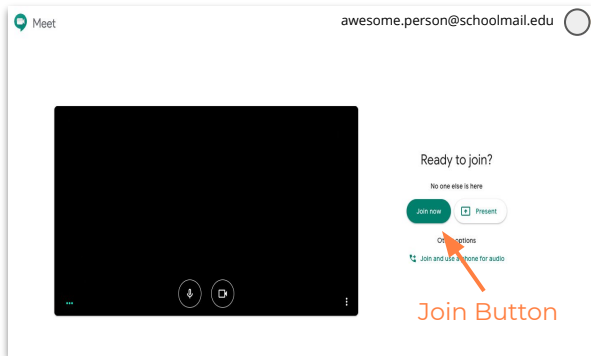


Google Meet Guide

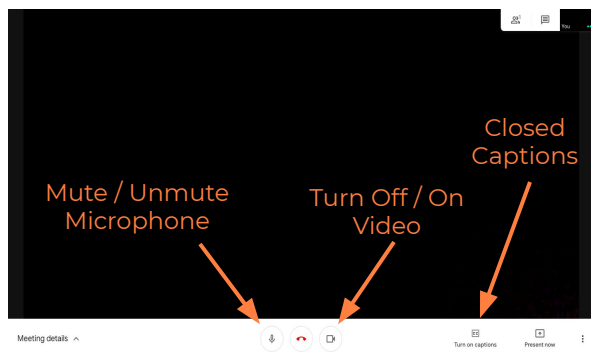
Step-By-Step Directions for Using Google Meet



Step 1 - Joining a Call

Before entering a call you will see the “Ready to join?” page. You are able to change a few settings before joining a meeting such as enabling/disabling your microphone or camera. You can also choose to share your screen from this landing page if you are presenting information.

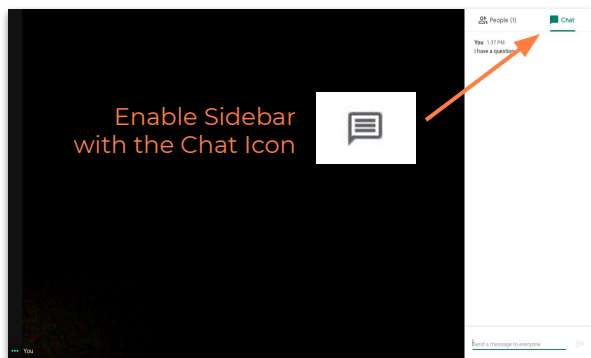
Once you are ready, click the green “Join now” button.



Step 2 - Main Google Meet Page

After joining a call you will be on the main interface for Google Meet. During a call you will have the ability to enable/disable your microphone and camera.

A wonderful accessibility feature available is the ability to toggle on closed captions.



Step 3 - Participate Using the Chat

Have a question or want to share an idea during a virtual meeting? Click the speech bubble to enable the chat in Google Meet. A sidebar will open where you can view any previous messages sent during the meeting and also type new ideas.

If you want to minimize the chat sidebar simply click on any part of the main video screen.



Step 4 - Leaving the Meeting

When your virtual meeting has concluded be sure to leave the meeting using the red hang up icon.