

Google Hangouts Meet

Guide for online class for CZU FEM using Google Hangouts Meet (part of the G suite for education)

How to get a G suite account for using Hangouts Meet for FEM educators and staff

Most teachers, PhD students and other employees at CZU FEM used G Suite accounts for their work.

TIP: If you already have a Google Account(G Suite) and are signed in, you can find more details about your account here <https://myaccount.google.com/>

Educators who have an active account in the form of login@pef.czu.cz can use Hangout Meet Immediately.

Educators who do not yet have an account can apply for an account.

Educators, whose account is not active (cannot login, password is invalid, etc) can ask for an account reset for their password.

Applications for G Suite for FEM educators and PhD students

- Send an email to the administrator G Suite FEM prokop@pef.czu.cz
- In the email write your name, last name, and faculty email (login@pef.czu.cz)
- After receiving the request to create, or to renew your account, we will create/renew your account as soon as possible (usually on the same day).
- You will receive an email to sign into your new account (“Vítejte ve svém novém účtu Google...”/“Welcome to your new google Account...”), the email contains a login link.
- after clicking on the “Login” link in the email you will login and set your password
- If by any chance the email with the login link does not arrive, check your spam folder for the email, if the email is not there, contact the administrator for a new link.
- For safety reasons the link expires 48 hours after creation, after this time if you have not clicked it, you will need to ask for another link.

Technical support for Google FEM (G Suite) Accounts

Account setup and technical support for Google Accounts is provided by the G Suite support team at the FEM Information services center (<https://katedry.czu.cz/sis/>). If you have a

problem with your Google account, please contact Jan Prokop, Chief G Suite Administrator (prokop@pef.czu.cz).

What information about Hangouts Meet to give to your students?

Students can join Hangouts Meet video calls through their private Google Accounts (gmail.com), or they can join anonymously and don't need an account. However, the educator must then allow the connection of individual anonymous accounts during the ongoing video call.

Students connecting with a Google account

Students either have their own gmail.com account, or they can open a free and simple. You can create a new account at <https://www.google.com/> (Přihlásit se (Sign in)/ Vytvořit účet (Create Account)/ Pro mě (For me))

The image displays two screenshots of the Google account creation process. The left screenshot shows the 'Přihlaste se' (Sign in) page with a text input for 'E-mail nebo telefon' and a 'Vytvořit účet' (Create account) button. The right screenshot shows the 'Vytvořit účet Google' (Create Google account) page with fields for 'Jméno' (Xaver), 'Příjmení' (kedua), 'Uživatelské jméno' (xaver.kedua@gmail.com), and 'Heslo' (password). It also includes a 'Potvrdit' (confirm) field and a 'Další' (Next) button.

Students connecting without an account (anonymous connection)

Hangouts Meet can be connected anonymously. After entering the video call address with the meeting code, the user will be asked to fill in their name. This name will not be verified in any way. The video call founder will receive a notification when they try to connect a new, unauthenticated user. The founder of the video call must enable each such connection individually.