USING ALTERNATE MEETING PLATFORMS

Microsoft Teams is our default platform for hosting meetings, but we recognize that some clients and external events require the use of other platforms such as Google Meet, Zoom, and Webex. These instructions are for using those platforms in the Chemonics Washington Training Rooms and Innovation Lab.

NOTE: In advance of your meeting, be sure to reserve the room(s) in Outlook. You can include the Zoom/Google/Webex meeting link for remote participants, but it is not necessary for using the room.

PARTICIPANT LAPTOPS

If attendees in the room are joining the meeting from their laptops, be sure that their speakers and microphones are muted to avoid feedback.

Training Rooms (228 or 216)

1. From the tablet, click Video Call.
2. Select Room PC.
3. Press a key on the keyboard or mouse to wake up the computer.
4. Open Microsoft Edge.
5. Follow the instructions under Join a Meeting.
6. After logging out of the meeting, press Ctrl+Alt+Del on the keyboard and lock the computer. Do not shut down the computer.
7. Power off the tablet.

Innovation Lab (1124 and/or 1125)

1. On the Surface Hub, click the Sign in to see your meetings and files option on the screen.
2. Click Home. There is no need to sign in with your username and password.
3. Open Microsoft Edge.
4. Follow the instructions under Join a Meeting.
5. After logging out of the meeting, click End session on the Surface Hub.

Join a Meeting

For Google Meet:

1. Enter the URL https://meet.google.com in the address bar at the top.
2. Once the page loads, you can enter your meeting code and press Join.
3. When prompted, click the Allow microphone and camera button.

4. Enter a name for the participants.

5. Click Ask to Join.

6. To end the meeting, click the red phone button at the bottom Google Meet.

For Zoom:

1. Enter the URL https://zoom.us/join in the address bar at the top.

2. Once the page loads, you can enter your meeting ID and press Join.

3. When prompted, click Join from Your Browser.

4. Enter your Meeting Passcode and Name.

5. Click the Join Audio by Computer button.

6. Click the browser alert to allow your microphone.

7. To end the meeting, click the red Leave and Leave meeting buttons in Zoom.

For Webex:

1. Enter the first part of URL from the meeting invite in the address bar at the top. Examples include https://usaid.webex.com and https://gartner.webex.com. This URL will vary based on who set up the meeting.

2. Once the page loads, you can enter your Meeting information and press Join.

3. Enter the Meeting password and press OK.

4. Press Join Meeting.

5. Press Open on the prompt from Microsoft Edge

6. Click the Join Computer Audio option.

7. Click the browser alert to allow your microphone.

8. To end the meeting, click the red Leave button in Webex.