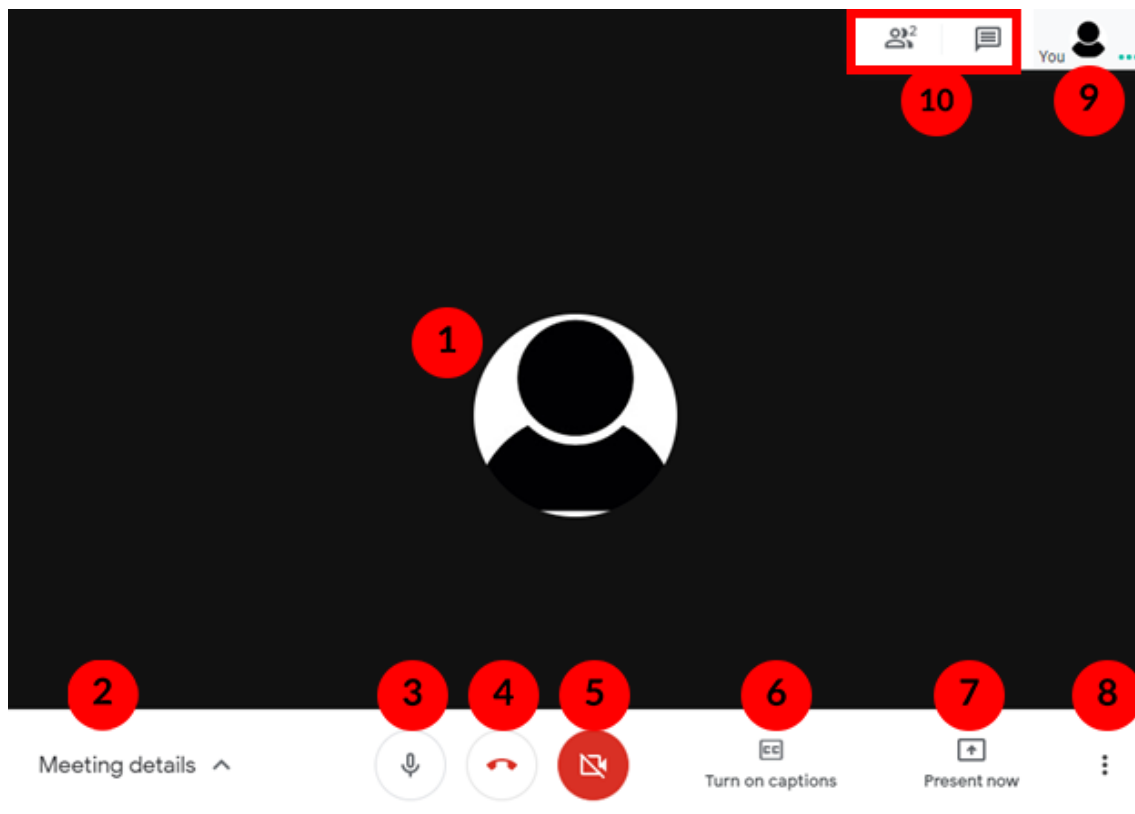## Managing meetings in Hangouts Meet

This user guide will explain the meeting settings available in Hangouts Meet once you have started or joined a meeting.

1. **Main Area Screen**: Shows the presentation or the people present in the meeting.
2. **Meeting details**: View the meeting link. You can copy this to share with others, so they can join the meeting.
3. **Microphone**: Mute or unmute your microphone
4. **Leave call**: Leave the meeting
5. **Camera**: Enable or disable your camera
6. **Turn on captions**: Enable auto captions. Participants can opt to enable this from their end.
7. **Present now**: Share your screen (or a particular window) with participants. Participants are also able to share their screen.

8. **Other options**:
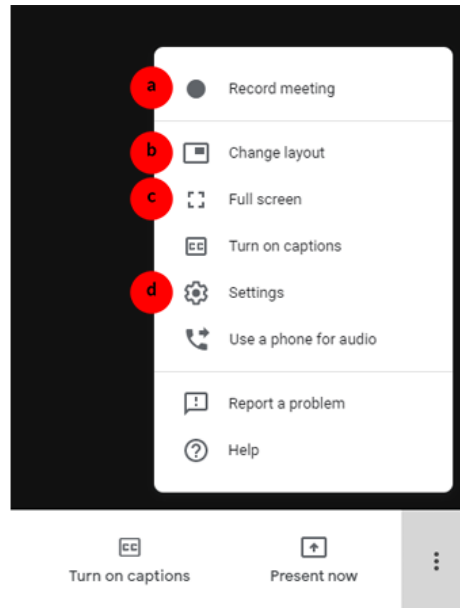
a. **Record meeting:** You can start recording the meeting. Note that this feature may no longer be available in the future. The recording will be added to the meeting creator's Google Drive and in the calendar event that was created for the meeting. All UM participants in the meeting can start and stop the recording. It is important to inform participants that the meeting is being recorded.

b. **Change layout:** You can customise the layout for your meeting (Sidebar, Spotlight or Tiled), or leave it set as Auto.

c. **Full screen:** Set the meeting to full screen.

d. **Settings:** Adjust your microphone, speaker and camera settings.

9. **You:** Click on your profile icon to pin yourself, so you can see yourself in the main screen.
   - If you are presenting your screen, you will have the option to pin your Presentation instead, in order to see what you are presenting to others.

10. **Top Menu:**
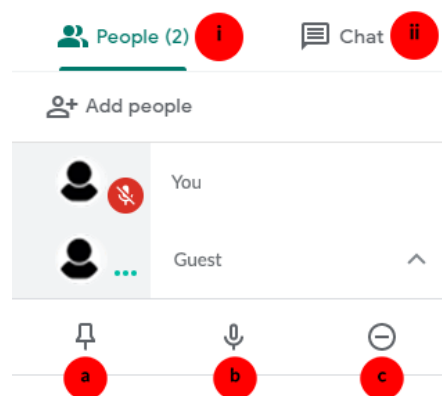
i. **Participants**: Display the list of participants and with basic levels of control.
   a. You can click on a participant to pin them to the top of the list.
   b. The meeting creator can also click on a participant to mute them.
   c. The creator can also remove them from the meeting.

ii. **Chat:** Use the chat to send text messages to participants, including links to files or webpages that they need to access.