

SimuLive User Guide

Getting Started with Runbooks for Automated Meetings (Google Drive & Meet)

1. Getting Started

Before creating runbooks for your automated meetings, you need to connect your Google account. This gives SimuLive access to Google Drive for storing your content files, and optionally Google Meet for running automated meetings.

Connect Your Google Account

Connecting your Google account authorizes SimuLive to access Google Drive and, optionally, Google Meet. Both services share a single OAuth connection — you choose which scopes to grant on the Google authorization screen.

1. Go to **Dashboard** → **Integrations** → **Google Drive & Meet**.
2. Click **Connect Google**.
3. On the Google authorization screen, review the requested permissions.
4. You will see **Active** status when connected.

Google Drive (Required)

Google Drive is required for all SimuLive platforms. It stores your video files, chat simulation files, participant name files, and registrant spreadsheets. You must grant Google Drive access on the authorization screen.

■ **Note:** Google Drive access is always required regardless of which platform (Zoom, Google Meet, or Teams) you use for your runbooks.

Google Meet (Optional)

Social Login Option

You can also sign in at simulive.us/login using Continue with Google - the same OAuth consent screen where you select Google Drive and Meet access scopes.

Google Meet access is optional. On the Google OAuth authorization screen, you can choose to allow or decline Meet permissions. If you allow Meet access, SimuLive can create and run automated meetings directly through Google Meet. If you decline, only Google Drive functionality will be available.

■ **Note:** Once you authorize Google Meet, your connected Google Meet account will appear in the Google Drive & Meet tab under Integrations and will be available when creating meeting runbooks.

2. Creating a Runbook

A runbook is your automated meeting configuration. It contains all the settings needed to run your event automatically, including video content, chat simulation, and participant settings. Google Meet supports Meetings only — Webinar event types are not available for Google Meet. Creating a runbook has two steps: Config and Details.

Step 1: Config

Configure the technical settings for your meeting, including which accounts and content to use.

1. Go to **Dashboard** → **Runbooks** and click **Create Runbook**.
2. Click to select your **Subscription** from the list.
3. Click to select your **Google Meet Account** from the list.
4. Click to select your **Google Drive Account** from the list.
5. Your content folders will appear in the **Google Drive Tab**. Expand and select a folder containing your meeting assets.
6. If you do not have content yet, go to the **Upload Files Tab**.
7. Click **Next** to continue.

Uploading Files

Prepare your meeting content files. Need sample files? Click the download links at the top of the Config section to get **messages.json** and **participant-names.json** templates.

Features Included	Files You Need
Video only	Video file (.mp4)
Video + Chat & Participants	Video file (.mp4) + messages.json + participant-names.json

Drag and drop your files into the **Upload Files Tab**. After upload, your new folder will appear in the Google Drive Tab ready for your meeting.

■ Note: Visit simulive.us/pricing to see which features are included in your subscription plan.

Step 2: Details

Set up the scheduling and event details for your meeting.

1. Enter a **Title** for your meeting runbook.
2. Enter a **Description** (this will be the meeting agenda).
3. Select **Event Type**: Meeting (Google Meet supports Meetings only).
4. Set the **Date**, **Time**, and **Timezone** for your meeting.
5. Select **Duration** (based on your subscription credits).
6. Choose **Schedule Type**: Scheduled, Recurring (with fixed times), or Recurring (without fixed times).
7. Click **Create Runbook**.

■ Note: Schedule time must be at least 10 minutes in the future. Registration is not available for Google Meet meetings at this time.

3. Adding Live Stream

Extend your meeting reach by broadcasting to external platforms. After creating a runbook, you can schedule a live stream to share your content with a wider audience.

1. Open your meeting runbook.
2. Click **Schedule Live Stream**.
3. Set the schedule time (must be within +1/-1 minute of your meeting runbook time).
4. Save your live stream schedule.

4. When Your Runbook Runs

At your scheduled time, SimuLive automatically handles everything for your meeting. No manual intervention is required.

At your scheduled time, everything starts automatically:

- Your Google Meet Meeting goes live
- Live streaming begins (if scheduled)
- Chat simulation starts (if included in your subscription)
- Participant simulation starts (if included in your subscription)

You can **Abort** a running meeting runbook at any time if needed.

5. Editing a Runbook

Update your meeting settings, schedule, or content at any time before the event runs.

1. Go to **Dashboard** → **Runbooks**.
2. Click on the meeting runbook you want to edit.
3. Click **Edit**.
4. Make your changes and save.

■ Note: You cannot edit a meeting runbook while it is running.

6. Deleting a Runbook

Remove meeting runbooks you no longer need. You have several options depending on whether you want to keep the associated Google Meet event.

1. Go to **Dashboard** → **Runbooks**.
2. Click on the meeting runbook you want to delete.
3. Click **Delete**.
4. Choose your deletion option:

Option	What Happens
Delete Runbook Only	Removes from SimuLive, keeps the Google Meet event
Delete with Google Meet	Removes runbook AND the Google Meet event
Delete Current Occurrence	For recurring meetings: removes only this one
Delete All Occurrences	For recurring meetings: removes the entire series

7. Disconnecting Accounts

Remove your linked Google account if you need to switch to a different account or revoke SimuLive access to your Google Drive and Meet.

- Go to **Dashboard** → **Integrations** → **Google Drive & Meet**
- Click **Disconnect** next to the account

- Confirm when prompted

■ Note: Disconnecting your Google account will affect both Google Drive storage and Google Meet automation for any runbooks that use this account.

8. Deleting Your Account

Permanently remove your SimuLive account and all associated meeting and data.

- Go to **Dashboard** → **Settings** → **Delete Account**
- Your account will be deactivated immediately
- Permanent deletion completes within 30 days

Need help with your meetings? Contact us at support@simulive.us



Resources

Blog

Section	Link
What is SimuLive?	https://simulive.us/blog/what-is-simulive-complete-guide-automated-webinars-meetings-2025
How to Create Your First Automated Meeting	https://simulive.us/blog/how-to-create-first-automated-webinar-meeting-simulive
How to Connect Google Drive	https://simulive.us/blog/how-to-connect-google-drive-simulive
Automated Meetings via Google Meet	https://simulive.us/blog/how-to-create-automated-webinar-meeting-google-meet-simulive
Automated Meetings via Zoom	https://simulive.us/blog/how-to-create-automated-webinar-meeting-zoom-simulive

Integrations

Section	Link
Google Drive & Meet Integration	https://simulive.us/dashboard#integrations-google
Zoom Integration	https://simulive.us/dashboard#integrations-zoom
Knowledge Base · Google	https://simulive.us/knowledge-base/google
Knowledge Base · Zoom	https://simulive.us/knowledge-base/zoom
Knowledge Base · SimuLive	https://simulive.us/knowledge-base/simulive

User Manuals & Support

Section	Link
User Manual (General)	https://simulive.us/user-manual
User Manual · Google Meet	https://simulive.us/user-manual/google-meet
User Manual · Zoom	https://simulive.us/user-manual/zoom
Pricing	https://simulive.us/pricing
FAQs	https://simulive.us/faqs
Support	https://simulive.us/support

Legal

Section	Link
Privacy Policy	https://simulive.us/legal/privacy-policy
Terms of Service	https://simulive.us/legal/terms-of-service