

Conferencing Software and You!

So you need to create or join a meeting between yourself and a student and you've never used video- (and/or) audio-conferencing software as a meeting creator as compared to "click this GoToWebinar link to join" type of thing. We're here to help get you through it.

Basically, there are three parts to any meeting software – creating a meeting, hosting a meeting, and joining a meeting. You, the university staff member, are going to create that meeting and probably host it. Your student will join the meeting.



Navigate has no recommendation of what software to use for this; we literally picked the top 10 off an internet search to be as unbiased as we can be. Your university PROBABLY has some software provider they use for this; if they do, get your account. If not, your students probably use Skype or Google Hangouts (or FaceTime but that requires everyone to have Apple and doesn't have the text element) the most for this type of thing and those are free for individual-to-individual meetings.

For any product, we're just going to tell you how to schedule from the web interface. If you are doing this from an app, look at the product's help for more information.

Google Hangouts

Google Hangouts is not a substitute for full-fledged conferencing software; it is closer to chat/video software. However, it is simple to create a Hangout/video call. "Scheduling" a call will be more like sending an appointment invitation in Navigate or your email software and then calling the student at the appointment time.

Start a video call

1. Open hangouts.google.com or on the sidebar in [Gmail](#).
2. Select a person from the Hangouts list or search for their name or email address. When you find the person you want, click their name. You can also check multiple people to start a group video call.
3. Click Video call .
4. When you're done, click End call .

Students will simply have to accept your video call to join.

Google Meet

This information is for universities who use GSuite. Please speak with your IT people and department to make sure you have access to this conferencing software.

Create a new event with a video meeting

When you add a guest to an event, a video meeting link and dial-in number are added automatically. Alternatively, you can click Add conferencing.

Note: Guests can forward the meeting link to other people. If someone tries to join who was not invited to the Calendar event, a meeting participant from your organization must accept their request.

1. Go to [Google Calendar](#) and create an event.
2. On the Guests tab, click Add guests and enter the email addresses.
3. Click Save.
4. Click Send to send the invites.

Guests receive an email with the event information and a link to the video meeting.

Joining a Google Meet

If your student doesn't have a Meet/G Suite account, they can join your meeting by going to https://meet.google.com/_meet and entering a meeting code you have previously sent via email or a Navigate notification.