

Live Streaming up to 100,000 viewer with

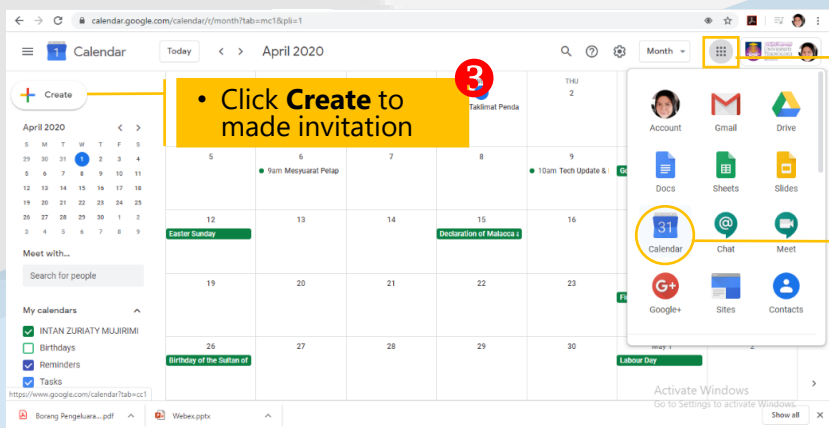
# Google Meet



Pejabat Pembangunan Infrastruktur dan Infostruktur

Panduan ringkas ini adalah untuk mengadakan "live streaming" yang boleh diikuti/dihadiri sehingga **100,000 orang jemputan** yang bersiar secara langsung:

## 1. Login ke akaun rasmi UiTM (Google Platform) dan ke Google Apps - **Calendar**

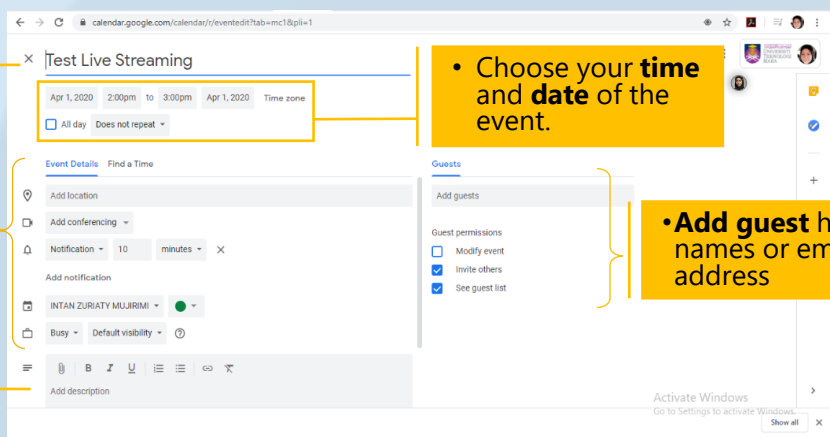


1 • Click this icon for more options on Google Apps available.

2 • Click **Calendar**

3 • Click **Create** to made invitation

## 2. Klik **Create** seperti gambarajah di atas untuk membuat jemputan mesyuarat atau untuk sesi pengajaran dan pembelajaran.



• **Name the event**

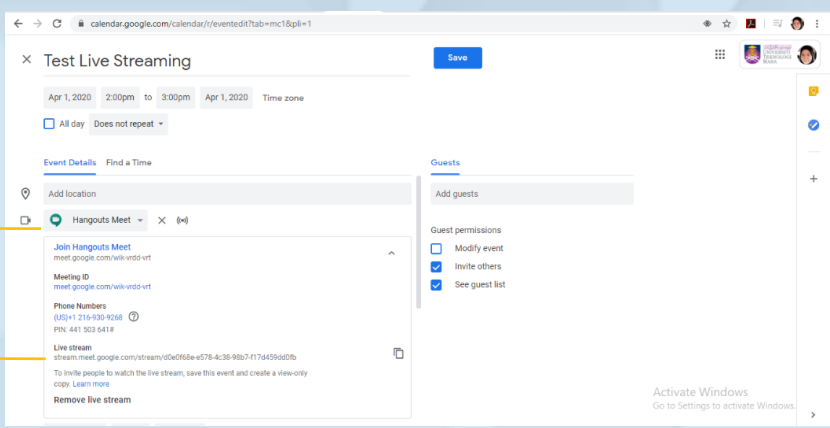
• Choose your **time** and **date** of the event.

• Add conferencing as per **details** shown on the left page.

• **Add guest** here by names or email address

• Add **description**

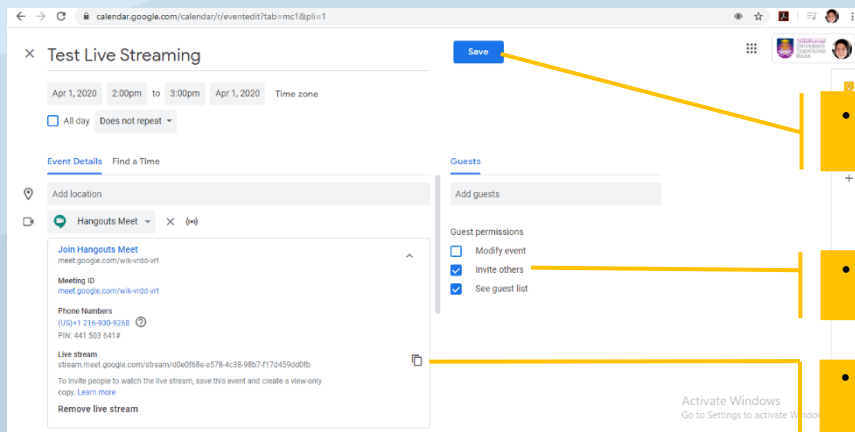
## 3. Untuk konfigurasi "Live Stream"



• At **Add Conferencing** drop down click Hangouts Meet

• At **Join Hangouts Meet** drop down click **Add Live Stream**

#### 4. Setelah semua maklumat telah diisi, anda tekan Save

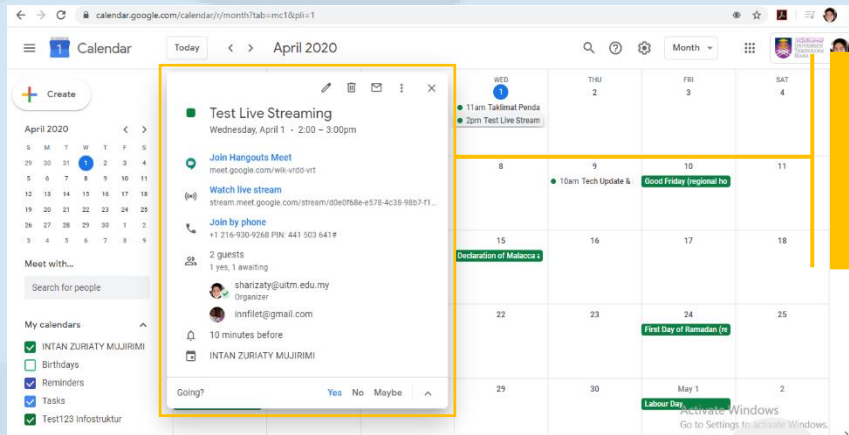


• Click **Save** to make invitation

• As host you can set **Guest permission**

• You also can **copy stream link** if you need to blast outside Google platform

#### 6. Maklumat di paparan Google Calendar jemputan anda. Para jemputan anda turut akan mendapat notifikasi jemputan melalui emel.



This is the information that appear at your guest invitation calendar. If the participants have reach 250 pax, your guest can directly click **Watch Live Stream**

### Live stream a video meeting

- **Supported viewing browsers**  
Computer and mobile users can use the latest version of the following browsers to view live stream Meet meetings:
  - ✓ Chrome Browser
  - ✓ Microsoft® Edge®
  - ✓ Mozilla® Firefox®
  - ✓ Opera®
  - ✓ Apple® Safari®

### Who can view live stream meetings

- Only guests within UiTM can view a live stream.
- Full participants within your institution can stop and start the stream during the meeting and record the event.
- Guests who join to view only cannot participate in the meeting or control streaming and recording.

**Nota:**

If you use **Hangouts Meet and Google Calendar for work or school**, you can add view-only live streaming to an event for up to **100,000 people**.

**Rujukan:**

Klik URL berikut untuk maklumat lanjut: <https://bit.ly/2JDHavl>



Untuk akses aplikasi **Google Calendar**, sila imbas QR Code.



Sebarang pertanyaan hubungi: **Bahagian Operasi ICT, Jabatan Infostruktur, PPII**  
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