Gmeet

Working with Google Meet

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Gmeet - Version: 1

🕐 1 days Course

Description:

Google Meet is a video conferencing service solution from Google, for individuals and businesses to meet on audio and video calls. It is an upgrade from Google Hangouts with boasts some unique features.

Intended audience:

Prerequisites:

Objectives:

Achieve familiarity with Google Meet and different Google workplace applications
Achieve familiarity with sharing and security features
Ease the user's transaction to google workplace

Topics:

Google Meet

• Starting video calls and conference calls

Google Chat

- Sending messages and group chats
- Managing chat rooms

Gmail

- Gmail and Google meet
- Gmail Tips and Tricks

Calendar

- Calendar and Google meet
- Calendar Tips and Tricks

Working with google - Tips and Tricks

- Setting up Work environment
- Integrating features