

How to record a meeting on Google Meet and LiveStream on the app.

Google Meet is a video conferencing application that allows users to participate in online classes and remote meetings. During classes and meetings using Google Meet, users can also record the meeting and live stream it directly within the application after the administrator enables this feature in the group.

When **the COVID-19 pandemic** broke out, video conferencing platforms became essential tools as working from home and online learning became widespread. **Google Meet** (formerly known as Hangouts Meet) was one of the top choices for businesses and educational institutions to host online meetings and classes.



How to record video and livestream on Google Meet

Google Meet offers the ability to conduct large-scale meetings with up to 250 participants, record meetings, and live stream to 100,000 viewers to support G Suite (now renamed Workspace) users in working, teaching, and learning online amidst the ongoing pandemic. In this article, Tamienphi.vn will guide you in detail on how to record Google Meet meetings and how to live stream with Google Meet.

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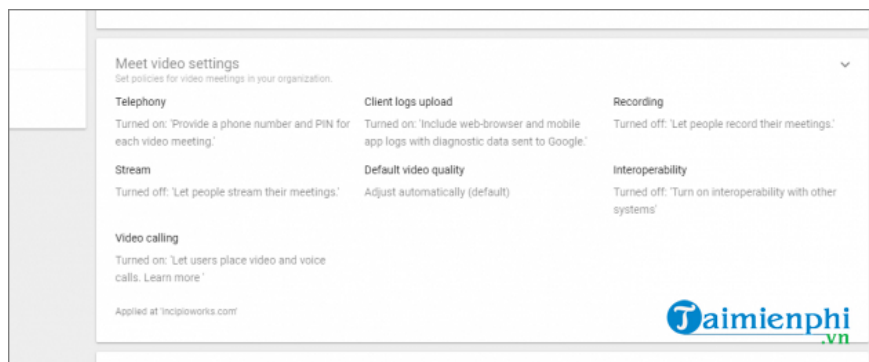
I - Enable video recording and livestreaming on Google Meet as an Admin

The Google Workspace administrator responsible for managing Google Meet for your organization must enable both recording and streaming before everyone can use these features. Once enabled, people can create live events on Google Meet from Calendar or record Meet meetings.

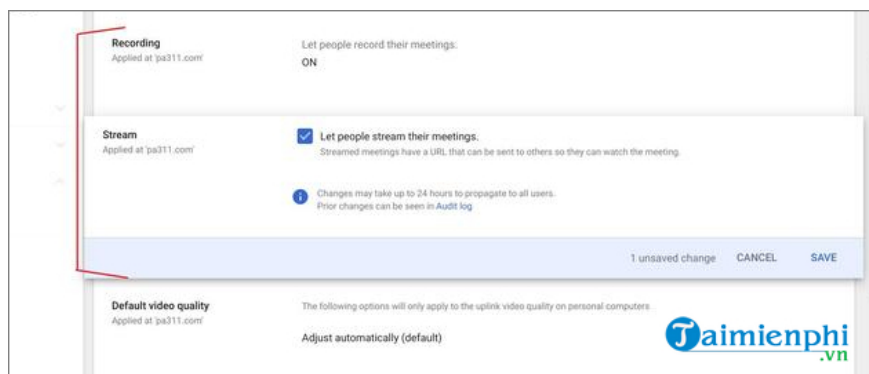
To enable meeting recording and live streaming on Google Meet as an admin, follow these steps:

Step 1: Go to <https://admin.google.com> and sign in as a Google Workspace administrator.

Step 2: Click on **Apps > Google Workspace > Google Meet > Meet video settings**.



Step 3: In the **Recording** section, check the option **Let People Record Their Meetings**, and in the **Stream** section, check the option **Let People Stream Their Meetings**. Finally, click **Save** to save the changes.



II - How to record a Google Meet meeting

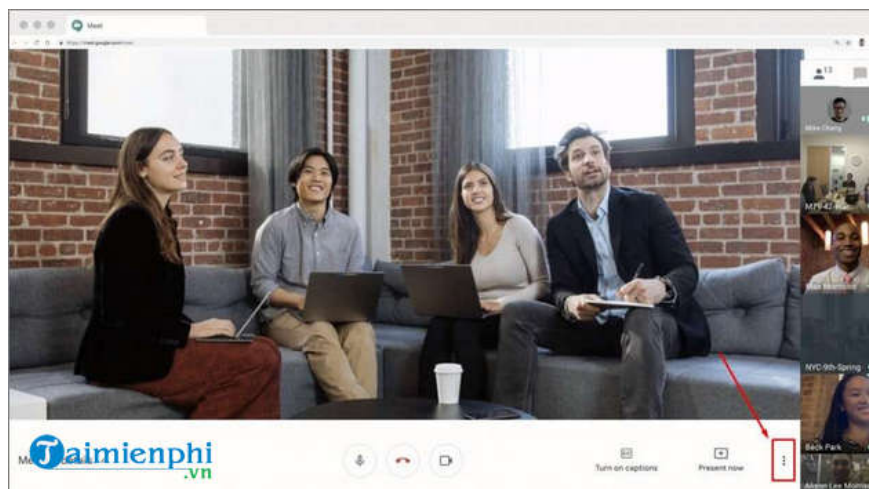
1. Requirements for recording a Google Meet meeting

- Using Workspace versions such as: Essentials, Business Standard, Business Plus, Enterprise Essentials, Enterprise Standard, Enterprise Plus, Education Fundamentals, Education Plus.

- The administrator has enabled meeting recording and livestreaming.
- Drive has sufficient free storage space.

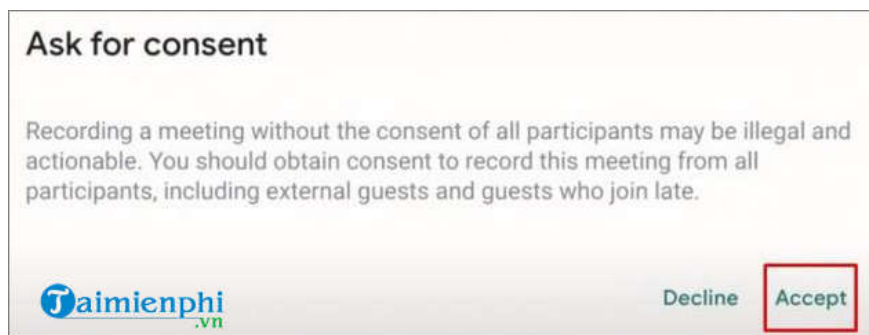
2. Start and stop recording a Google Meet meeting.

Step 1: Start or join a call and click **the three-dot icon** in the bottom right corner of the screen.

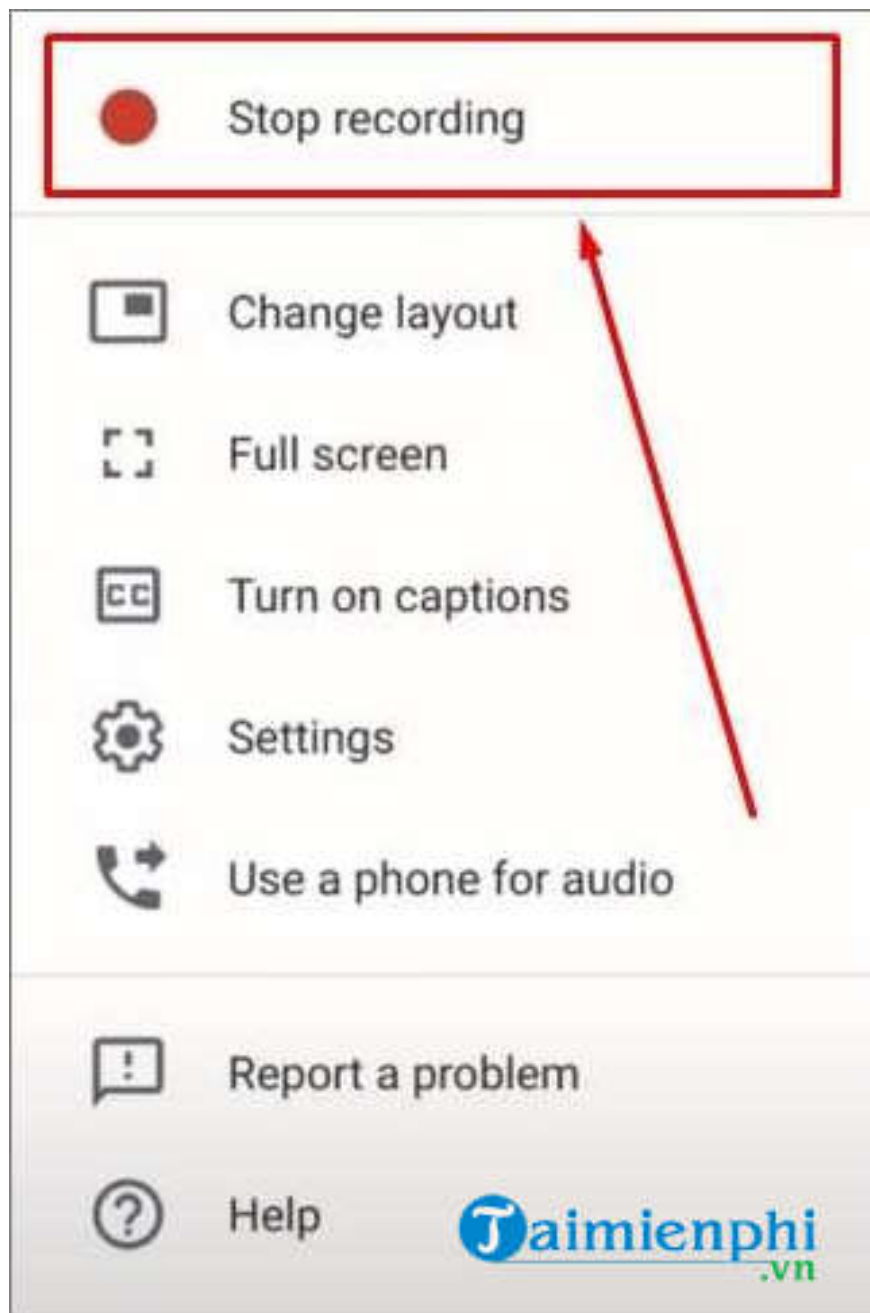


Step 2: Select **Record Meeting** from the menu that appears.

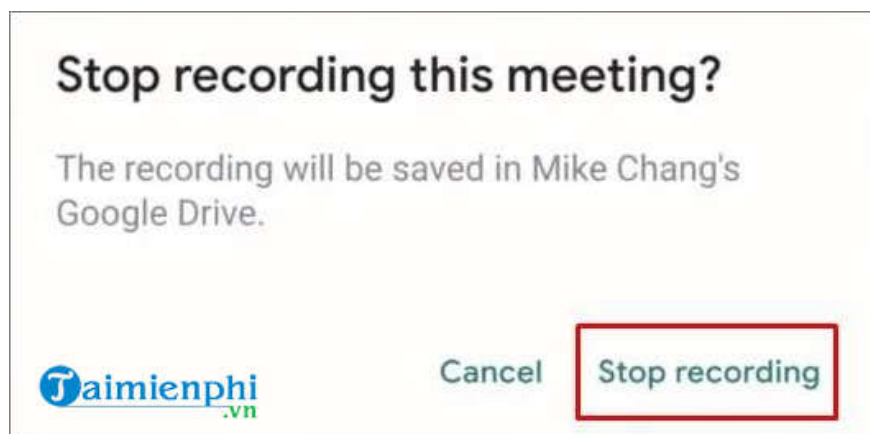
Step 3: In the **Ask for consent** dialog box, click **Accept** to confirm your selection. A notification will then be sent to all meeting participants, indicating that you have started recording the meeting.



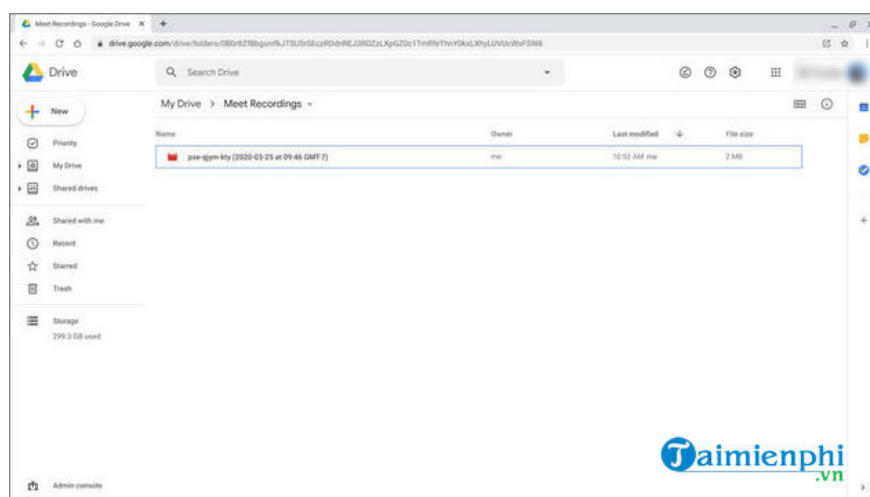
Step 4: During the meeting recording, if you want to stop recording, simply click **the three-dot icon** in the bottom right corner of the screen and select **Stop Recording**.



Step 5: Next, select "**Stop Recording**" in the dialog box that appears to confirm the action.



3. View the Google Meet meeting transcript.



Your meeting recording will be saved in a folder called **Meet Recordings** in the meeting organizer's Google Drive.

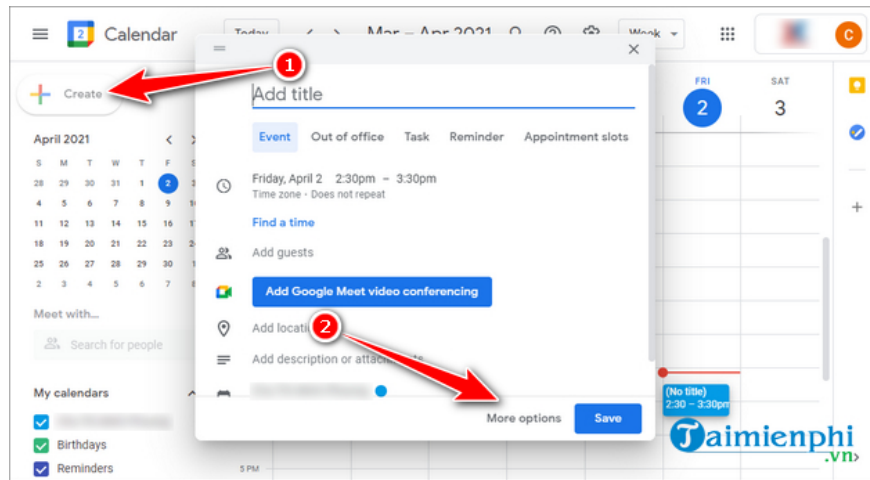
III - How to livestream with Google Meet

1. Create a livestream event.

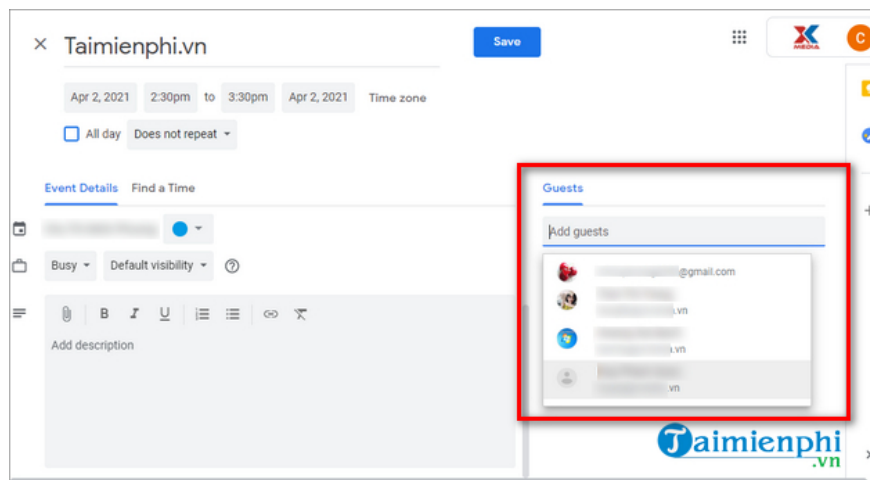
To live stream with Google Meet, you need to create two Google Calendar events. First, create a calendar event where you will invite people to join the meeting. Here's how:

Step 1: Go to <https://calendar.google.com> and sign in to your Google account if prompted.

Step 2: Click on + **Create** to create a new event and select **More Options** .

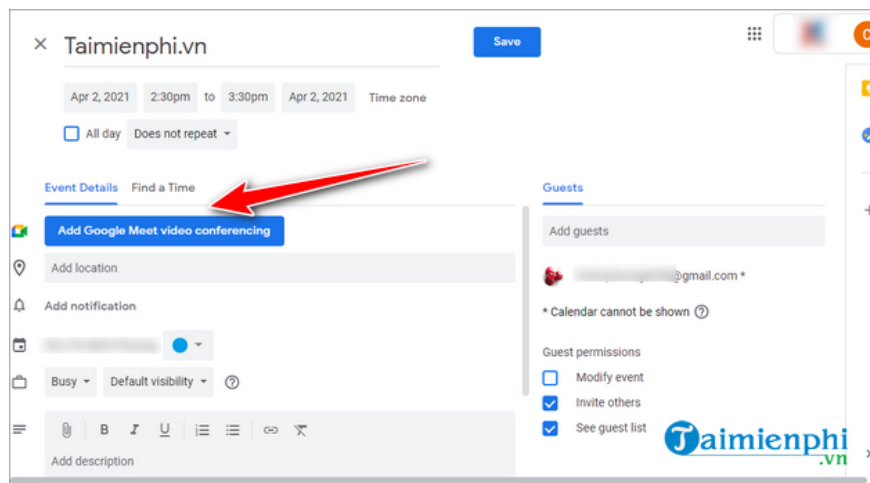


Step 3: Enter all the calendar event details (date, time, notes, attachments, etc.) and add the email addresses of the participants.

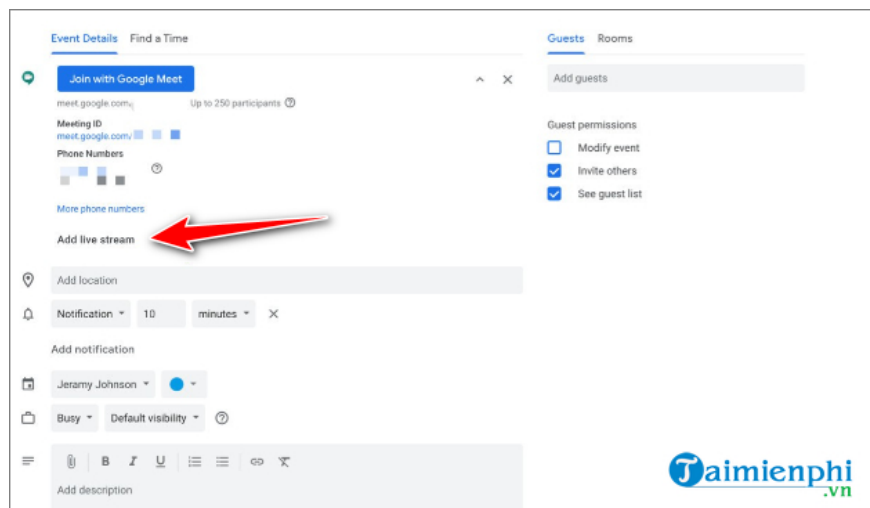


- You can add up to 250 participants. All guests added to this event can be seen, heard, and present.
- People from other organizations can also be added, but only those in your organization can record and control the live stream.

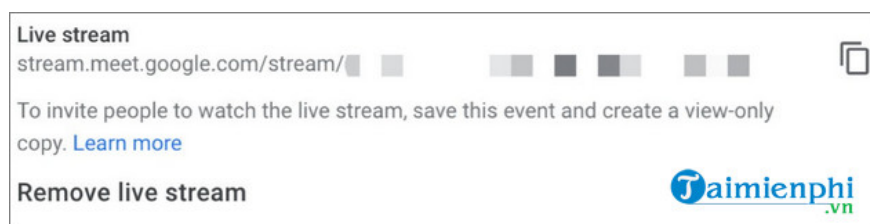
Step 4: Next, next to **the camera icon** , select **Add Google Meet Video Conferencing** .



Step 5: Next to the "Join with Google Meet" option , click the dropdown arrow and select "Add live stream".



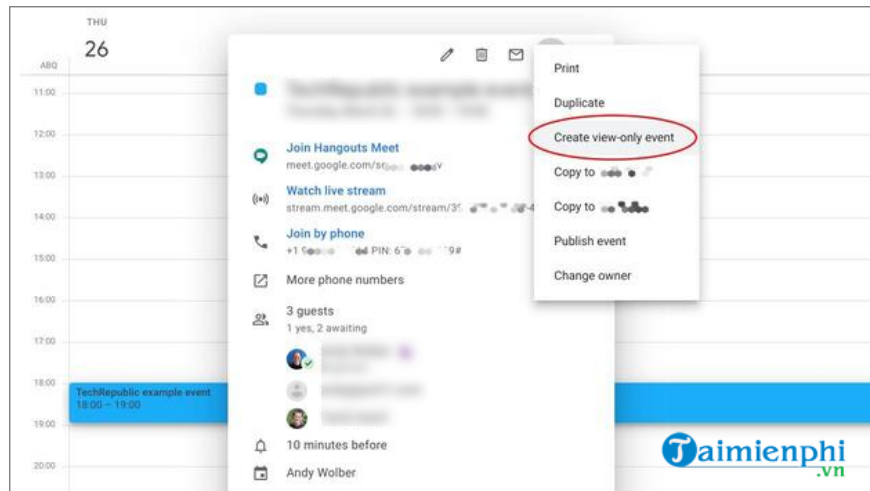
Step 6: Copy and share the live stream URL via email or text message.



Now, you need to create a separate calendar event where you will invite people who will be watching the live stream:

Step 1: Open Google Calendar and go to the event you created earlier. Click on the event to display basic information about it.

Step 2: Click on the **three-dot icon** and select **Create View-Only Event** . A new calendar event will be created.



Step 3: Add "viewer-only" participants and some other information such as descriptions. Click **Save** to save.

2. Starting and stopping a live stream with Google Meet

To start a livestream with Google Meet, follow these steps:

Step 1: Open Google Calendar and join the video meeting.

Step 2: Click **the three-dot icon** in the bottom right corner of the screen and select **Start streaming**. Confirm that you want to start streaming.

- To stop the live stream, simply click **the three-dot icon** in the bottom right corner of the screen, select **"Stop streaming"**, and confirm that you want to stop the live stream.

- To view the live event, participants simply click the live stream link in the event calendar or email.

Download the latest version of Google Meet here:

=> Download Google Meet for PC

=> Download Google Meet for Android

=> **Download Google Meet for iOS**

The article above has guided you through the steps to record and live stream meetings with Google Meet. Live streaming and video recording of Google Meet meetings is a very useful feature that Google Workspace users for education and business can utilize, especially in the context of remote work.

In addition to that feature, Google Meet also allows you to change your account name, enabling you to quickly and easily change your Google Meet name without any limit on the number of times you can do so.

You finished reading the article "**How to record a meeting on Google Meet and LiveStream on the app.**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.