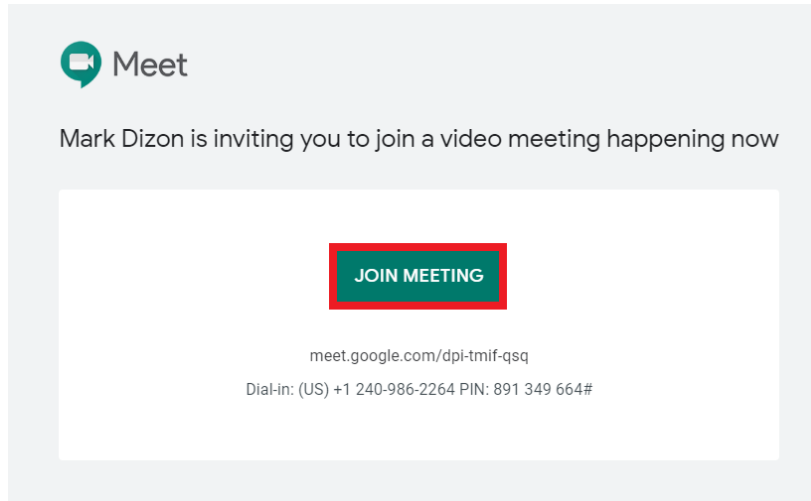


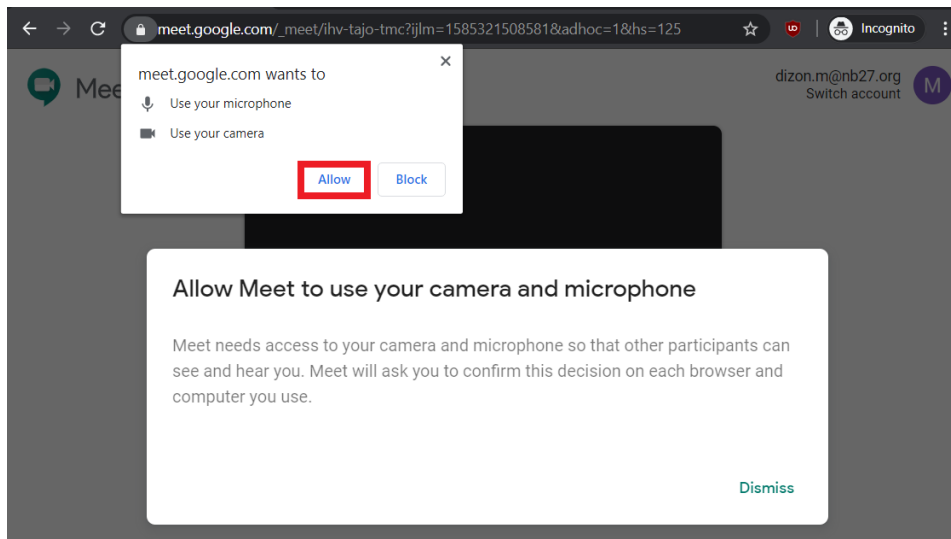
# Google Meet: How to Join a Meeting

## Grades 6-8

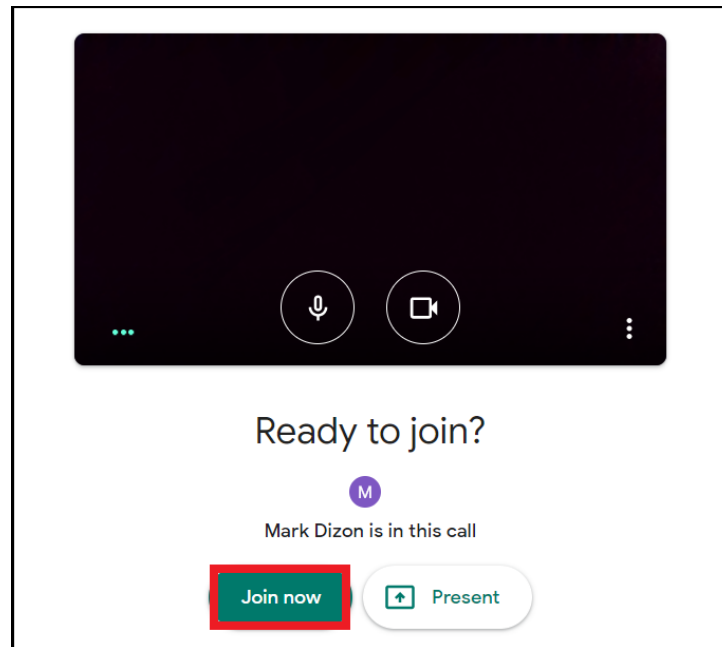
- **Check your email** for a Google Meet Invitation
- In the body of the email, you will see a button, click where it says **JOIN MEETING**



- *(First time users)* Click **Allow** to give Google Meet access to your camera and microphone.

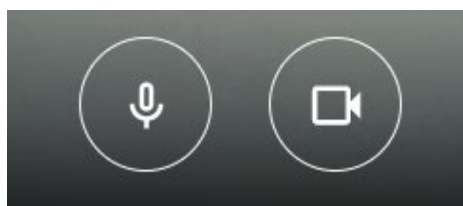


- (Google users) Click **Join now**.

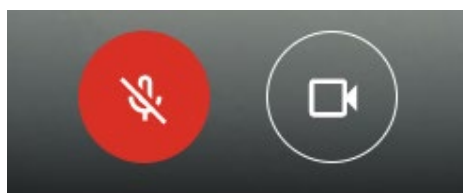


- Once you are in the meeting, the first thing you should do is to silence your microphone.
  - Note: move your cursor to the bottom of the screen to see the microphone button
  - Once your microphone is red, you will have to click on it before you can speak. When your turn to speak is over, please silence your mic again.

Microphone ON:



Microphone OFF:



- In order to see all of the other participants at once, look at the 3x3 grid in the top right corner of your screen. If it has a slash through it, click on it to turn on grid view and it will tile the cameras of the other participants.



- Your teacher will give you directions on whose turn it is to speak during the meeting.
- Keep in mind that these Google Meetings are private discussions between teacher and students. All ROAR expectations for the classroom apply to these conversations. This includes the rule that no part of this meeting should be photographed, audio-recorded, or video-recorded.
- When the meeting is complete, click the red phone icon at the bottom center of the screen to leave the meeting.

