

# Google Meet

*\*Information below was pulled from [workspace.google.com/products/calendar](https://workspace.google.com/products/calendar)*

Schedule video conferences or video calling to connect with either a group or an individual person. Video conferencing for any size organization is accessible and easy to set up.

## *Google Workplace Pricing plan*

Google Meet is included in the Google Workspace, if you already have a registered Google Workspace account sign in [here](#).

If not, Google Workspace is broken into four different price plans; Business Starter, Business Standard, Business Plus, and Enterprise. See the pricing details [here](#).

## *Google Meet Features*

### **Unlimited number of meetings**

If using the no-cost version of Google Meet, up to 100 participants can be invited. See above pricing for paid version. [Click here](#) to learn how to add or remove participants from a video meeting.

### **Live captioning during meetings**

Google Meet offers live closed captions during meetings. This is powered by Google's speech recognition software. Click here to learn more about turning on [closed captions](#). (Currently only available in English).

### **Compatible across devices**

Google Meet is accessible from any desktop/laptop, Android or Iphone/Ipad. [Click here](#) to learn how to join from the various devices.

### **Video and audio preview screen**

Once you have a google meeting link, you can adjust your camera settings and microphone prior to entering the meeting. You will also have a sneak peek at who is in the meeting prior to joining. [Click here](#) to learn more about camera and microphone adjustments.

## **Adjustable layouts and screen settings**

Google meet will automatically follow the conversation and layout based on the most active content/participants in the meeting. [Click here](#) to learn more about switching the layout.

## **Controls for meeting hosts**

As the meeting host you can easily pin, mute, or remove participants during the meeting. You can not unmute a person however, for privacy reasons. [Click here](#) to learn more about controls for hosts.

## **Screen sharing with participants**

Google Meet allows you to share your screen or application with those in the meeting. [Click here](#) to learn more. [Click here for 10 tips](#) to improve your Meet presentations.

## **Messaging with participants**

Live message with participants during a google meet, share messages, files, links and more. However, the messages will disappear once the meeting is over. [Click here](#) to learn more about sending a chat during a meeting.

## **Integration with Google and Microsoft Office apps**

With the integration of Google Workspace applications, you are able to join or create a meeting directly from your Gmail or Calendar. Similarly, if sending an invite to Microsoft Office users, it will show up on their microsoft calendar. Click to learn more about Google Meet and [Gmail](#) or [Calendar](#) integration.

Microsoft Office users can be added to an invite and see meetings on their Microsoft® Outlook® calendar.

## ***Learning Tools***

[Here is a PDF](#) that Google has put together on information about working from home using Google Meet.

## **Instructional Video:**

NIWRC has put together a short instructional video highlighting the various features that this application has in terms of communications efficiency. [Video Link.](#)