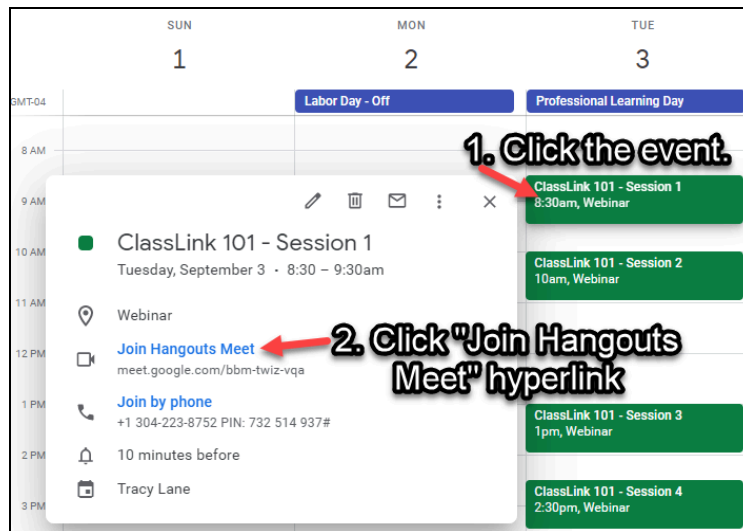
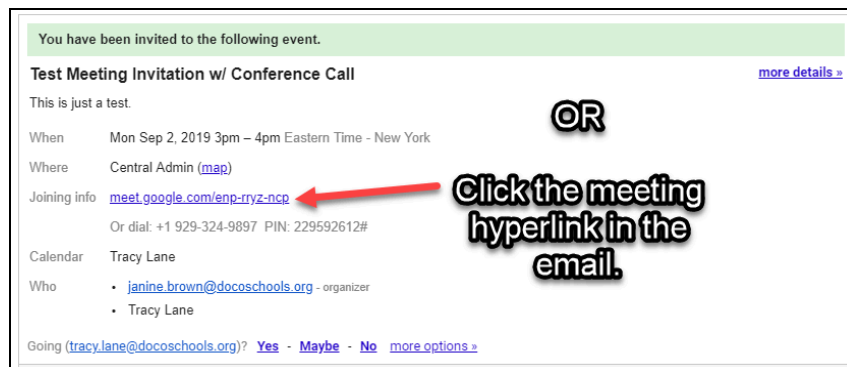


## Attending a Meeting in Google Hangouts Meet

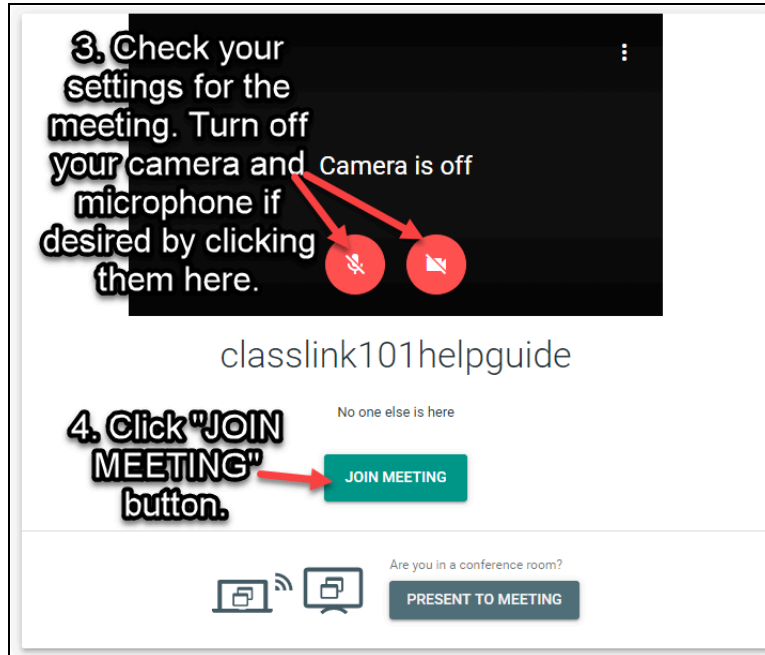
1. Receive an email with an invitation to attend a meeting online with Google Hangouts Meet. Respond with Yes, No, or Maybe as to whether you plan to attend the meeting.
2. On the day of the meeting, prior to the start time, join the meeting in one of these two ways:
  - a. Google Calendar:



- b. Gmail:



3. Make sure your settings are as you would like for the meeting before you join. Click the microphone and video buttons to turn these features off and on as needed. (As a general rule, I turn off my microphone when joining a large meeting and only turn it on when I need to say something.)
4. Click the "JOIN MEETING" button.



5. Participate in the meeting.

