Setting Up an Online GSA Meeting

There are several online platforms that GSAs may use to host their meetings.

Google Meet and Zoom are two of the more popular sites. This is a guide to setting up your space online for GSA meetings!

Google Meet

Google Meet is a free platform that is used across the country to facilitate online meetings, gatherings, and classes.

Steps to Set Up a Meeting:

1. Create a free Google account if you don't already have one by visiting accounts.google.com
2. Visit meet.google.com to start setting up your meeting
3. Click "New Meeting"
   a. this brings up a few options, you can select "Get Code to Share" for a shareable link to send to participants
   b. Save this code so that you can start the meeting at your set meeting time!
4. When ready to start, click "Join Now"
5. In the upper right hand corner you will be able to see and add participants
6. You may also toggle to the chat icon in the upper right hand corner to start a group chat
7. The bottom of the screen will display three buttons
   a. The left button will control your microphone
   b. The center button will allow you to leave the call
   c. The right button will control your camera
8. In the bottom right corner, you may click "Present Now" to share something with the group. This is helpful for any activities or presentations that may be planned
9. When ready to wrap up the meeting, simply click the center button at the bottom of the screen. This will end the hangout for all participants if you are the host.
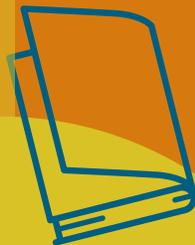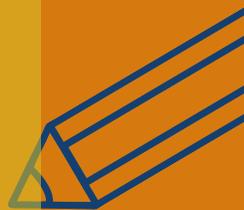
Zoom

Zoom is a free online platform that gives participants the option for face to face, phone calls, chats, and screen sharing in their meetings.

Steps to Set Up a Meeting:

1. Create a free Zoom account if you don't already have one by visiting Zoom.us and clicking the orange sign up button in the upper right hand corner
2. Once you're signed in, the main page will have "Schedule a Meeting" in the upper right hand corner. Click this to set one up.
3. Zoom will prompt you to fill out details about your meeting. If you're unsure what options to choose, please contact your schools' IT Administrator for guidance.
4. When all details are correct, click "Save". This will take you to the meeting details screen.
5. To give others the log in access, you can click "Copy Invitation" or copy and paste the Invite Link
6. When ready to start, click "Start Meeting" in the upper right hand corner
7. In the lower left corner you will have the option to turn on your microphone or video
8. You may also see who is a participant in the meeting by clicking the "Participants" button in the center of the strip at the bottom of the screen
9. The chat will be visible by clicking "More" and then "Chat". Participants will be able to chat with you and others in the Zoom meeting.
10. In the bottom right corner, you may click "Share Screen" to share something with the group. This is helpful for any activities or presentations that may be planned
11. When ready to wrap up the meeting, simply click the red button at the bottom left of the screen. This will end the meeting for all participants if you are the host.