

Google Meet – Well Done



Who – Congregation Members and Visitors. You can extend the invitation to others!

What – Bible study, Bible Information Class, fellowship, etc. *We will continue to use YouTube & Facebook for worship services.

When – At regular scheduled times you'll be contacted about. Put on your calendar to not miss.

Where – You at your home or wherever you have a reliable connection.

Why – Well, a few reasons...

1. Visual fellowship. While our gatherings at church are suspended, it is a great and wonderful thing to see our brothers and sisters in Christ and remember that we are not alone as we all go through this.
2. A more interactive approach. When we were doing it live streamed with chat, the lag between the time that a question from Pastor is presented to the time that responses are typed up, sent, and received is significant. This is not the best tempo and can be disjointed as one topic can move quickly to the next. Google Meet will allow people to talk/voice a response, or even interrupt a train of thought, allowing a more natural interaction.
3. Body language. Those who are now forced to isolate themselves and still communicate regularly with other know that the written and even spoken word lacks significantly in the intended meaning. We communicate a lot with inflection, tempo, facial expression and body language that can be lost otherwise.
4. Technology. Streaming can be unreliable (as we've discovered) as more and more venues compete for high bandwidth times, and this can be very disruptive. This is primarily because servers must take in the live stream source, transcode it, and stream it out to subscribers, which requires processing and a delicate balance of bandwidth. As you're aware, Holy week services were pre-recorded to eliminate half of that burden, making it so that the provider servers could transcode in advance, and simply stream from a resident file at a specified time.
5. Flexibility. Not everyone wants to be seen or heard and that's OK. You have the freedom to simply observe and participate at your level of comfort. Sip your coffee in peace knowing that no one knows you're still in comfy pants.

Here's the "meet" and potatoes of how this works (I swear that's the last pun):

If you plan to participate using computer/smart device, you are strongly encouraged to obtain a Google account and, if applicable, to download the Google Hangouts Meet app **in advance of the event**.

Pastor has applied and been granted a free license on behalf of LOTV. Normally, this is a paid service for corporations, etc. Yay for free!

Typically, in advance of the connection, you'll want to download and review the resource material associated. A mailed hard copy will be available on request.

Pastor, as the Google Meet host, will open the channel a few minutes in advance of the event. If it is your first time connecting, you may want to try to connect ahead of time as well. Each participant has a quick, one-time process.

Event occurs and everyone participates (according to their degree of comfort) and we are enriched and faithfully sustained in the Word of God.

You and others will join that channel in one of several ways.

- Two-way computer video and audio on your using your webcam and microphone
 - You see Pastor or whoever else is using video on your screen.
 - You hear Pastor or whoever else is using audio on your computer speakers.
 - You speak and everyone else hears you on your computer microphone.
 - Your webcam puts your image up so that everyone else sees your lovely face.
 - Uses your regular computer browser.
 - May require you to generate a Google account.
- Two-way computer video and two-way telephonic audio
 - Don't have speakers or a microphone on your PC? This is for you.
 - You still have two-way video using webcam and screen.
 - Your two-way audio goes through your phone to a phone number you connect to.
 - You can also have the channel dial your phone to make this audio connection.
- Two-way video and audio on your using your smart phone
 - Same kind of connection as computer above using phone camera/screen and audio.
 - Requires the download of an App (do in advance, please).
 - May require you to generate a Google account.
- Two-way audio on your using your regular phone
 - Audio only experience but you can use your imagination as to what everyone looks like.
 - Does not require a Google account.

Let's get started.

For most, you will have received an invitation in an email. The following is an example of one I received for the new Bible Study of Daniel.

You have been invited to the following event.

Daniel Bible Study

| | |
|--------------|---|
| When | Weekly from 9:15am to 10:15am on Sunday from Sun Apr 19 to Sun May 24 Mountain Time - Denver |
| Joining info | Join Hangouts Meet meet.google.com/pgv-rkqb-zjo Join by phone +1 424-261-0959 (PIN: 790960625) More phone numbers |
| Calendar | charleskidd@hotmail.com |
| Who | <ul style="list-style-type: none">• pastorklein@lotvlayton.org - organizer• andkeshnauer@yahoo.com |

It has the time (our normal Bible study) and date. Make sure you are viewing the correct time relative to the time zone you've selected – e.g. Mountain time.

It has a URL, "meet.google.com/<channel designation>". It is *expected* that the channel will stay the same for the same event series. In this case "pgv-rkqb-zjo" would be associated with Sunday morning Bible Study. This is important if you are receiving multiple channel invitations, such that you aren't trying to connect to the incorrect BIC channel if you are trying to join for Sunday morning Bible Study. It will just sit there forever waiting for someone to let you in.

It has a Phone number and a PIN.

Two-way computer video and audio on your using your webcam and microphone

Hopefully most have a computer/laptop with monitor, webcam, speakers, and microphone.

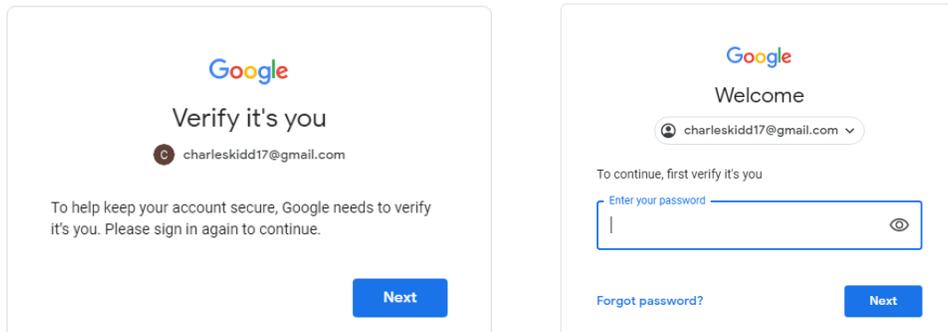
These are the screens you'll expect to see in the setup when you click the link in the email.

Example (this one takes you to Sunday morning Bible Study of Daniel)

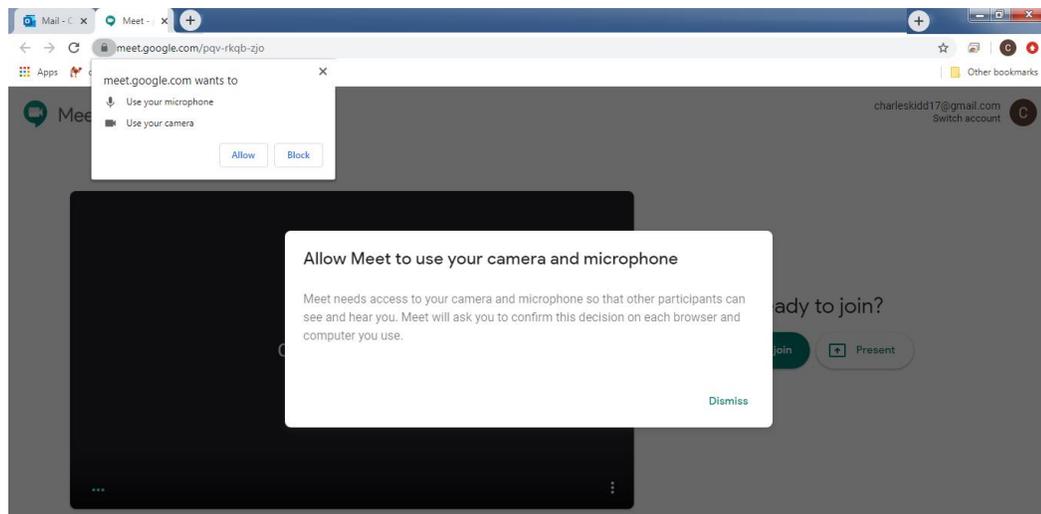
meet.google.com/pqv-rkqb-zjo

NOTE: I use the Google Chrome browser, so your browser and options may appear differently.

- You may be asked to create a Google account, or verify your credentials.



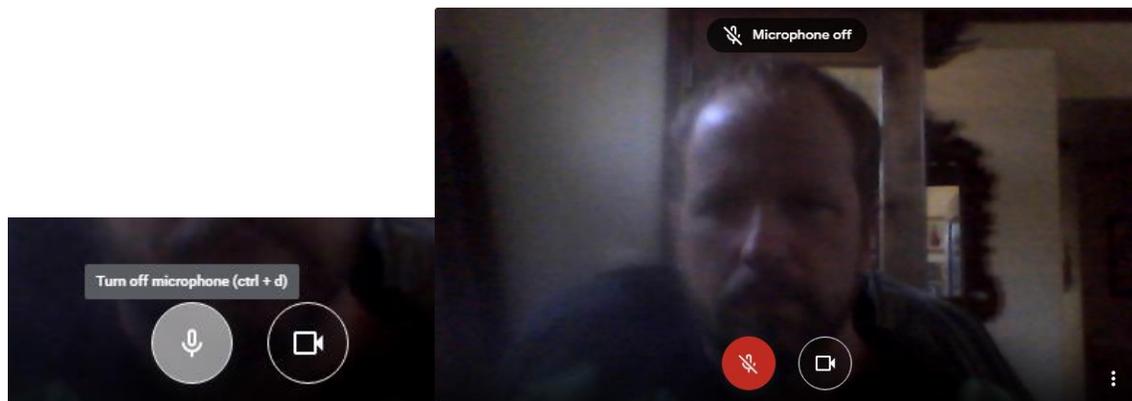
- You may be asked to give Google Meet access to your webcam and microphone, by selecting "Allow". Even if you don't plan to participate in this way, consider accepting this and then you can always mute and/or turn off the webcam later if you don't want to be seen or recorded. If you select "Block" and want to participate with audio, then phone connection is possible.



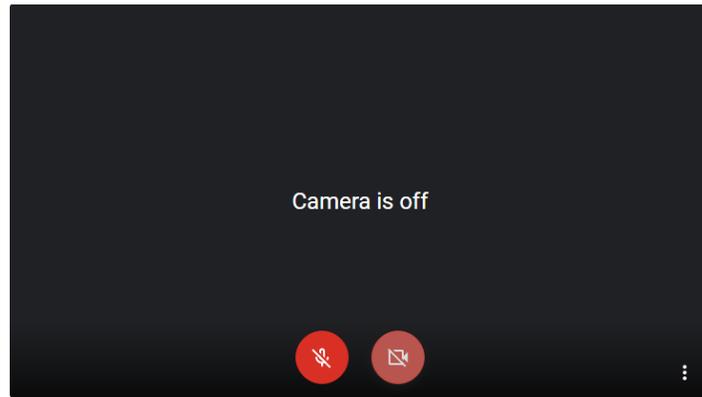
- If your webcam and microphone are connected, then you will see something similar here, which shows you what your webcam sees. Notice also the three little dots in the lower left hand corner. When you speak, you should see this voice meter deflect to show that your audio is received.



- You can elect to mute your microphone before you even connect to the channel if you choose, by selecting the microphone button at the bottom center of the screen. When muted, you'll notice 3 things.
 - The microphone off indicator at the top of the screen
 - The microphone button you selected is now red and has a slash through it
 - The voice meter in the lower left hand corner is gone.



- Etiquette usually says that if you are not actively trying to speak and be heard, that you mute. This is especially important if you have significant background noise (animals, kids, Monster Truck Rally, etc.)
- Similarly, you can elect to turn off your web camera if you choose, by selecting the camera button at the bottom center of the screen. When the camera is off, you'll notice 3 things:
 - The "Camera is off" off indicator at the center of the screen.
 - The camera button you selected is now red and has a slash through it.
 - The screen (indicating what everyone sees) is black.



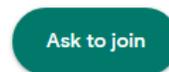
- Again, a rule of etiquette is to not do anything on camera (e.g. picking your nose) that you don't want people to see. It's sometimes easy to lose track in the virtual environment that people are able to observe you. Don't be deterred, but do be aware.

NOTE: These same controls for microphone and video are selectable throughout the entire event.

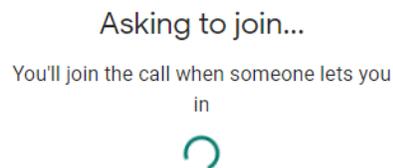
See the Housekeeping section at the end of this document for more.

Now that we understand the main settings....

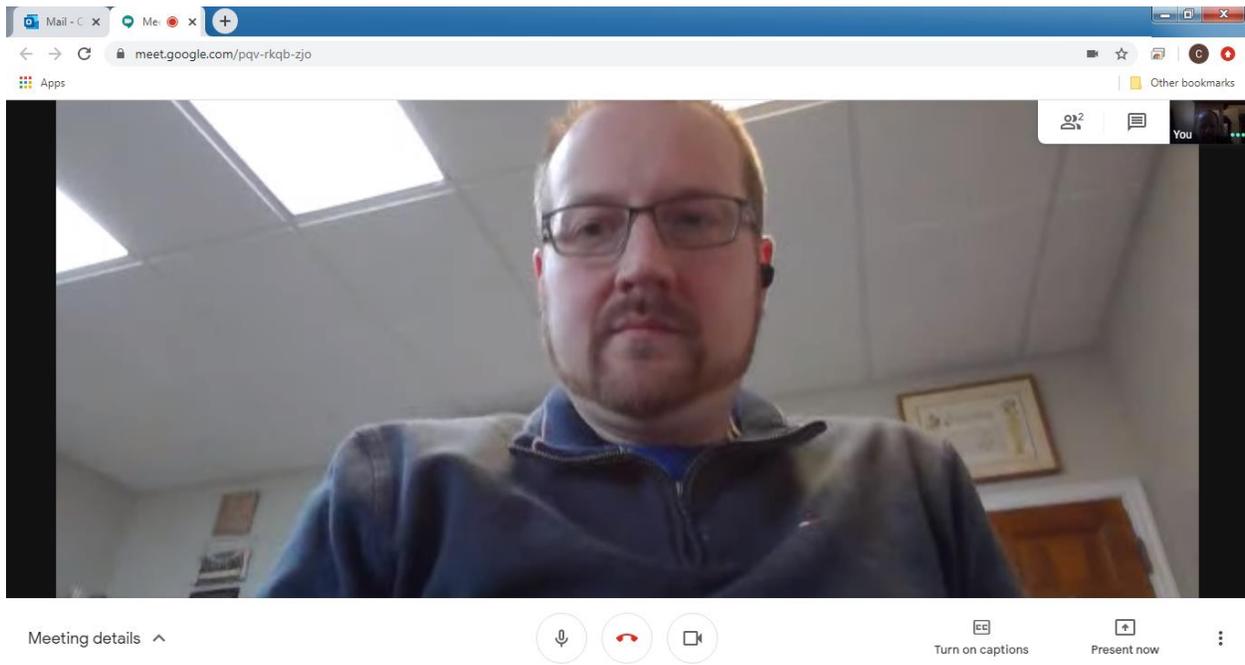
- Connect to the channel by selecting the green "Ask to Join" button.



NOTE: Typically, you will not use the "Present" button for our meetings.



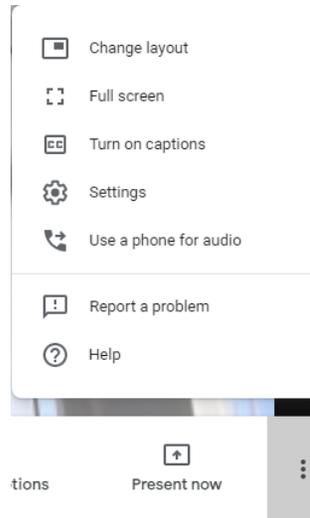
- At this point, the host (Pastor), will see your request to join, and confirm your entry. Typically, this only has to be confirmed only the first time you join. Just plan for a little patience the very first time you connect.
- On joining you'll typically see the host, which will be either Pastor's webcam image or some other presentation screen if he is presenting.



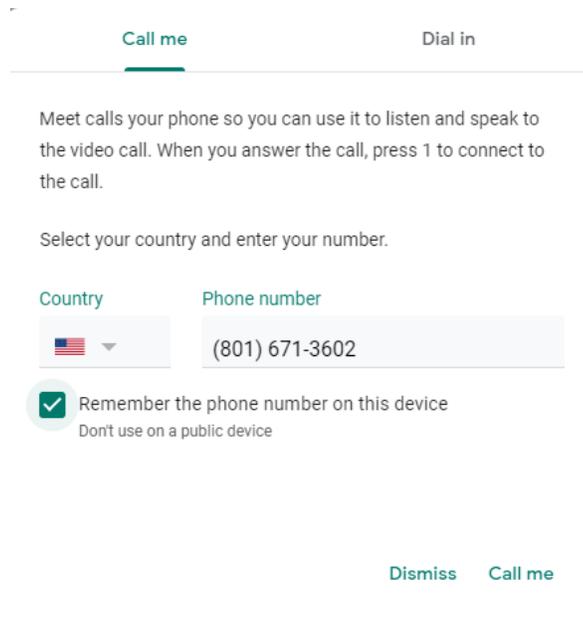
- Notice again the Microphone and Camera at the bottom of the screen. These work exactly as have already been described.
- Notice between them is a red phone receiver. This is used to disconnect you from the channel.
- Notice the upper right hand which shows all participants on the channel.
- There is a way to chat within the channel so that you can comment silently, if you choose.

Two-way computer video and two-way telephonic audio

- For those whose computer may have a webcam but don't have a microphone or speakers, this option allows the person to use the video from their computer and audio through their phone.
- At the lower right hand corner, there are three vertical dots, which are the pull-up menu, select the option for "Use a phone for audio."



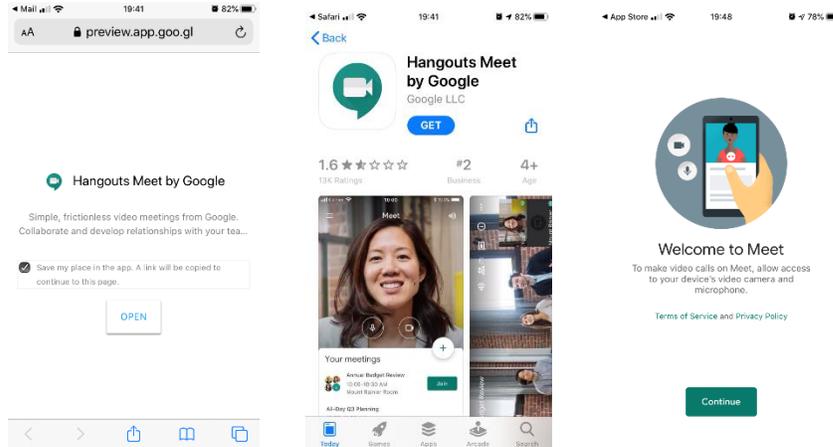
- The easiest way is to have the channel dial you at the phone number of the phone you want to connect on. Enter your phone number and select "Call me". You can even have it remember which phone to use for future events if desired.

A screenshot of a 'Call me' dialog box. The dialog has two tabs: 'Call me' (selected) and 'Dial in'. The text inside reads: 'Meet calls your phone so you can use it to listen and speak to the video call. When you answer the call, press 1 to connect to the call.' Below this, it says 'Select your country and enter your number.' There are two input fields: 'Country' with a dropdown menu showing the United States flag, and 'Phone number' with the text '(81) 671-3602'. At the bottom, there is a checked checkbox labeled 'Remember the phone number on this device' with a sub-note 'Don't use on a public device'. At the very bottom right, there are two buttons: 'Dismiss' and 'Call me'.

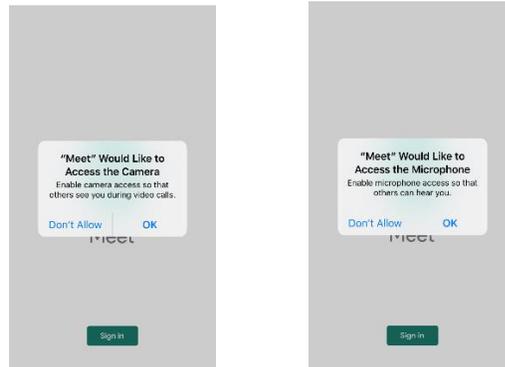
Two-way video and audio on your using your smart phone

- Accessing this option is as simple as selecting the same URL from the email, but on your smart device.
- This will require you to download (free) and install the Google Meet app on your smart device.
- These instructions are abridged so that you can prove you're smarter than your smart phone. Use of grandchildren to assist in this setup is encouraged.

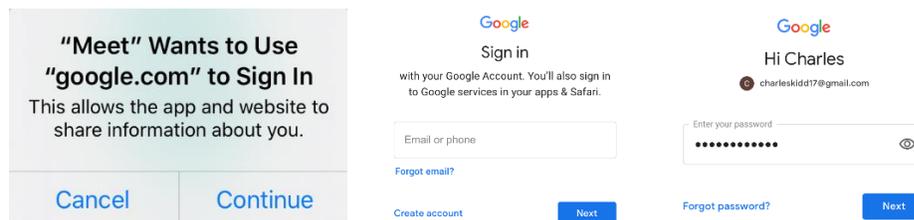
NOTE: The following are iPhone images showing installation, authorization, and log-in.



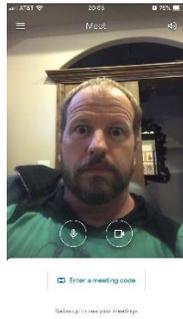
- Once the app is installed, opening it will again require authorization to use the device's assets.



- The app requires that you use/create a Google account to login.

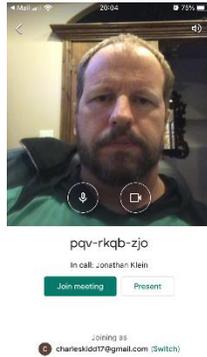


- Once the app is installed on the phone, it may ask that you enter a meeting code. Oh No!!



You could enter the cryptic code from the meeting if you wanted, but it's easier to just close the app and launch from the URL in link again, which already contains the meeting code.

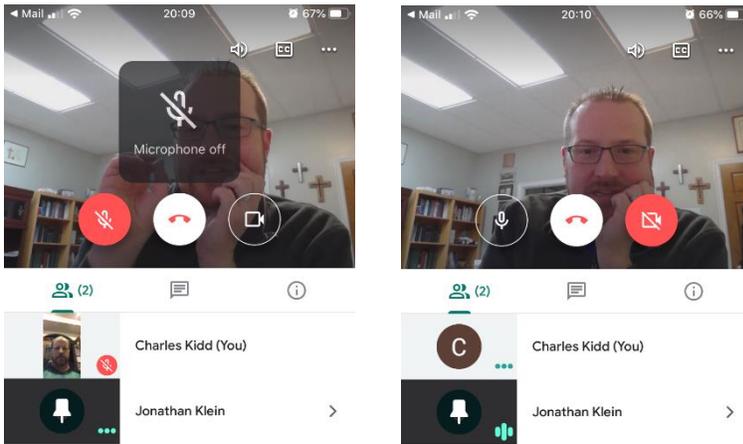
- Launching the session is easiest done by going back to the original email and selecting the URL within it. It takes you directly to the channel. How anti-climactic...



Ahem...

Select "Join meeting"

- Once you're into the meeting the microphone and camera settings work like as described in the section above for the computer.



He's watching you...

Can you see how Pastor is enthralled with your success?

- One thing worth mentioning is that like Facetime, this app is a power hog! Prepare to have a backup charger handy.
- Follow the rules of etiquette as always. You all know how social media works and that there really is no such thing as privacy.

Two-way audio on your using your regular phone

- This option is for those that either don't have a computer/smart phone or choose to keep it simple. The disadvantage here, of course, is no video, which means you won't have the same visual context as the rest of the group. The experience will still be awesome as you gather around God's word and can still participate with others.
- From the email or other communication, you received, there is a phone number and a PIN. The phone number gets you into a call center that will prompt you to enter the meeting PIN number, followed by the # key, with your touch pad.
- The phone number and PIN number are a matched set to get you specifically into the meeting.
- Because the PIN is the authenticating portion, you are immediately connected, and the host (Pastor) does not have to authorize you to connect.
- It is expected that the phone number and PIN will change from meeting to meeting, so make sure that you're using the most recent invitation information.

You have been invited to the following event.

Daniel Bible Study

When Weekly from 9:15am to 10:15am on Sunday from Sun Apr 19 to Sun May 24 Mountain Time - Denver

Joining info Join Hangouts Meet
meet.google.com/pqv-rkqb-zjo

Join by phone
[+1 424-261-0959](tel:+14242610959) (PIN: 790960625)

[More phone numbers](#)

Calendar charleskidd@hotmail.com

Who

- pastorklein@lotvlayton.org - organizer
- andkechneider@yahoo.com

- Mute/Unmute your phone as you normally would.

Housekeeping

Muting/Unmuting:

Not only can the host (Pastor) mute people, but others can too. The intention of this is that sometimes a feedback loop will occur within a device. This is usually accompanied by a loud and annoying squeal. When this happens, EVERYONE should mute!

Then, individually, unmute when you wish to talk.

In general, the mute and unmute convention is the most important piece of maintaining quality in a multiple person / group conversation. When you follow this convention of muting when you aren't talking, the overall noise is reduced on the conference call and it's easier for everyone else to hear and enjoy.

You cannot unmute others on the conference.

Presenting:

Generally, only Pastor will Present so that he can show his computer screen to illustrate a point.

As the host, Pastor can and probably will disallow people from presenting.

Audio clips:

A discovery early on is that certain audio sources that Pastor is using may not go out so that you can hear it. An example might be if he has Bible verses read.

If this happens, notifying Pastor that you aren't hearing the presented audio in the chat window is probably the best option.

Webcam with computer audio:

If you are new at this or a seasoned Webcam user, you will note that you may need to adjust your individual computer settings for the best experience. Some of these include:

- Increase room lighting to improve the image of the webcam
- Adjusting the position/zoom of the webcam to have images framed correctly
- Adjusting speaker volume levels
- Adjust microphone sensitivity/volume levels
- Being close enough to the microphone to be heard