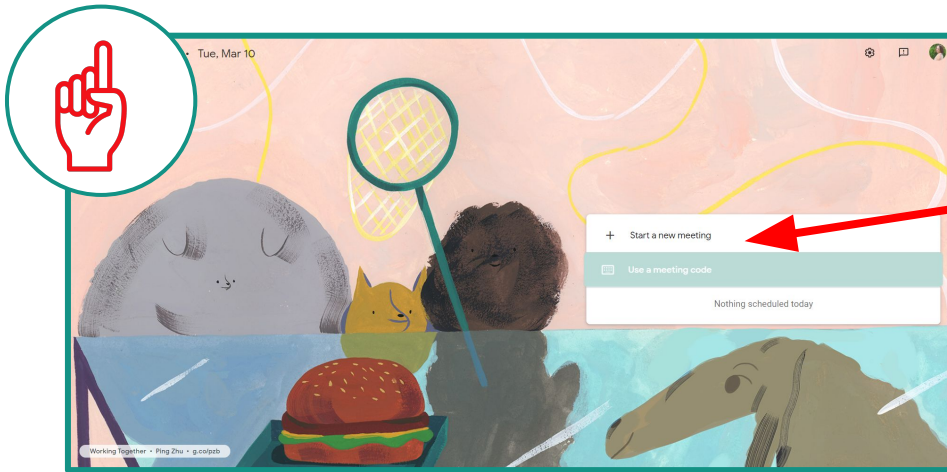


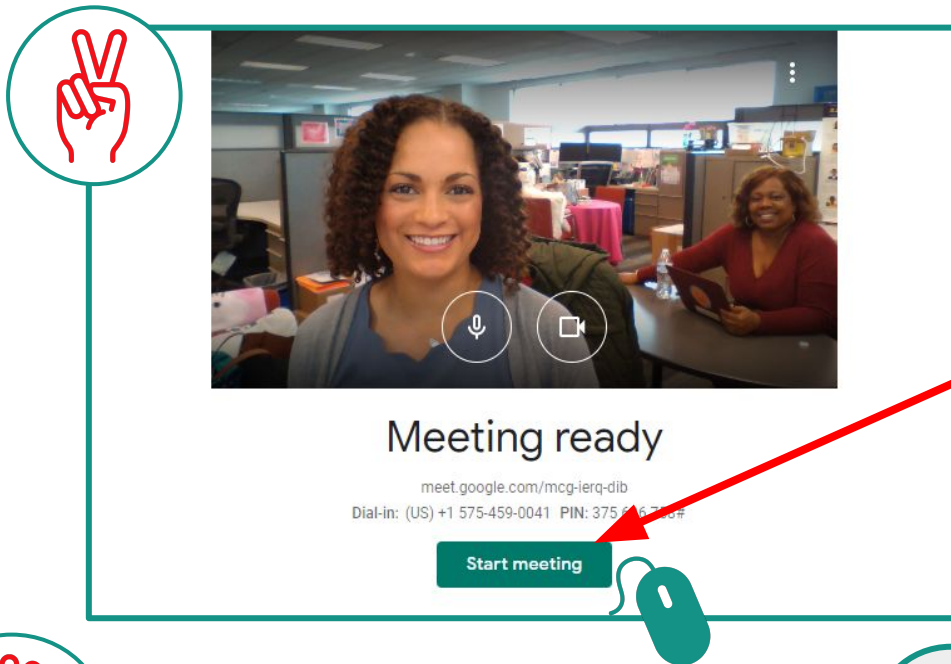
# GOOGLE MEET RECORDING FEATURE!

## Quicksheet: How to create a Google Meet and RECORD your meeting.

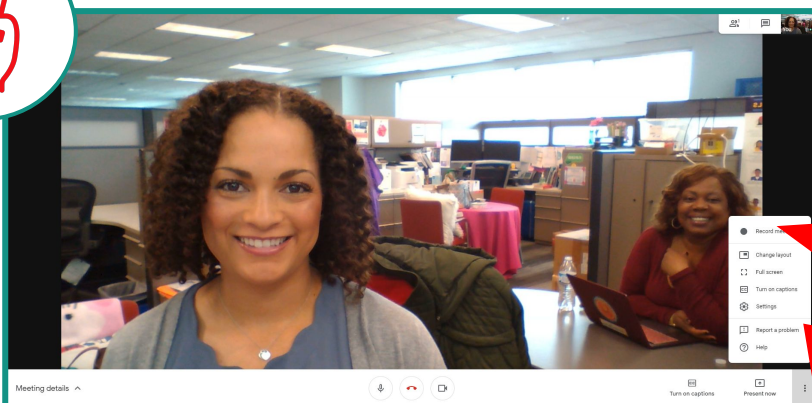
Created by: Natasha Rachell, Digital Learning Specialist, Atlanta Public Schools



First: Go to [www.meet.google.com](https://www.meet.google.com). Make sure you are logged into your APS Account. Once you're in, click on "Start a New Meeting."



Then: Click on "Start Meeting."



Lastly: Click on the snowman (3 dots) in the bottom right hand corner and click on "Start Recording." When you are finished your recording, click on the snowman again and click "Stop Recording." Your video will be emailed to your APS email AND stored in your APS Google Drive.