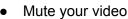# How to Use Google Meet

For Students

When joining a Google Meet, there are a few things you need to know in order to make the experience enjoyable and productive for all.

- Set up your space so that you don't have unexpected guests (siblings in underwear, parents running late to work, etc.) appearing in the camera view.
    - Choose an unbusy, well-lit room in your home/work area if possible.
- You will need to allow Meet access to your audio/camera when you use Meet for the first time.
    - This will appear as a pop up near the URL the first time you try to join a Meet.
- Use headphones
    - If you have them, headphones/earbuds help the sound quality on your devices.
- Mute your audio
    - This helps with sound quality in a video chat. Unless you are talking to the whole group, you should just keep yourself on mute.

Audio Mute   Exit Meet   Video Mute

- Mute your video
    - If you don't want to have your camera showing, you can mute the camera by clicking on the camera image so that you see what is going on, but we (the other people in the meeting) don't see your face.
- Use the chat feature
    - If you have a question or comment for the class/teacher, but don't want to speak up, you can type it into the chat feature on the upper right hand side of your screen.
        - Everything in the chat should maintain a school-appropriate level of conversation in language.

Upper right corner - expands to a Chat Window when you select it.

- Other settings
    - You have the ability (to some extent) to control what you see on the screen. You can also go full screen as well
    - Click on the 3 vertical dots in the bottom right corner, and a list of settings will appear.
        - Unfortunately, you cannot see more than 4 other people at the same time.
        - It will automatically show the video of the people who are speaking (or have siblings making noise in the background), so that is why it is good to mute yourself!
    - The captions are good at picking up what is being said, but they are pretty slow (about 2 full seconds), so the words on the screen do not line up exactly with what the speaker is saying.