



# **INSTRUCTIVO PASOS PARA REUNIONES POR GOOGLE MEET**

versión: computador

**BIENESTAR**  
UNIVERSITARIO

# 1

## Entrar a google calendar

The image shows a screenshot of a Gmail inbox interface. At the top, there is a search bar with the text "Buscar correo". Below the search bar, there are navigation tabs for "Principal", "Social", "Promociones", and "Foros". The inbox contains several email entries, each with a checkbox, a star icon, and a right-pointing arrow. The first email is from "Lena Stefania Palen." with the subject "curso a matricular - e -- Cordialmente, Lena Stefania Palencia Núñez Asistente Administrativo Unidad de consej" and an attachment "image.png". The second email is also from "Lena Stefania Palen." with the subject "Aceptado: cita lun 16 de mar de 2020 10:30am - 11:30am (COT) (jeraldina@uninorte.edu.co)". The third email is from "Dirección de Calida." with the subject "Recordatorio: Encuesta acreditación - Programa de Psicología - Estu". The fourth email is from "Dirección de Extens. 2" with the subject "¡Sé parte del cambio! Te invitamos a 'Gran Pacto Social por Soledad' - Diálog" and an attachment "Diálogos de De...". The fifth email is from "yo, Valeria 2" with the subject "Sobre nuestra cita de hoy - Hola, buenos días Me parece bien por llamada telefónica Mi número es 3184234220 O". The sixth email is from "yo, Lupe 3" with the subject "Sobre las citas de asesoría psicológica del día de mañana - Buen dia Jeraldin, espero te encuentres bien, de acue". The seventh email is from "Dirección de Gestió." with the subject "Nuevas medidas para los colaboradores - prevención Coronavirus - COVID-19 - Dirección de Gestión Humana Asu" and two attachments "Adjunto 1.jpeg" and "Adjunto 2.jpeg". The eighth email is from "Dirección de Comuni." with the subject "Conoce las medidas para la continuidad de las actividades académicas para prevenir el Covid 19 - Este correo no representa opinión o consenti..." and a date of "15 mar.". The ninth email is from "Rectoría" with the subject "Medidas para la continuidad de las actividades académicas en el marco de la prevención del COVID-19 - Rectoría Asunto: Medidas para la contin..." and a date of "15 mar.". The tenth email is from "Universidad del Nor." with the subject "Universidad del Norte - Remisión # R-759 - Estimados Jeraldin Alarcon y Julian Grazziani, Se generó una modificación en la remisión #R-759 pert..." and a date of "13 mar.". The eleventh email is from "people" with the subject "Información reporte de pago en Agatha - Estimado (a) Nos permitimos informarle que se encuentra disponible en el autoservicio de Agatha, el de..." and a date of "13 mar.". On the right side of the screen, the Google Apps menu is open, showing icons for "Cuenta", "Gmail", "Drive", "Document...", "Hojas de c...", "Presentac...", "Calendar", "Meet", "Contactos", "Grupos", "Búsqueda", and "Chat". A large black arrow with a yellow outline points from the center of the inbox towards the "Calendar" icon in the Google Apps menu.

# 2

## Identificar el evento creado para la reunión

The screenshot displays a calendar interface for March 2020. The main calendar view shows the days of the week from Sunday to Saturday. On Monday, March 16th, there is a pink event bar labeled '(JA) VALERIA M, 2:30pm'. A large black arrow with a yellow outline points from the right towards this event bar. A pop-up window is open over the event, showing the following details:

- (JA) VALERIA (4)**
- Lunes, 16 de marzo · 2:30 – 3:15pm
- BIENESTAR UNIVERSITARIO BLOQUE M,
- Unirse a Hangouts Meet**  
meet.google.com/qym-kxmm-hjz
- Unirse por teléfono**  
+1 646-653-0348 PIN: 795 794 635#
- 3 invitados  
3 sí
- Aplicacion Bienestar
- 10 minutos antes
- Aplicacion Bienestar
- ¿Asistirás? **Si** No Quizás
- English VIII-09 09

The calendar grid also shows other events on March 16th, including 'recolectorio complet' and 'IMPRIMIR HORARIO S.' on the morning side, and 'administrativas 11:30am - 12:30pm' on the afternoon side. The event '(JA) VALERIA M, 2:30pm' is highlighted with a blue box in the pop-up window.

3

## Seleccionar “unirse a hangouts meet”

The screenshot shows a calendar application interface for the month of March 2020. The current date is March 16th (LUN). A meeting invitation for '(JA) VALERIA' is displayed on the calendar grid, scheduled for Monday, March 16th, from 2:30 PM to 3:15 PM. The invitation details are shown in a pop-up window on the left. The details include the meeting title '(JA) VALERIA (4)', the location 'BIENESTAR UNIVERSITARIO BLOQUE M,', and three options to join: 'Unirse a Hangouts Meet' (highlighted with a yellow box and a yellow arrow), 'Unirse por teléfono' (+1 646-653-0348 PIN: 795 794 635#), and '3 invitados' (3 sí). The 'Unirse a Hangouts Meet' option is the focus of the instruction. The calendar interface also shows other events like 'repositorio-complet' and 'IMPRIMIR HORARIO S.' on March 16th, and 'Administrativas' on March 17th.

4

## Aparece esto en tu pantalla

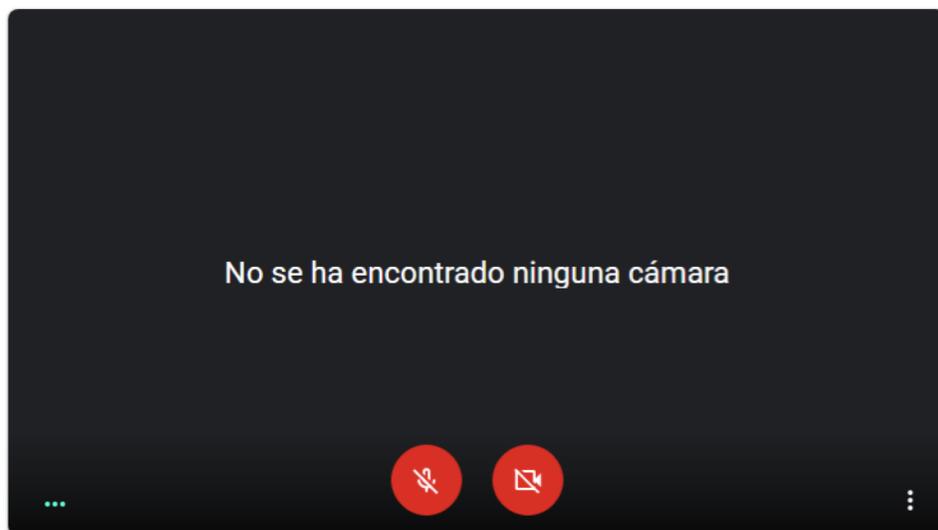
The screenshot displays the Google Meet interface. In the top left corner, the 'Meet' logo is visible. In the top right corner, the user's email 'jeraldina@uninorte.edu.co' and a 'Cambiar de cuenta' (Change account) link are shown. The main content area is split into two parts. On the left, a large black rectangle contains the text 'No se ha encontrado ninguna cámara' (No camera found) in white. Below this rectangle, there are two red circular icons: one with a slash through it (mute) and one with a camera icon (video), along with a three-dot menu icon. On the right, the word 'CITA' (Appointment) is centered. Below it, the text 'Aún no ha llegado nadie' (No one has arrived yet) is displayed. There are two buttons: a green 'Unirme ahora' (Join now) button and a white 'Mostrar' (Show) button with a plus icon. Below these buttons, the text 'Otras opciones' (Other options) is shown, followed by a link with a phone icon: 'Unirse y utilizar un teléfono para hablar y escuchar el audio' (Join and use a phone to talk and listen to the audio).

5

## Seleccionar “unirme ahora”

Meet

jeraldina@uninorte.edu.co  
Cambiar de cuenta



CITA

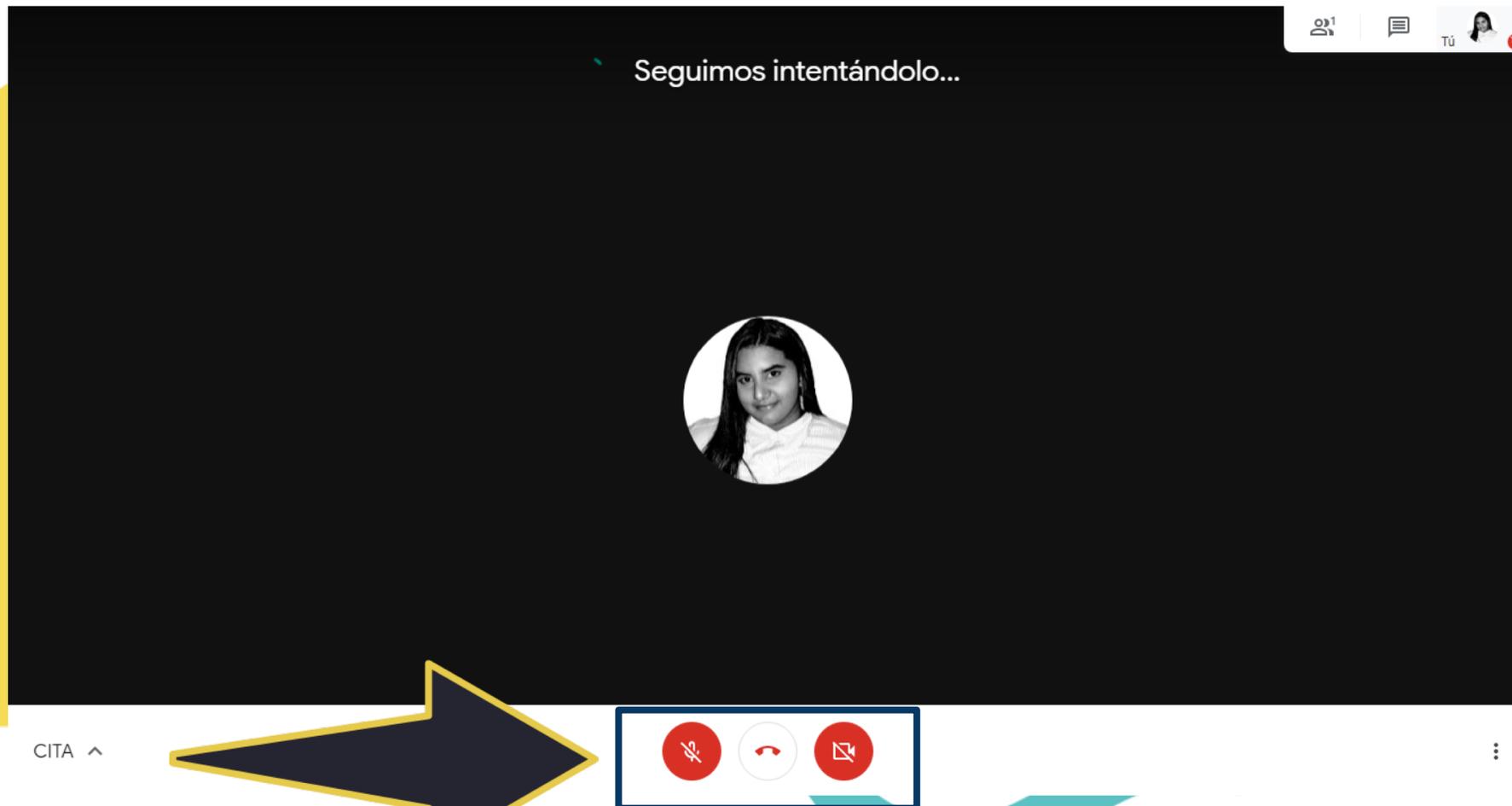


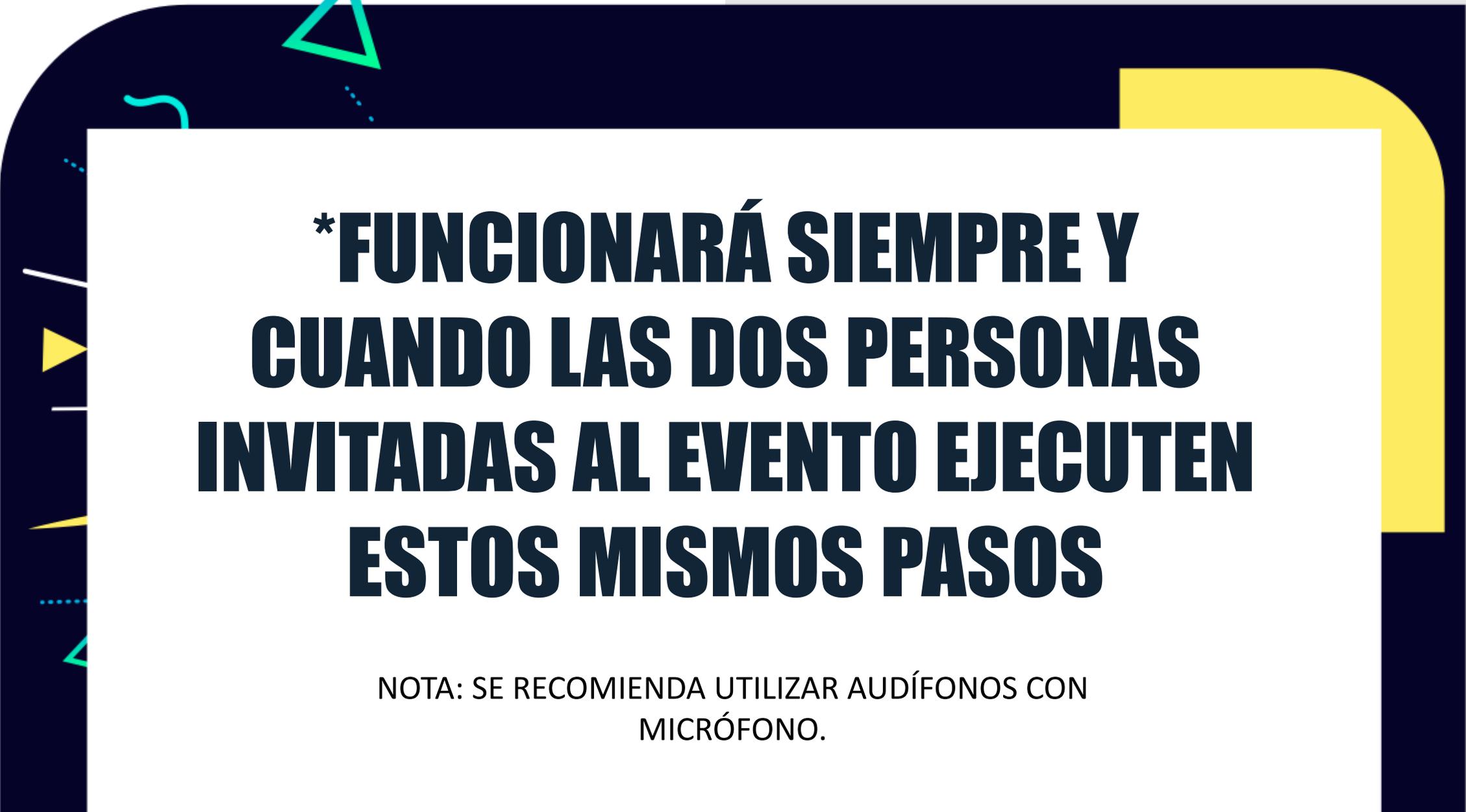
Unirse y utilizar un teléfono para hablar y escuchar el audio

A small icon of a telephone handset next to the text "Unirse y utilizar un teléfono para hablar y escuchar el audio" (Join and use a phone to talk and listen to the audio).

6

## Activar cámara y micrófono



The text is centered within a white rectangular area. This area is framed by a dark blue border with rounded corners. On the left side of the border, there are decorative elements: a teal triangle at the top, a yellow triangle pointing right, and a teal triangle at the bottom. On the right side, there is a yellow rectangular shape with rounded corners. The text itself is in a bold, dark blue, sans-serif font.

**\*FUNCIONARÁ SIEMPRE Y  
CUANDO LAS DOS PERSONAS  
INVITADAS AL EVENTO EJECUTEN  
ESTOS MISMOS PASOS**

NOTA: SE RECOMIENDA UTILIZAR AUDÍFONOS CON  
MICRÓFONO.