

# **Uputstvo za Google Meet**

Gmail Images 

# Google

Google Search

I'm Feeling Lucky

Google offered in: hrvatski

Prijavite se na svoj mail sa fakultetskim user@ff.uns.ac.rs podacima i u gornjem uglu pritisnete na tačkica. Preporuka je korišćenje Chrome web aplikacije.

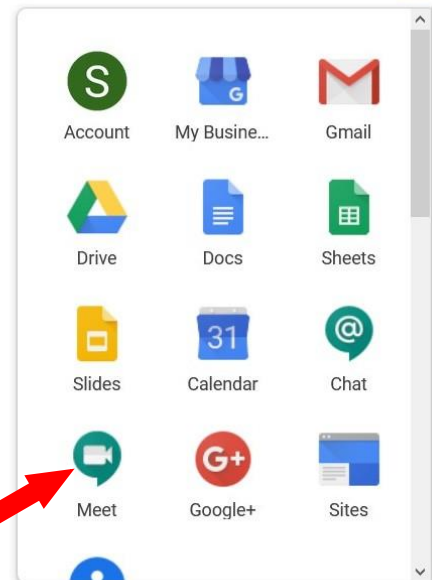
Gmail Images 

# Google

Google Search

I'm Feeling Lucky

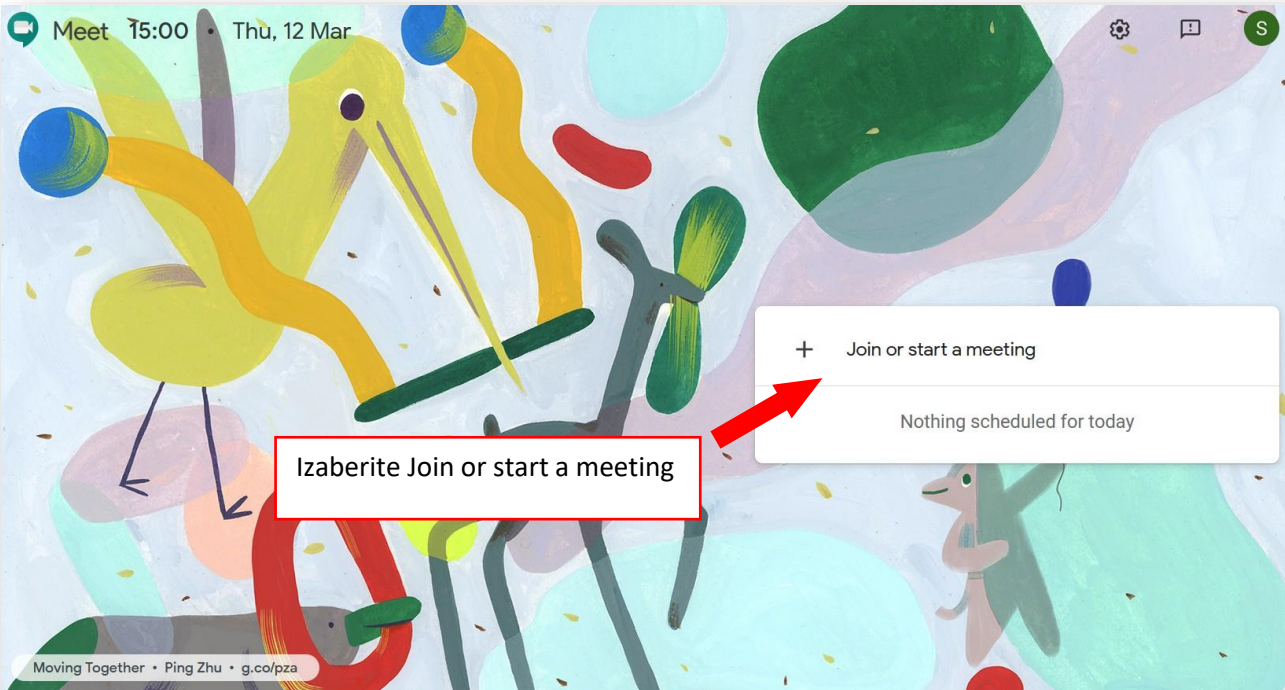
Google offered in: hrvatski



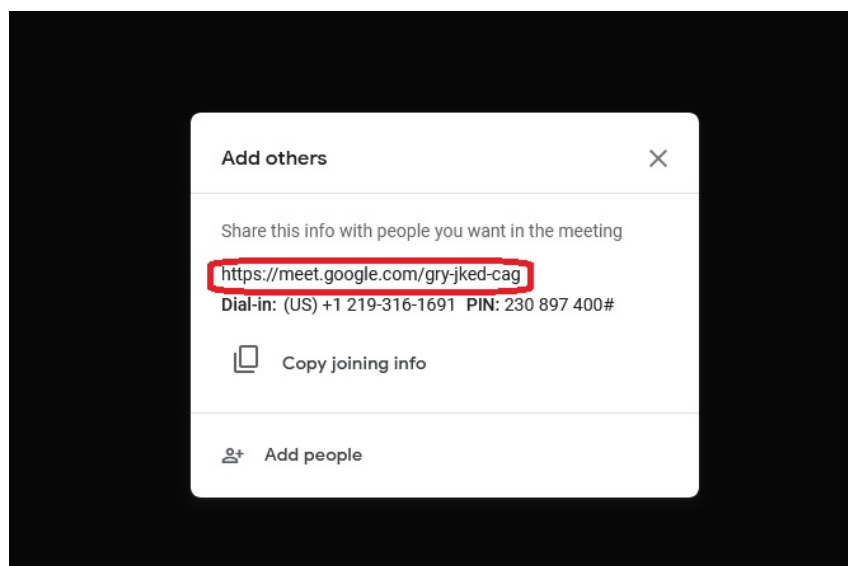
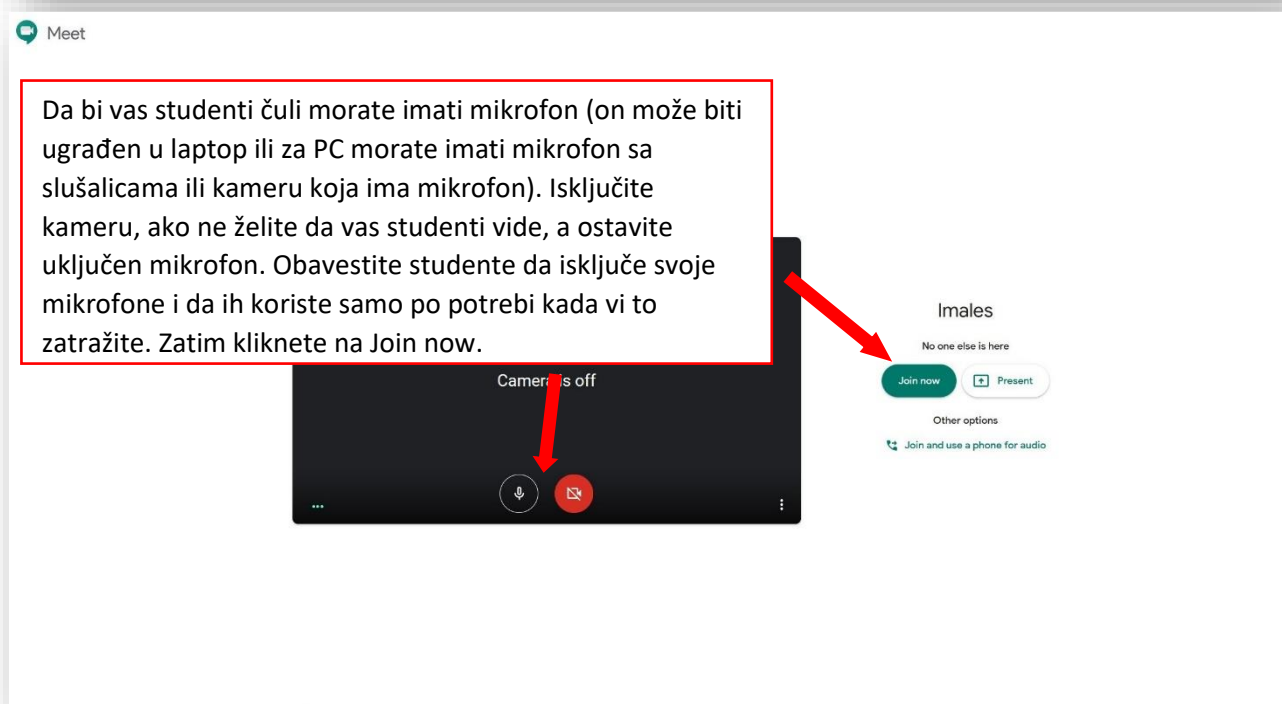
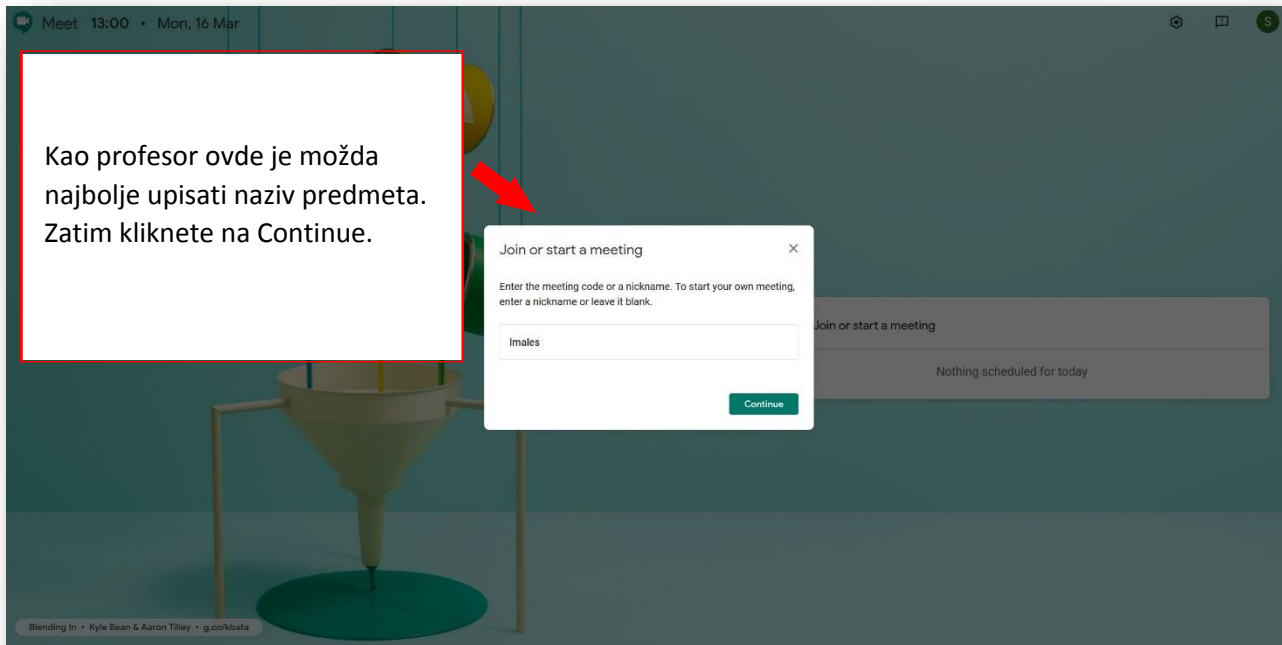
A grid of application icons including Account, My Business, Gmail, Drive, Docs, Sheets, Slides, Calendar, Chat, Meet, Google+, and Sites. A red arrow points to the Meet icon.

Izaberite aplikaciju Meet

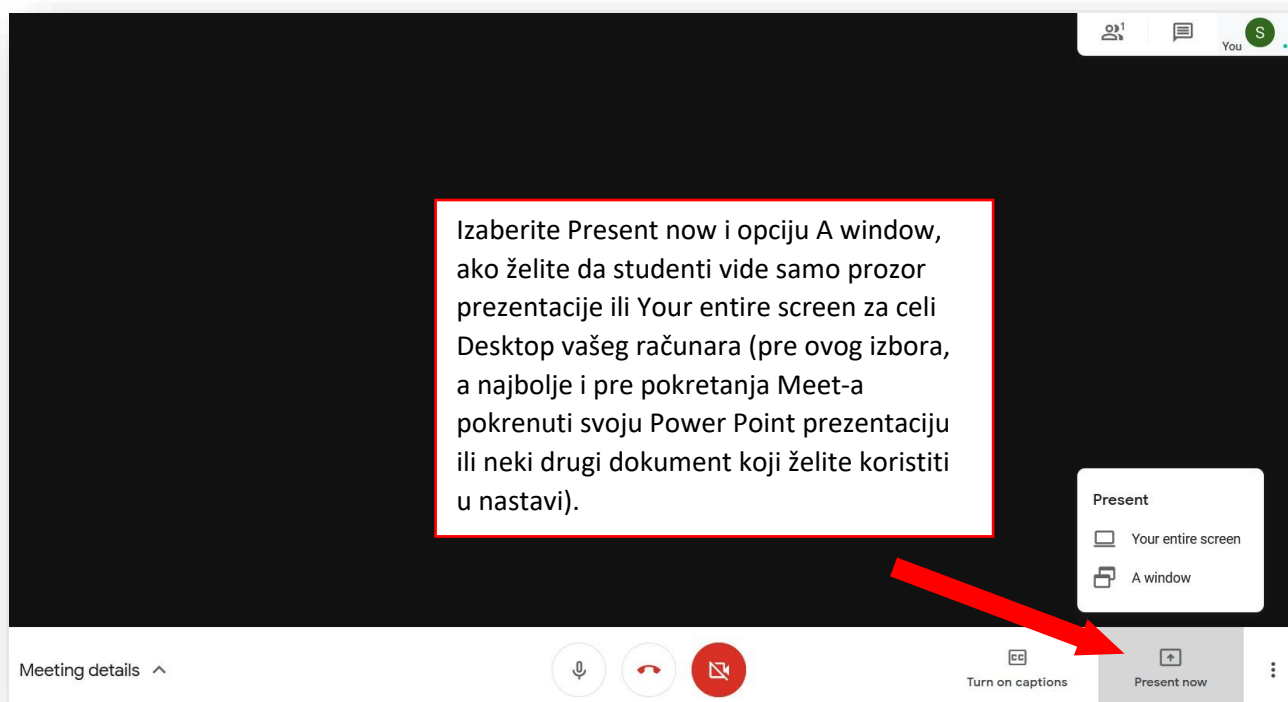
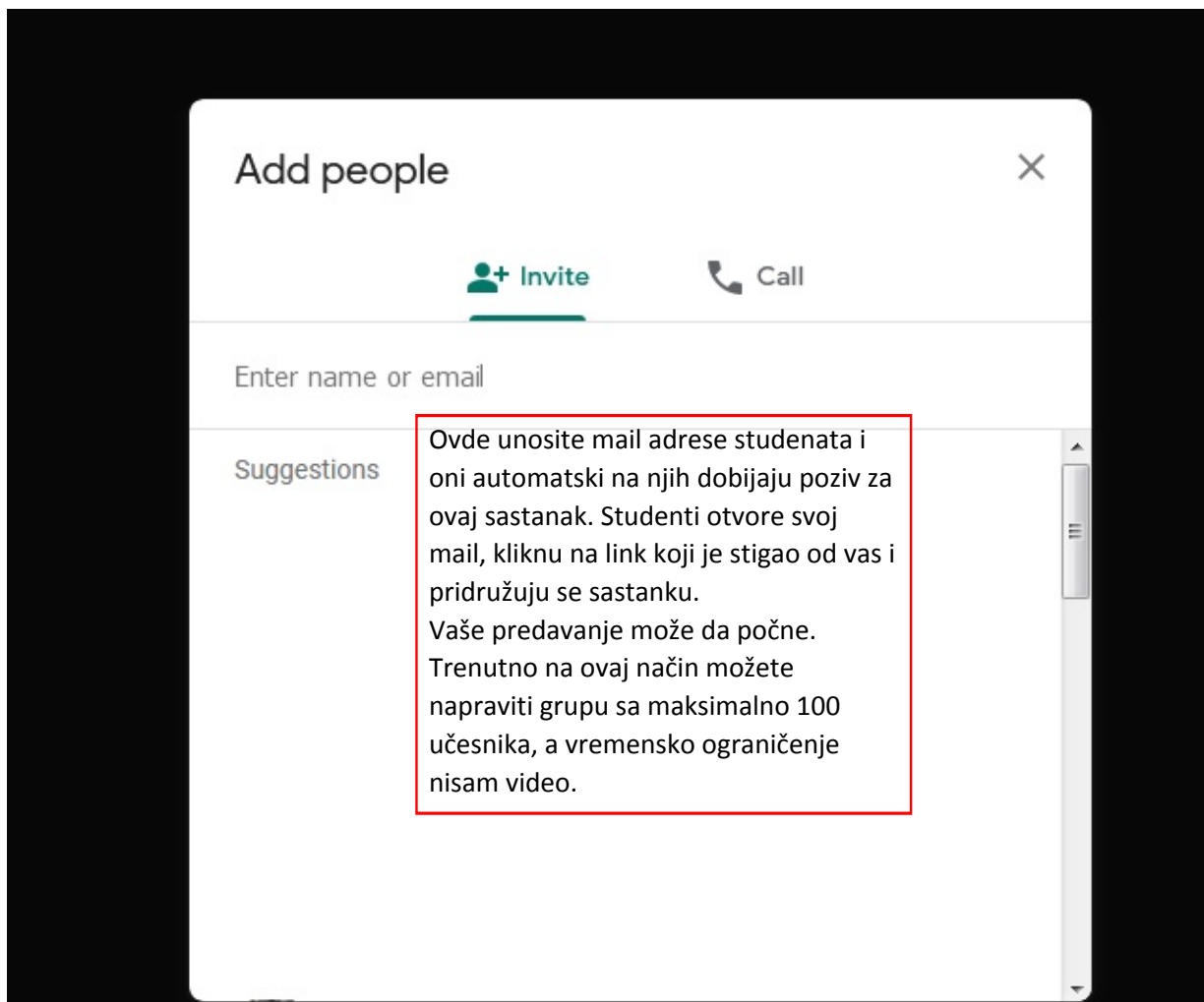
Meet 15:00 • Thu, 12 Mar

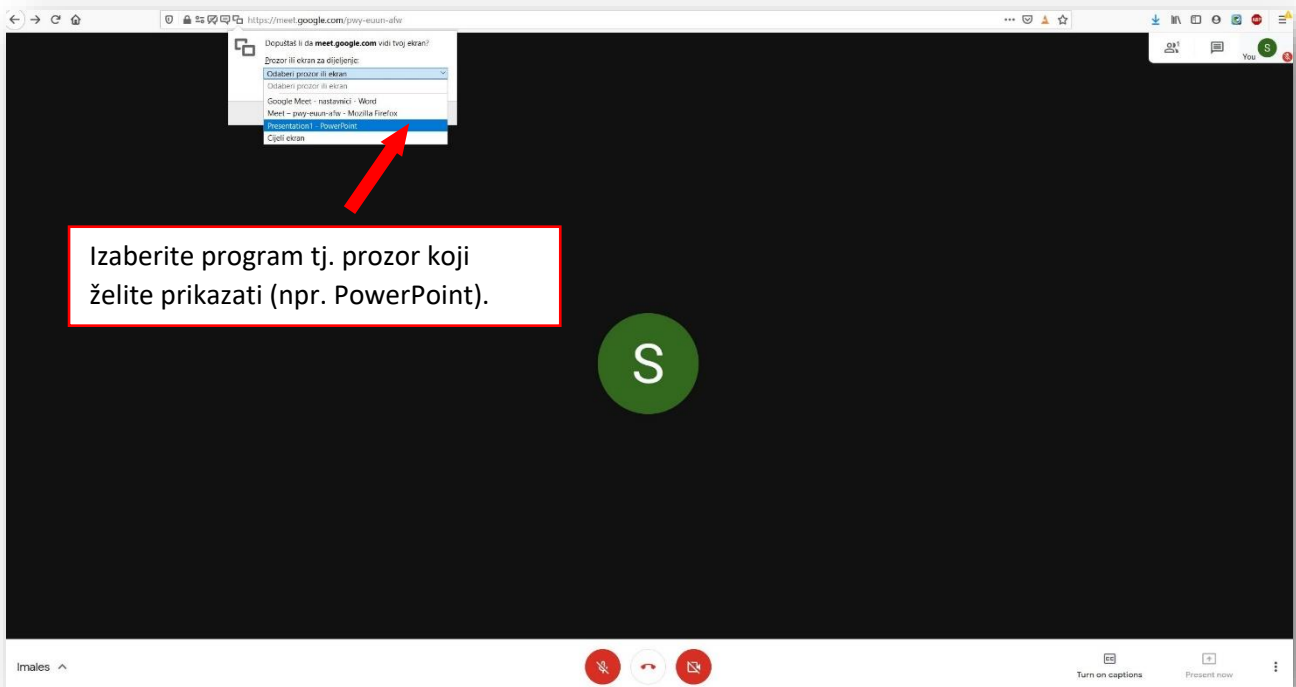


Izaberite Join or start a meeting

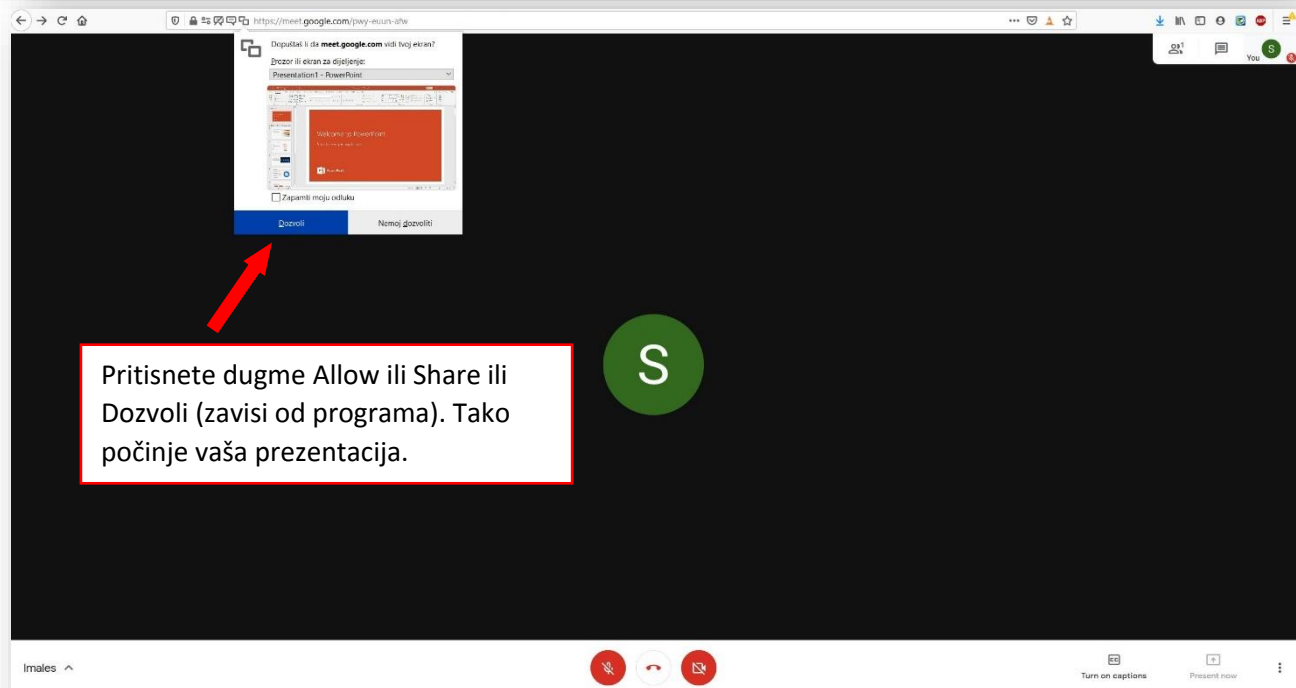


Ovo obeleženo je link koji podelite studentima preko maila i oni predavanju pristupaju samo klikom na isti. Možete kliknuti i na opciju Add people pa tu uneti mail adrese studenata i oni ce automatski dobiti poziv.

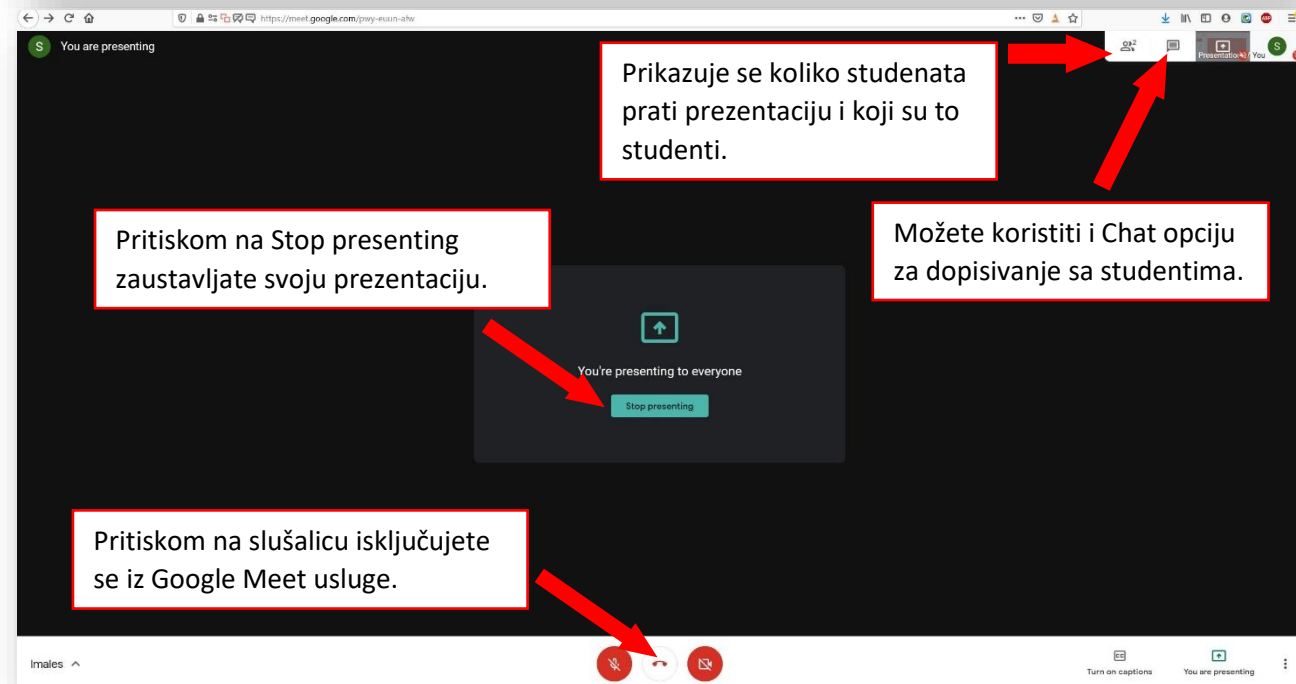




Izaberite program tj. prozor koji želite prikazati (npr. PowerPoint).



Pritisnete dugme Allow ili Share ili Dozvoli (zavisi od programa). Tako počinje vaša prezentacija.



Prikazuje se koliko studenata prati prezentaciju i koji su to studenti.

Pritiskom na Stop presenting zaustavljate svoju prezentaciju.

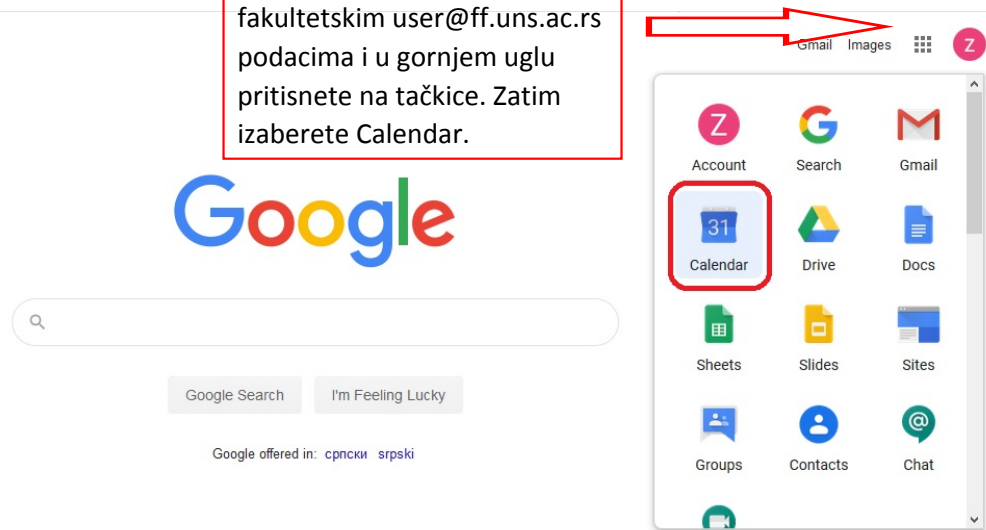
Možete koristiti i Chat opciju za dopisivanje sa studentima.

Pritiskom na slušalicu isključujete se iz Google Meet usluge.

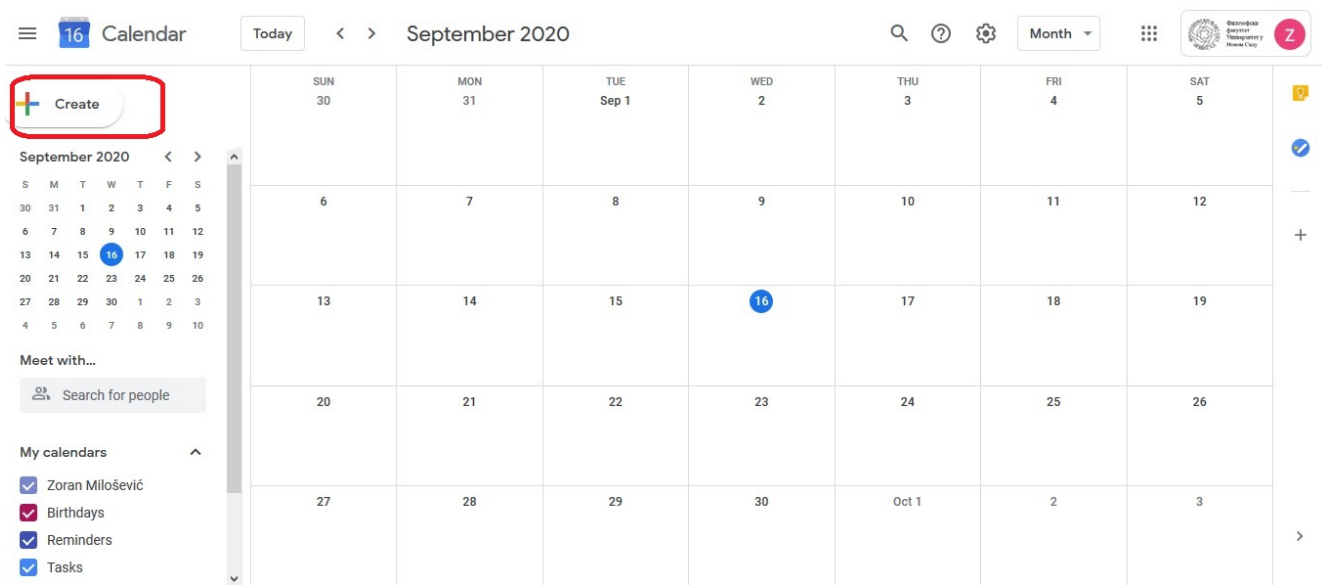


# Kako ranije zakazati sastanak preko Google Meet-a upotrebom aplikacije Calendar

Prijavite se na svoj mail sa fakultetskim user@ff.uns.ac.rs podacima i u gornjem uglu pritisnete na tačkice. Zatim izaberete Calendar.



Kada vam se otvori Calendar izaberete dugme Create



The image shows a calendar interface with a 'Create' dialog box open. The dialog box has the following fields and options:

- Add title and time** (text input field)
- Event** (selected), Out of office, Reminder, Task, Appointment slots (radio buttons)
- Wednesday, September 30 - Wednesday, September 30 (date range)
- Does not repeat (repetition option)
- Find a time (button)
- Add guests (text input field)
- Add Google Meet video conferencing (button)
- Add location (text input field)
- Add description or attachments (text input field)
- Zoran Milošević (calendar name)
- Free · Default visibility · Do not notify (visibility options)
- More options (button)
- Save (button)

Red annotations with arrows point to the following elements:

- Ovde unesete naziv sastanka, najbolje naziv predmeta** (points to the title input field)
- Ovde izaberete datum i vreme sastanka** (points to the date range)
- Ovde unesete mailove učesnika sastanka** (points to the 'Add guests' field)
- Trenutno na ovaj način možete napraviti grupu sa maksimalno 100 učesnika, a vremensko ograničenje nisam video.** (points to the 'Add Google Meet video conferencing' button)
- Kliknete na ovo plavo dugme da potvrdite da želite da koristite Google Meet** (points to the 'Add Google Meet video conferencing' button)
- Snimite na dugme Save i na ovaj način su na mailove učesnika poslate pozivnice za sastanak. Učesnici otvore svoj mail i kliknu na link koji su dobili od vas i tako se pridružuju sastanku** (points to the 'Save' button)

The background shows a calendar grid for September 2020, with the 16th highlighted. The calendar is in a monthly view, showing days from Wednesday to Saturday.