

Using Google Translate in Google Meet

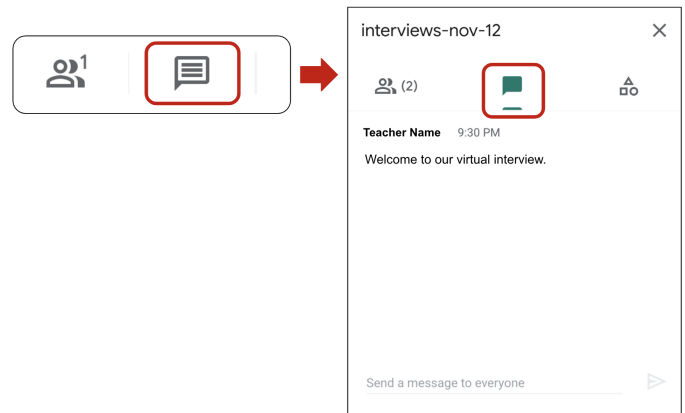
Families can follow these instructions to translate information the teacher shares in the Google Meet chatbox. Families can also choose to translate closed captions within Google Meet. Please note, these instructions are for PC, Mac, and/or Chromebook users.

Follow the instructions below after you have joined a Google Meet with your child's GAPPS account through the Google Chrome browser:

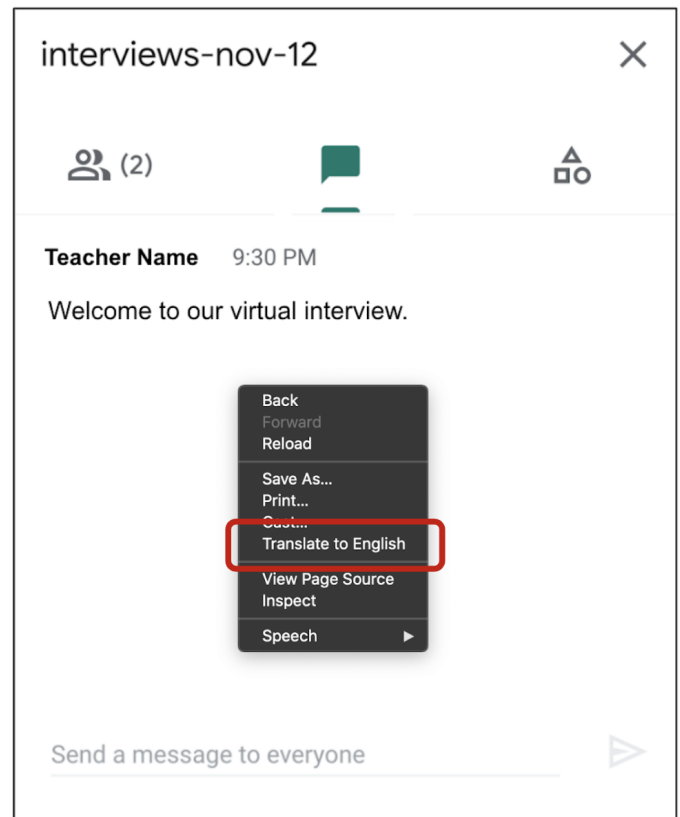
1. In the Google Meet, choose the chat icon at the top right of the screen.

Hover your mouse over the chatbox and right click.

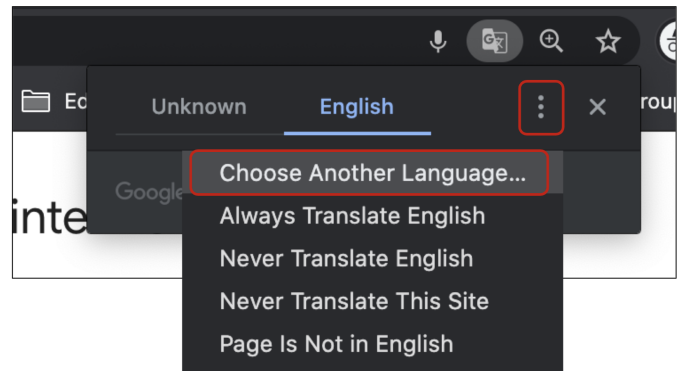
If you are using a Mac computer or a chromebook, use two-fingers to click the trackpad to access Google Translate.



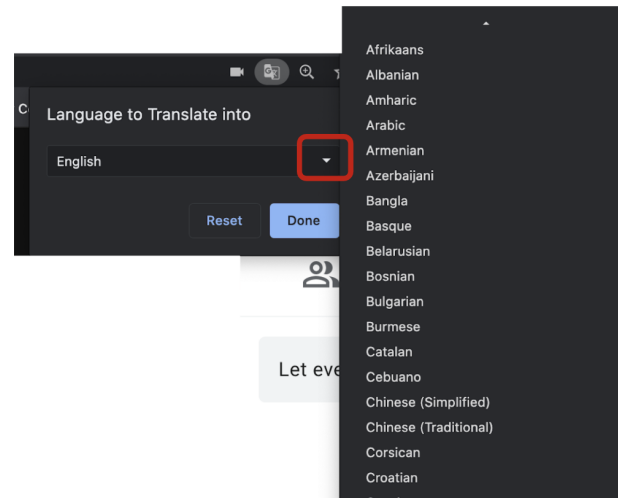
2. A menu will appear over the chatbox. Click "Translate to English" from the menu.



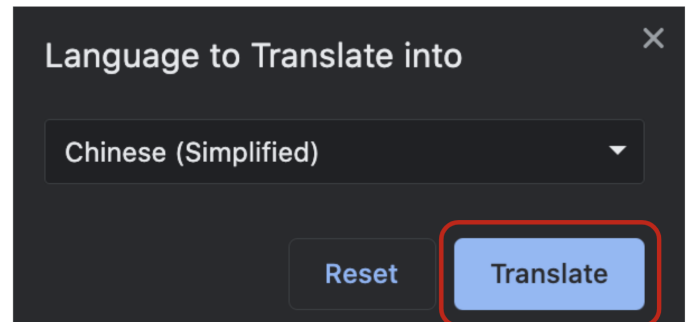
3. Google Translate will open a new window. Choose the three vertical dots and select “choose another language”.



4. To access the list of available languages, select the arrow next to “English”. Select your preferred language.



5. Click “Translate” to translate the chatbox in Google Meet.



6. Families can also translate closed captions to follow oral conversations in Google Meet. If you have already translated the chatbox, simply choose the “cc” icon from the bottom menu.

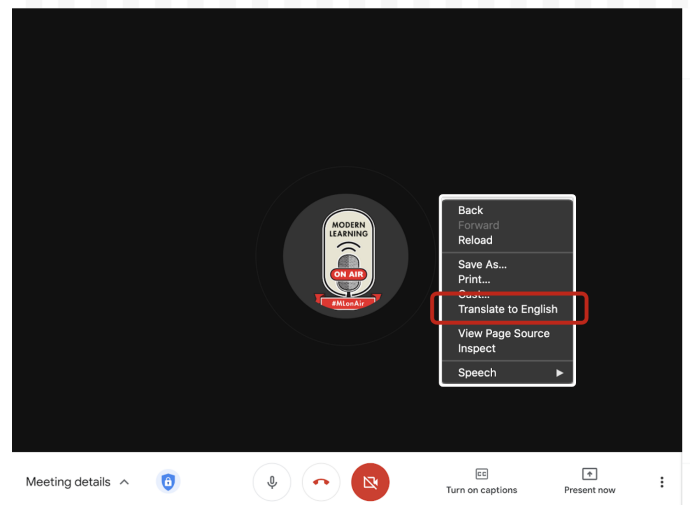
If you don't see the 'cc' icon, choose the 3 vertical dots then select 'turn on captions.' The captions will appear in English first and then immediately be translated into the chosen language.



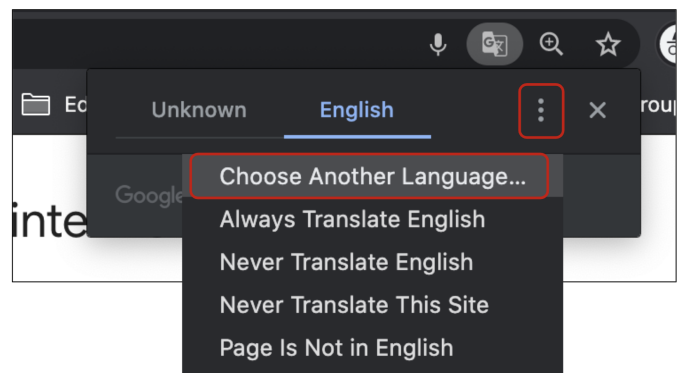


7. If you have **not** already activated Google Translate by translating the chatbox, simply right-click (or two finger click the trackpad on a Mac or Chromebook) anywhere in the Google Meet window.

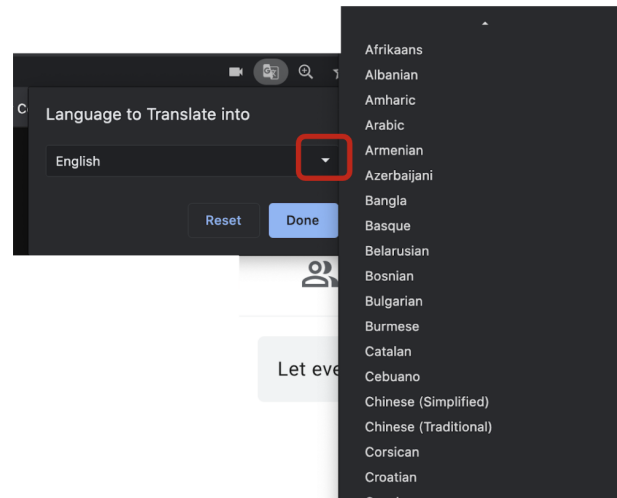
A menu will appear.. Click “Translate to English” from the menu.



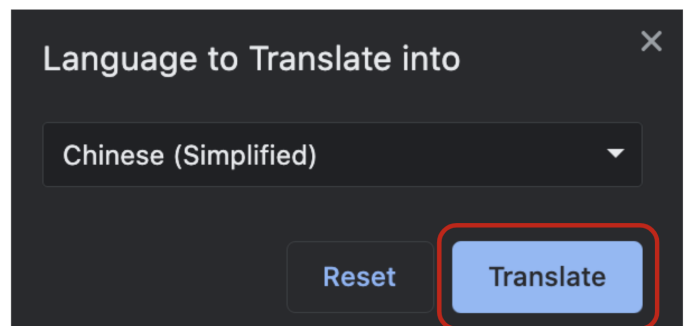
8. Google Translate will open a new window. Choose the three vertical dots and select “choose another language”.



9. To access the list of available languages, select the arrow next to “English”. Select your preferred language.



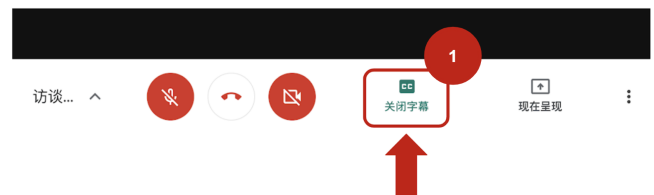
10. Click “Translate” to translate the closed captioning in Google Meet.

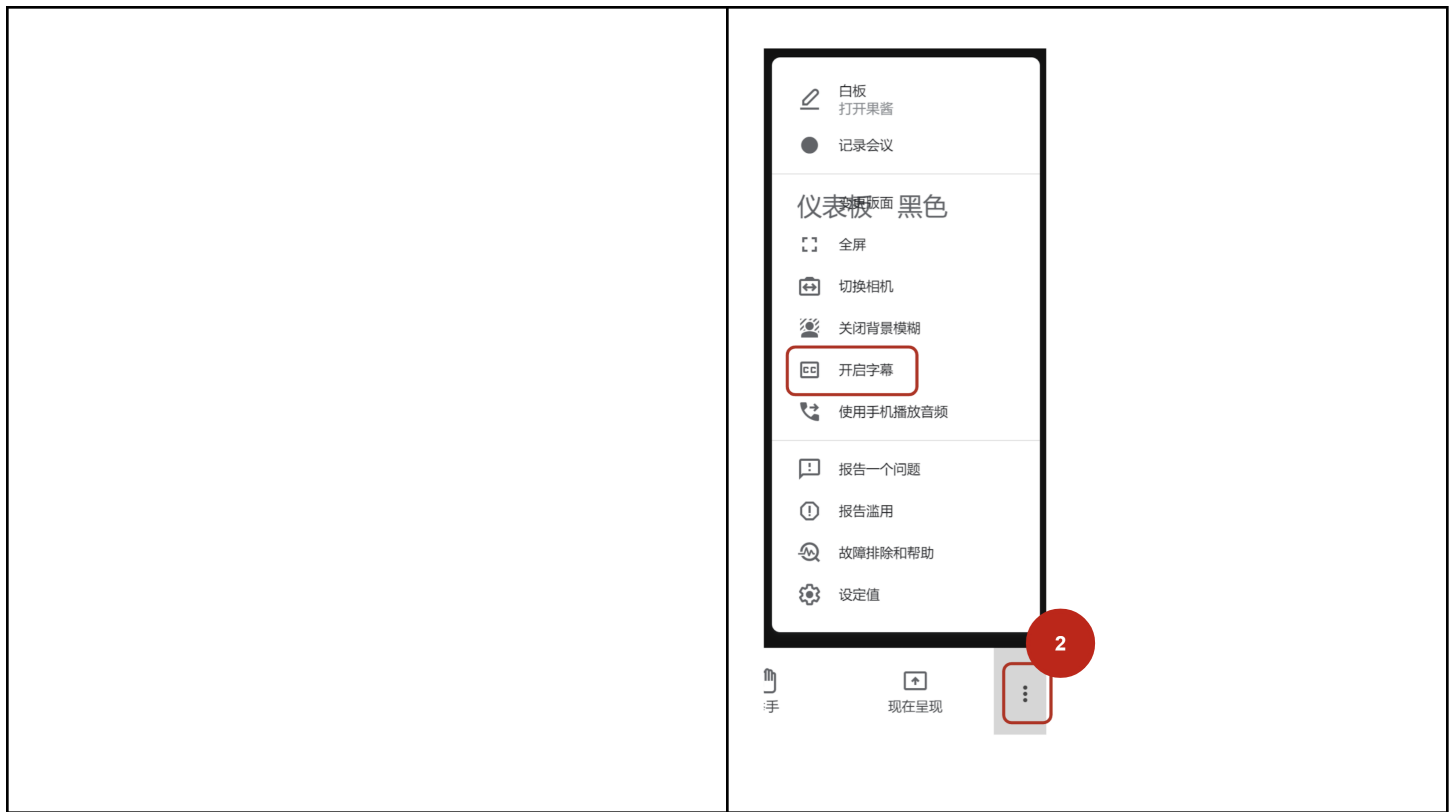


11. Choose the “cc” icon from the bottom menu.

If you don’t see the ‘cc’ icon, choose the 3 vertical dots then select ‘turn on captions.’

The captions will appear in English first and then immediately be translated into the chosen language.





The '[Using Google Translate in Google Meet](#)' screencast provides these instructions in video format.