

Introduction to Google Apps: Hangouts, Meet, and Duo



For Loveland Public Library

What You Will Gain From This Class

BY THE END OF THIS curriculum, you will have an understanding of some of the following (time permitting):

- Access Google Apps
- Description of Consumer vs. G-Suite (business and educational) Google accounts.
- Hangouts vs. Meet and Duo

Types of Google Accounts

Gmail

- A Gmail account is a free Google account with an email address that ends in @gmail.com.
- People who use Gmail can also access Google Docs, Sheets, Slides, and Calendar. The account allows access to other Google applications like Photos, Maps, and YouTube.

Google Account

- A Google Account is a username and password that can be used to log in to consumer Google applications like Docs, Sites, Maps, and Photos.
- Google account doesn't necessarily end with @gmail.com.
- A user can sign up for a Google account with her @yahoo.com email address.

G Suite accounts

- Basic, Business, Enterprise, as well as configurations for Nonprofit, Education, or Government organizations.
- Example email address ending in @thompsonschoools.org
- G Suite administrator manages all accounts.

Google Hangouts

- 150 People in Chat
- 25 people in Video Call
- Can make phone calls (import phone list from phone contacts)
- One person sharing screen
- No Limit on length of call
- Requires a Google Account
- No bells and whistles
- Do not need to download software

Google Meet

Meetings are limited to 60 minutes for the free product.

- Unlimited number of meetings. ...
- Live captioning during meetings. ...
- Compatible across devices. ...
- Video and audio preview **screen**. ...
- Adjustable layouts and **screen** settings. ...
- Controls for meeting hosts. ...
- **Screen** sharing with participants. ...
- Messaging with participants.
- No White Board (add-on like Chrome Canvas)
- Google's answer to Zoom

G-Suite and Google Meet

G Suite Essentials

- Meeting length (maximum): 300 hours
- Meeting participants (maximum): 150
- Number of meetings: unlimited
- Join from a browser
- Invite external participants
- Live closed captions (English only)
- Share your screen and present
- Adjustable layouts
- Google Drive storage: 100GB per user

\$10 USD per active user/month* starting Oct. 1, 2020

G Suite Enterprise Essentials

- Meeting length (maximum): 300 hours
- Meeting participants (maximum): 250
- Number of meetings: unlimited
- Join from a browser
- Invite external participants
- Live closed captions (English only)
- Share your screen and present
- Adjustable layouts
- Meeting recording saved to Google Drive
- Google Drive storage: 1TB per user

\$20 USD per active user/month* starting Oct. 1, 2020

Google Duo

- Duo is designed exclusively for video calling.
- Available for Android and iOS
- Google's answer to Apple's FaceTime
- Duo is based on phone numbers, allowing users to call someone from their contact list.
- Duo works over Wi-Fi and cellular data
- Option to leave a video or audio message that lasts up to 30 seconds.
- If you want to call someone who isn't a Duo user, Duo knows that and offers to send a text message inviting them to install the app
- In the US, the app features group calling of up to 4 people

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