



KONYA
TECHNICAL UNIVERSITY
DISTANCE EDUCATION
APPLICATION AND RESEARCH CENTRE
1970

GUIDE TO USING GOOGLE MEET

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What is Google Meet?

Google Meet is a video conferencing and video calling platform developed by Google. It is part of the G Suite product line.

For more details, you may visit:

<https://support.google.com/meet/?hl=tr#topic=14074839>

Google Meet

Herkes için güvenli video konferans

Google Meet ile dünyanın her yerinden bağlantı kurun, ortak çalışın ve kutlama yapın

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Google Meet hakkında [daha fazla bilgi](#)

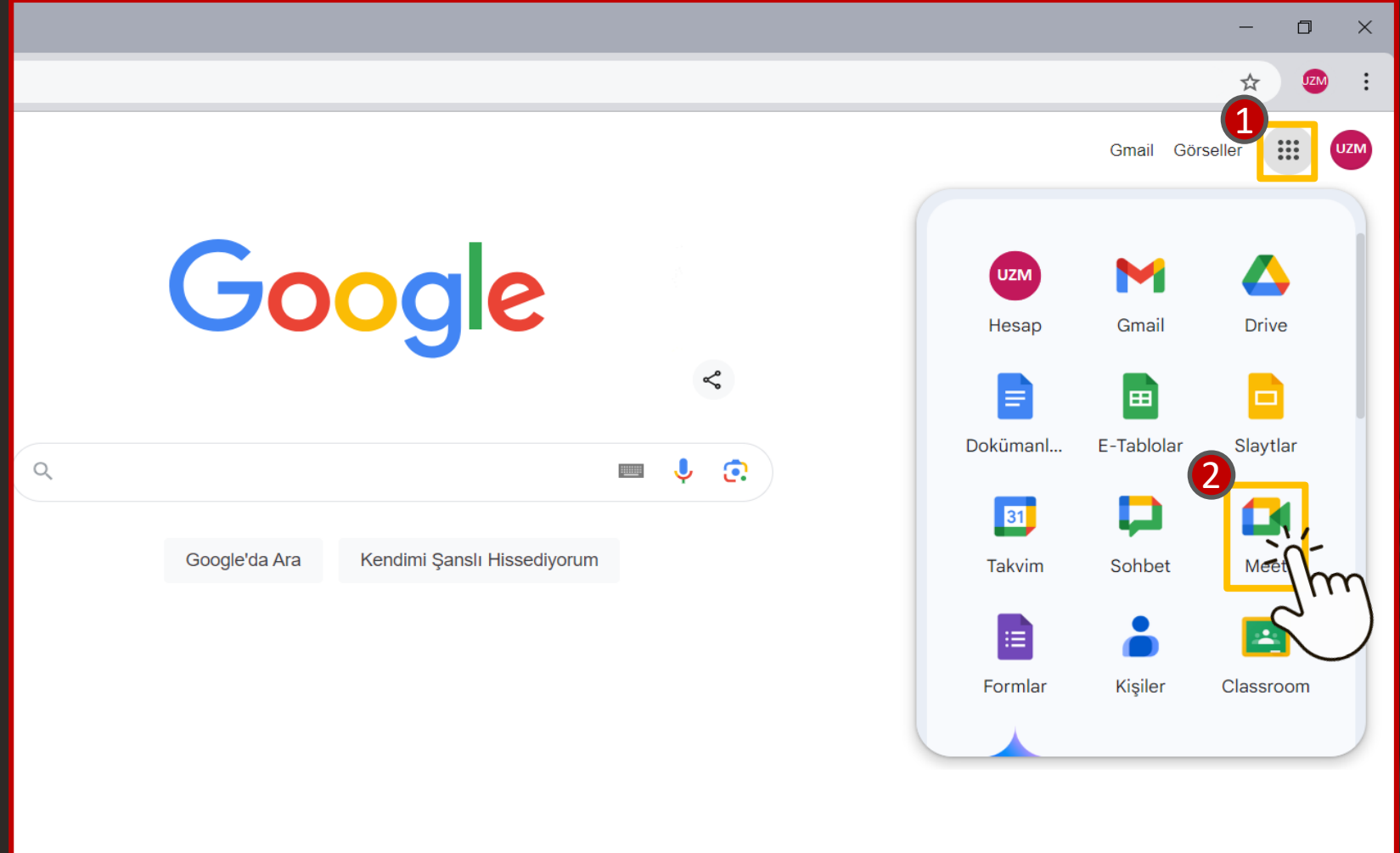
Paylaşabileceğiniz bir bağlantı edinin

Yeni toplantı'yı tıklayarak toplantı yapmak istediğiniz kişilere gönderebileceğiniz bir bağlantı edinin

Signing In to Google Meet

To start a meeting with Google Meet, sign in using your @ktun.edu.tr email address.

From the Google Apps menu, select Google Meet to organize a meeting or join an existing one.

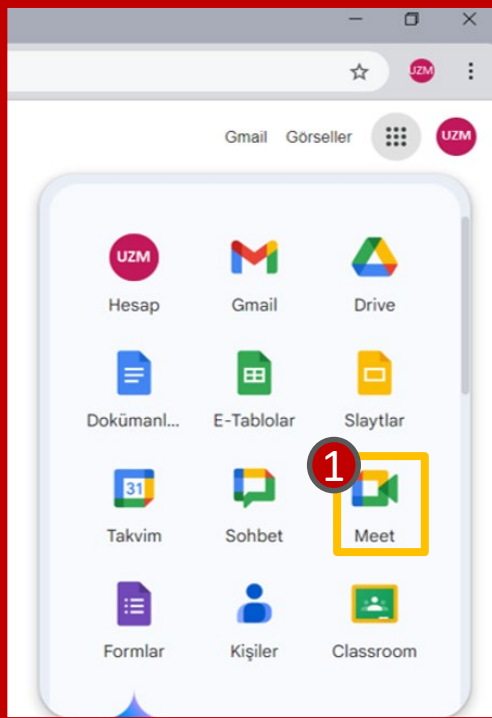


Creating an Instant Meeting

To create a meeting in Google Meet, sign in to the application and click on “New Meeting.”

To start a meeting immediately, click “Start an Instant Meeting.”

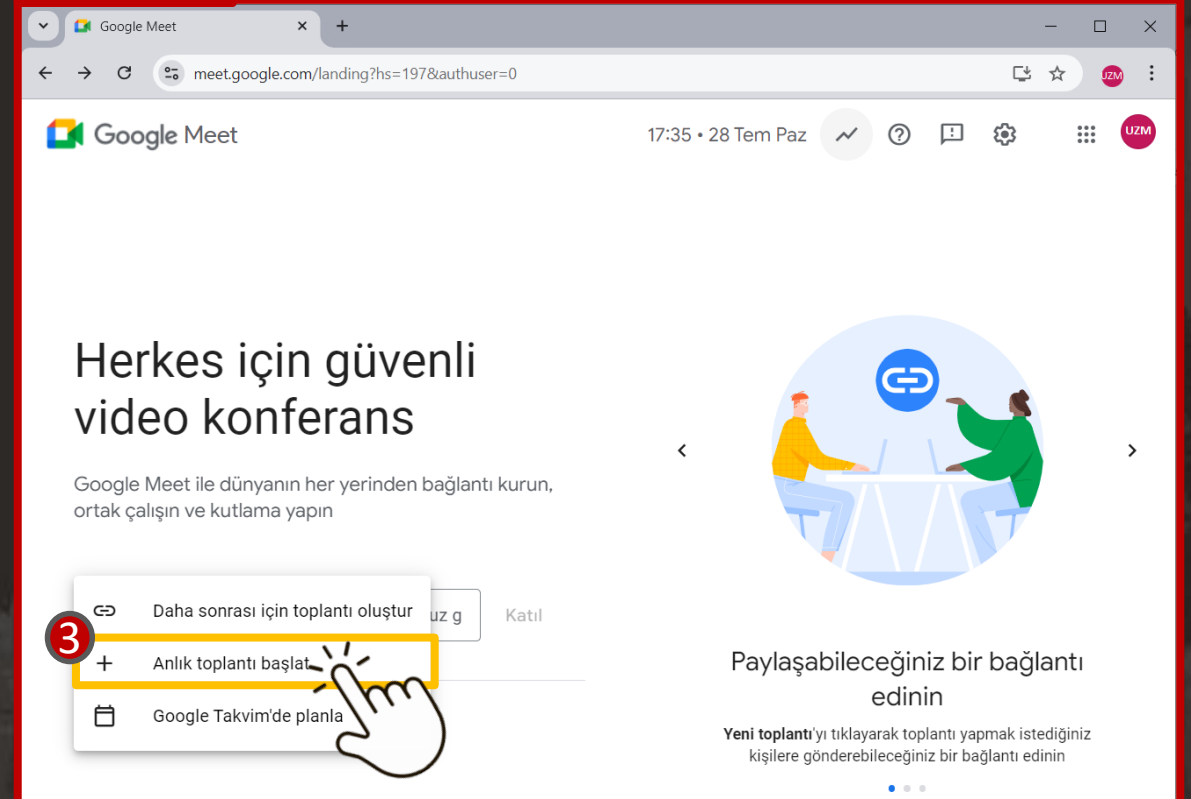
Step 1



Step 2



Step 3



Creating an Instant Meeting



During the meeting, do not forget to allow microphone and camera permissions in your browser.

Once the meeting starts, you can copy and share the meeting details using the “Copy joining info” option.

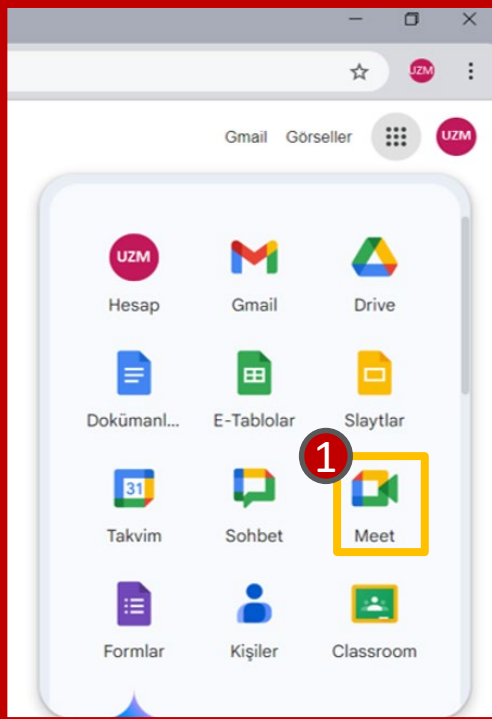
Step 4

Scheduling a Meeting

To create a meeting in Google Meet, sign in to the application and click on “New Meeting.”

To schedule a meeting, click on “Schedule in Google Calendar.”

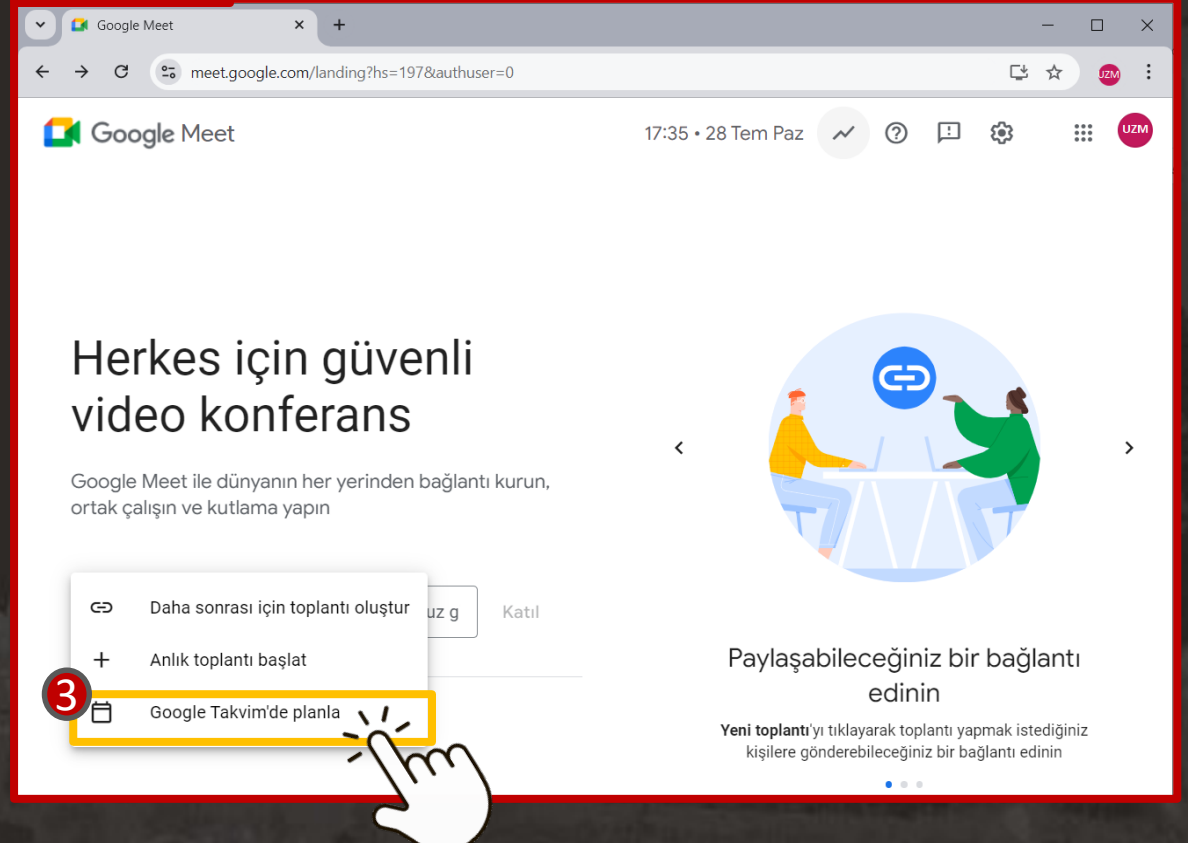
Step 1



Step 2



Step 3



Scheduling a Meeting

The screenshot shows the Google Meet scheduling interface in a browser. The URL is calendar.google.com/calendar/u/0/r/eventedit?vcon=meet&dates=now&hl=tr. The interface is in Turkish. The main form has the following fields and options:

- 1** **Başlık ekleyin** (Add title): The title input field.
- 2** **28 Tem 2024 6:30pm - 7:30pm 28 Tem 2024 Saat dilimi** (Date and time): The date and time selection area, including a checkbox for "Tüm gün" (All day) and a dropdown for "Tekrarlanmaz" (Does not repeat).
- 3** **Google Meet ile katılın** (Join with Google Meet): A button with a copy icon, settings gear, and a close button.
- 4** **Toplantı notları oluşturun** (Create meeting notes): A text area with a rich text editor toolbar and a "Toplantı notları oluşturun" button.
- 5** **Kaydet** (Save): A blue button to save the meeting details.

Additional elements include a "Davetliler" (Invitees) section on the right with a "Davetli ekle" (Add invitee) button and a "Davetli izinleri" (Invitee permissions) section with checkboxes for "Etkinliği düzenleme" (Edit event), "Diğer kullanıcıları davet etme" (Invite other users), and "Davetli listesini görüntüleme" (View invitee list). The bottom right corner shows a sidebar with various icons and a plus sign.

Enter the meeting title.

Set the meeting date and time.

Save your meeting details.

You can copy and share the meeting details with participants.

You may add a description to your meeting.

Scheduling a Meeting

The created meeting will appear in your Google Calendar.

You can join your meeting using the “Join with Google Meet” option.

The screenshot shows the Google Calendar interface in Turkish. The calendar view is for July 2024, with the 28th highlighted. A meeting titled "Uzem Toplantı" is scheduled for Sunday, July 28, from 6:30pm to 7:30pm. The meeting details panel is open, showing the following options:

- Google Meet ile katılın** (highlighted with a yellow box and an arrow pointing to it from a text box that says "You may start your meeting.")
- Telefonla katıl (US) +1 530-552-1566 PIN: 721 560 758#
- Diğer katılma seçenekleri
- Toplantı notlarını al (Notları yakalamak için yeni bir doküman başlatın)
- 10 dakika önce

The calendar also shows a sidebar with "Görüşmek istediğiniz kişiler...", "Zaman Analizleri", and "Takvimlerim".

Joining a Meeting

Google Meet üzerinden oluşturduğunuz toplantıya veya davet edilen toplantılara katılabilirsiniz.

Oluşturduğunuz toplantıyı başlatmak için takviminiz üzerinden ilgili toplantıya gelip "Google Meet ile katılın" seçeneğine tıklamanız yeterlidir.

Step 1

The screenshot shows the Google Calendar interface for July 2024. A meeting event titled 'Uzem Toplantı' is scheduled for Sunday, July 28, from 6:30 PM to 7:30 PM. The event details are expanded, showing a 'Google Meet ile katılın' button. A yellow box highlights this button. Below the button, there is a text box that says 'Oluşturduğunuz toplantınızı başlatabilirsiniz.' (You can start your meeting). The event also includes a phone number for dial-in and a link to the meeting.

Step 2

The screenshot shows the Google Meet join screen. A dialog box is displayed in the foreground, asking for camera permission: 'meet.google.com şunu yapmak istiyor: Kamera kullanışın mı?'. The dialog has three options: 'Bu defalık izin ver', 'Her ziyarette izin ver', and 'Hiçbir zaman izin verme'. The 'Bu defalık izin ver' option is selected. The background shows the 'İzin ver'i tıklayın' (Click to allow) screen with a camera icon and a person's silhouette.

Joining a Meeting

To join an invited meeting, click the link sent to you or enter the meeting details to join.

Step 1

Uzem Toplantı
Pazar, 28 Temmuz 6:30 - 7:30pm
Saat dilimi: Europe/Istanbul
Google Meet katılma bilgileri
Görüntülü görüşme bağlantısı: <https://meet.google.com/dht-drcy-tee>
Dilerseniz telefonla katılın: (US) +1 530-552-1566 PIN: 560 758#
Diğer telefon numaraları: <https://tel.meet/dht-drcy-tee>

Step 1

Herkes için güvenli video konferans

Google Meet ile dünyanın her yerinden bağlantı kurun, ortak çalışın ve kutlama yapın

Yeni toplantı

dht-drcy-tee

Katıl

İpucu: Toplantı kodunu girerken kısa çizgileri yazmanız gerekmez

Google Meet hakkında [daha fazla bilgi](#)



Paylaşabileceğiniz bir bağlantı edinin

Yeni toplantı'yı tıklayarak toplantı yapmak istediğiniz kişilere gönderebileceğiniz bir bağlantı edinin

Step 2

meet.google.com/dht-drcy-tee?authuser=0

Kamera kullanılsın mı?

meet.google.com şunu yapmak istiyor:

- Kameralarınızı kullanma

Bu defalık izin ver

Her ziyarette izin ver

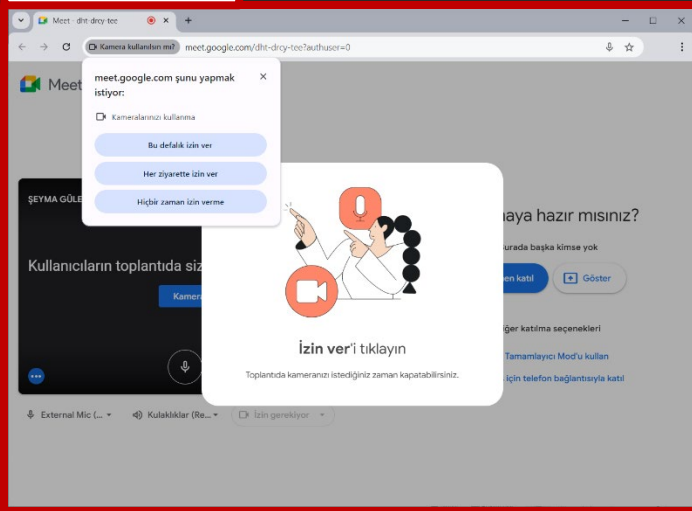
Hiçbir zaman izin verme

İzin ver'i tıklayın

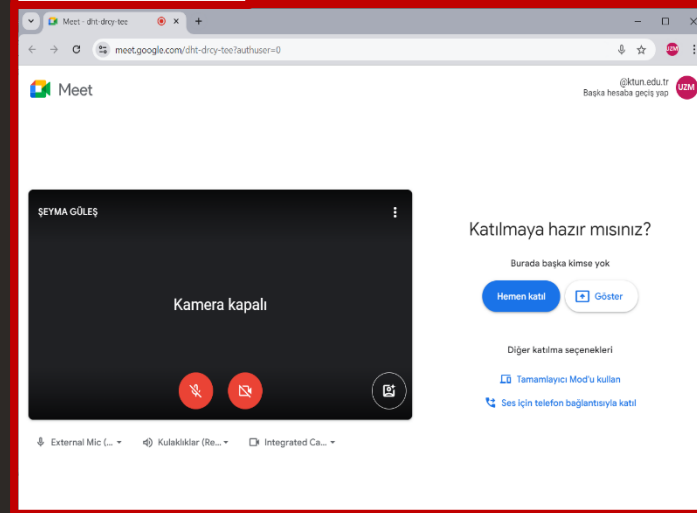
Toplantıda kameranızı istediğiniz zaman kapatabilirsiniz.

Joining a Meeting

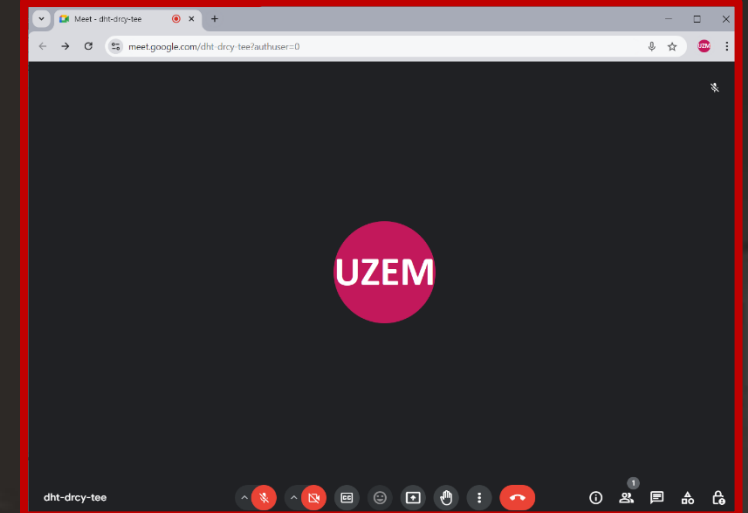
Step 2



Step 3



Step 4



Joining a Meeting

The screenshot shows a Google Meet browser window with the URL `meet.google.com/dht-drcy-tee?authuser=0`. The main content area displays the 'UZEM' logo. At the bottom, a toolbar contains several icons. Annotations with yellow boxes and arrows point to specific icons:

- Indicates whether your microphone is on or off.** (Points to the microphone icon)
- Indicates whether your camera is on or off.** (Points to the camera icon)
- Displays the screen sharing option.** (Points to the screen sharing icon)
- Allows you to leave the meeting.** (Points to the red phone icon)
- Shows the participant list.** (Points to the participant list icon)

Other visible icons in the toolbar include chat, reactions, a menu, and a lock icon. The name 'dht-drcy-tee' is visible in the bottom left corner of the toolbar area.



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