







## Making a Phone Call Using Google Meet:

1. Open Google Meet on your Chromebook.
2. The first time you open this application, you need to set up a new meeting. (After this has been set up, you will just enter the nickname in the box that says “Enter a code or nickname”, and click on “Join”.)
3. Click on the box that says “Enter a code or nickname”, and enter your choice of name. I recommend something easy to remember like your favorite color. You will be able to use this meeting for at least a month.
4. Then click on “New meeting”.
5. Click on “Start an instant meeting”.
6. Allow Meet to use your camera and microphone if a pop-up asks for that permission.
7. Turn off the camera by clicking on the camera icon  at the bottom of the video window. You don’t need it. The microphone will still be on.
8. Click on “Join Now”. You are now set up to make phone calls.
9. To add the client to the call, click on the “show everyone” icon .
10. Click on  Add people . A dialog box to add people will pop up.
11. Click on  Call
12. Type in the phone number (numbers only).
13. Click on  at the bottom of the box.
14. Wait for the person to answer and begin talking.
15. To disconnect at the end of your call, click on the “disconnect call” icon .