

Google Meet - Student Guide

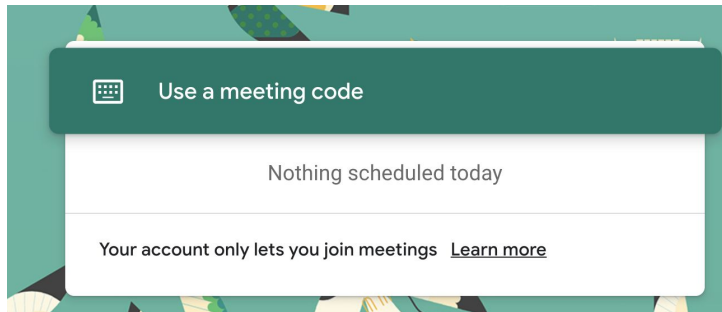


1. Make sure you are signed in to your Google EDU account, not a personal Gmail account

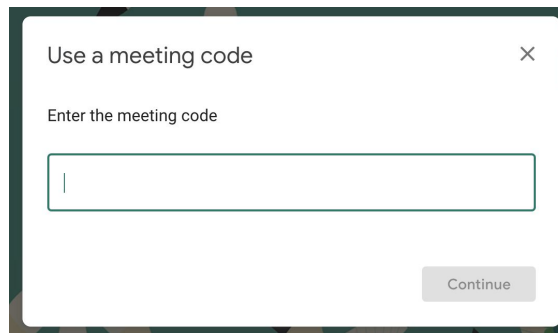
(e.g. @lcdelacombe.catholic.edu.au)

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

- Go to meet.google.com
- Click **Use a meeting code**



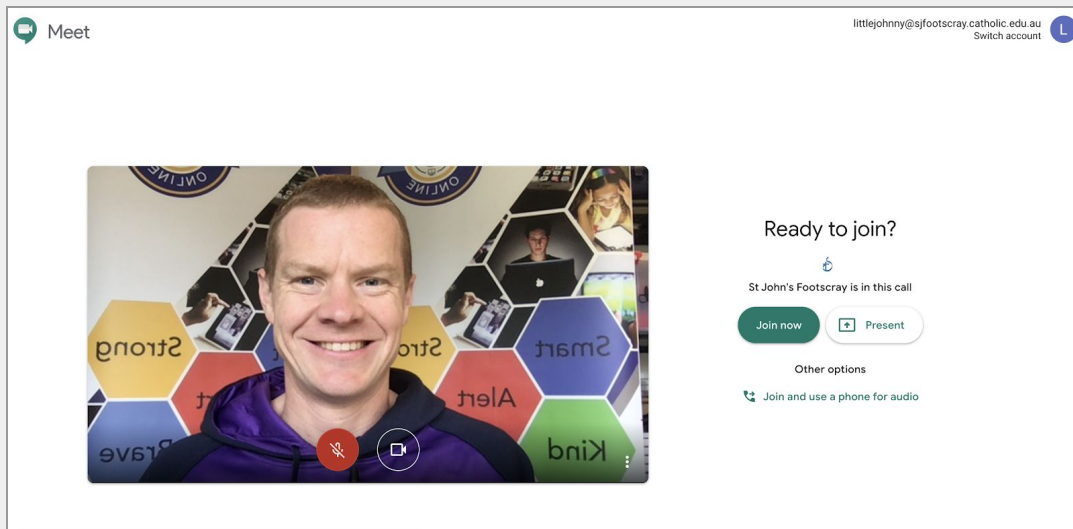
- Enter the code provided by your teacher and click **Continue**.



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

3. Prepare to enter the Meet

- Ensure you're dressed for learning (no pyjamas please)
- Plug in headphones (if you have them)
- Make sure the background of your video is suitable
 - Tell family members that you're joining a video call
- Click your microphone so it turns red (muted)



- Click **Join now**

4. Participate in the Meet session

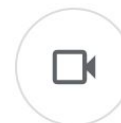
- **Mute/UnMute**

- Click on the microphone button at the bottom of the screen to **unmute** your microphone if you are asked to speak.



- **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.

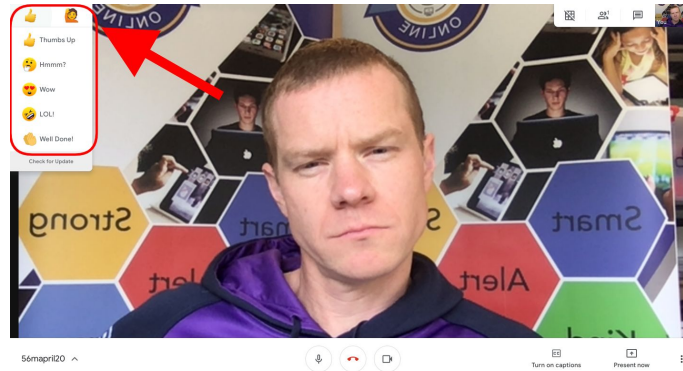


- **Leave the Meet:**

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

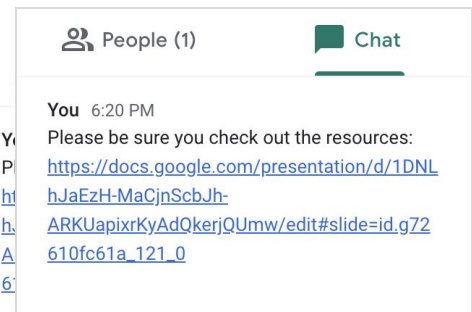


- Raising your hand & reactions (Chrome extension needed)



- Chat

- Click the **Chat** icon to open the chat window (click it again to hide). This is where you can ask and answer questions. Links to resources might also be shared here.



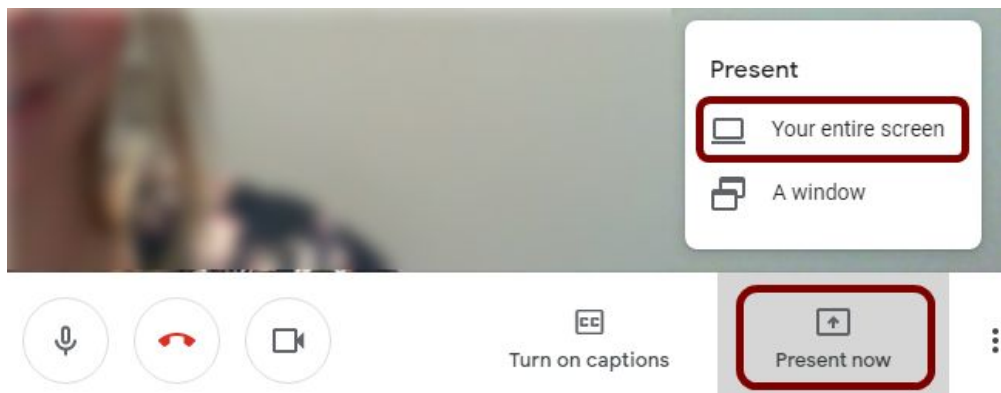
- Captions

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

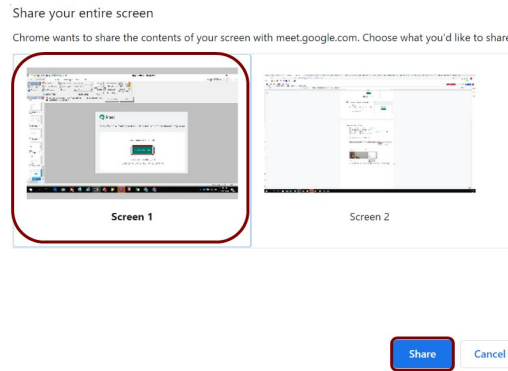


- Present Your Screen:

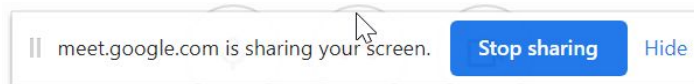
- If you need to show your screen, click the **Present now** icon and then select **Your entire screen**.



- 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.



Troubleshooting:

- 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, speakers & camera are selected from the drop down menu.
- If everything seems right, leave the Meet and rejoin.

