



## **How to use Google MEET**

### **LUMSA professors and students guide**

[Professors](#)

[Students](#)

#### **PROFESSORS:**

MEET is included in Google Suite, with which LUMSA is equipped. It is a web conference platform that can be used for remote lessons and meetings. MEET can be used from any PC or “thin client” connected to the internet and equipped with a webcam and microphone.

This procedure shows how to use Google Meet with the professor PC “all in one” (PC AIO).

Precondition to use MEET:

PROFESSOR: The professor must have login credentials such as @lumsa.it

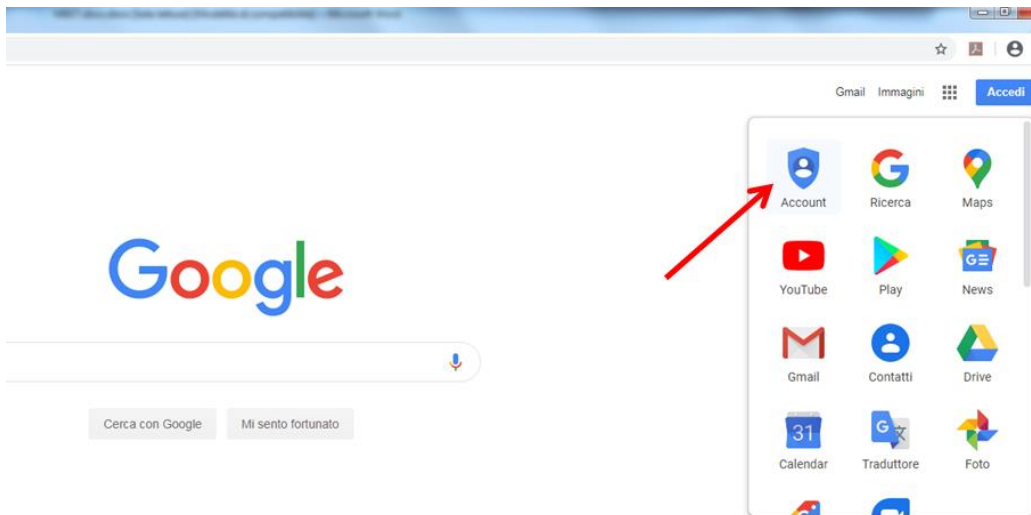
STUDENT: The student cannot access professor AIO PC with the credentials such as @lumsatstud.it.

#### **HOW TO CONNECT TO THE AIO PC:**

The professor connects to the AIO PC as usual, with his/her @lumsa.it credentials.

#### **How to start the browser:**

The professor starts Google Chrome browser and logs in with his/her @lumsa.it credentials.



Starting a lesson

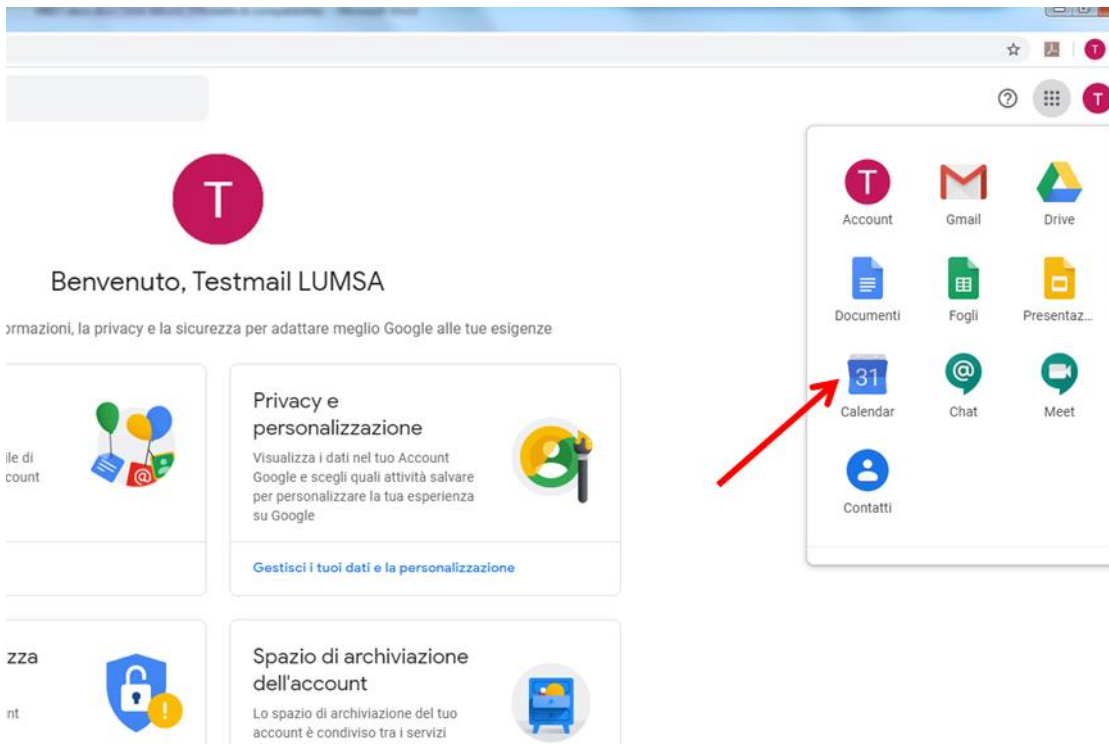
A meet lesson can be started in two ways:

- **Scheduling the lesson before**, as a calendar event, with the possibility to send the invitation to other participants.
- **Starting the lesson instantly**

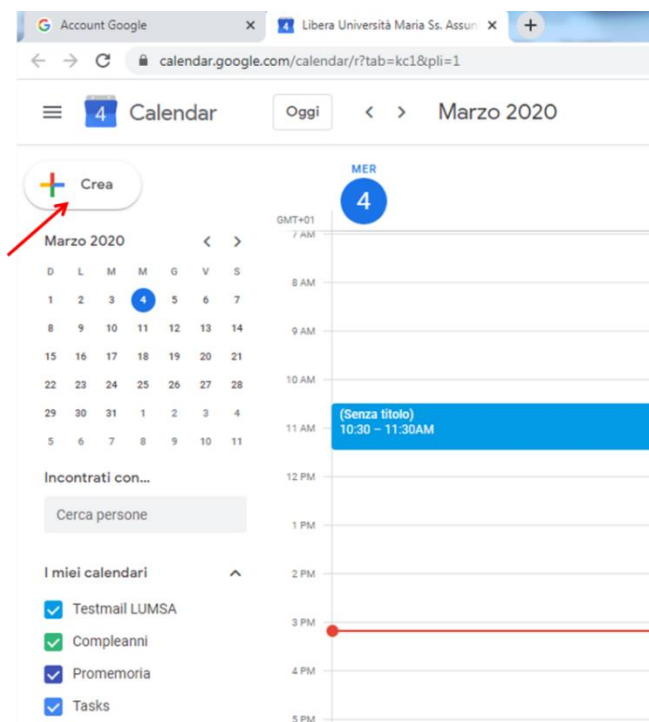
For the first option **click on Calendar**, for the second one **click on Meet**.

#### **FIRST OPTION, SCHEDULED LESSON:**

Click on Calendar.



Click on Create, choosing date and time.



Then click on "Other options"

The screenshot shows the Google Calendar web interface. At the top, the browser tabs include 'Account Google' and 'Libera Università Maria Ss. Assun...'. The address bar shows 'calendar.google.com/calendar/r?tab=kc1&pli=1'. The main header displays 'Calendar', 'Oggi', and 'Marzo 2020'. On the left, there is a 'Crea' button and a monthly calendar grid for March 2020, with the 4th of March highlighted. Below the calendar is a section for 'Incontrati con...' with a search bar, and 'I miei calendari' with a list of calendars: Testmail LUMSA, Compleanni, Promemoria, and Tasks, all with checkmarks. The main area shows a vertical timeline for March 4th (Wednesday) from 7 AM to 4 PM. A meeting titled '(Senza titolo)' is scheduled for 3:30 PM to 4:30 PM. A dialog box titled 'Aggiungi titolo' is open over the meeting, with tabs for 'Evento', 'Fuori sede', 'Promemoria', 'Attività', and 'Spazi per appuntamenti'. The dialog contains the following options: '4 mar 2020 3:30PM - 4:30PM 4 mar 2020', 'Aggiungi invitati', 'Aggiungi luogo o conferenza', and 'Aggiungi descrizione'. At the bottom right of the dialog, there is a link for 'Altre opzioni' and a 'Salva' button. A red arrow points from the 'Altre opzioni' link to the meeting bar in the background.

Click on 'Add Google Meet video conferencing' > Hangouts Meet -> Join Hangouts Meet

## × Aggiungi titolo

4 mar 2020 3:30PM - 4:30PM 4 mar 2020 Fuso orario

Tutto il giorno Non si ripete ▾

[Dettagli evento](#) Trova un orario

📍 Aggiungi posizione

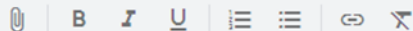
📺 Aggiungi videoconferenza ▾

🔔  Hangouts Meet minuti ▾ ×

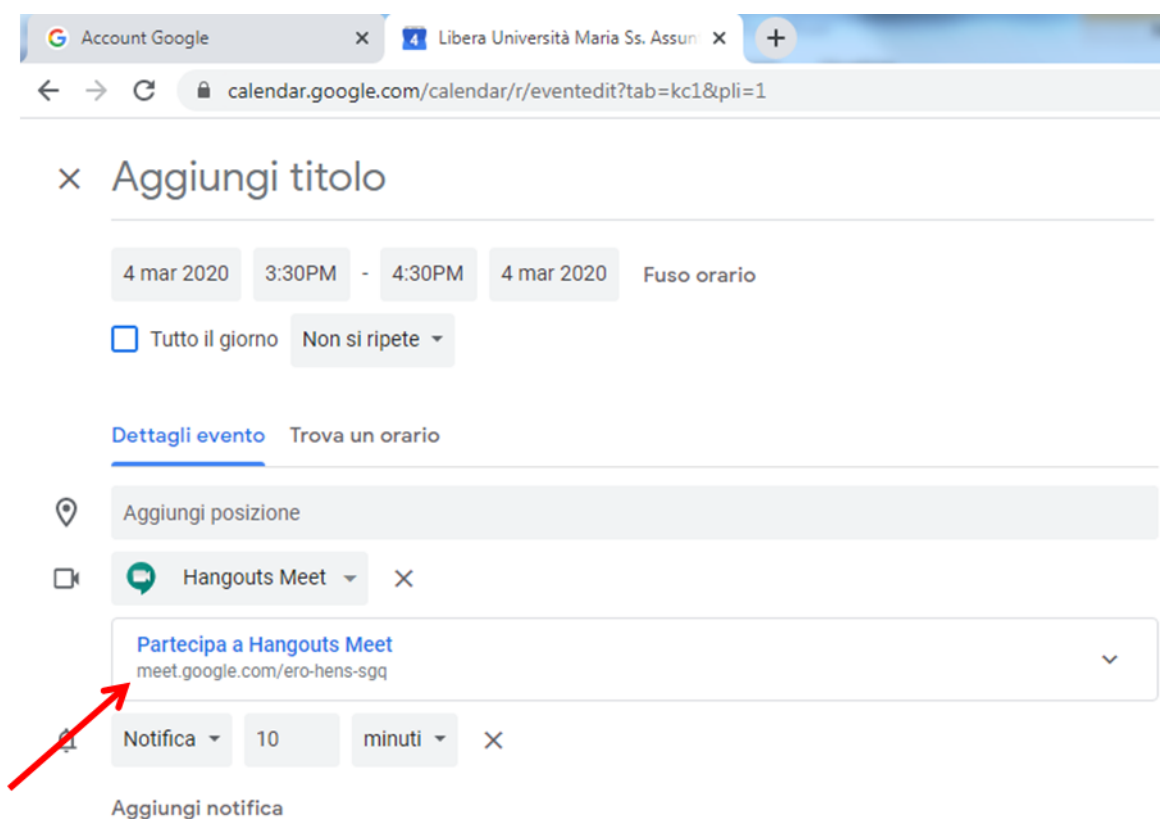
🔔 Aggiungi notifica

📧 testmail@lumsa.it ● ▾

📁 Occupato ▾ Visibilità predefinita ▾ ⓘ

☰ 

Aggiungi descrizione



You can see the link for the lesson, [this is the link the student must use to join the lesson.](https://meet.google.com/ero-hens-sgq)

Every time you schedule a new lesson a new link is created. Otherwise the professor can create a recurring event, repeated every day; in doing so the link for the scheduled lessons will always be the same. Do not publish the link for the recurring event, so that people outside the class cannot join the lesson.

Account Google x Libera Università Maria Ss. Assun x

calendar.google.com/calendar/r/eventedit?tab=kc1&pli=1

### x Aggiungi titolo

5 mar 2020 - 5 mar 2020

Tutto il giorno Ogni giorno ▾

Dettagli evento Trova un orario

Aggiungi posizione

Hangouts Meet x

Partecipa a Hangouts Meet  
meet.google.com/icq-jtyu-urc

Aggiungi notifica

testmail@lumsa.it

Disponibile ▾ Visibilità predefinita ▾ ?

Aggiungi descrizione

Invitati

Aggiungi invitati

Autorizzazioni per gli invitati

- Modificare l'evento
- Invitare altre persone
- Vedere l'elenco invitati

Now the professor can send the invitation link to the students, copying their email address, comma separated, in the “**Add guests**” box, and then pressing “**Save**”. The professor must use the student @lumsastud.it email address, only exceptionally one can use other kind of email address.

In this case the email address will be saved as external. Then the professor must **confirm** and **save**.



Meet sends an email to the participants, with all the details and the link to join the lesson. The teacher can also inform the students about the link in another way.

**Warning:** to join the lesson the students must have the @lumsastud.it address, otherwise they can use a gmail address.

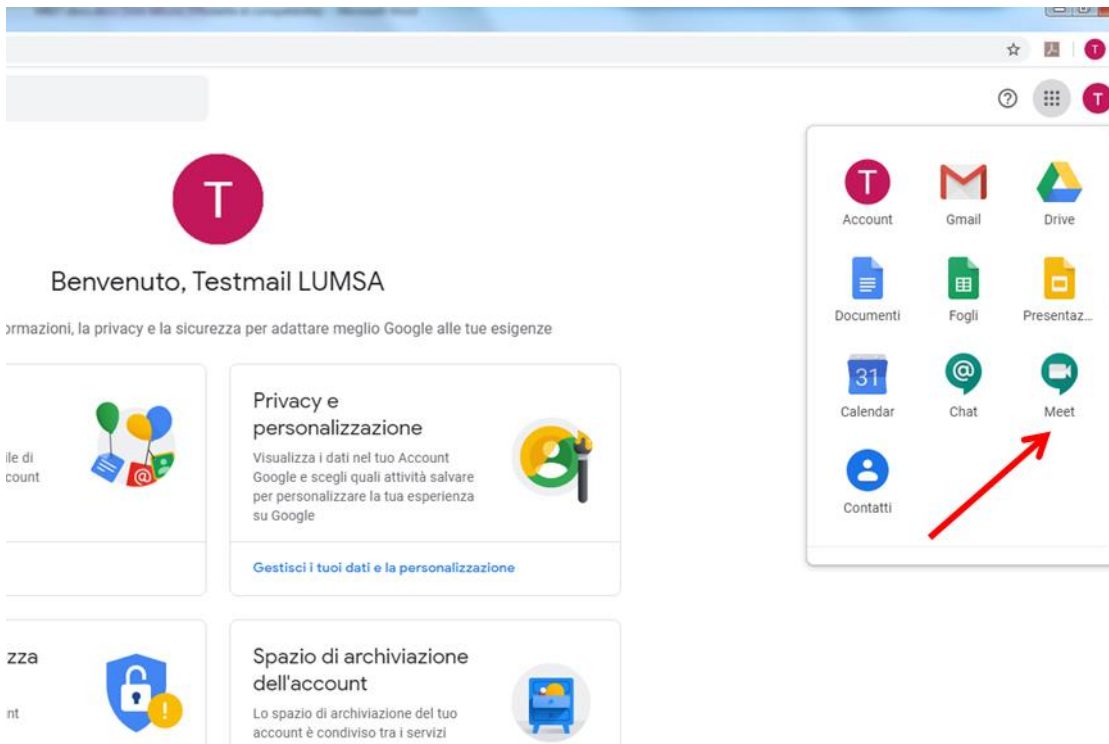
If they have not the @lumsastud.it address or a gmail address, they can create a gmail address for free (<https://support.google.com/mail/answer/56256?hl=it>).

When they receive their lumsastud.it email they can use that one. It is a restriction imposed by Google to avoid that unwanted strangers can join the lesson.

## Second option, instant lesson

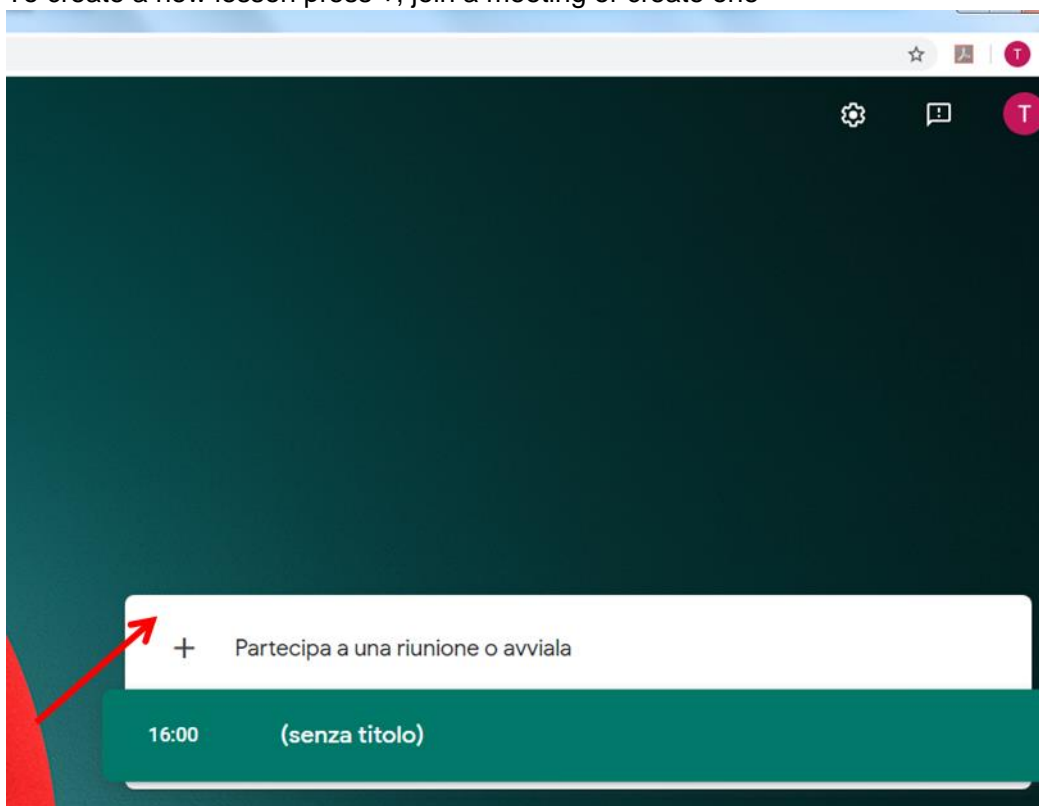
Click on meet.



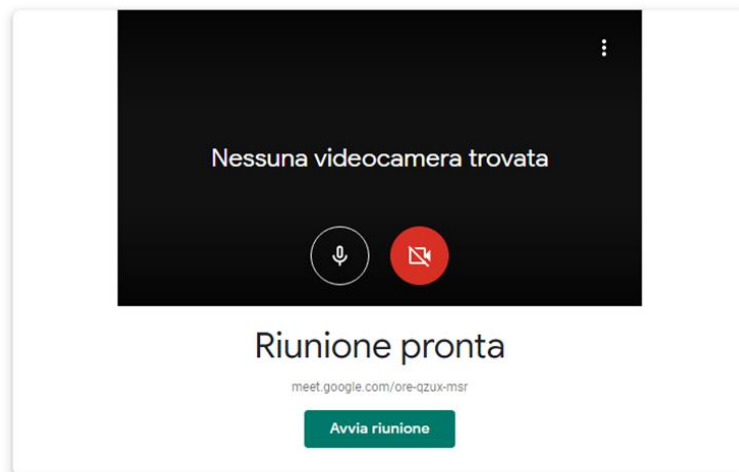


The professor can create a lesson or use an already scheduled one.

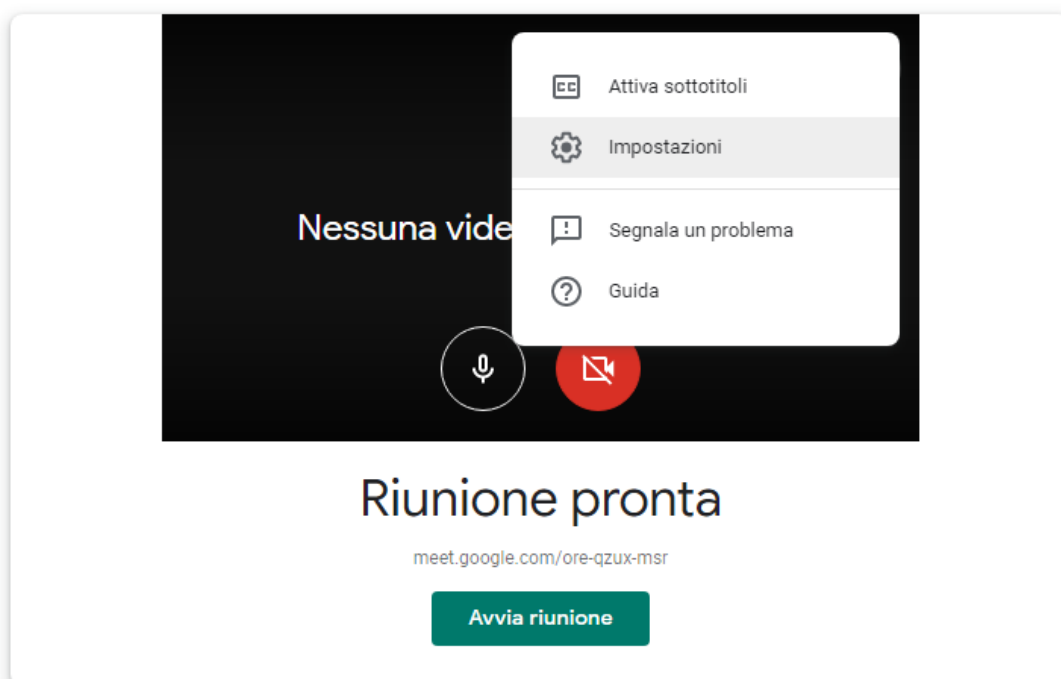
To create a new lesson press +, join a meeting or create one

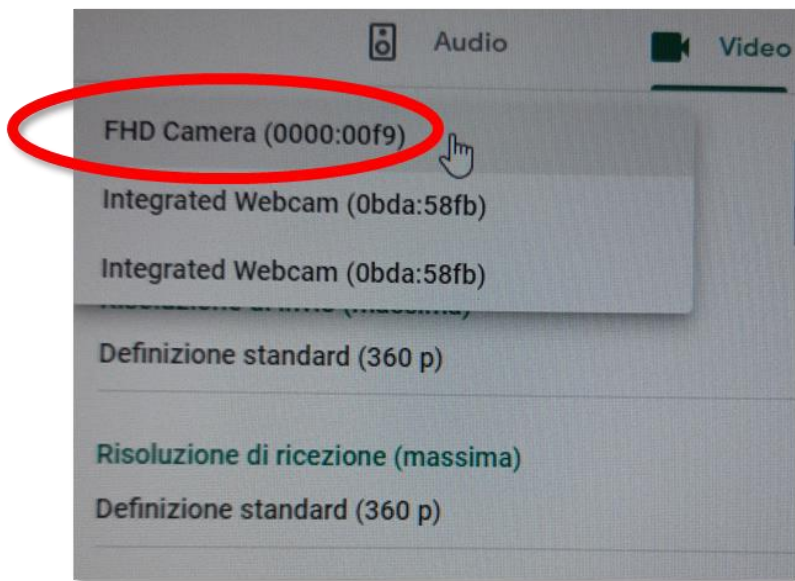


Add a title to the lesson and continue:

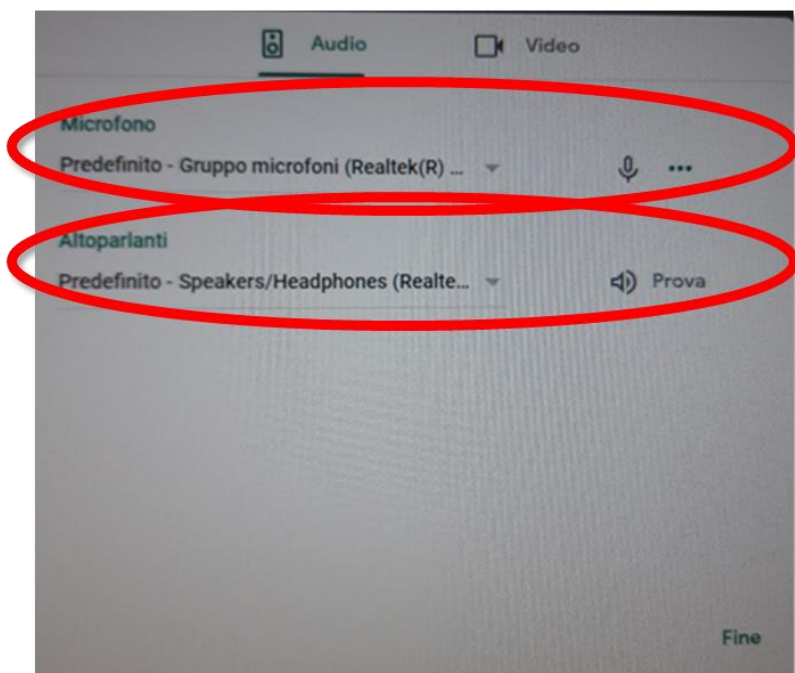


**Attention:** be careful that webcam and microphone of the AIO Pc are working.





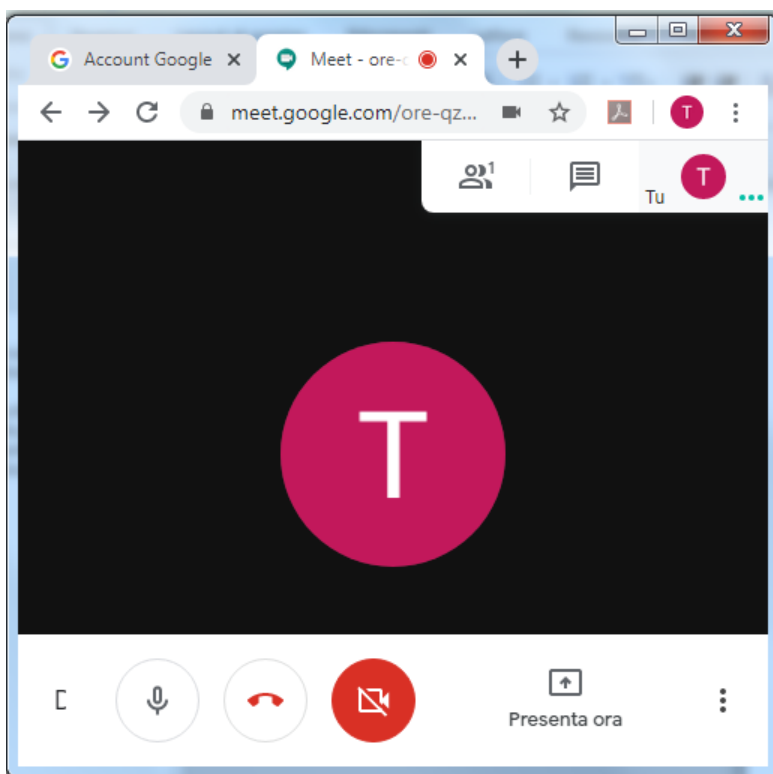
Video screen



Audio screen

Start the lesson.

Even in this case Meet creates a link that can be sent to the students and you can add participants.



Once the lesson is started you can show yourself, your voice, or a presentation, pressing “present now”.

It is better to mute the student microphone during the lesson, apart from when the students must speak.

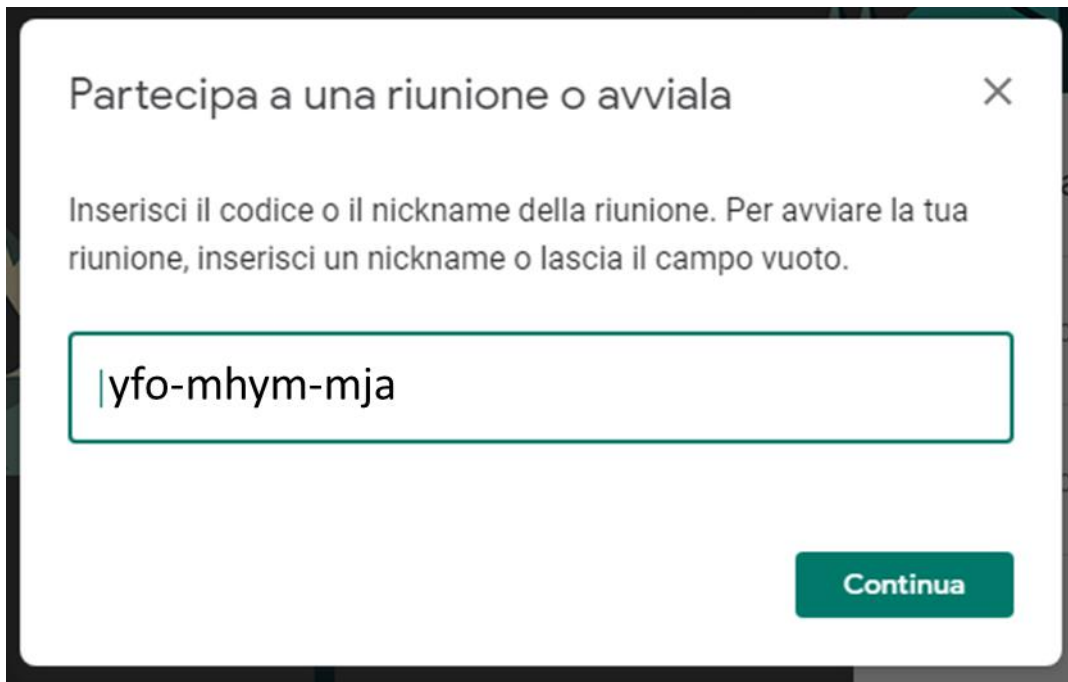
During the lesson one can chat with other participants.

**Warning:** If the students are not invited by Google Calendar, they can enter the web conference only if the professor authorize them. During the web conference, Meets sends to the teacher a notification to approve the participation of each student.

To join a scheduled lesson, click on the green line with the time and the description of the event.



Otherwise click on + and write part the scheduled lesson link. Referring to the link “meet.google.com/yfo-mhym-mja”, write only the final part.



**To join the lesson from their pc students must:**

start Chrome, enter their credentials, @lumsastud.it, start meet, write the final part of the lesson link.

## Warning






If the webcam is off, press the remote control on/off button.








How to show all the students in meet:

You can display all the participants in a miniature, pressing “Change video layout”

-  Modifica layout
-  Schermo intero
-  Attiva sottotitoli
-  Impostazioni
-  Utilizza un telefono per l'audio

-  Segnala un problema
-  Segnala un abuso
-  Guida

  
Presenta ora



## How to join a MEET lesson by students

MEET is included in Google Suite, with which LUMSA is equipped. It is a web conference platform that can be used for remote lessons and meetings. MEET can be used from any PC connected to the internet and equipped with a webcam and microphone. MEET can also be used from smartphones.

The prerequisite for using MEET is the following:

STUDENT: must have login credentials such as @ lumsastud.it

## INTRODUCTION

### A) MI@LUMSA

Upon registering in Mi @ LUMSA, the student receives the access credentials, which are of the type:

Username: <initial\_name>. <surname>

**Password:** <Issued automatically by the system> and editable once logged in to <https://servizi.lumsa.it/Home.do>

In case you do not remember your password, proceed with the recovery here <https://servizi.lumsa.it/Anagrafica/PasswordDimenticata.do>

### B) UNIVERSITY E-MAIL BOX

The student is automatically assigned a University email, such as:

<Same Username as Mi @ LUMSA> @ lumsastud.it

**Password:** <Same password as Mia @ LUMSA> and can be changed once logged in to <https://servizi.lumsa.it/Home.do> (i.e. the Mi @ LUMSA password and the University email password are synchronized)

The University email, based on Gmail, can be accessed from <https://mail.lumsastud.it>

Students are always advised, if they prefer to use other e-mail boxes, to set up an automatic forwarding from their University e-mail to their personal e-mail address, so as not to miss important communications from the University.

### **C) G-SUITE GOOGLE**

The student is also automatically assigned a suite of tools designed to help educators and students learn and innovate together, called the G-SUITE.

The student accesses these applications by logging into Google Chrome with the same credentials as the University email.

#### **AN EXAMPLE**

Mario Rossi becomes a student of LUMSA.

- Mario receives the following credentials to access Mi @ LUMSA:

Username: m.rossi

Password: 1234dft \*

- Mario receives the following University e-mail address:

m.rossi@lumsastud.it

Password: 1234dft \*

- Mario is supplied with the University Google Suite and to access, in Google Chrome, he enters the same credentials as for e-mail, that is:

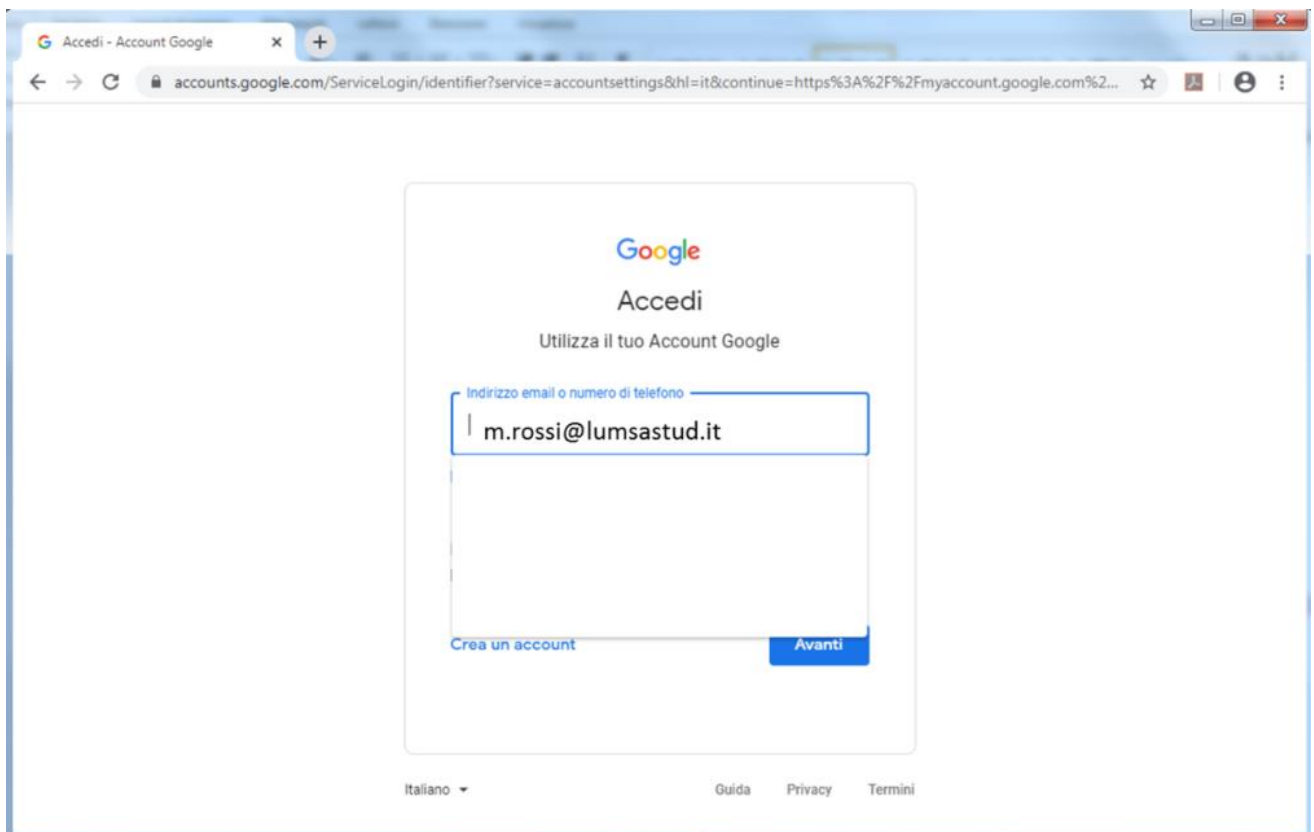
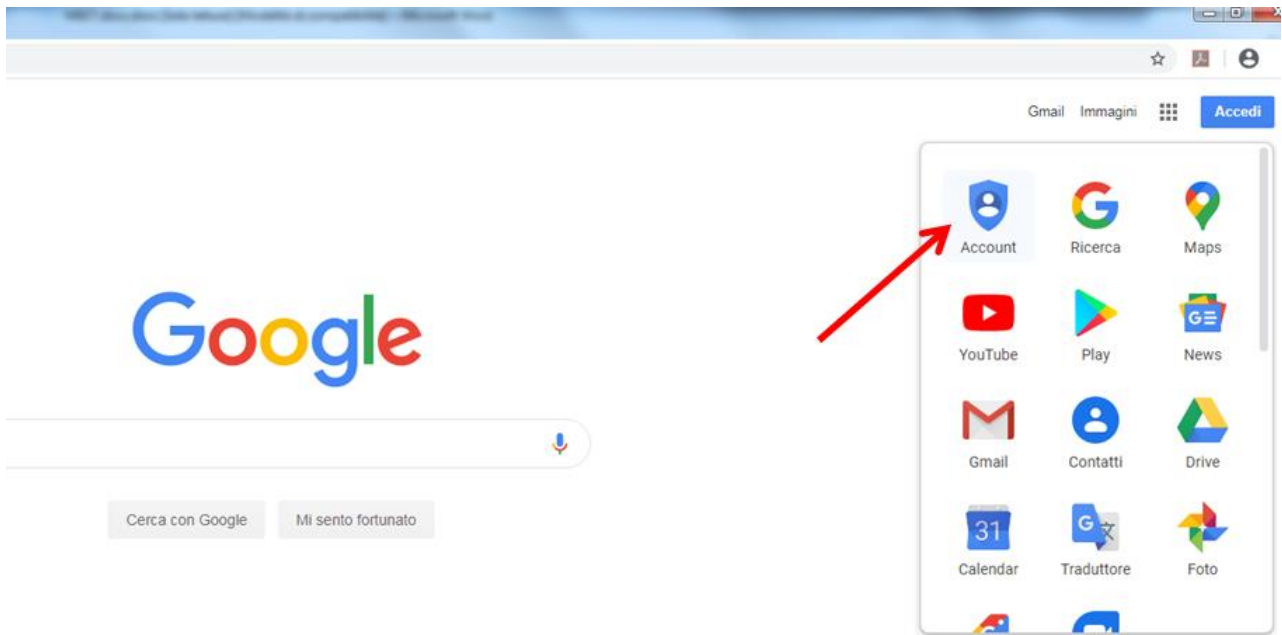
Account name: m.rossi@lumsastud.it

Password: 1234dft \*

### **PARTICIPATE IN A VIDEO LESSON THROUGH MEET**

#### **Start the browser**

The student starts the Google Chrome browser and logs in to the browser with @ lumsastud.it credentials.



## Lesson notification

Information about a MEET lesson can be received in two ways:


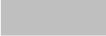
1. Receiving the participation link by e-mail from the teacher via the Google Calendar tool;
2. Receiving the participation link from the teacher in another way.

E.g. "meet.google.com/yfo-mhym-mja".


Each time a new lesson is generated, a new link is consequently generated, except in case the teacher has generated the lesson as a "repeated event", i.e. scheduled over several days and / or weeks. In any case, it is the teacher who gives the students the key to use.

In the first case, to participate in the lesson from their PC, students access the University webmail (mail.lumsastud.it) and click on the participation link received via e-mail.

## Invitation: (No Subject) @ Wed Mar 4, 2020 7pm - 8pm (C

  @lumsa.it  
a me ▾


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mar  
**4**  
mer

**(Nessun oggetto)**  
[Visualizza su Google Calendar](#)

Quando mer 4 mar 2020 7PM – 8PM (CET)

Chi  @lumsa.it\*

[Altre opzioni](#)

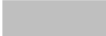
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You have been invited to the following event.



**(No Subject)**

When Wed Mar 4, 2020 7pm – 8pm Central European Time - Rome

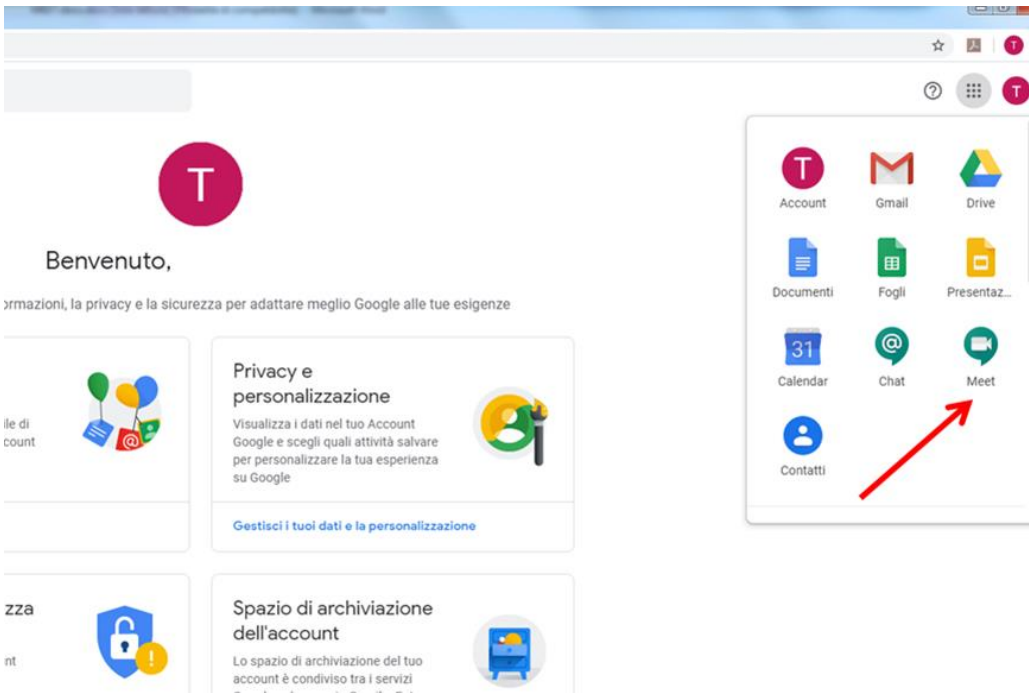
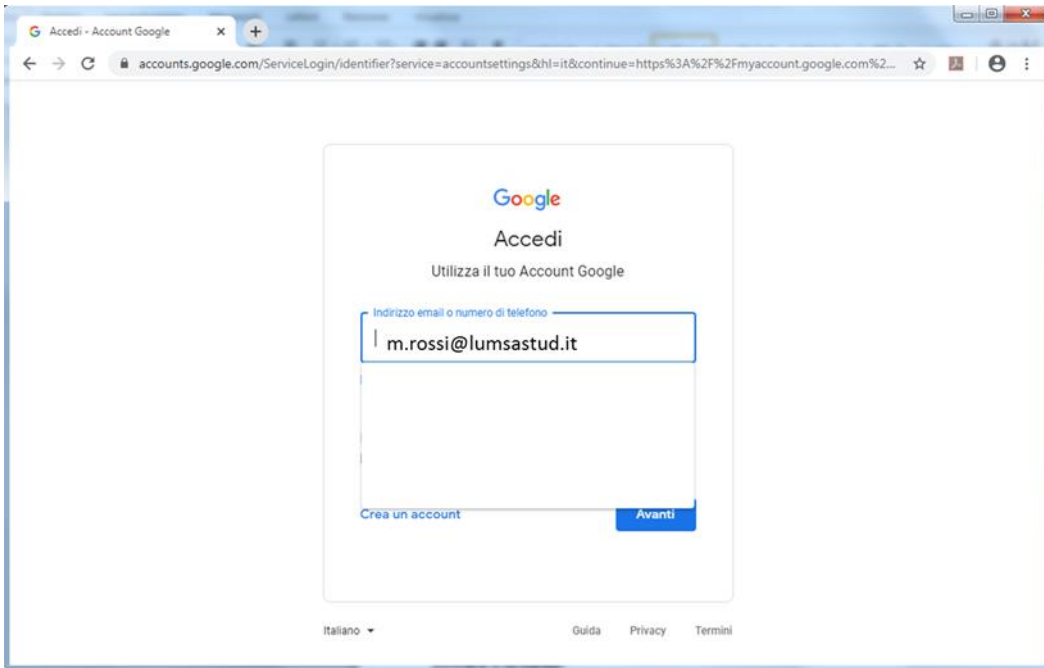
Joining info Join Hangouts Meet  
[meet.google.com/sop-vfrs-hpy](https://meet.google.com/sop-vfrs-hpy)

Calendar  @lumsastud.it

Who

-  @lumsa.it - organizer
-  @lumsastud.it

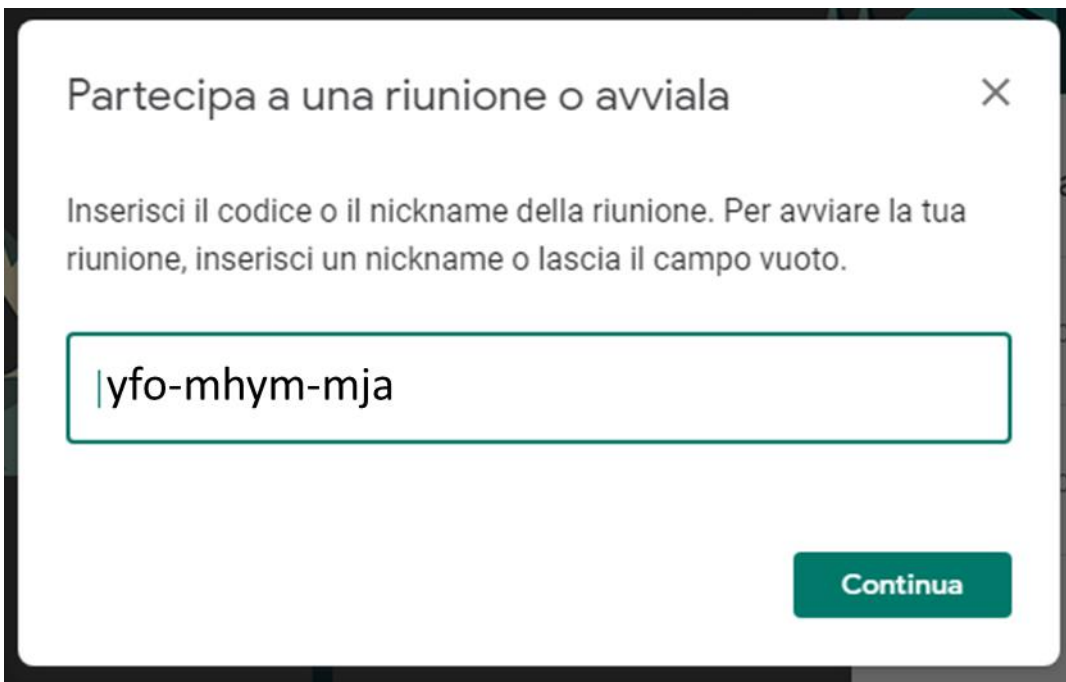
In the second case, they launch the Chrome browser, they log in with the university @ lumsastud.it credentials



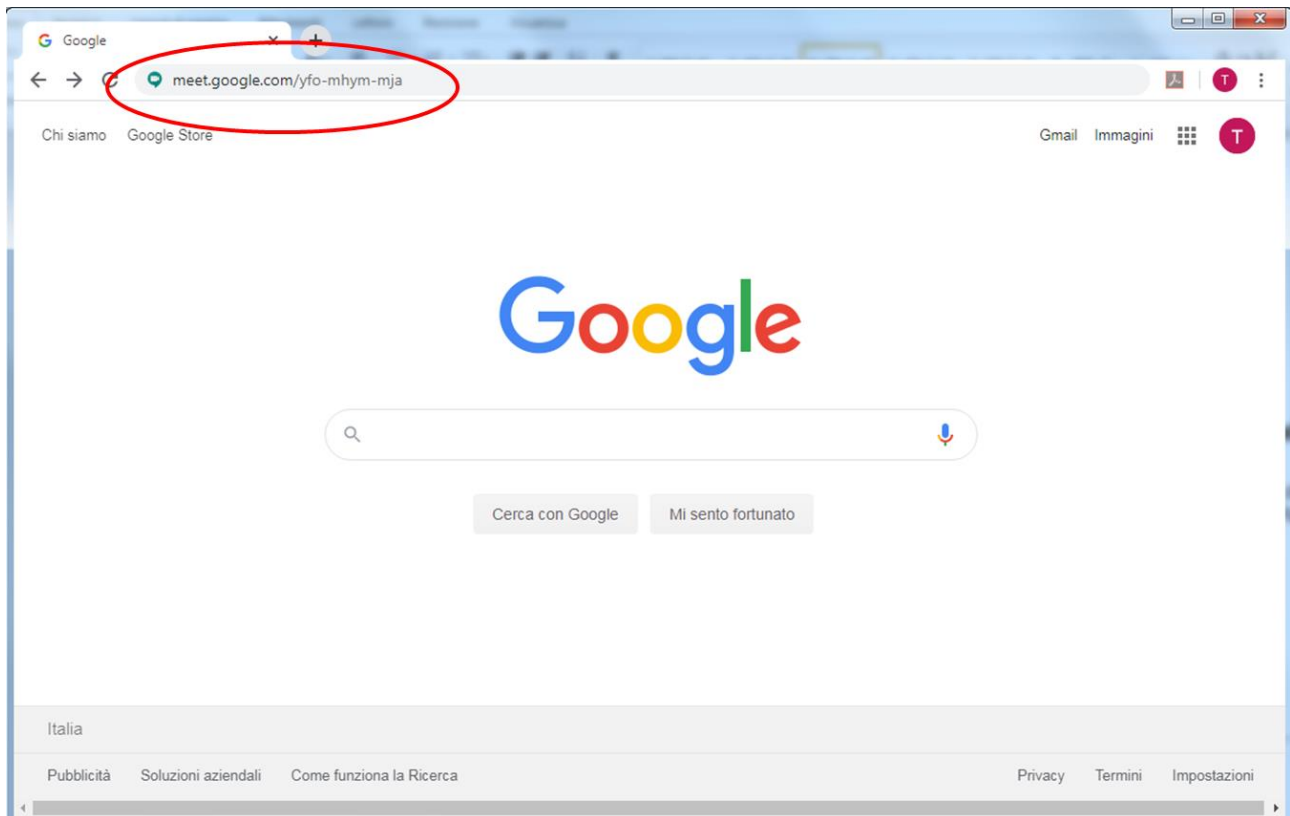
They launch MEET and click on the band "+ Join a meeting or start it"



They insert a portion of the participation string. For example, with reference to the string “meet.google.com/yfo-mhym-mja”, they insert only the final part, as in the following figure.



Alternatively, students can launch the Chrome browser, log in with the university credentials @ lumsastud.it and directly type the full URL address "meet.google.com/yfo-mhym-mja", as shown in the following figure.



It is better for students to mute the microphones when the lesson is in progress, unless they are explicitly requested to speak.

It is also possible to interact via chat within the MEET session.

**Warning:** to join the lesson the students must have their @lumsastud.it address, otherwise they can use a gmail address.

If they have not the @lumsastud.it address or a gmail address, they can create a new gmail address for free (<https://support.google.com/mail/answer/56256?hl=it>).

When they receive their lumsastud.it email they can use that one. It is a restriction imposed by Google to avoid that unwanted strangers can join the lesson.