



Google Hangouts Meet

Guidelines for online classes at CZU FEM with using the Google Hangouts Meet application (G Suite for education)

Tip: Create a virtual consultation room using the permanent Hangouts Meet link



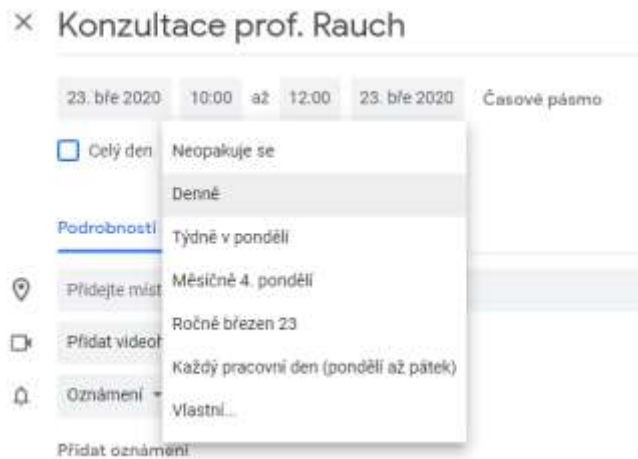
- Create an event in Google Calendar
- Select recurring event
- Add a hangout Meet video call and copy the address
- Share the Google Meet address code ie. Web, or e-mail
- **Until the event stops recurring, the address will be open to use**

Create an event in Google Calendar (<https://calendar.google.com>).

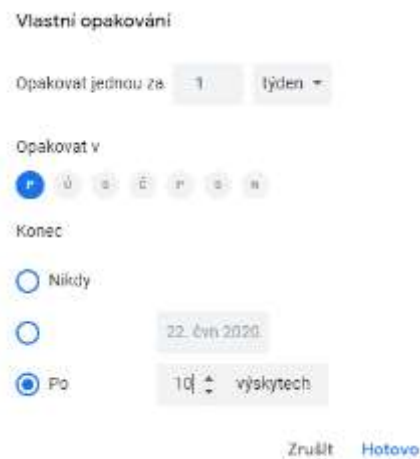


Select recurring event. For example, daily, weekly, monthly etc. - denně, týdně, měsíčně.

If you do not choose how long the event should last and how often, then it will be turned on forever.



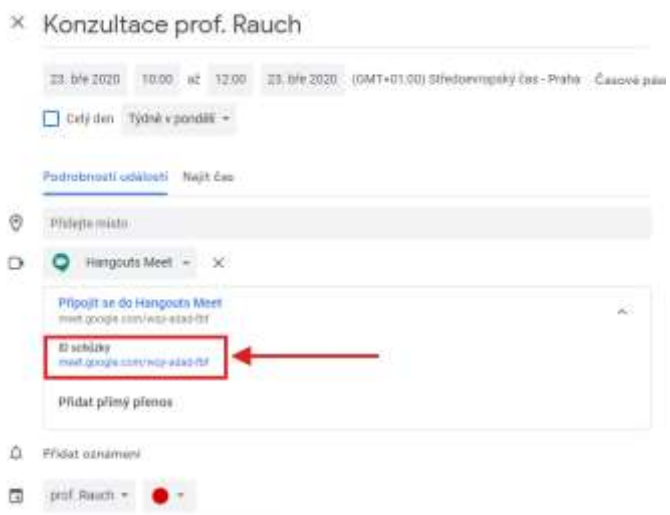
Select "Vlastní.." to set the end of the repeat.



Add videocall Hangouts Meet.

Copy the address of the videocall (ID schůzky).
for example.:
meet.google.com/wqy-adad-fbf

Save the event.



You have set up a recurring Meet video event in your Google Calendar.

Until the calendar event recurs, the meeting code is valid and the Hangouts Meet address is accessible to anyone who knows it.



Share the Google Meet code/address on the web, on social media, or email.

For example, you can put the Meet address code next to your consultation hours on wp.czu.cz or on your personal page home.czu.cz.



Example:

Consultation Prof. Rauch

During office hours you can find me on the virtual room address here:

<https://meet.google.com/wqy-adad-fbf>

Consultations are every Monday morning.

Those interested in entering the consultation room will use the Meet address in their browser, and communication may begin.

