

Don't be Nervous...

- It's natural to be a little nervous about doing something for the first time, and joinGoogle Meet is no different. All you need to do is follow this guide below:
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- **Technical Preparation**
- There are a couple of things you might need to check before your first Hangout...
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- Do you have a webcam, microphone and speakers/headset?
 - It's a much better experience when you can see an from.

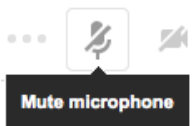


Lighting

- Make sure your face is well lit so that the others can see you and not a shadow puppet show. Probably the most common mistake is to have a bright window directly behind your head.

Background Noise

- Probably the most common issue in hangouts is noise. (traffic, conversation, etc.) or a sensitive microphone picking up coughs and splutters.
 - There is a button at the top of the hangout screen to mute your audio (so others can't hear you). Use it when you are not speaking to stop feeding your background noise into the Hangout.



Etiquette

- Most hangouts are happy to have new visitors. However, if someone is speaking when you join then it's usually polite to wait for a lull before greeting the other participants.

When to Speak

- If there are a lot of people who have joined, I'll invite you to speak. Also, participants can make use of the 'Chat' icon to ask a question without interrupting the speaker. This can be done by clicking on 'Chat' on the left side of the screen.

