right corner and either choose your MLC account from the menu or click **Add another account** to add your MLC account.
- Using the arrows on the top menu bar, locate the month/day for the meeting.
- Click on the day to add a new calendar event.
- On the pop-up screen, click **More options** in the bottom right next to the blue save button.
- On the next screen, enter the name for your meeting/event in the top text box.

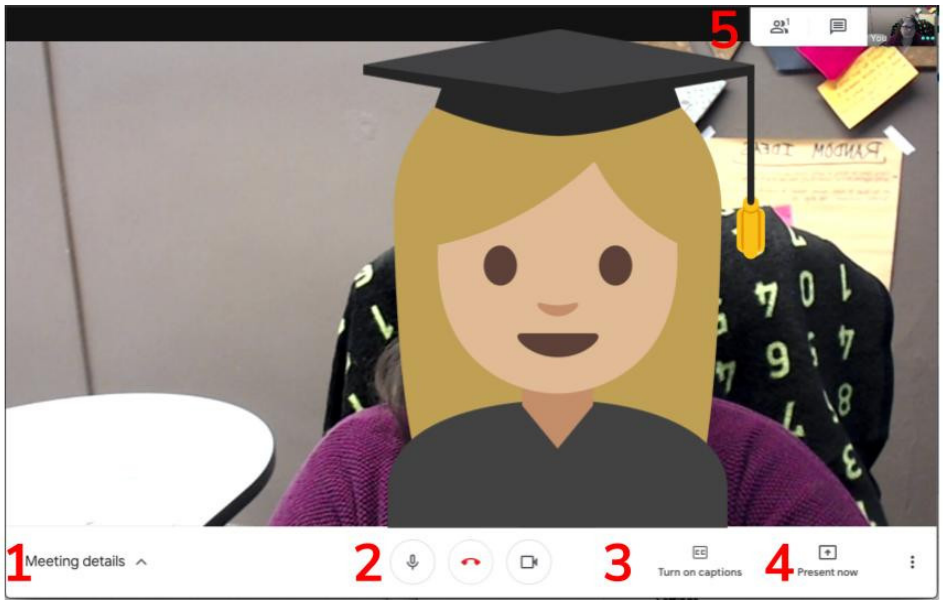
- Underneath the name, enter the time for the meeting.
- If your event is repeating (i.e. you want to have the same meeting at the same time every week, three times a week, etc.) click **Does not repeat** and choose a repeating option for the event. If none of the given options fit what you want, choose **Custom** to enter your schedule.
- Click **Add conferencing** next to the video icon and choose **Hangouts Meet**.
- On the right side of the screen, enter the names of the people who are attending the meeting.
    - This step is optional and best for smaller groups. You will have the option to share the link to the Google Meet later.
- Click **Save** at the top of the screen.
    - If you chose to invite people, you will be asked if you want to send invites. If you choose yes, they will receive an email notification where they can RSVP to the meeting.
- The event will be saved to your calendar.
- Click once on the event in your calendar to view the Google Meet link. This link can be sent via email or Moodle so that others can join the Meet.

Join a Google Meet

From Your Computer

- Click on the link to the Google Meet from your email, calendar, or wherever the Google Meet was shared with you. It is recommended that you use Google Chrome.
- The Google Meet website will open.
- Make sure you're signed in using your MLC account.
  - You can check this by looking at the profile picture in the upper right corner. It should match your MLC profile picture.
  - If you're not sure or if you need to switch accounts, click the profile picture to check what account is being used.
  - Click **switch account** if you need to switch to your MLC account.
- Click the green **Join or start a meeting** button.
- If you have a microphone and webcam, they should be activated. If it's your first time using Google Meet, watch for your browser to ask permission to use them and be sure to click *allow*.
  - If you do not have a microphone, you can still join using your phone for audio by clicking that option next to the phone icon on the screen and following the prompts.
- Click **Join now**.
- The Google Meet Screen will appear. See the images below for help in navigating Google Meet.

Main Google Meet Options



1. Click here to view the joining info for the Google Meet.

2. Control your audio and video with these buttons. The microphone and camera icons will toggle your audio and video on and off. It is good practice to stay muted in a video call when not speaking. The middle button ends the Google Meet.
3. This turns live captioning on and off. This is visible only to you. This is Google's best attempt at live captioning and is not 100% accurate.
4. Click this button to show your screen to the other people in the Google Meet (instructions). You can choose between one window on your computer (like a single document or webpage) or your entire screen. You may need to grant Google Chrome access the first time you use this option.
5. The people icon shows you a list of the participants currently in the Google Meet. You can add people from here. You can also mute them. The chat bubble opens a group chat with all the participants. This can be helpful for asking questions.

More Google Meet Settings

Additional Google Meet settings can be accessed by clicking the three dots in the bottom right corner of the screen.

- **Record Meeting:** Currently any Google Meet can be recorded by clicking this button. The recording is saved in the Google Drive of the person who started the Google Meet. It can be shared with others from Google Drive. It is good practice to inform participants that the meeting is being recorded.
  - *This is a pro feature and will be turned off when the situation is over.*
- **Change Layout:** This changes the layout and number of videos that appear at the same time.
- **Turn On Captions:** This has the same function as the other captions button.
- **Settings:** This brings up the options for changing the microphone, speakers, and video camera being used in the Meet. Clicking the dropdown menu next to the device types and choosing a different device can sometimes fix audio and video issues.
- **Use a Phone for Audio:** For slower internet connections, connecting to the audio via phone can sometimes yield better results.
- **Report a Problem:** This sends a message straight to Google.
- **Help:** This will bring up the Google Meet help center in a new tab.

From Your Mobile Device

- Download the Google Hangouts Meet app to your mobile device.
- Tap on the link to the Google Meet from your email, calendar, or wherever the Google Meet was shared with you.
- The Google Meet app will open.
- Make sure you're signed in using your MLC account.

    - You can check this by looking at the bottom of the screen. If you don't see your MLC email address, tap **Switch**.
- Tap **Join meeting**.
- You will enter the Google Meet. See the Google Meet help site for more information about using the app with your specific device.

Use Google Meet to Record a Presentation

Google Meet can be used by yourself or with a group to record a presentation. The recording is automatically saved to your Google Drive and you can share the link to it on Moodle.

Instructions

- Begin by setting up your computer with any documents or presentations that you want to show while recording, like a slide presentation in PowerPoint or Google Slides.
- Start a new Google Meet by visiting meet.google.com.
  - Make sure you're logged into your MLC account.
- Click **Join or start a meeting**
- Give your meeting a name if you want - this will help you identify your recording in Google Drive later.
- Click **Join now**
- If you're doing the presentation by yourself, click the **X** when you see the joining information. If you're working in a group, send the information to your group members and wait for them to join.
- Click the three dots in the lower right corner and choose **Record meeting**
  - If you don't see the three dots, hover your cursor over your video.
- Once the recording has started, click **Present now** from the bottom menu and choose **Your entire screen**. This will allow your screen to be recorded in the Meet.
- Give your presentation.
- When your presentation is over, go back to the Google Meet tab in your browser. Click the three dots and choose **End recording**. The recording will automatically be saved to your Google Drive.
- When your recording is ready, you will receive an email in your MLC account. Open the email and click the red **Open in Drive** button.
- Your video will appear in a new browser tab.
- Click the three dots in the upper right corner of the screen and choose **Share**.
- Click **Get shareable link**.
- The link to view your video will automatically be copied to your clipboard. You can also click **Copy link**.
- Click **Done.**
- Paste your link in Moodle, in an email, or wherever your instructor wants the video.

Open a Word Document in Google Docs

Your professors might share documents in Word for you to complete. If you do not have Word on your computer, you can still edit Word documents using your MLC Google account with Google Docs.

Instructions

- Download the Word document to your computer by clicking on it in your Moodle course.
- Open up your Google Drive by going to drive.google.com.
- Check that you're in your MLC account by looking for the MLC logo next to your profile picture in the upper right corner. If you're not, click on your profile picture, choose **Add another account** and sign in with your MLC email address and password.
- In Google Drive, click the **New** button in the top left corner and choose **File upload**.
- Locate the Word document on your computer and click **Open**.
- The Word document will be saved in your Google Drive. Now you can open it with Google Docs.
- Locate the file in your Google Drive by clicking its name in the bottom right corner or by going to **Recent** from the left menu.
- Double click the document. Depending on your Drive settings, it might automatically open in Google Docs. If it does, you're all set!
- If it doesn't, and you just see a preview of the document, click **Open with** at the top of the screen and choose Google Docs.