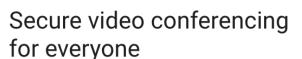


## How to Use Google Meet

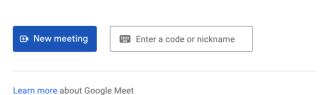
## **Getting Started**

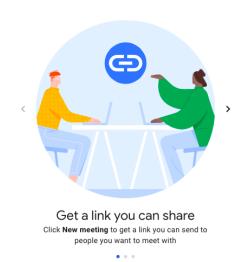
1. Go to <a href="https://meet.google.com/">https://meet.google.com/</a> meet. You will be greeted by this screen.





Connect, collaborate, and celebrate from anywhere with Google Meet





10:05 AM • Tue, Apr 27 💮 🗓 😥

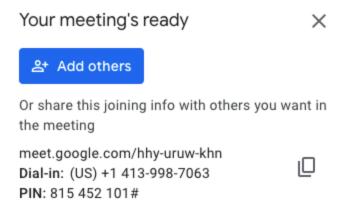
- 2. Click "New meeting". You will be prompted to either:
  - a. Create a meeting for later.
  - b. Start an instant meeting.
  - c. Schedule a meeting in Google Calendar.

3. You can also enter a Google Meet code or nickname to join an existing meeting.

Note: Meeting participants can't rejoin nicknamed meetings once the final participant has left. This means if the instructor is the last person to leave a nicknamed meeting, students can't join again until an instructor restarts the nicknamed meeting.

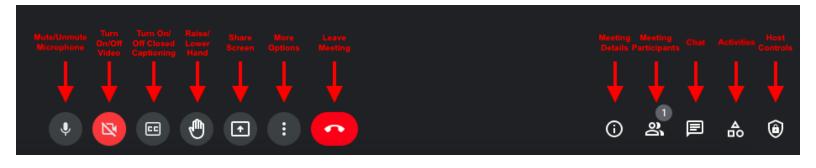
You also may be asked permission to use the computer's microphone and camera. You can click allow to both.

4. You can add participants using the blue "Add others" button or by sharing the URL or dial in number.



## **Google Meet Tools**

1. See options on the screenshot below for more customizations.



2. Under the "More options" button (button in between "Share screen" and "Leave call" buttons) you can do the following:

- Whiteboard Open a Jam Change layout Start a Google Jamboard Whiteboard :3 Full screen Change layout 0 Change background Make the Google Meet full screen Change background or blur background CC Turn on captions Turn on closed captions €. Use a phone for audio Use a phone for audio Report a problem to Google Report abuse Report a problem See troubleshooting tips ① Report abuse Access audio, video, and host control settings 褻 Troubleshooting & help £ Settings
- 3. Under the participants button, you can mute everyone, add new participants, and see the host controls. You will also see a list of all participants in the call.
- 4. Under the "Activities" button, you can access the Whiteboard, Breakout Rooms, Polling, and Q&A.
- 5. If you are the meeting host and end the call, you will have the option to end the call for everyone or just leave the call.

## Change Tile Layout

1. Under "Change layout", you can select from the following options (see screenshot):

