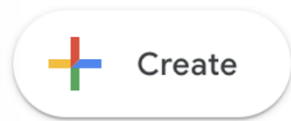


Scheduling a Meet in Google Calendar

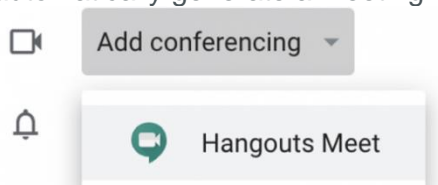
(FOR MEETING ORGANIZER ONLY)

Whether you are wanting setup a regular AA meeting or just a committee/District Meeting , it is recommended using Google Calendar to create meetings.

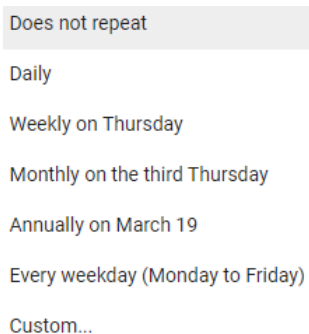
1. Make sure you are logged into your Area 58 email address (you can use a personal email address you just lose the functionality of being able to get a dial in phone number)
2. Navigate to your [Google Calendar](#).
3. To create a new meeting, click the Create button in the top left of your screen. A pop-up window will appear over your calendar. Click More Options for full screen.



4. To schedule a meeting, click Add Conferencing and select Hangouts Meet. This will automatically generate a meeting link and phone number with pin



5. You can set this as a daily or weekly meeting or custom

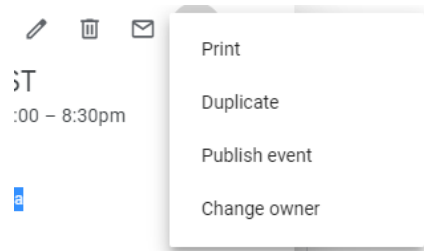


6. You can invite guests to your meeting within Google Calendar by adding each participant's email.
7. Transfer Ownership to another Gmail account that will attend the meeting(GSR or homegroup member) this make it so the DCM doesn't have to attend each virtual meeting.

- 1.) Top right click the 3 dots



2.) Then click change owner



3.) Enter Gmail Account of GSR or Homegroup member you would like to transfer ownership to

Change owner

Google Meet TEST
Mar 18, 2020, 8:00 - 8:30pm

New owner

Optional Message

I would like to transfer ownership of this event.

Cancel Change owner

Note the following:

- Guests do not need a google account to receive to a Google Calendar event. They will receive a link to their email account.

Anonymity for Online Google Meet

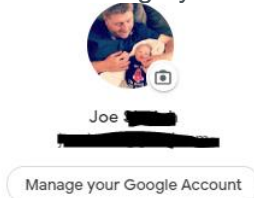
Some may be concerned about personal anonymity and be alarmed that full names may be displayed next to their video. This is a setting that can be changed before the meeting to assure that no last name is displayed.

Here is how:

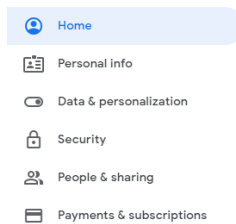
1. Login to the Gmail account being used to take the Google Meet call
2. Top Right corner click on your profile picture (or Letter of your name if you haven't picked a photo)



3. Click Manage your Google Account




4. Click Personal info



5. Click the Name field to edit

Profile

Some info may be visible to other people using Google services. [Learn more](#)

PHOTO A photo helps personalize your account 

NAME Joe [REDACTED] >

6. Click the Pen icon to edit

Joe [REDACTED] 

7. Change Name to only include last initial and Click Done

Change name ×

First name
Joe

Last name
S|

CANCEL **DONE**

Note: This will need to be done before the meeting to take effect. This can be changed while in the call but to take effect during the meeting the caller must leave the call and rejoin.

Anonymity for Online Google Meet - Option 2

Some still may choose to not be Anonymous at the meeting level. It would be suggested that the Anonymity statement be added to the online meeting format to assure that everyone is aware of our Traditions and Anonymity.

A.A. ANONYMITY (Announcement for reading at meetings open to the public)

There may be some here who are not familiar with our Tradition of personal anonymity at the public level:

“Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.”

Thus, we respectfully ask that A.A. speakers and A.A. members not be photographed, videotaped, or identified by full name on audiotapes or in any published or broadcast reports of our meetings, including those reports on the Internet or other new media technologies.

The assurance of anonymity is essential in our efforts to help other problem drinkers who may wish to share our recovery program with us. And our Tradition of anonymity reminds us that A.A. principles come before personalities.

Join a video meeting

FOR EVERYONE

You can join video meetings if your email address added to the Calendar event, or if you have an Area 58 email address. Or if you have received the meeting link (note you have to be allowed access by an existing participant to the meeting if you only have the link).

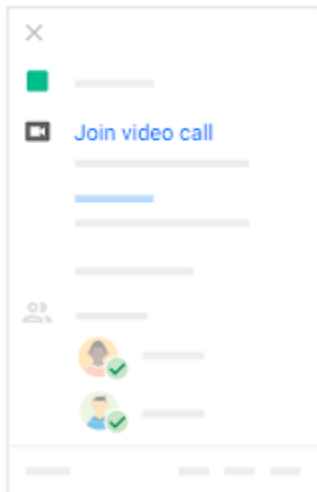
If using a iPhone, iPad, or Android make sure to download Google Hangouts(Meet). Sign up using the Gmail account attached to the Calendar invite.

If using a computer you can access the meeting via the Join Meeting Link from a calendar invite as long as you are logged into a Gmail account.

A chime sounds when the first 5 people join the meeting. Additional participants do not chime when joining and are automatically muted.

Join from a Calendar event

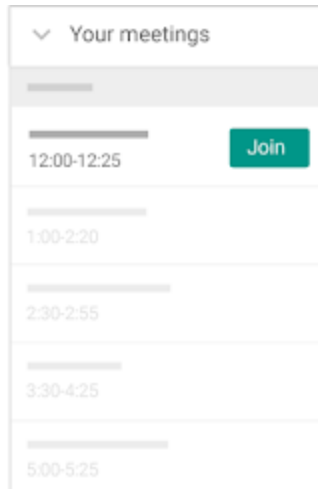
1. In [Calendar](#), open the event.
2. Tap Join video call.



Join from Meet mobile app

Join from the Hangouts Meet app (If you received a Calendar invite)

1. Open the Hangouts Meet app.
2. Swipe up from the bottom to view your scheduled meetings.
3. Tap Join, or select a meeting from the list and tap Join meeting.



Dial in to a meeting using a phone

You can dial-in during the scheduled meeting time using one of the following methods:

- Enter the phone number that's in the Google Calendar event or meeting invitation. Then, enter the PIN and #.
- From the Meet or Calendar app, tap the phone number. The PIN is automatically entered.

Mute or unmute your phone

You're muted if another meeting participant mutes you or if you:

- Press *6.
- Have your phone's volume at the lowest level.
- Join after the 10th participant.

Press *6 again or increase the volume to unmute.

Settings for Google Meet

Audio and Video Settings

- Users can toggle audio on or off by clicking the microphone icon in the bottom toolbar.
- Video can be turned on or off by clicking the camera icon.
- Disconnect from the call by clicking the phone icon



Additional Google Meet Settings.

In the lower right you can access the following settings:

- Toggling Closed Captioning
- Screen Share Options
- Layout Options
- Full Screen
- Settings- for microphone ect

If audio or video is not working, the user may need to allow Google Meet to access their camera and/or microphone. To change this setting:

- Click the three vertical dots icon in the bottom right corner of the Google Meet window
- Click the Settings tab.
- Select your audio and video options.

Layout Options

Google Meet has a variety of layout options which can be accessed through the Change Layout option:

- Auto: Allows Meet to choose the layout for you.
- Tiled: Shows up to 4 video feeds in equal size when there is no presentation. If there's a presentation, it fills the window with up to 3 participants on the side.
- Spotlight: The presentation, active speaker, or pinned feed fills the window.
- Sidebar: You see the active speaker or presentation with additional participants on the side.

Participant and Chat Functions

In the upper right of the Google Meet app, you can access participant and chat functions. Clicking either the participant or chat button opens a sidebar on the right side of the window, where you can view everyone in the call and access a text chat.