



KONYA
TECHNICAL UNIVERSITY
DISTANCE EDUCATION
APPLICATION AND RESEARCH CENTRE
1970

GOOGLE MEET USER GUIDE

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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](#)

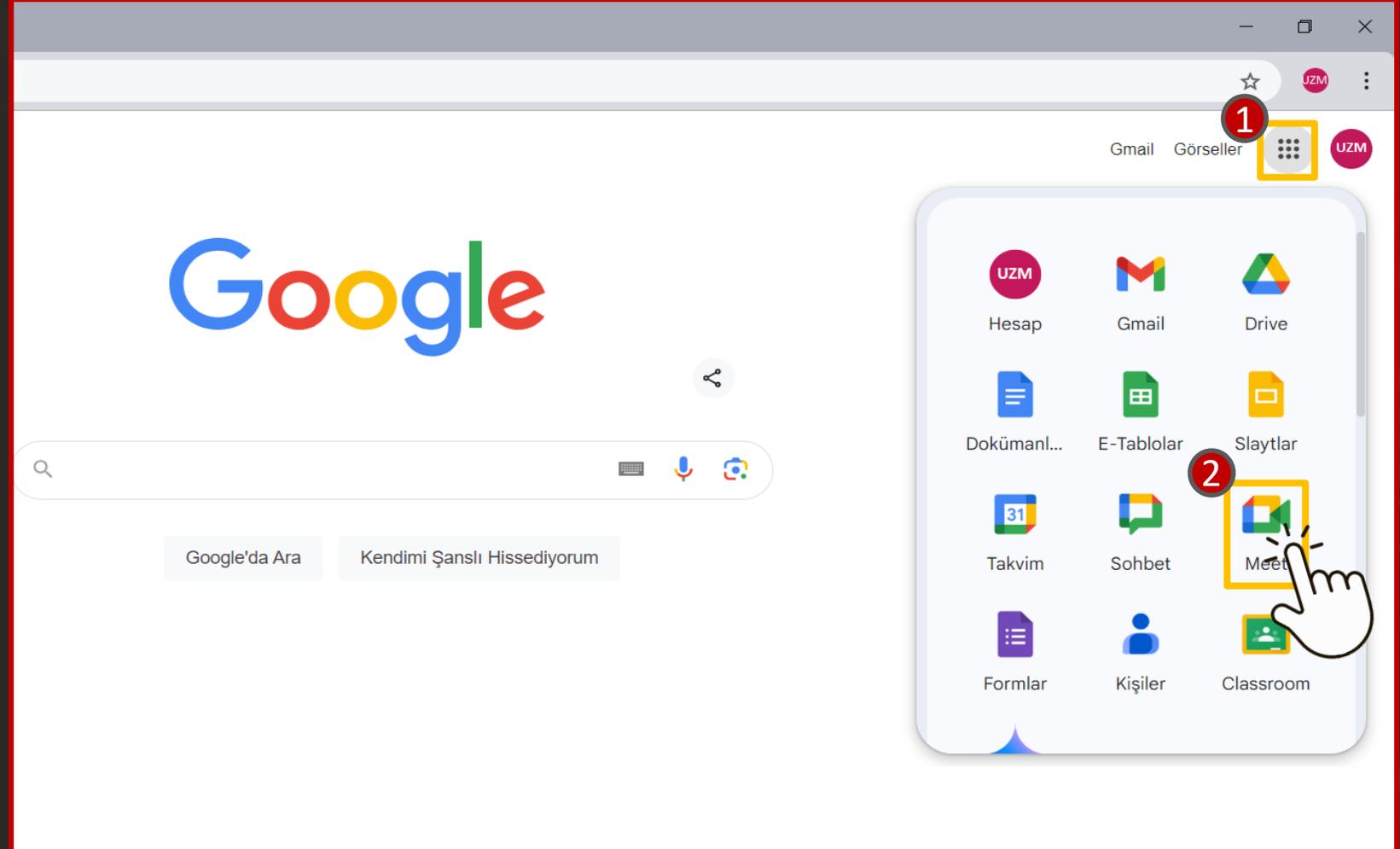
Paylaşabileceğiniz bir bağlantı edinin

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.

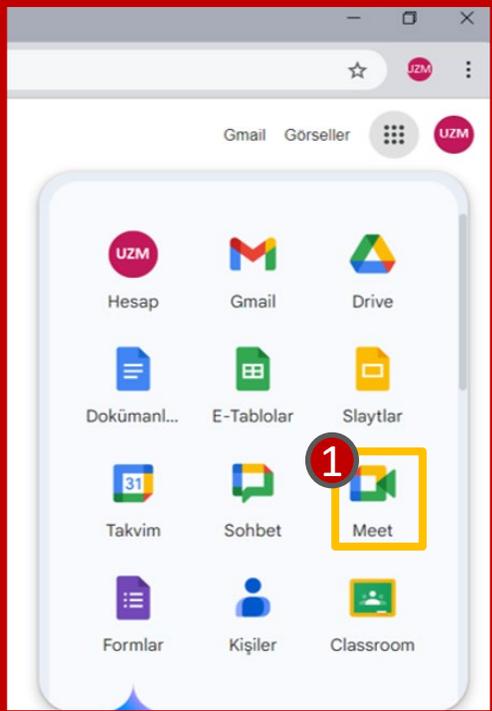


Creating an Instant Meeting

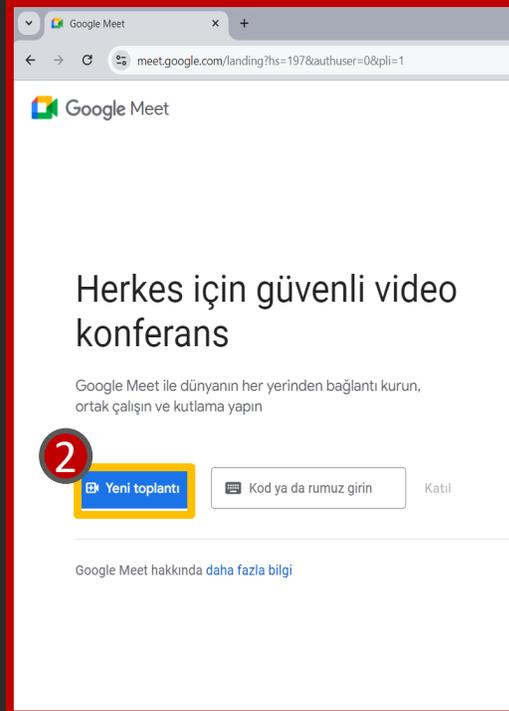
To create a meeting in Google Meet, sign in to the application and click on “New Meeting.”

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

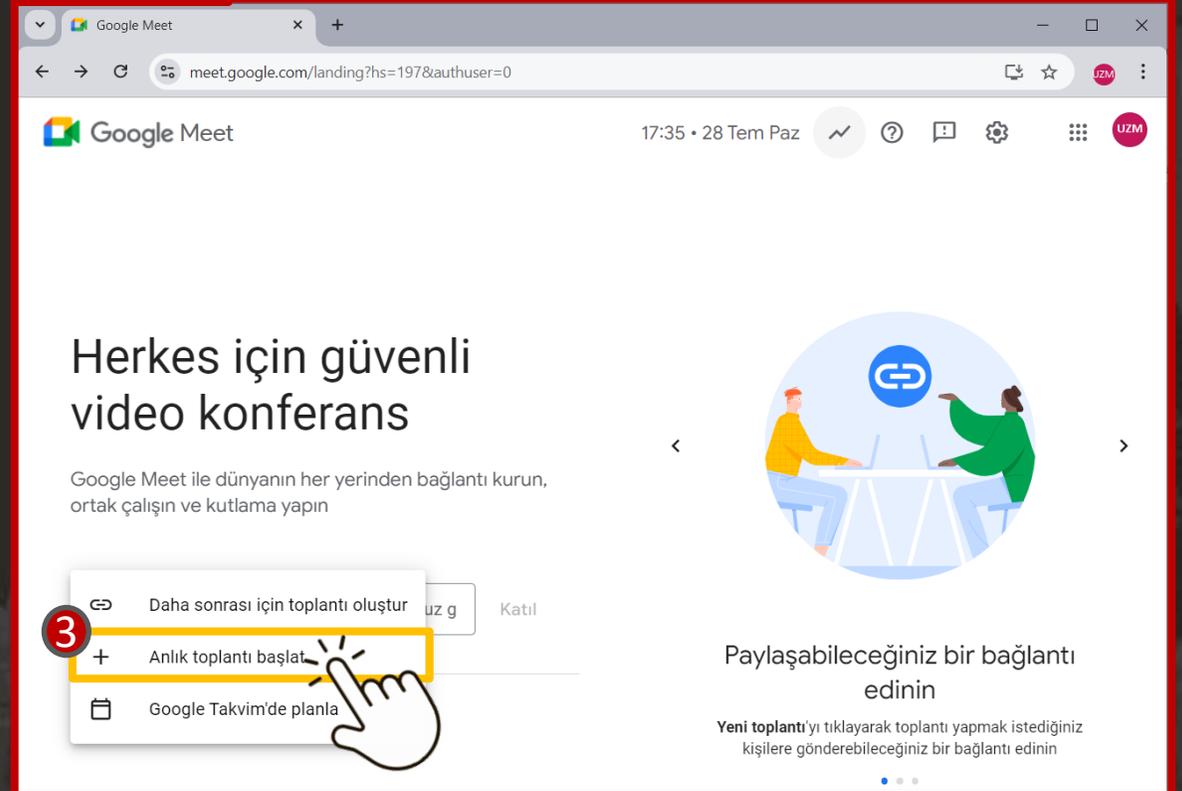
Step 1



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

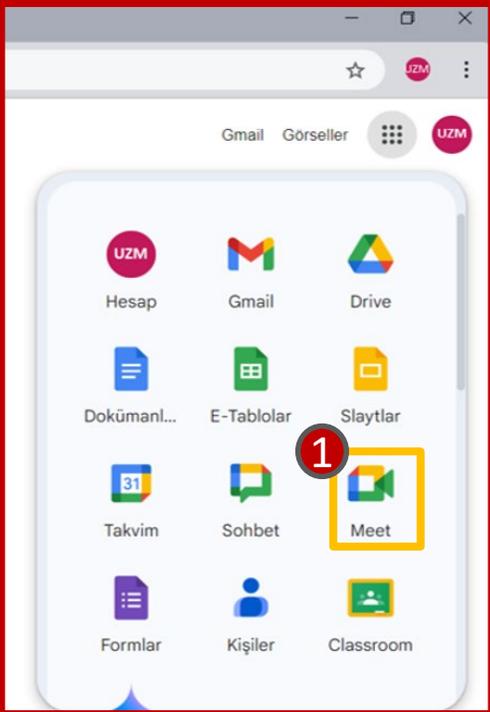
The screenshot shows a browser window with the URL `meet.google.com/uzk-fvub-cwf?authuser=0`. A permission dialog is displayed, asking for camera access. The dialog has three options: "Bu defalık izin ver" (Allow for this time), "Her ziyarette izin ver" (Allow on all visits), and "Hiçbir zaman izin verme" (Deny). Below it, a "Toplantınız hazır" (Meeting ready) dialog is shown, containing the meeting link `meet.google.com/uzk-fvub-cwf`, a phone number `+1 208-856-8313`, and a PIN `713 958 181#`. A yellow arrow points from the text in the previous block to the meeting link in this dialog. The background shows a blurred meeting interface with a "İzin ver'i tıklayın" (Click to allow) prompt.

Scheduling a Meeting

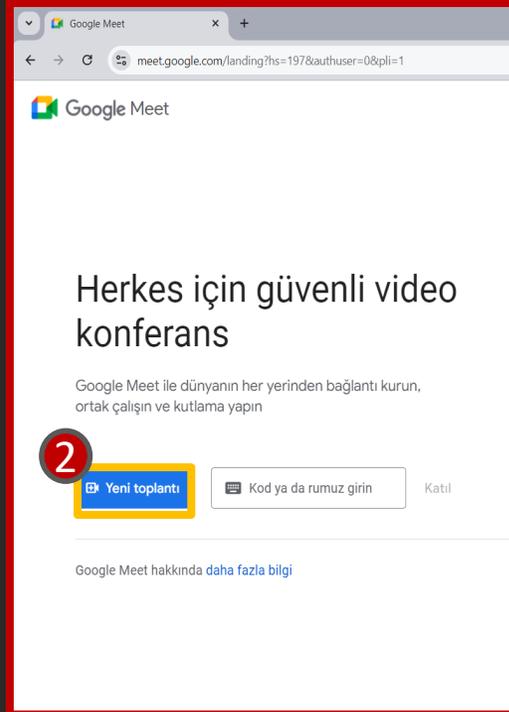
To create a meeting in Google Meet, sign in to the application and click on “New Meeting.”

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

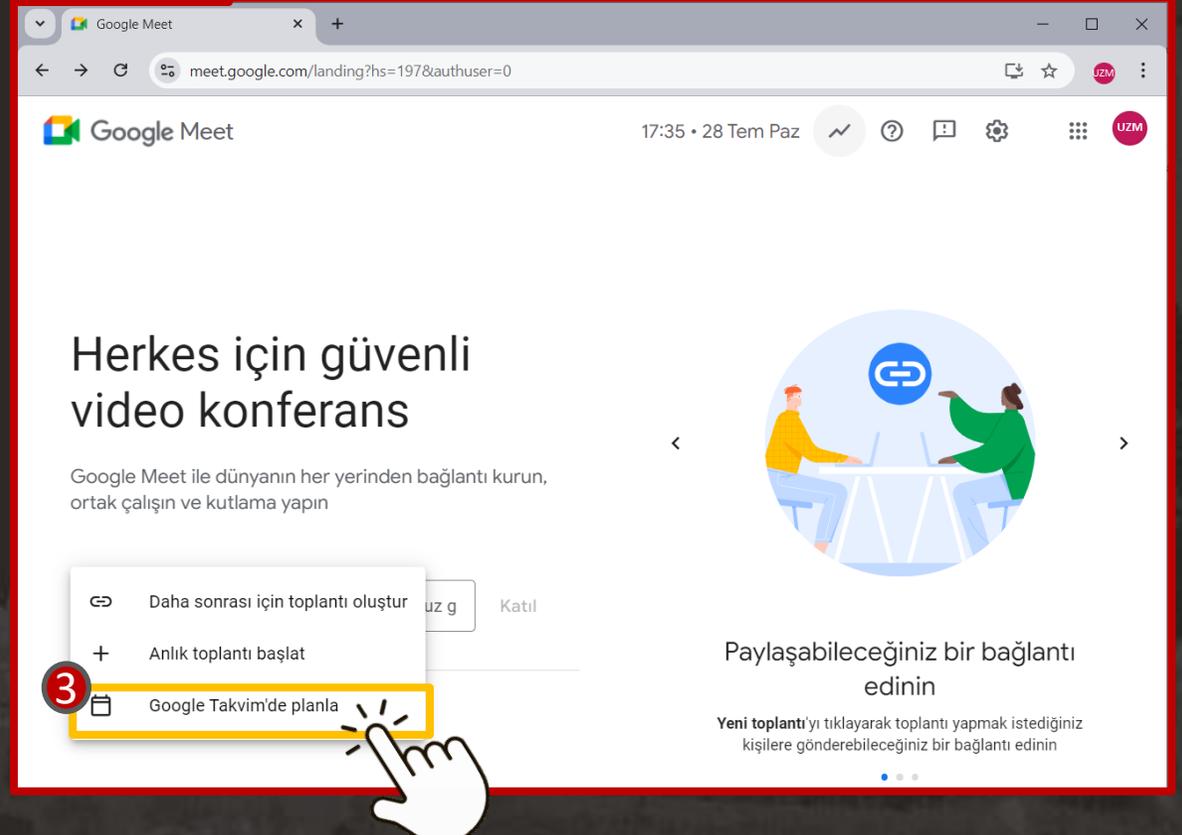
Step 1



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)
- 2** **28 Tem 2024 6:30pm - 7:30pm 28 Tem 2024 Saat dilimi** (Date and time)
- 3** **Google Meet ile katılın** (Join with Google Meet) button with a copy icon
- 4** **Toplantı notları oluşturun** (Create meeting notes) button
- 5** **Kaydet** (Save) button

The right sidebar shows the **Davetliler** (Invitees) section with the following options:

- Davetli ekle** (Add invitee)
- Davetli izinleri** (Invitee permissions)
- Etkinliği düzenleme** (Edit event)
- Diğer kullanıcıları davet etme** (Invite other users)
- Davetli listesini görüntüleme** (View invitee list)

The bottom of the page shows a text area for **Açıklama ekleyin** (Add description) with a rich text editor toolbar.

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 for July 2024. A meeting titled "Uzem Toplantı" is scheduled for Sunday, July 28, 2024, from 6:30 PM to 7:30 PM. The meeting details pop-up window is open, showing the following options:

- Google Meet ile katılın** (highlighted with a yellow box and arrow): meet.google.com/dht-drcy-tee
- 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**

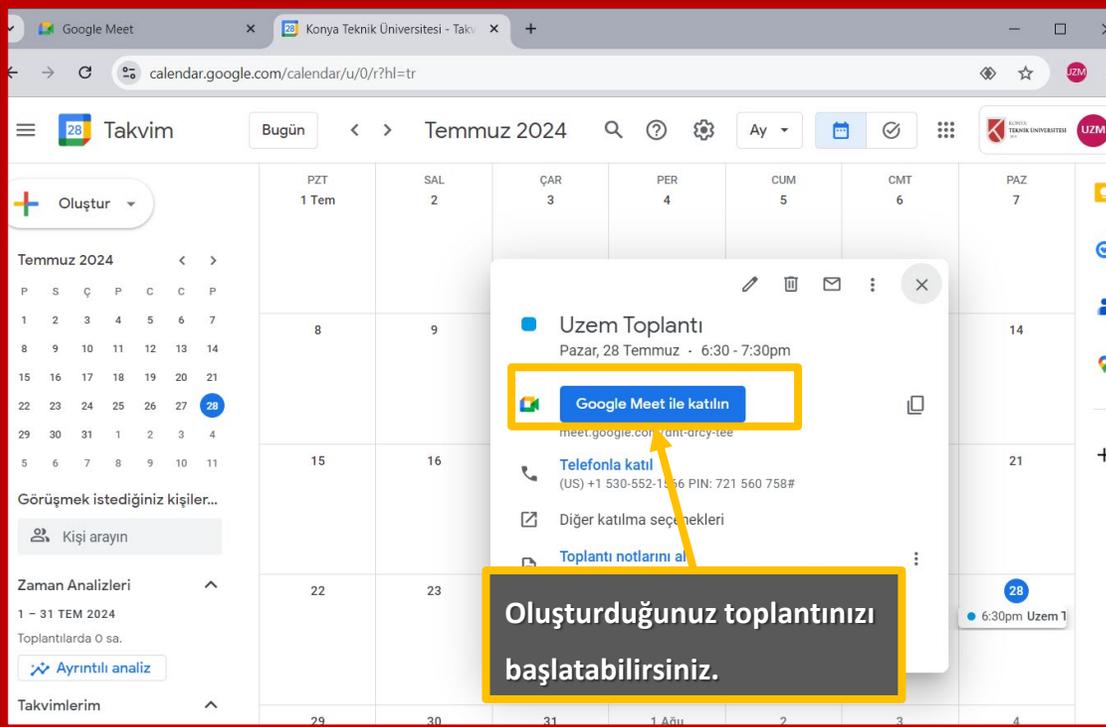
A yellow box with the text "You may start your meeting." is positioned over the calendar grid, with a yellow arrow pointing to the "Google Meet ile katılın" button.

Joining a Meeting

Google Meet üzerinden oluşturduğunuz toplantıya veya davet edilen toplantılara katılabilirsiniz.

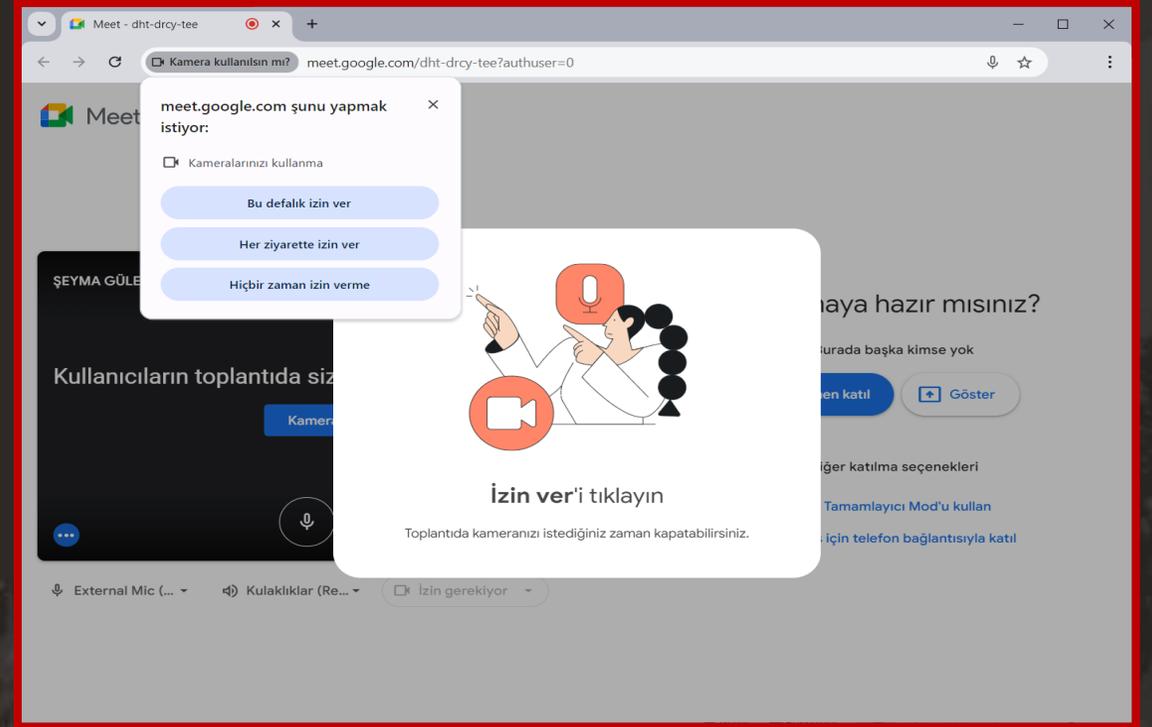
Oluşturduğunuz toplantıyı başlatmak için takviminiz üzerinden ilgili toplantıya gelip "Google Meet ile katılın" seçeneğine tıklamanız yeterlidir.

Step 1



Google Calendar interface showing a meeting event for "Uzem Toplantı" on Pazar, 28 Temmuz - 6:30 - 7:30pm. The "Google Meet ile katılın" button is highlighted with a yellow box. A text box at the bottom says "Oluşturduğunuz toplantınızı başlatabilirsiniz."

Step 2



Google Meet join screen showing a camera permission dialog box. The dialog box asks "meet.google.com şunu yapmak istiyor:" and offers three options: "Kameralarınızı kullanma", "Bu defalık izin ver", "Her ziyarette izin ver", and "Hiçbir zaman izin verme". The "İzin ver'i tıklayın" button is highlighted with a yellow box.

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

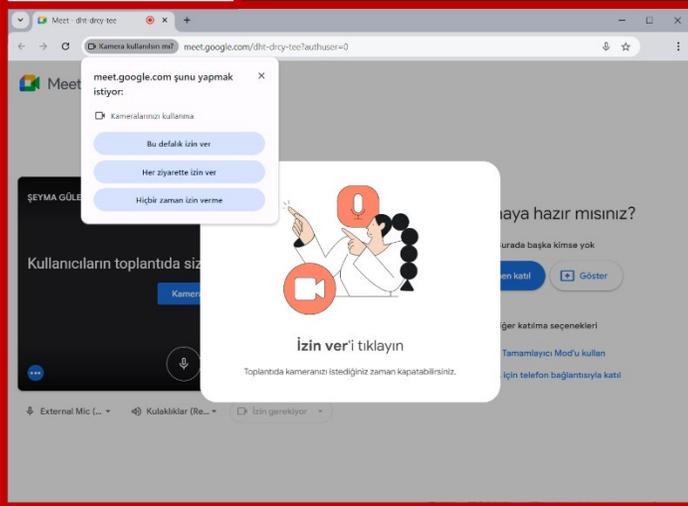
Hiçbir zaman izin verme

İzin ver'i tıklayın

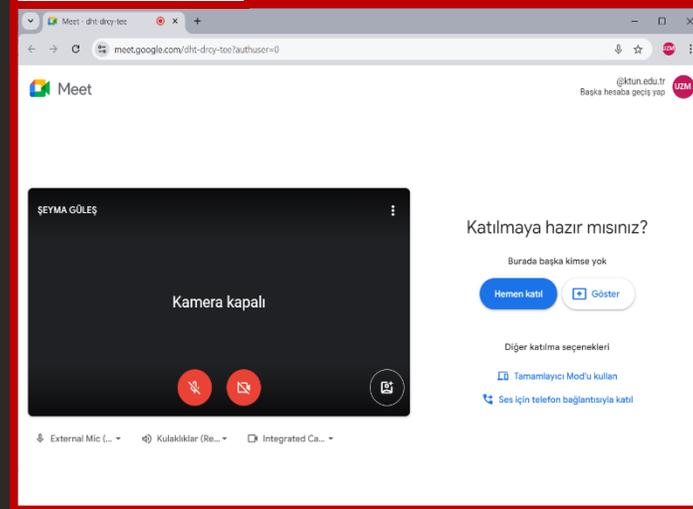
Toplantıda kameranızı istediğiniz zaman kapatabilirsiniz.

Joining a Meeting

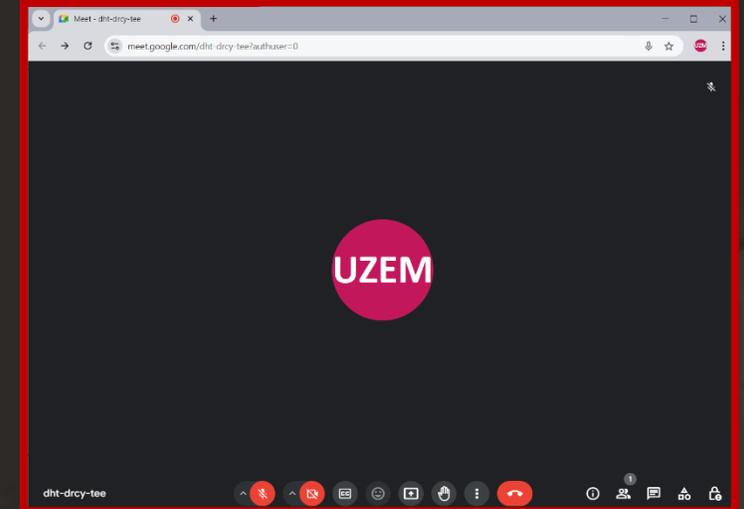
Step 2



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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