

Google Meet - Student's View



1. Make sure you are signed in to your Google EDU account, not your Gmail account

(e.g., @my.ecsrd.ca)

2. If your teacher has shared a link to a Google Meet:

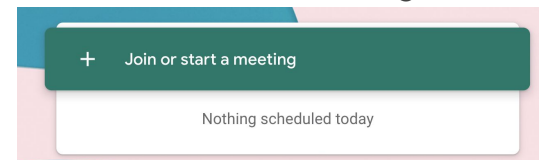
- Click on the URL that your teacher has shared.

Note: If asked to allow access to your camera and microphone, make sure to allow access.

OR

2. If your teacher has shared a meeting code for a Google Meet:

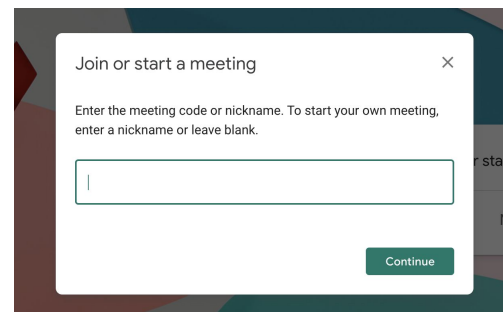
- Go to meet.google.com
- Click **Join or start a meeting**



- Enter the code when prompted and click continue.

- Note: in the link

<https://meet.google.com/abc-defg-hijk>, the code is **abc-def-hijk**



Note: If asked to allow access to your camera and microphone, make sure to allow access.

3. Prepare to enter the Meet

- Before you are admitted to the Meet, you will have the ability to turn off your microphone and video camera. It is good practice to enter with your Mic muted so you do not interrupt any ongoing conversation/lesson/direction.
- To mute your microphone, click the microphone icons so it turns red.

- Click **Join Now**

4. Participate in the Meet session

- **Mute/UnMute**

- Click on the microphone button at the bottom of the screen to **unmute** your microphone until you need to speak to the group (it will turn white).



- **Camera on/off**

- You can also **turn your camera on and off** with the camera icon. Turning your video off helps with bandwidth if you find your connection is choppy.



- **Leave the Meet:**

- The red phone icon is to **leave** the Meet.

- **Chat**

- Click the **Chat** icon (top right - looks like a speech bubble) to open the chat window.

 People (1)

 Chat

You 6:20 PM

Please be sure you check out the resources:

This is where you can ask questions and such when you are muted. Resources links might also be shared here.

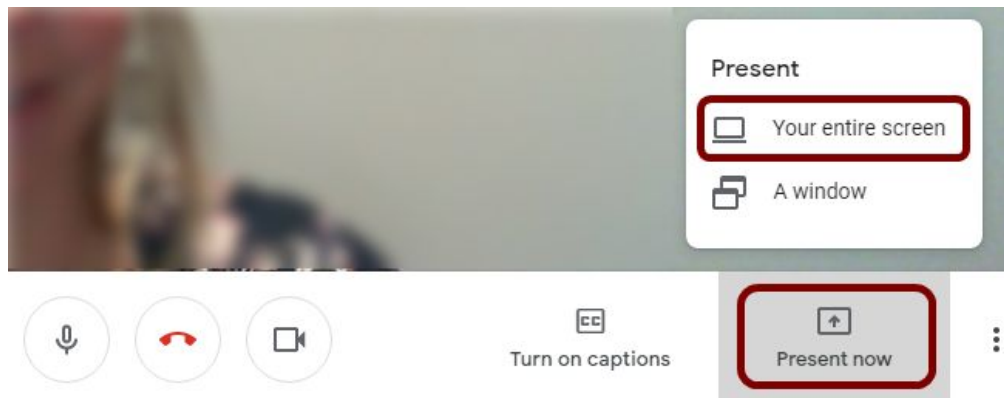
- **Captions**

- Turn on **captions** to make spoken words in the session appear on the screen.

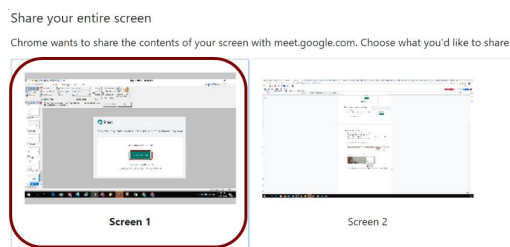


- **Present Your Screen:**

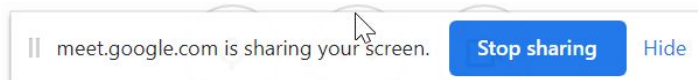
- If you need to show your screen, click the **Present now** icon and then select **Your entire screen**.



- Click on the screen you wish to share in the popup window. Then click **Share**.



- To stop sharing your screen, click Stop sharing at the bottom of your screen.



Trouble Shooting:

- If you cannot hear/see people or they cannot hear you, be sure you are not muted.
- If you are not muted, check your audio and video settings. Go to the three dots in the bottom right hand corner and select **Settings**.
- Check that the correct microphone and camera are selected from the drop down menu.
- If everything seems right, leave the Meet and rejoin.

