

# ຄູ່ມືການໃຊ້ວຽກ Google Meet

## ໜ່ວຍງານໄອທີ ຄນລ



ຈະຊ່ວຍໃຫ້ການຮຽນ-ການສອນ ຫລື ກອງປະຊຸມຜ່ານວິດີໂອກັບຜູ້ອື່ນໄດ້ຫລາຍເຖິງ 100 ຄົນ ໃນຄັ້ງດຽວ

ຂັ້ນຕອນນີ້ຈະຮຽນຮູ້ກ່ຽວກັບ :

1. ການເຂົ້າໃຊ້ວຽກ Google Meet
2. ວິທີການສ້າງລິງ,ການກ່ອບ Link ໃຫ້ນັກສຶກສາຫລືຜູ້ທີ່ຈະເຂົ້າຮ່ວມ
3. ການເຂົ້າຮ່ວມກອງປະຊຸມ ຫລື ເຂົ້າຫ້ອງຮຽນ

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## 1 ການເຂົ້າໃຊ້ວຽກ Google Meet

ມີ 2 ວິທີ:

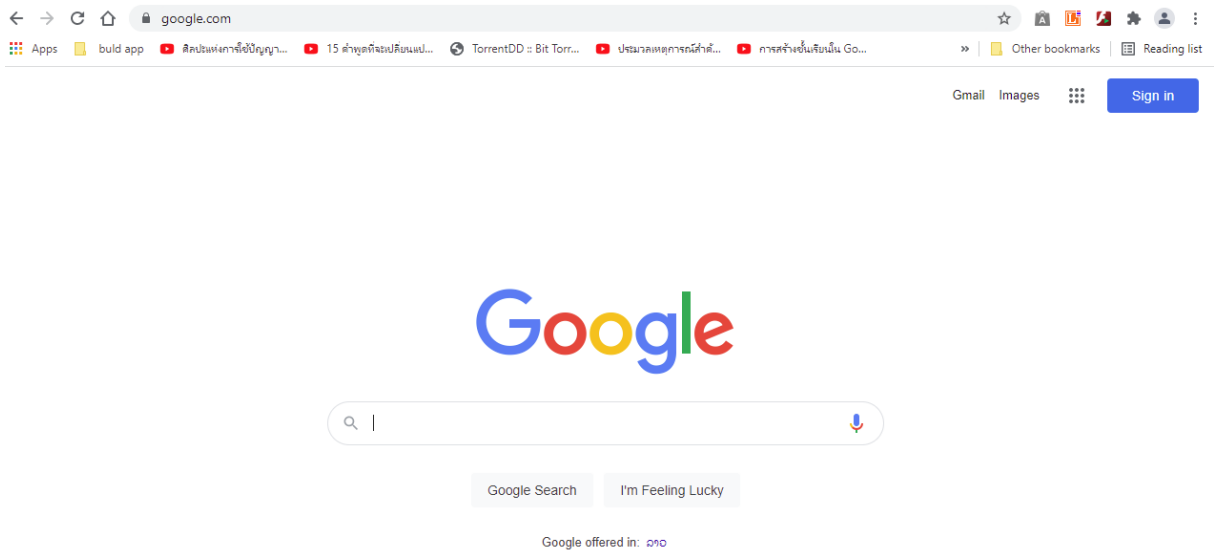
ວິທີ 1: ເຂົ້າຜ່ານບັນຊີ Gmail

ວິທີ 2 : ເຂົ້າຕາມເວັບໄຊຂອງ Google Meet

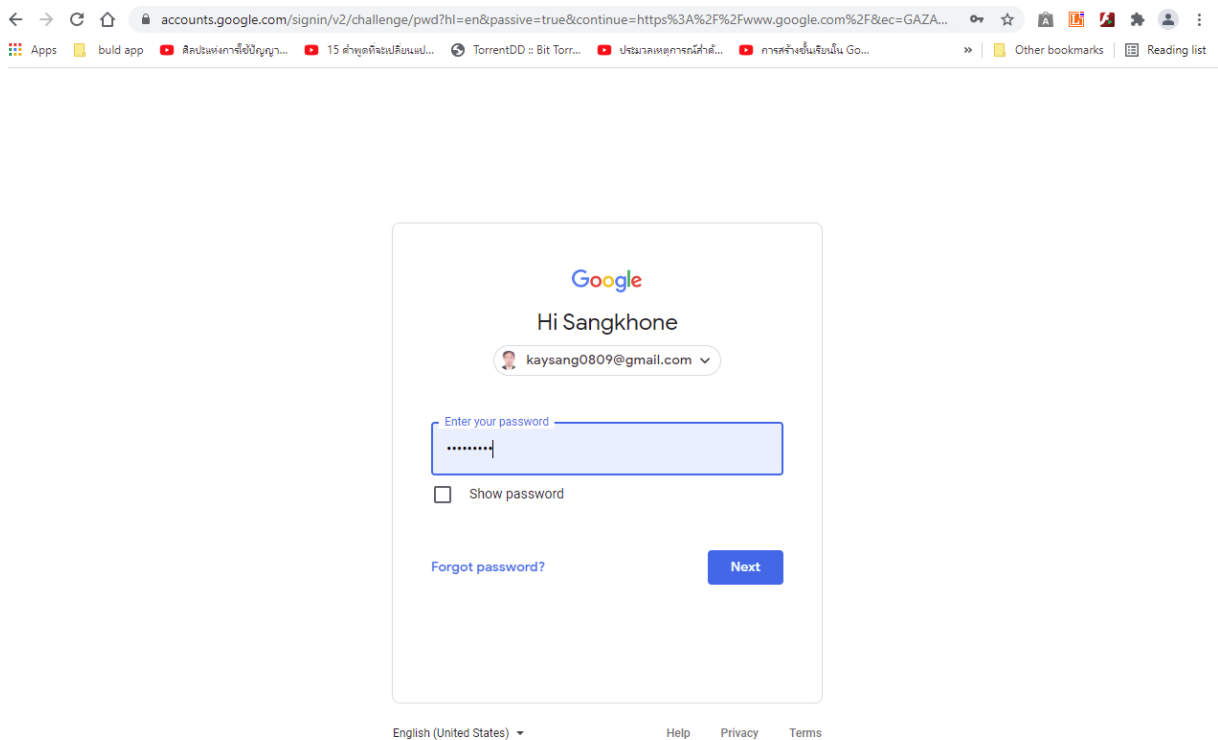
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ວິທີ 1: ເຂົ້າຜ່ານບັນຊີ Gmail

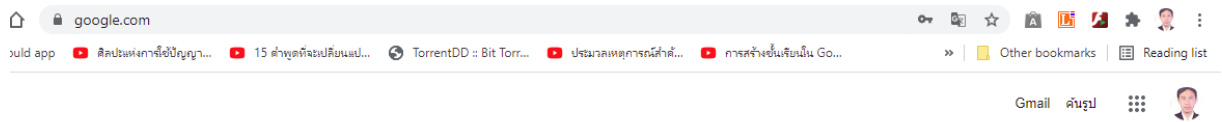
### 1.1. ເຂົ້າໄປທີ່ [www.google.com](http://www.google.com)



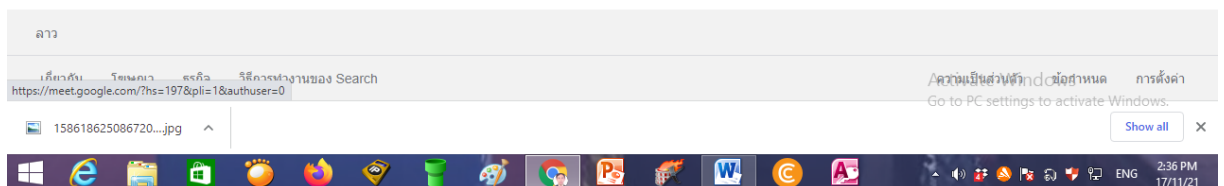
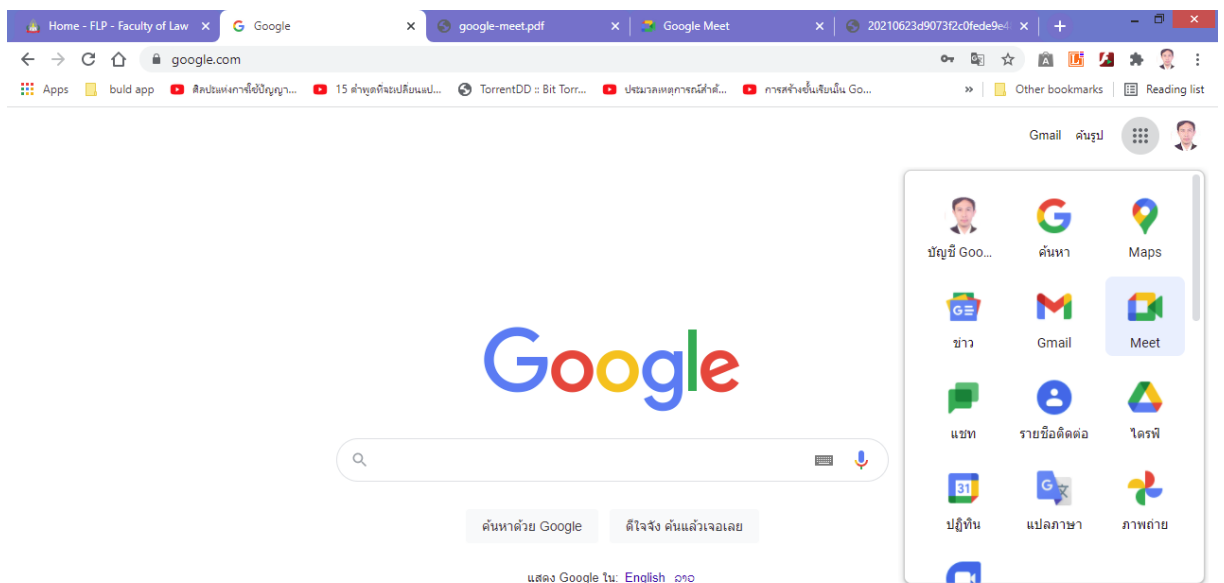
### 1.2. ເຂົ້າສູ່ລະບົບດ້ວຍ Gmail ຂອງອົງກອນ ຫລື ສ່ວນຕົວ ( [kaysang0809@gmail.com](mailto:kaysang0809@gmail.com) ) ໃສ່ລະຫັດຜ່ານ ແລ້ວກົດ ຖັດໄປ



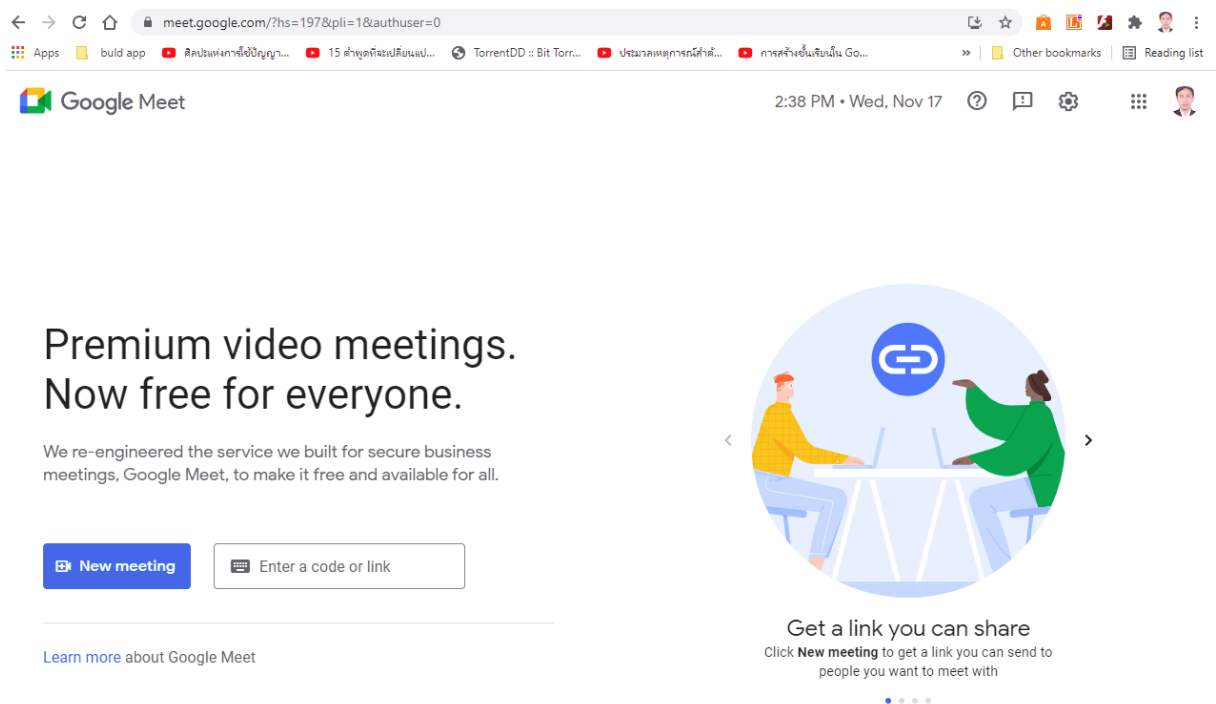
### 1.3. ຈະເຫັນໜ້ານີ້ ດັ່ງຮູບພາບລຸ່ມນີ້



#### 1.4. เข้าไปที่ ปุ่ม 9 จุด แล้ว เลือก Meet



## 1.5. ຈະເຫັນໜ້າຕ່າງໆ ຂອງ Google Meet



## ວິທີ 2 : ເຂົ້າຕາມເວັບໄຊຂອງ Google Meet

2.1. ເຂົ້າໄປທີ່ <https://meet.google.com/> ຫລັງຈາກນັ້ນໃຫ້ Login ເຂົ້າບັນຊີ Gmail ຕາມວິທີທີ 1

## 2. ວິທີການສ້າງລິງ,ການກ່ອບ Link ໃຫ້ນັກສຶກສາຫລືຜູ້ທີ່ຈະເຂົ້າຮ່ວມ

ຄຶກເລືອກ New Meeting

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- Create a meeting for later
- Start an instant meeting
- Schedule in Google Calendar



**Get a link you can share**  
Click **New meeting** to get a link you can send to people you want to meet with

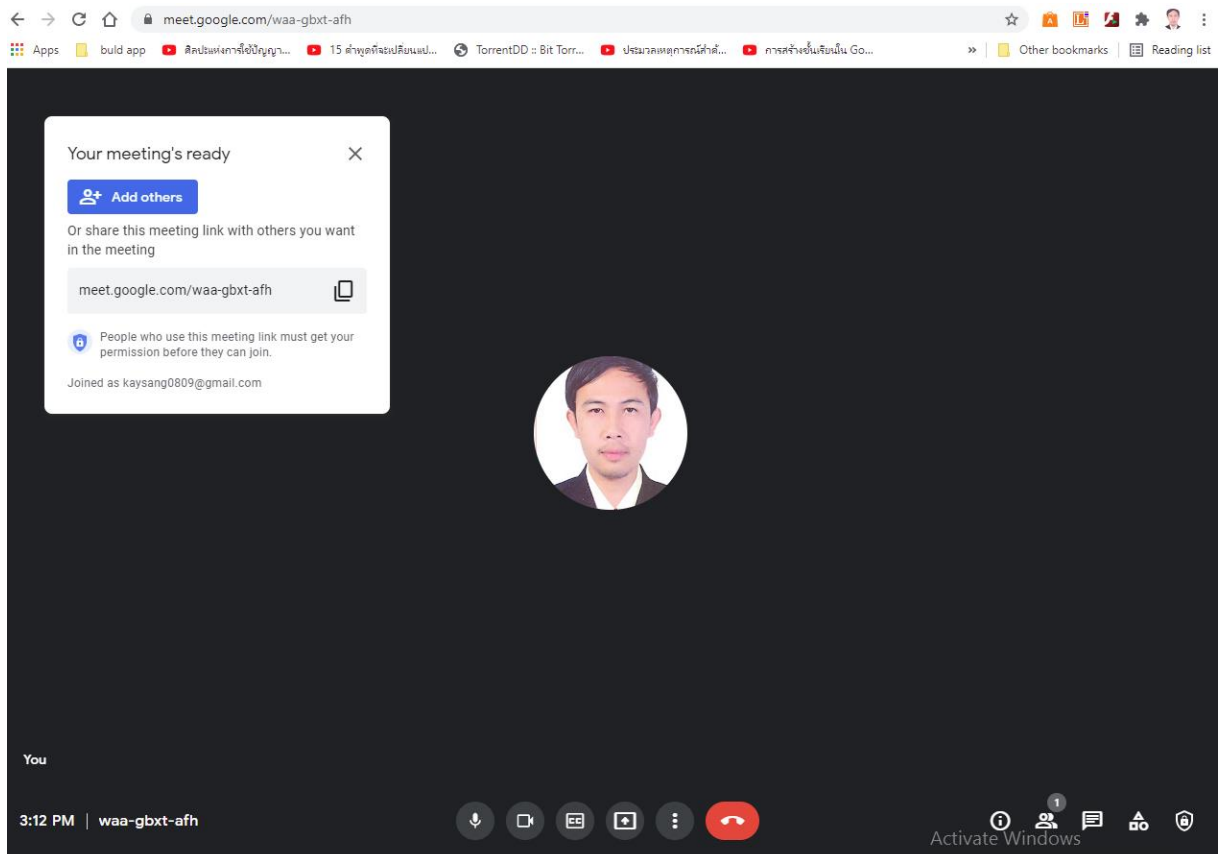


ໝາຍເຫດ : ອະທິບາຍຄໍາສັບ

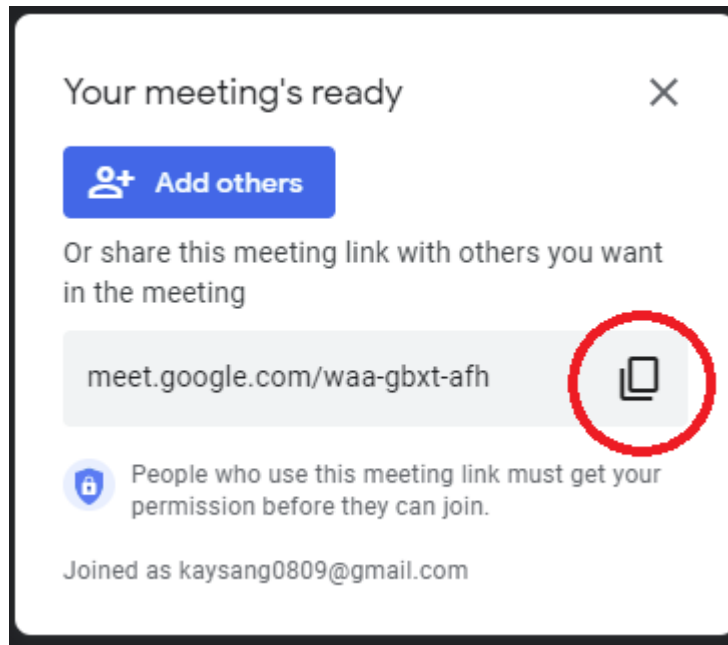
- Create a meeting for later: ໝາຍເຖິງ ການສ້າງລິງປະຊຸມສໍາຫລັບພາຍຫລັງ ຫລື ສ້າງລິງຖາວອນ ໂດຍບໍ່ຈໍາເປັນສ້າງລິງຫລາຍເທື່ອ
- Start an instant meeting : ໝາຍເຖິງ ການສ້າງລິງປະຊຸມຕອນນີ້ ຫລື ເຂົ້າຫ້ອງຮຽນຕອນນີ້
- Schedule in Google Calendar : ໝາຍເຖິງ ການສ້າງລິງສໍາຫລັບເວລານັດໝາຍການປະຊຸມ ຫລື ນັດໝາຍເວລາຮຽນ

ຕົວຢ່າງ : ການສ້າງລິງປະຊຸມຕອນນີ້ ຫລື ເຂົ້າຫ້ອງຮຽນຕອນນີ້

ຄຶກເມົາ ເລືອກ ຄໍາວ່າ Start an instant meeting



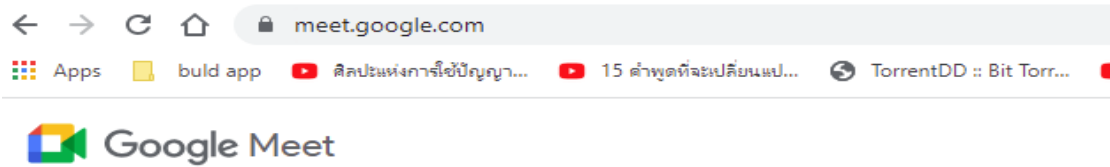
ຫລັງຈາກນັ້ນກໍ່ອບປີ້ລິງ



ທ່ານສາມາດສົ່ງຜ່ານ ທາງ Application ຕ່າງໆ



### 3. ການເຂົ້າຮ່ວມກອງປະຊຸມ ຫລື ເຂົ້າຫ້ອງຮຽນ



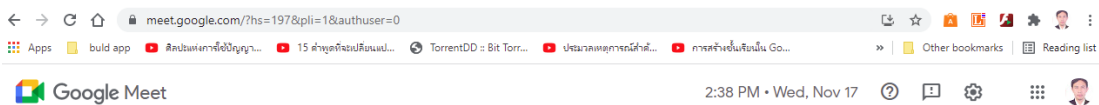
ປ້ອນເລກລະຫັດໃສ່ ຫລື  
ລິງທີ່ສົ່ງຫາໃສ່ ບ່ອນ

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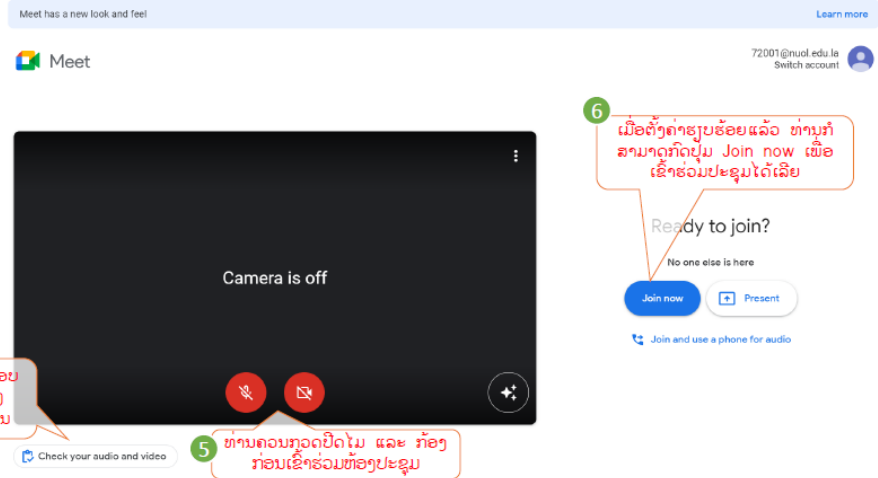
Get a link you can share  
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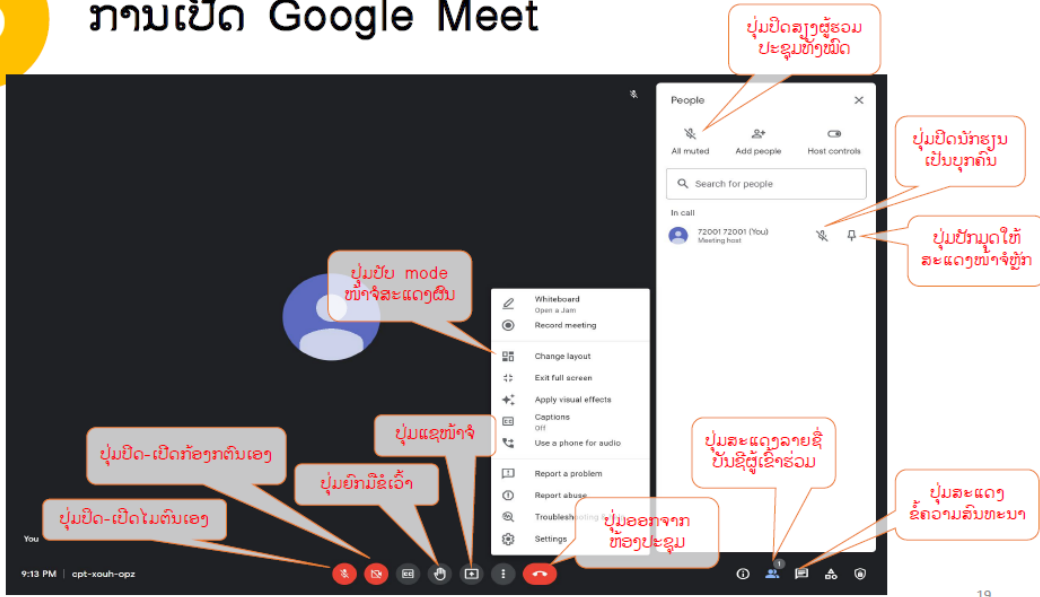
# 5

## ການເປີດ Google Meet



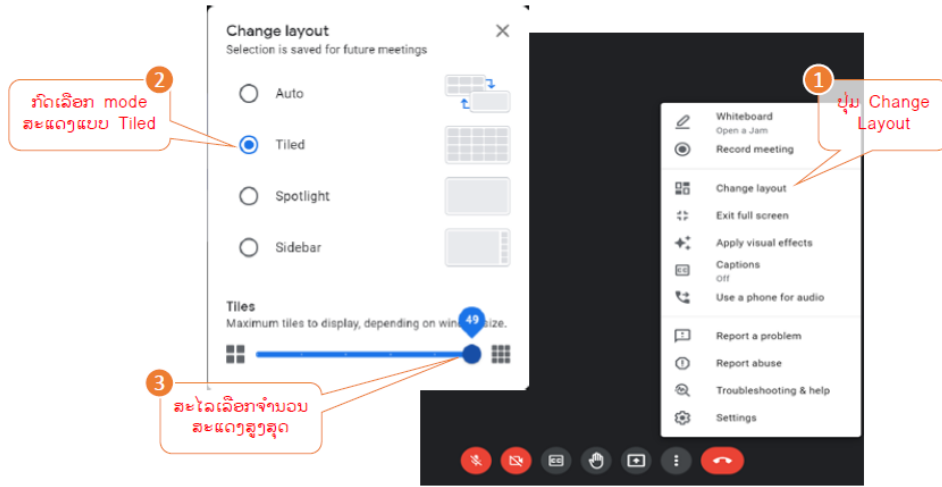
# 5

## ການເປີດ Google Meet



5

## ປັບແຕ່ງ mode ສະແດງຜິນ Google Meet ໃຫ້ສະແດງຜູ້ເຂົ້າຮ່ວມຫຼາຍຄົນໃນຈໍດຽວ



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