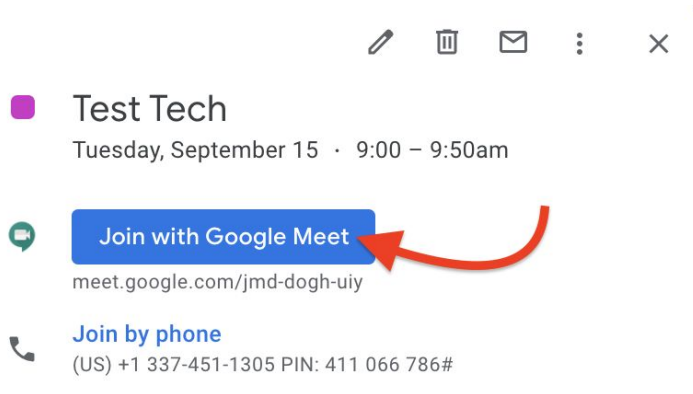


Google Meet Instructions from a web browser

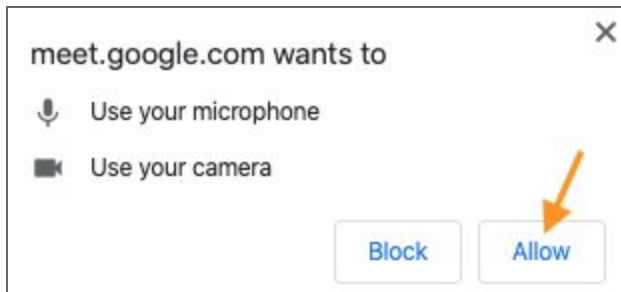
1. Use the link provided

<https://meet.google.com/xxx-xxxx-xxx>

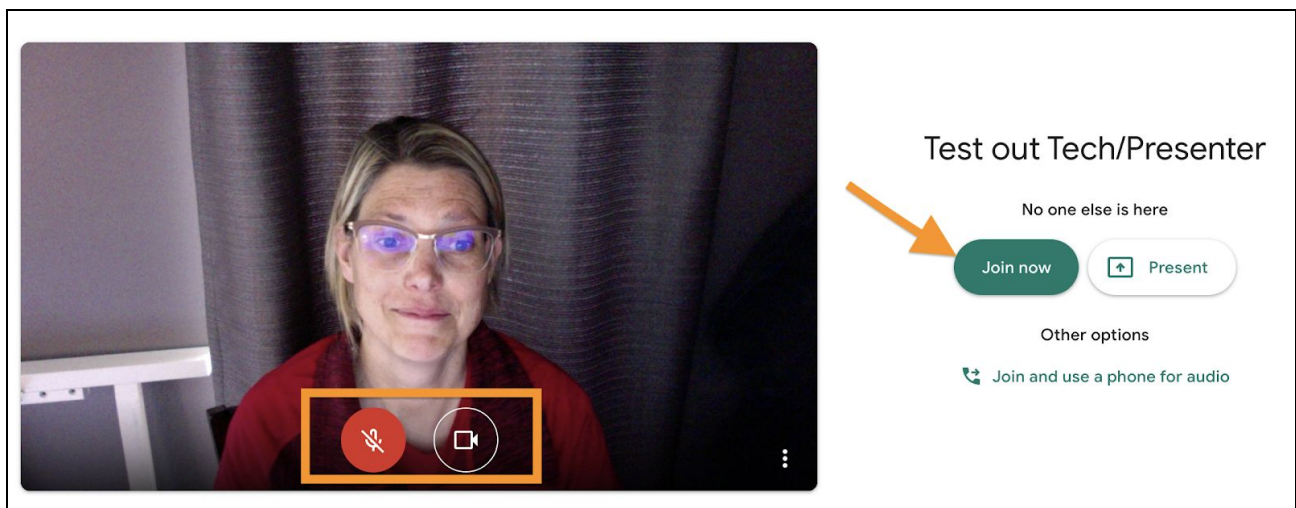
Or join from a calendar invite



2. You may have to allow Google to use your camera and/or microphone if this is the first time you are using your computer to attend a Google Meet meeting. This will allow other participants to see and hear you.



3. Click Join Now.



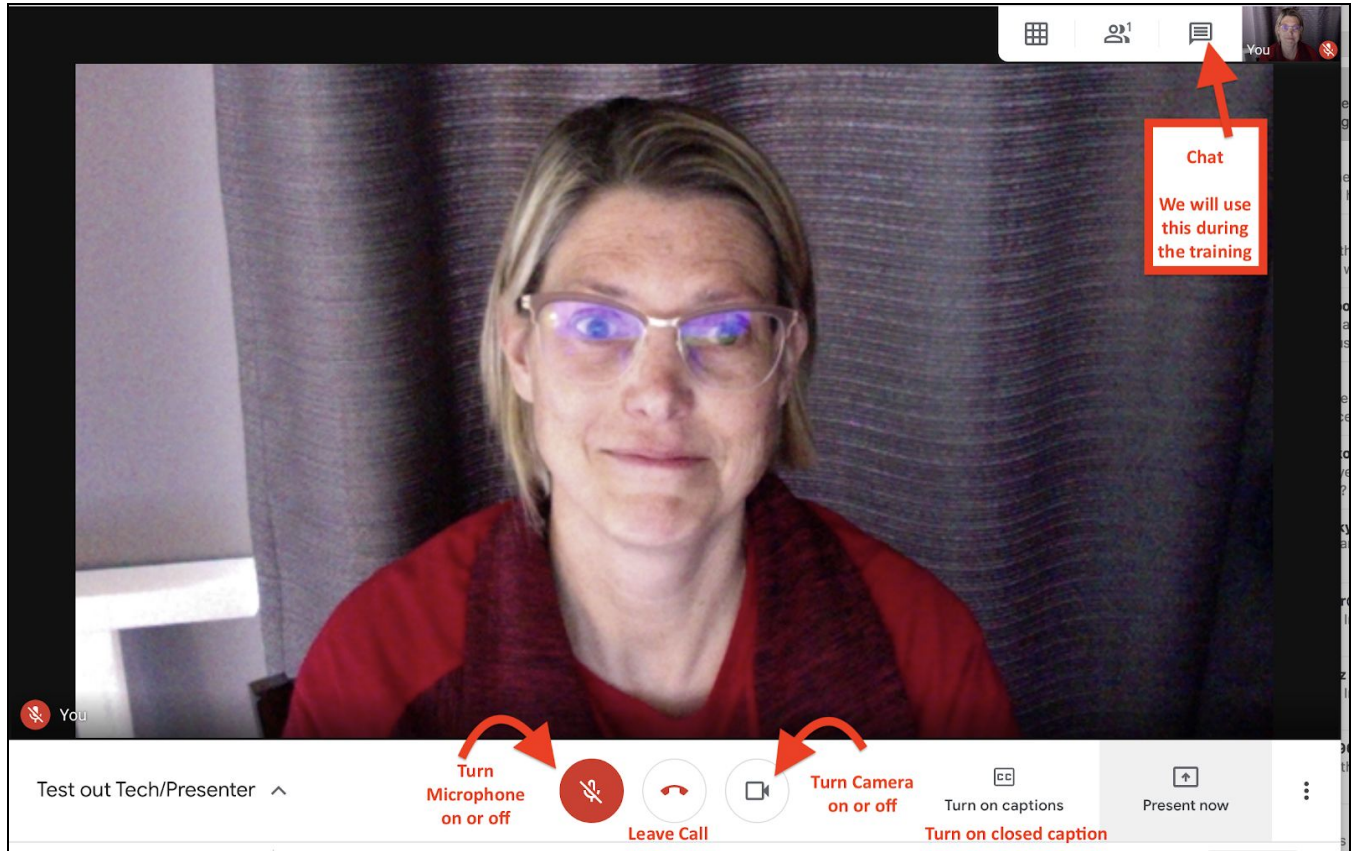
You can turn your camera and mic on and off by clicking the icon. Red indicates that the camera or mic is off. We encourage you to have your camera on and your mic off as shown in the image above.

For some additional features to use during the meeting, please see page 2.

4. To leave the meeting, click on this symbol:

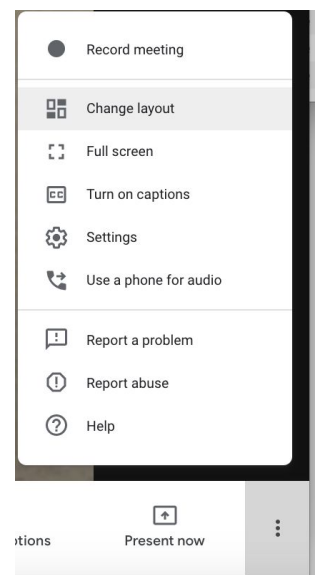
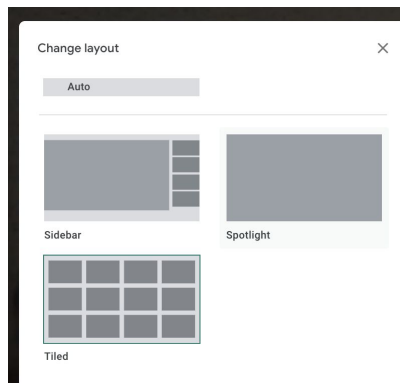


Here are some additional features that allow you to collaborate during a virtual training.



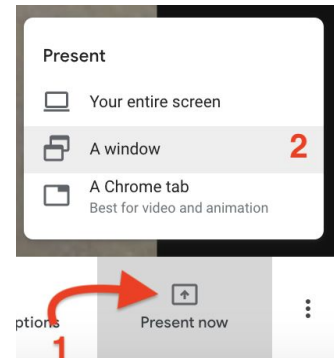
To change your view

1. Click on the 3 dots on the lower right hand side of the screen.
2. Choose "Change layout".
3. Select an option.



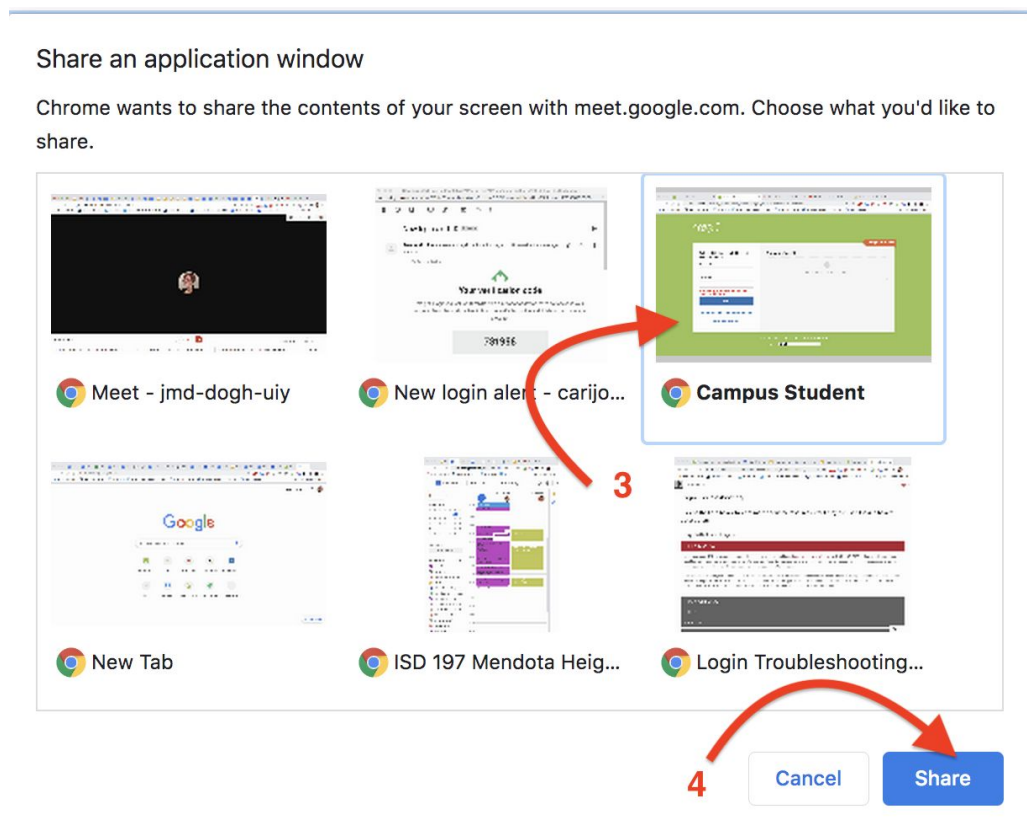
To share your screen with others

1. Choose "present now"
2. Select what you want to present:
 - a. Your entire screen
 - b. A window
 - c. A Chrome Tab

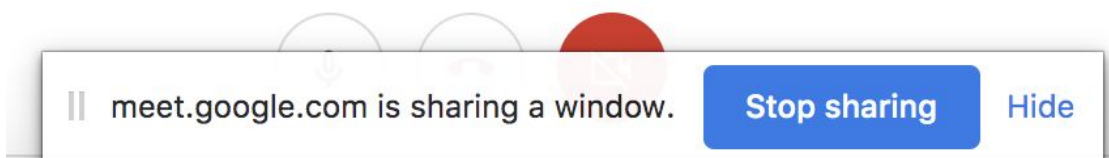


3. A pop-up window will appear, you must click on an
4. Then choose share.

image



When you want to stop sharing just choose the blue button at the bottom of the screen that says "Stop sharing".



If you are experiencing any trouble, try logging out and then back in.
If the problems persist please see your building tech por or call 651-403-8400