

All About GOOGLE MEET

and Expectations

1. Before the meeting

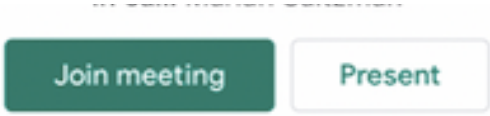



If using a device such as a tablet, iPad or phone it is useful to download the Hangouts Meet-By Google app before your meeting.



2. Joining the meeting


You can join a meeting using a link, code from your teacher or call on a phone. *If you call into a meeting you will be able to hear but not see any other classmates. They won't see you either. The three ways are explained step-by-step below.

Link	Code	By Phone
<ol style="list-style-type: none">Click the link or copy and paste into a browserYou will be asked to grant permission to your device's camera and microphone.A screen similar to this will pop up, click join meeting and you're all set! 	<ol style="list-style-type: none">Click your Google Meet app. This screen will pop up, click meeting code. Enter the meeting code given by your teacher and you're all set!	<ol style="list-style-type: none">Dial the number sent by your teacherEnter the PIN to join the meeting

3. During the meeting



There are a few tools and icons that will make your meeting run smoothly.




This is your microphone when asked to mute by you.  *This is important (To unmute, click it again)



Click this icon to type a question to your teacher.

Click  then  Change layout to see more of your classmates at once.

4. Ending the meeting

When your teacher ends the meeting, click  to leave the call.

Important

You should not be talking when your teacher is talking!