

# Sela.



Gmeet

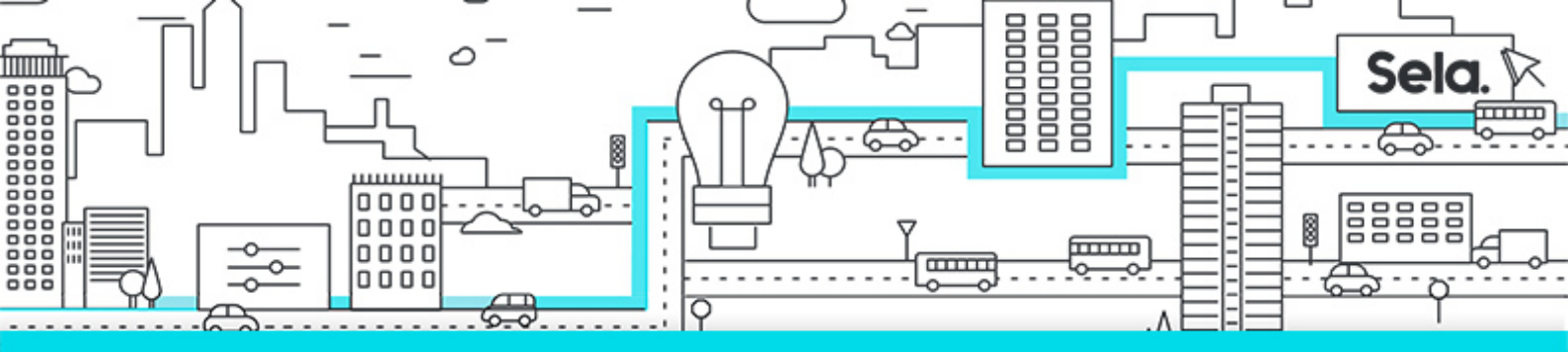
## Working with Google Meet



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# Working with Google Meet

Gmeet - Version: 1

## 1 day course

### Description:

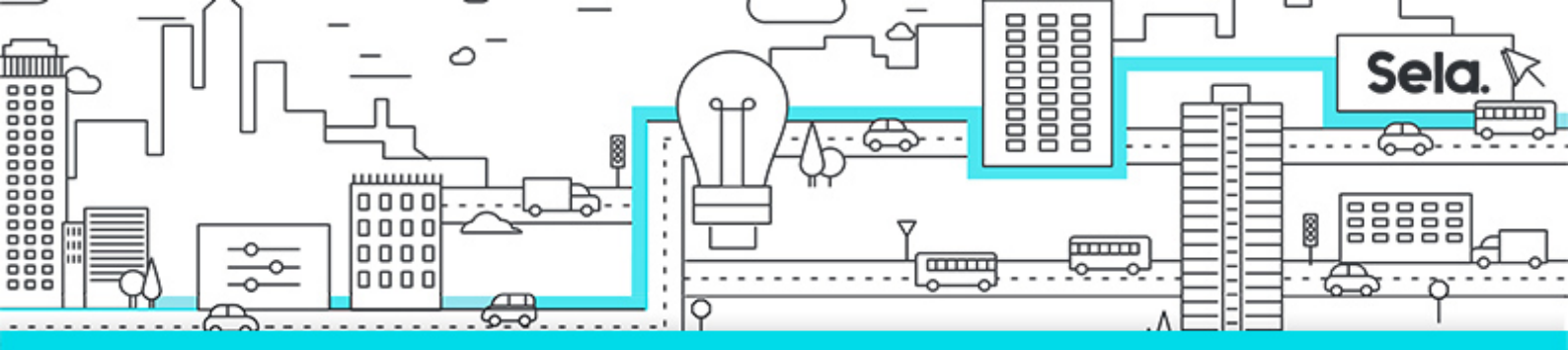
Google Meet is a video conferencing service solution from Google, for individuals and businesses to meet on audio and video calls. It is an upgrade from Google Hangouts with boasts some unique features.

### Objectives:

- Achieve familiarity with Google Meet and different Google workplace applications
- Achieve familiarity with sharing and security features
- Ease the user's transaction to google workplace

### Topics:

- **Google Meet**
  - Starting video calls and conference calls
- **Google Chat**
  - Sending messages and group chats
  - Managing chat rooms
- **Gmail**
  - Gmail and Google meet
  - Gmail Tips and Tricks
- **Calendar**
  - Calendar and Google meet



- Calendar Tips and Tricks

- **Working with google - Tips and Tricks**

- Setting up Work environment

- Integrating features