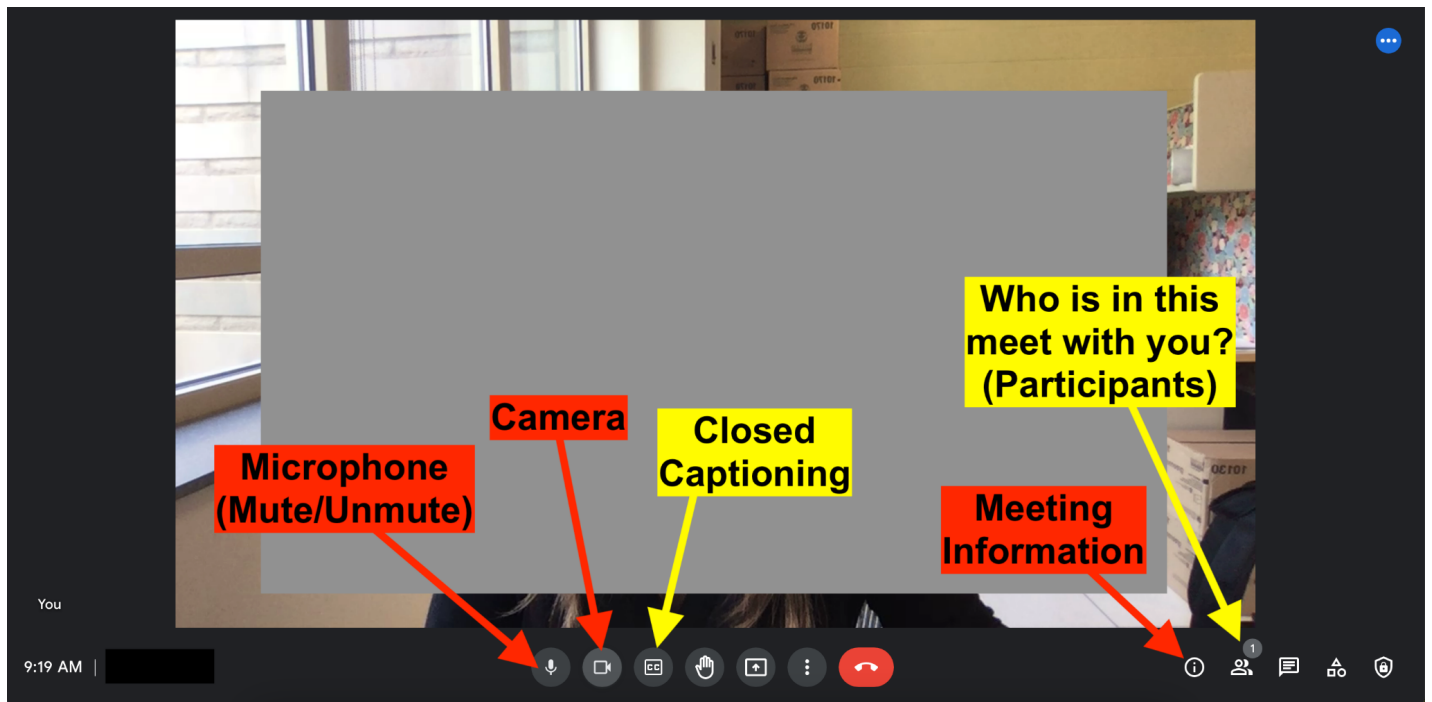


Using “Google Meet” while in a Video Meeting

Directions are specifically for use on a computer/laptop in an internet browser.

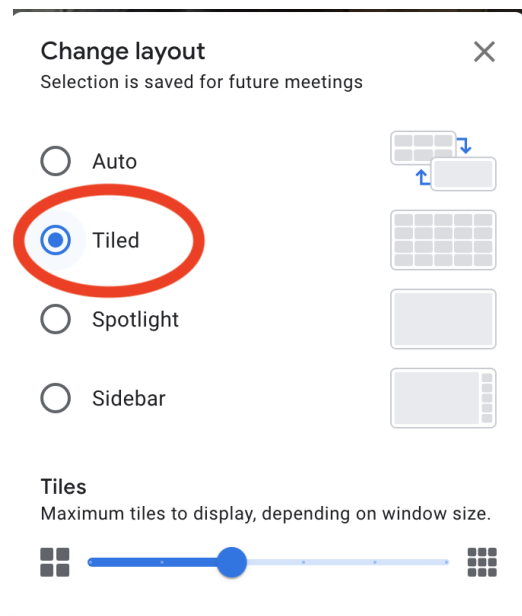
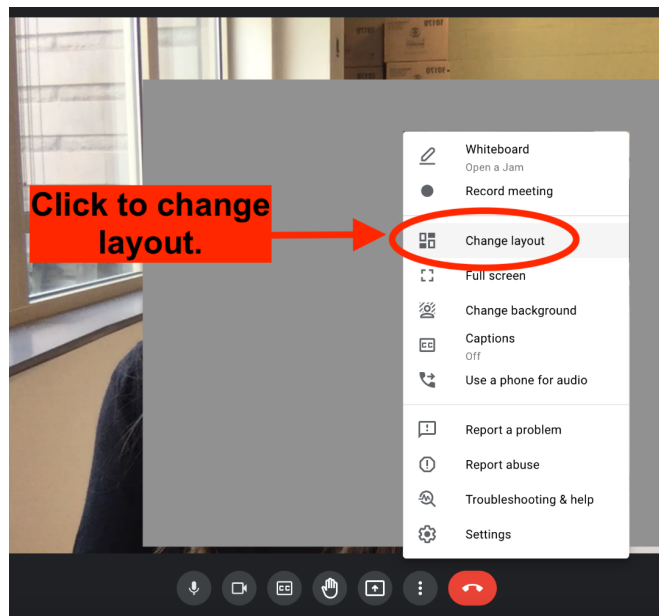
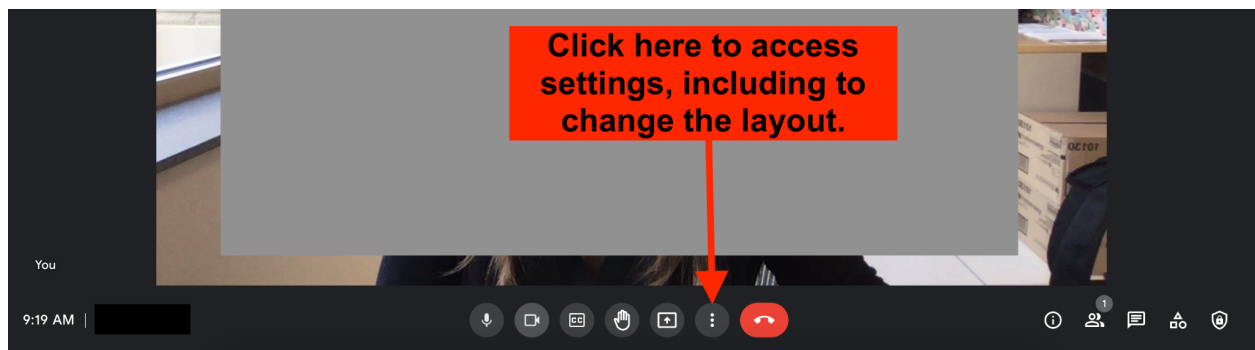
1. Once you’re in the meeting, here is what your screen may look like (below).
 - a. If the host (ie. your teacher) asks that you **mute your microphone**, click the microphone icon at the bottom-center.
 - b. If you do not want to **show yourself in the video**, click the camera icon at the bottom-center.
 - c. You can see **who is in this chat** with you by clicking on the people icon bottom-right.
 - d. If you want **closed-captioning**, click on the CC Turn on captions button at bottom-center.



Continue to next page for more...

Layout/View

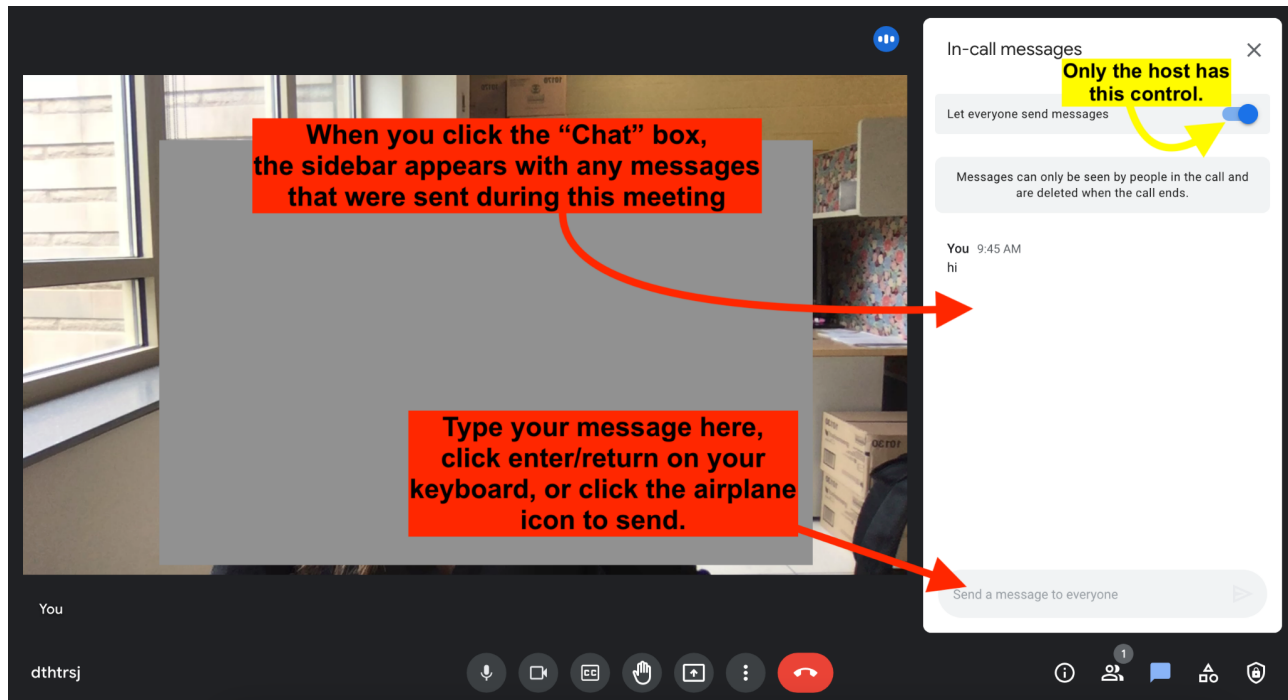
2. The “Google Meet” most likely will default to the speaker view, which spotlights the person speaking at the time, or the most recent speakers and pushes the rest to the side, not showing everyone. This is most obvious when you have more than a few people in the conference.
 - a. To be able to see everyone at once in a **tiled view**, you can change the layout in the settings. Click the 3 dots, then “Change layout” and choose the layout you prefer, such as tiled.



Continue to next page for more...

Chat Feature

3. There is a **chat feature** which allows you to type to the participants in the video conference. To access the chat, click the word bubble icon () near the bottom-right. You will see a side panel appear that shows the chat.

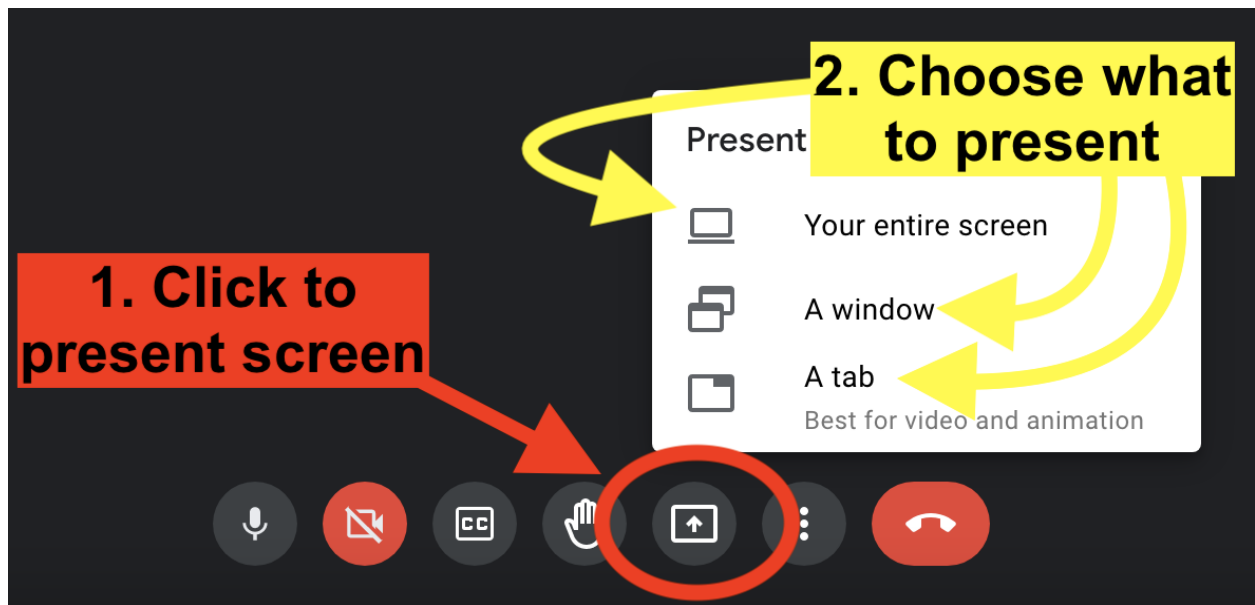


- a. To get the chat sidebar to go away, click the chat icon again.

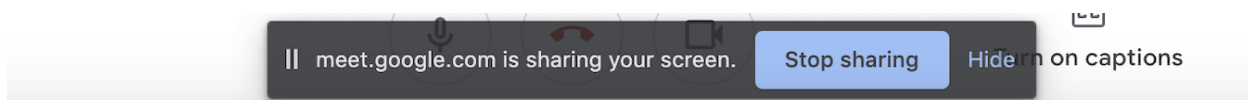
Continue to next page for more...

Share Screen

4. To share your screen with the participants of the group, start by clicking the upward arrow icon on the bottom-center.
 - a. Then you will be prompted with options of what to share. For example, choose “Entire Desktop.” A new window will appear. You must actually click the preview of your presentation, and then click “Share.”



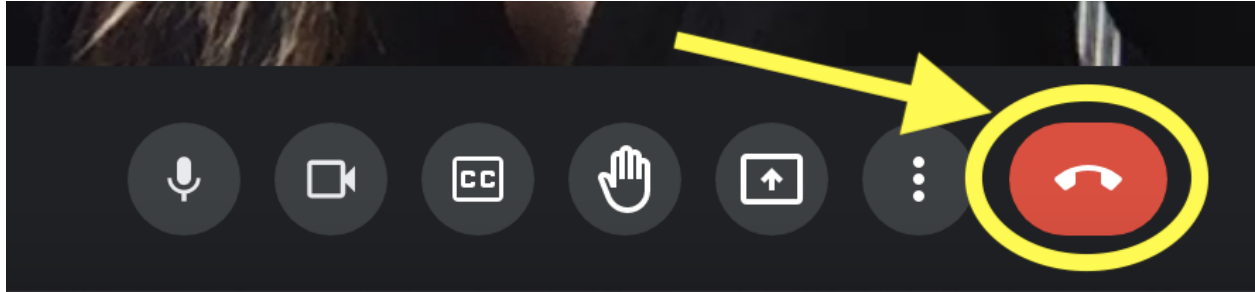
- b. To stop presenting, return to the Google Meet tab or window in your browser and **click Stop Presenting**. OR you may see this at the bottom of your browser, with which you can also click “**Stop sharing**” instead.



Continue to next page for more...

Exit (Hang up) “Google Meet” Meeting

5. To leave the Google Meet meeting, **click the red phone icon** at the bottom-center of your tab/window.



- a. If you accidentally leave the meeting, hang up, or close the tab of your meeting and wish to return, just click on the original Join Meeting link.
- b. Please note that leaving the meeting (as the host) does not end the meeting.
- c. **However, once the meeting is declared over, students should leave the meeting and not return unless asked to.**