

Host Controls in Google Meet

Additional Google Meet features to enhance security are now available from Google. These features, known as **Host controls**, are used to manage who can chat and who can share their screen.

Manage Who Can Send Meeting Chat Messages:

To control who can send chat messages in a meeting, hosts can turn "Send chat messages" on or off. By default, this setting will be on.

When "Send chat messages" is off:

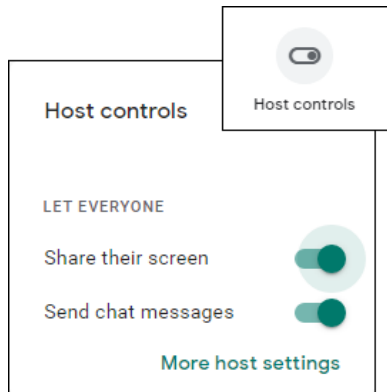
- Only the host can send chat messages, but participants will be able to see the messages sent by the host.
- Messages sent when "Send chat messages" is on continue to show in the chat history.

Hosts can turn "Send chat messages" on or off from within meetings in a browser. Please note that hosts will not see the option to change this setting on mobile devices.

To access this tool, from the meeting window, click the People icon in the upper right corner of the Meet window, the panel will expand and display all participants in the current meeting.



After accessing the Meeting details, click: **Host controls**. The "Send chat messages" toggle can be turned on or off.

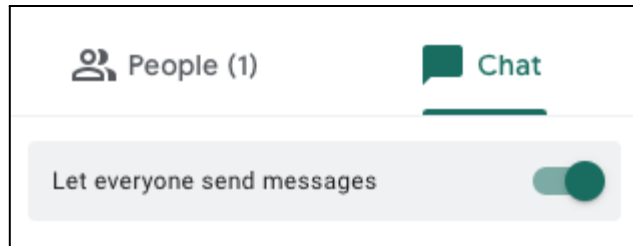


This tool can also be accessed by clicking the Chat icon in the upper right corner of the Meet window.



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The “Let everyone send messages” toggle will appear at the top of the chat window.



Manage Who Can Share Their Screen:

To control who can share their screen in a meeting, hosts can turn "Share their screen" on or off. By default, this setting will be on.

When "Share their screen" is off:

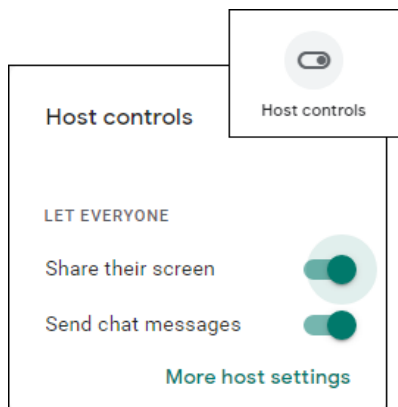
- Only the host can share their screen.
- The option to "Present now" won't show for participants.

Hosts can turn "Share their screen" on or off from within meetings in a browser. Please note that hosts will not see the option to change this setting on mobile devices.

To access this tool, from the meeting window, click the People icon in the upper right corner of the Meet window, the panel will expand and display all participants in the current meeting.



After accessing the Meeting details, click: **Host controls**. The “Share their screen” toggle can be turned on or off.



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Hosts can also easily access these features from the **Host controls** button located at the bottom of the Meet window.



button located at

Detailed information on how to create, manage, and present in a Google Meet can be found in the *Google Meet and Distance Education* manual on training.ccsd.net under Google > Resources.