



Quick Guide to Google Meet (formerly Hangout) for Newbies

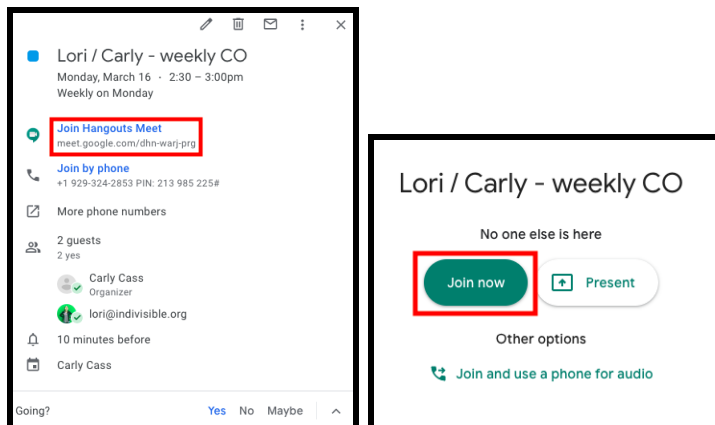
Note: Google updates the interface (look and feel) from time to time, so know that these screenshots are examples

What you need to use Google Hangout

- A computer or phone with a camera and microphone.
- An internet or data connection.
- You don't need a Google account but will be prompted to input your name when you click the link to request access

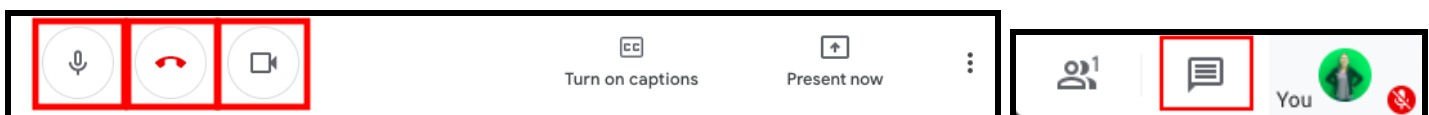
Entering a meeting scheduled by someone else

Click on the link provided in the email from the host. If you use Google Calendar, double click on the scheduled event and click on **Join Hangouts Meet**. Then click on the green **Join Now** button. **Note:** Joining by phone call is possible but features like chat or video won't be available.

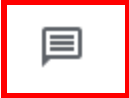


Managing Muting, Video and Chatting during a meeting

ToolBars: Once in a Google Meet, there are two toolbars to know about. First, hover with your cursor on the bottom of your screen. Pinned at the top right of the screen is another toolbar. The most important tools are described below.



Using the Tool Bars

	Click on the microphone to turn it off and on - mute/unmute. <i>It's a good practice to mute unless you are speaking. Always mute if there is background noise at your location.</i>
	Click on the camera to turn video off and on
	Click on the phone to leave the call
	Click on chat to make comments to the group, or to any of the individuals on the call. The chat window shows comments posted by all participants.

Additional guidance:

[Learn how to use your camera and microphone](#) when you start a video call for the first time.