# MIDDLETOWN TOWNSHIP
## PUBLIC SCHOOLS

## GOOGLE MEET: Using An External Camera

Webcams and microphones are built into Chromebooks.  Did you know you can use external cameras? Google Meet has the flexibility to change camera inputs while connected to a meeting.

The procedure below will demonstrate how to change these settings:

### HOW TO USE AN EXTERNAL WEBCAM / DOCUMENT CAMERA

NOTE:  For best results, please restart your computer before starting this procedure.

1. Before signing in to your computer, connect the external camera to an available USB port.

2. Sign in to the computer and open Chrome.  Go to meet.google.com.  For the purposes of this demonstration, choose "Join or Start a Meeting."

   When prompted for a meeting code, just click Continue.

3. Google Meet will show a preview of the camera. If your device has a built in camera (like a Chromebook for example) that image normally shows here.

   Because we added an external camera in Step 1, it is possible the preview shows the image from this external device. In the next step, we will change the inputs to the desired camera.
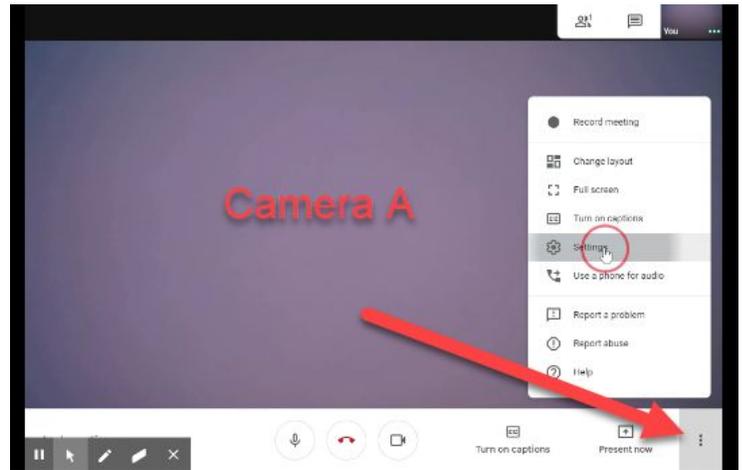
   Click "Join Now" to start the meeting.

4. Move your mouse over the meeting window to show the meeting controls toolbar.

   On this toolbar, locate the three dots to the right of the "Present Now" button. Click the three dots to show meeting options.

   Choose "Settings" from this list.



5. The settings window will have two tabs at the top: AUDIO and VIDEO. To switch video input, choose the "Video" tab.

   Under the Camera option, click once on the camera name to show all available devices.

   In the example shown at right, the active camera is the CyberTrack H4, an external camera connected to the device in Step 1.

   To choose the internal camera, click on the "Integrated Webcam" option.

   IMPORTANT: Camera names may vary depending on the model of the computer and device connected.
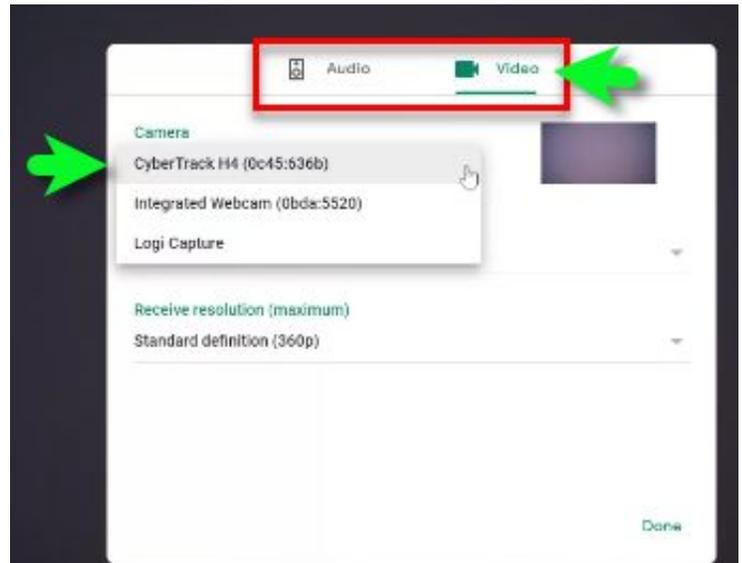


6. Once the new camera is selected, the image in the small preview window will show the active camera.

   RECOMMENDED: To improve image quality, change the Send Resolution to "High Definition (720p)"

   Click "Done" to return to the meeting..

7. Repeat Steps 4 through 6 to change the video input again. This can be done at any time during the meeting.



--- Have questions? Please contact the MTPS Technology Department ---