Thank you for participating in the OCF Virtual Festival – June 2-7, 2021! Here are some instructions on how to use Google Meet to host a watch party in order to view the performances as a group!

Start a Google Meeting

- Open Google Chrome and go to https://meet.google.com/

- Make sure to sign in with your Google account if you aren't already signed in

- Click "New meeting" and select either "Start an instant meeting" or "Create a meeting for later"

- Locate your meeting code and share it with the people you want in your watch party
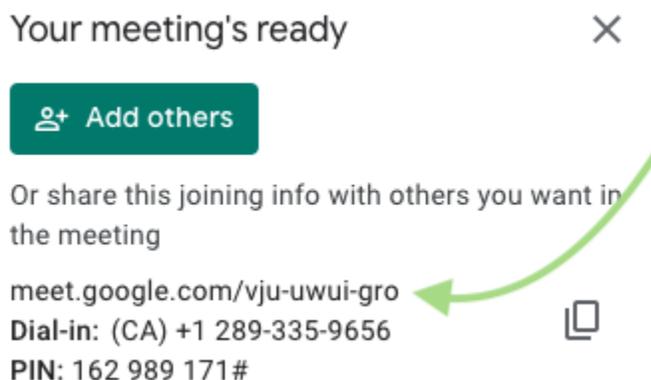

IMPORTANT:

 Make sure that you are using Google Chrome as your internet browser. Audio sharing is only supported on Google Chrome.
If you don't have Google Chrome you can download it here:
https://www.google.com/intl/en_ca/chrome/

<u>Present the Performance</u>

- Open the link to the performance in a separate Google Chrome window.

- Return to your Google Meet Window and click "Present now" in the bottom right of the meeting.

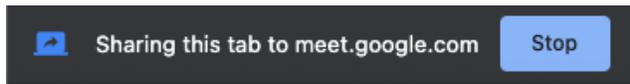- Select "A tab" in the popup menu
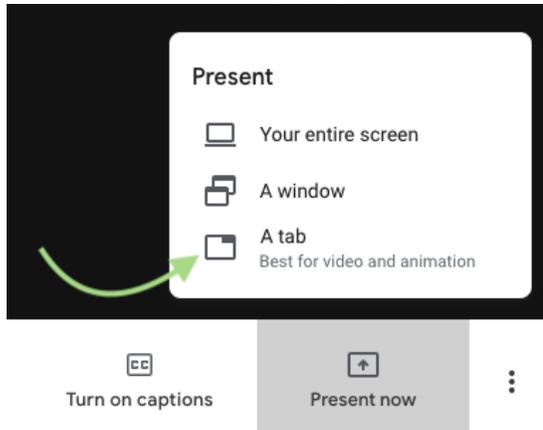
Don't see "A tab" as an option? Make sure you are using Google Chrome as your browser.

- Find the tab you opened with the performance link in the dropdown menu.

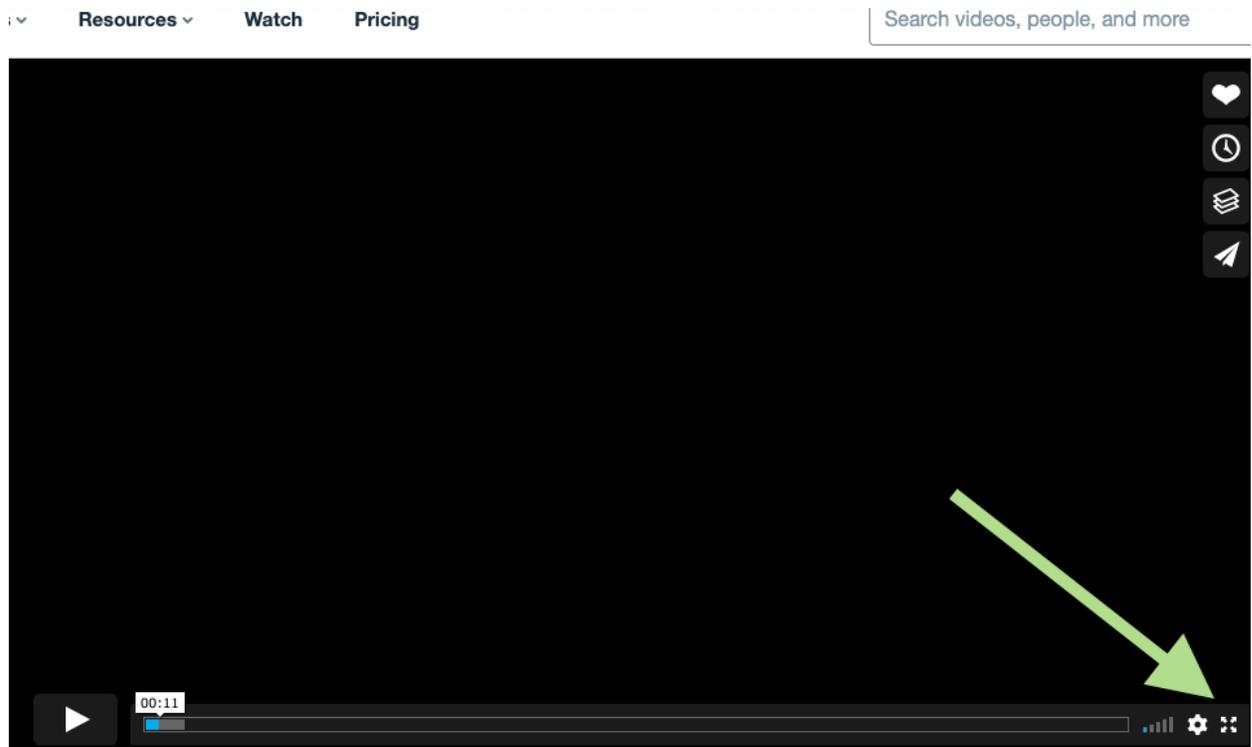- Make sure "Share audio" is selected, then click "Share"
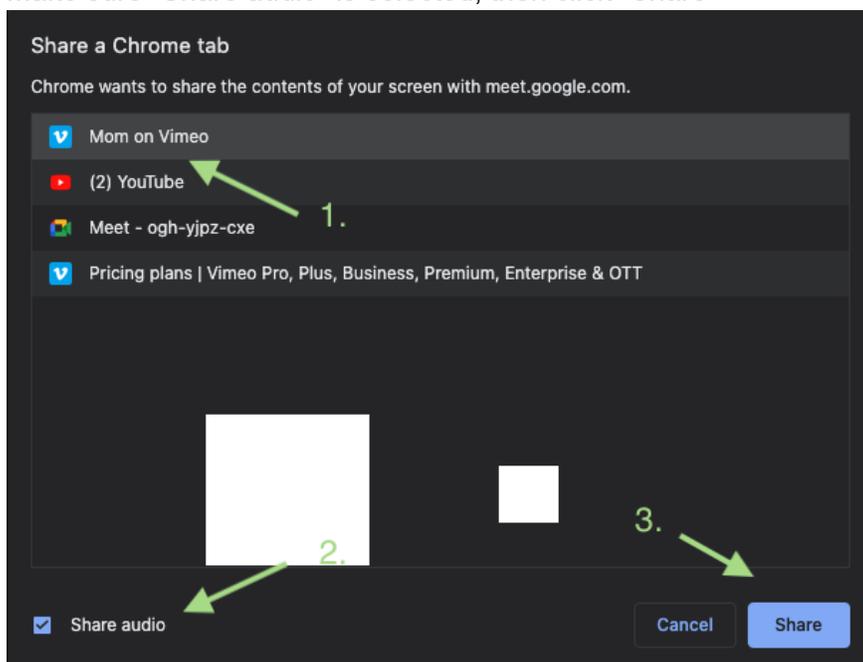
You should now be sharing the tab with the performance on it!

On the Vimeo window it will say "sharing this tab to meet.google.com" at the top.

- Select the "fullscreen" button in the bottom right of the video to make it large for you and your viewers.

Press play and enjoy the show!

Note that if you go back to your Google Meet tab you will not see the video playing. You will see a notification that you are presenting. But the participants will see the video that is playing in your other tab.

When the video has ended, go back to the Google Meet tab and click on "Stop Presenting".