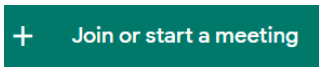
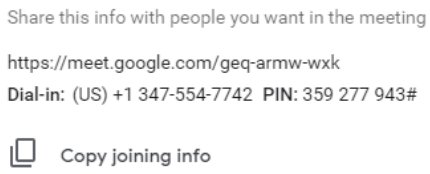
Recording in Google Meet

Start the Google Meet

1. From the Google Apps Menu icon in your email (top right-hand corner), select Meet

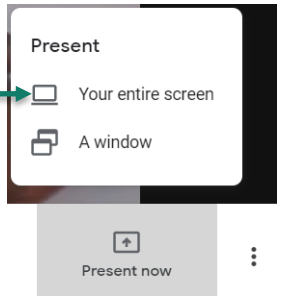
or go to meet.google.com.
2. Click Join or start a meeting. 

3. Give the meeting a name.
4. Click Join now.
5. If working with a partner or group, copy the meeting information and share it.



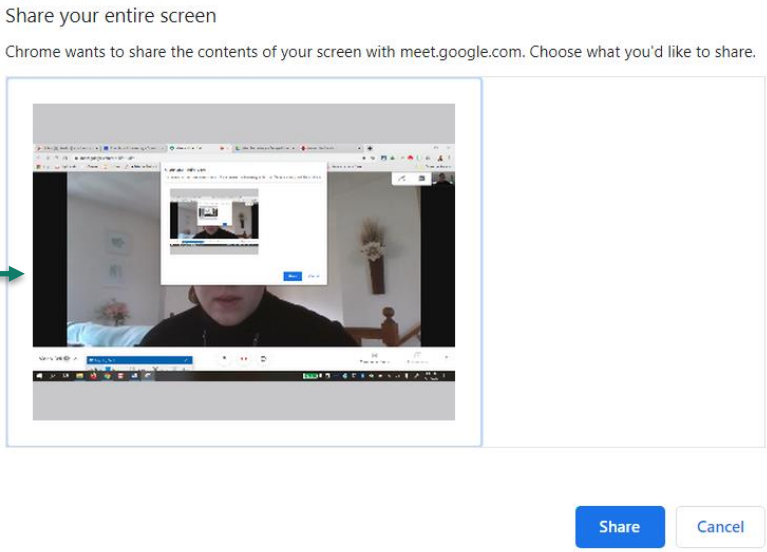
Show Your PowerPoint

6. Move your mouse over the bottom of the screen to see the menu bar. Click Present now (bottom right) and select "Your entire screen."



7. Click on the picture of your screen. Then click Share.

Click this box that shows a picture of your screen.



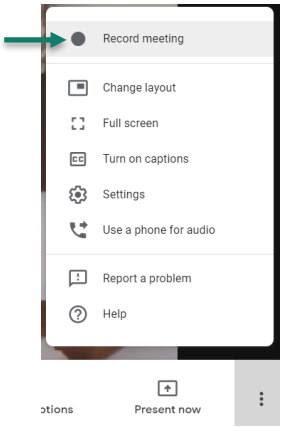
Note: The person sharing their screen will no longer see their web camera or guests on web camera but the recording will still capture the person's web camera who is speaking and will switch if multiple people take turns speaking.

8. Open your PowerPoint file.

Start the Recording

9. Go back to your Meeting window. Mouse over the bottom menu and click the 3 dots in the far right. Click Record meeting. Click Accept.

   Note: You and guests may see a consent to record agreement. Click Agree.

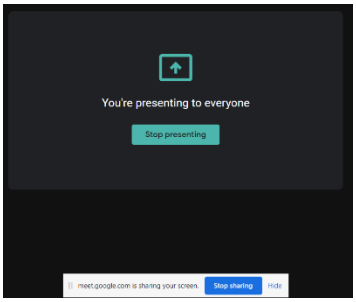


10. Go to your PowerPoint, select the Slide Show tab, and choose From Beginning.

11. Complete your presentation. When you are ready to end the PowerPoint slide show you can press Esc on your keyboard.

12. Go back to your Meeting window. Click the 3 dots and click Stop recording. You will be notified where the recording will be saved in Google Drive. Then select Stop recording.

13. You can stop sharing your screen by selecting Stop sharing at the bottom of your screen or Stop presenting back in the Google Meet.

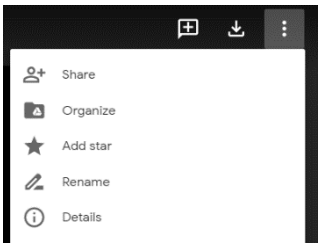


Share the Recording

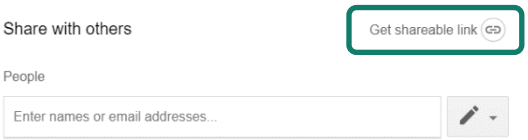
14. Click the red phone icon to leave the meeting.

15. **You will get an email when your recording is ready (this may take a while depending on the length of the recording).**

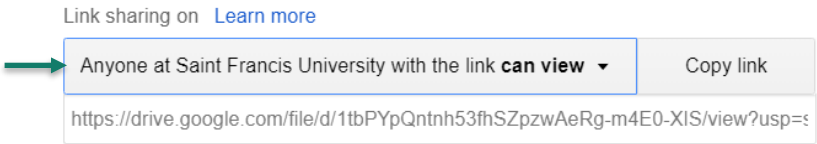
16. When the recording is ready, click the recording from the link provided in the email or in your Google Drive. Click the three dots in the top right and select Share.



17. Click Get shareable link.



18. Double check that the share settings say anyone at Saint Francis University with the link can view.



19. Copy the link and submit to your instructor.