

How to Access Google Meet

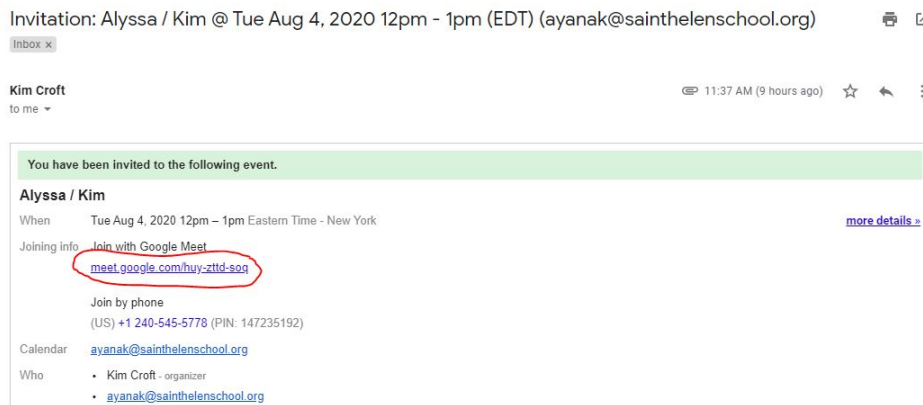
Step 1: Make sure you are logged into the student's Google Account. If you are, you will see a profile circle in the top right of the screen with the student's initial or profile picture.

Google Meet is the app that is used to live-stream classes so that remote students can follow along with what is happening in the classroom in real time.

Step 2: Join the Google Meet - There are 3 ways a teacher can allow students to join a Google Meet. Follow the teacher's directions.

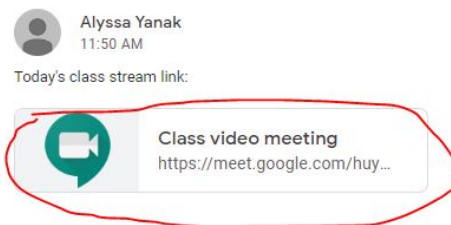
Way 1: Email Invitation

A teacher can send you the link to the Google Meet through email. Open the email, scroll down to the "Joining info" section, and click on the link.



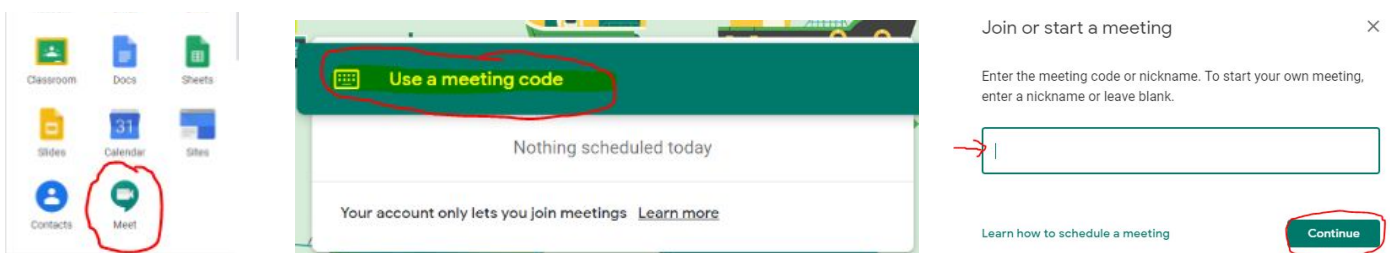
Way 2: Google Classroom Link

A teacher can post the link for the Google Meet in Google Classroom. Enter the correct class, find the link, and click on it to be taken to the Google Meet.



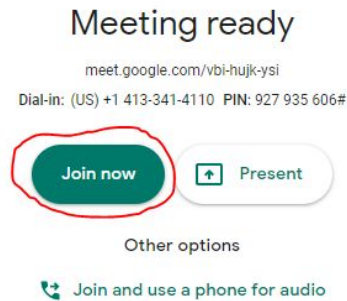
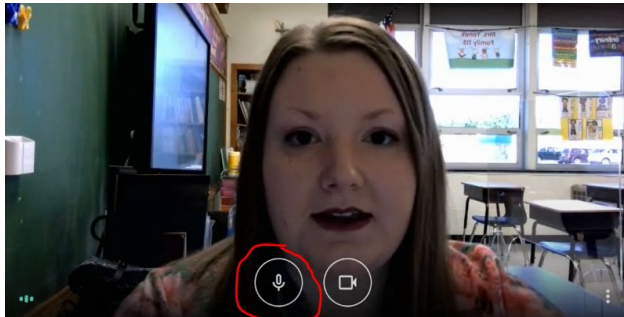
Way 3: Google Meet App with "Nickname"

Finally, a teacher can provide a "Nickname" for the Google Meet. To use the nickname, open the Google Apps, click the Google Meet icon, select the "Use a meeting code" button, and enter the nickname that the teacher has given you. Click the green "Continue" button at the bottom right of the box.



Entering the Google Meet

When you have followed a link, or entered a “Nickname,” check that your camera is working. You will see yourself on video in the bottom left of the screen. Next, use your mouse to mute yourself by clicking the microphone button in the video space. Now, select the green “Join” button toward the right/center of the screen to officially join the stream. You should be able to see the classroom or your teacher.



Taking Yourself Off Mute

At times, the teacher may call on you or ask you to speak. To do so, you will need to take yourself off of mute. To do this, click the microphone button at the bottom center of the screen. When you are finished talking, put yourself back on mute by clicking the microphone button again.



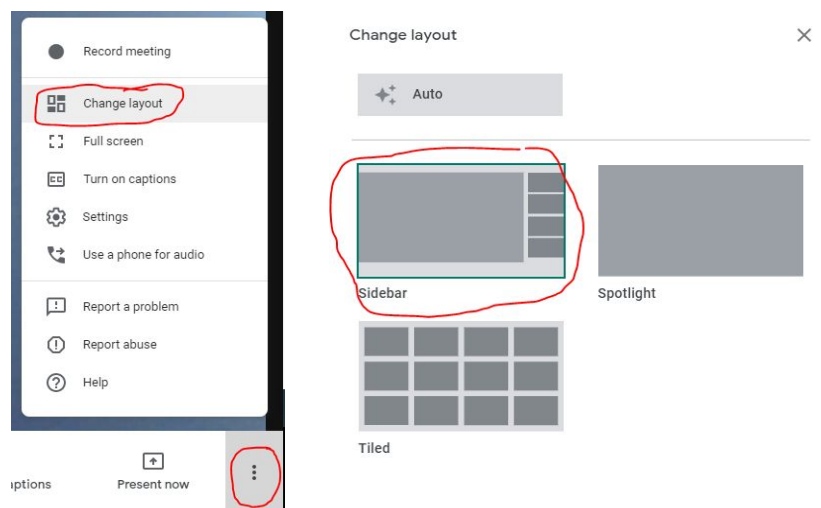
Using the Chat Feature

Teachers may invite you to add questions or responses to the chat box. To access the chat feature, click on the “Chat” button at the top right of the screen. Enter your text at the bottom right of the box that pops up and click the “Send” button (that looks like a paper airplane). Everyone in the Google Meet will be able to see the chat.



Changing the Layout

There are a few layouts for Google Meet in which you can see the different users. Since the majority of the time will be spent with the student watching what is happening in the classroom, the suggested layout is “Sidebar” because it will display the teacher’s video largest. To change the layout, click the 3 dots at the bottom right of the screen. Then choose, “Change Layout” and the option you would like to use.



Leaving the Google Meet

To leave a Google Meet, click the “Leave call” button at the bottom center of the screen (it looks like a telephone). If you need to rejoin the meeting after you have left, you can select the option to “Rejoin.” Otherwise you can close out of the tab.



You left the meeting



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