

# How to return or livestream with Google Meet

Google Meet is a video conferencing platform for users with a Google Workspace account (formerly known as G Suite) for business and education. You can record a Google Meet meeting and stream it to Google Meet once your admin has enabled the feature for your organization.

As the COVID-19 epidemic broke out, video conferencing platforms became an essential tool when working from home and online learning was widely adopted. **Google Meet** (formerly known as Hangouts Meet) is one of the top choices for business and educational institutions for hosting online meetings and online classes.

Google Meet offers the ability to conduct large-scale meetings with up to 250 participants, record meetings and stream live with 100,000 viewers to help G Suite (now renamed Workspace) users work, online teaching and learning in a complex evolving epidemic.

In this article, TipsMake will guide you in detail **how to record a Google Meet meeting** and how to live stream with Google Meet.

## I - Enable video recording and livestream on Google Meet as Admin

The Google Workspace admin in charge of managing Google Meet for your organization must have both recording and streaming enabled before they can be used by everyone. Once enabled, people can create Google Meet live streams from Calendar, or record Meetings.

To enable meeting recording and live streaming on Google Meet as an admin, do the following:

Step 1: Go to <https://admin.google.com> and log in as the Google Workspace admin.

Step 2: Click 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. Required to record a Google Meet meeting

1. Use Workspace versions such as: Essentials, Business Standard, Business Plus, Enterprise Essentials, Enterprise Standard, Enterprise Plus, Education Fundamentals, Education Plus.
2. Administrators have enabled meeting recording and livestream.
3. Drive has enough free storage space.

### 2. Start recording and stop recording Google Meet meetings

Step 1: Start or join a call and click the 3-dot icon in the lower right corner of the screen.

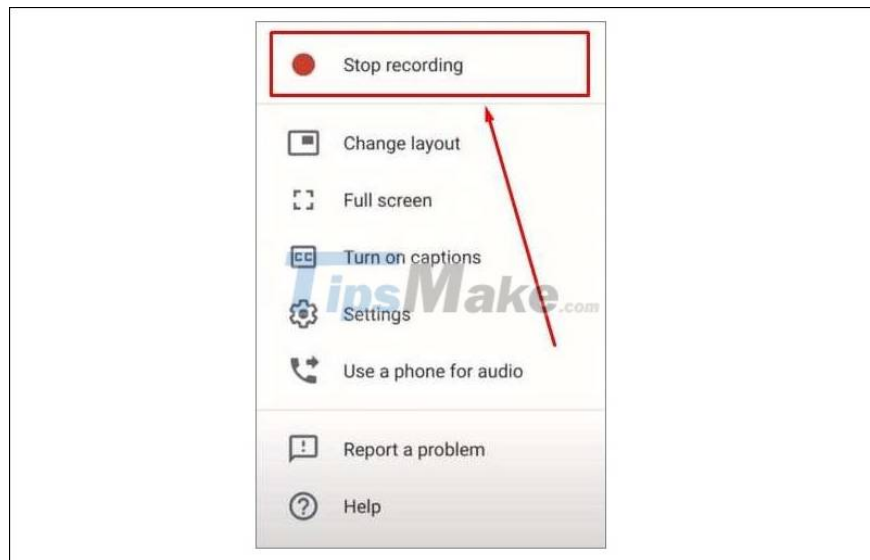


Step 2: Choose Record Meeting from the menu that appears.

Step 3: In the dialog box Ask for consent, you click Accept to confirm your choice. A notification is then sent to all meeting members, indicating that you have started recording the meeting.



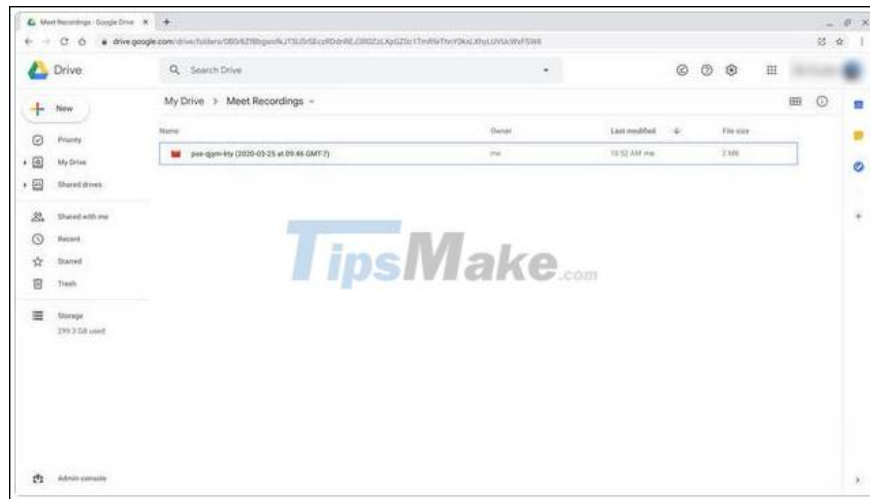
Step 4: In the process of recording the meeting, if you want to stop recording, just click on the 3-dot icon in the lower right corner of the screen and select Stop Recording.



Step 5: Then, click Stop Recording in the dialog box that appears to confirm the action.



### 3. View the Google Meet meeting logs



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

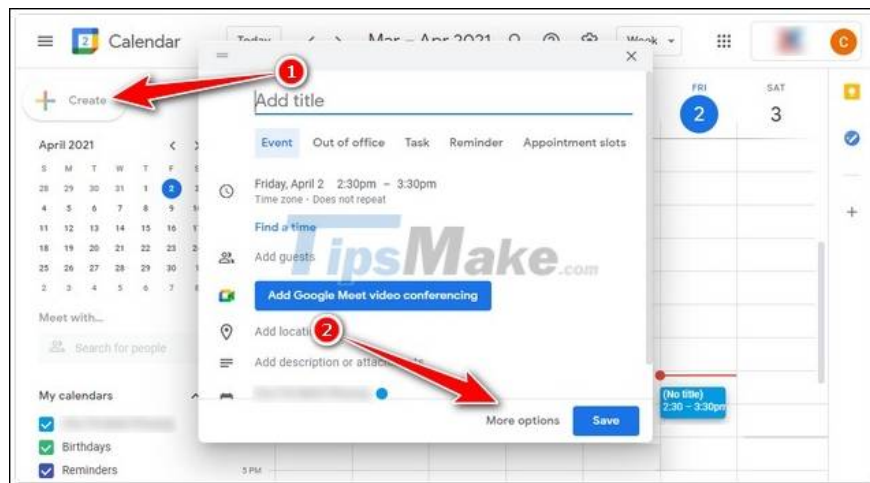
### III - How to livestream with Google Meet

#### 1. Create a livestream event

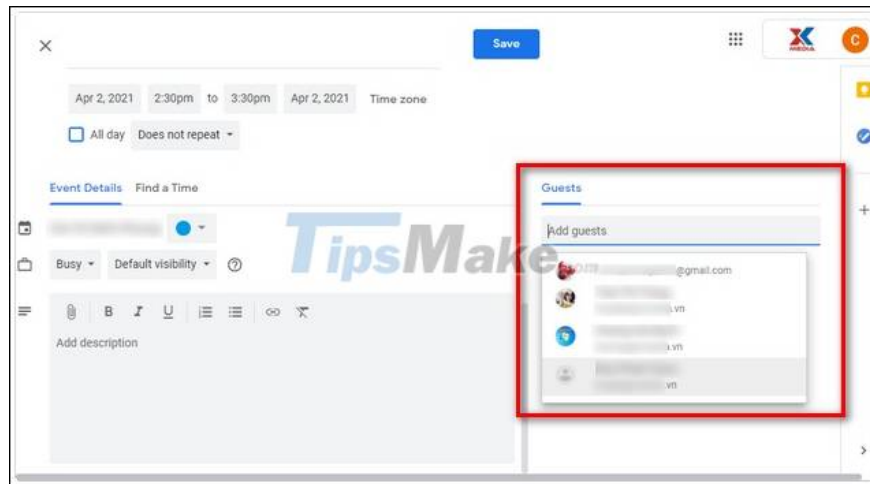
To stream with Google Meet, you need to create 2 Google Calendar events. The first is to create a calendar event in which you will invite people who will join the meeting. You do the following:

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

Step 2: Click + Create to at a new event and select More Options.



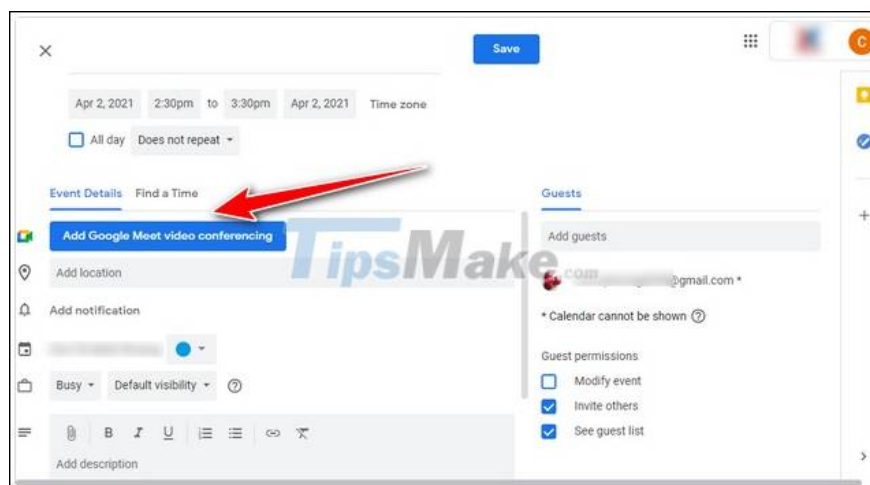
Step 3: Enter all the calendar event details (date, time, notes, attachments, .) and add the email addresses of the participants.



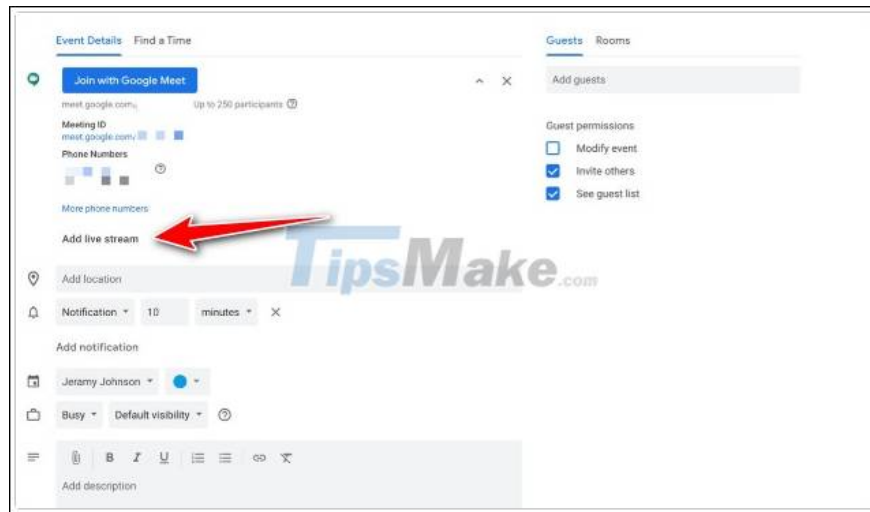
- You can add up to 250 participants. All guests added to the event can be seen, heard and presented.

- People from other organizations can also be added, but only people within your organization can record and control streaming.

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 drop-down arrow and select Add live stream.



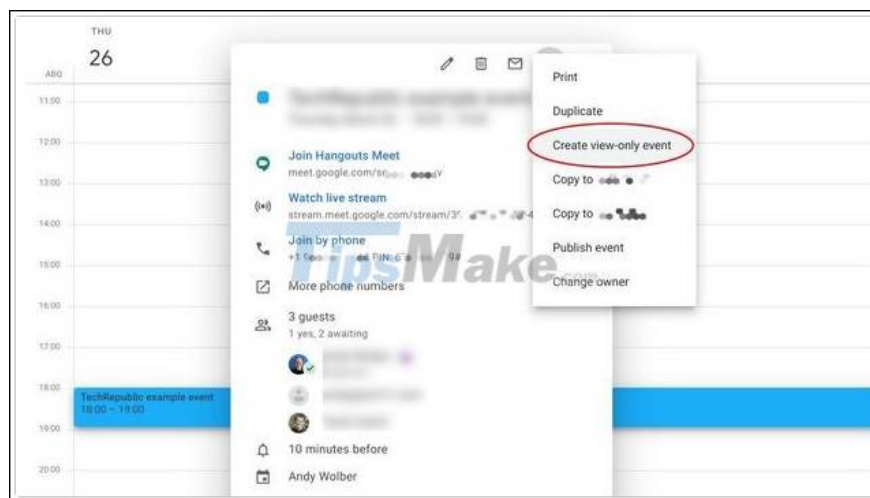
Step 6: Copy and share the live stream URL via email or text.



Now, you need to create a separate calendar event that 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 the event to display basic information about the event.

Step 2: Click on the 3-dot icon and choose Create View-Only Event. A new calendar event will be created.



Step 3: Add the "view only" participant and some other information as described. Click Save to save.

## 2. Start and stop live streaming with Google Meet

To start a livestream with Google Meet, do the following:

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

Step 2: Click the 3-dot icon in the lower right corner of the screen and select Start streaming. Confirm you want to start streaming.

- To stop streaming, simply click on the 3-dot icon in the lower right corner of the screen and select Stop streaming and confirm you want to stop streaming.

To watch the live stream, participants simply need to click the stream link in the Calendar event or email.

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

Good luck.

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