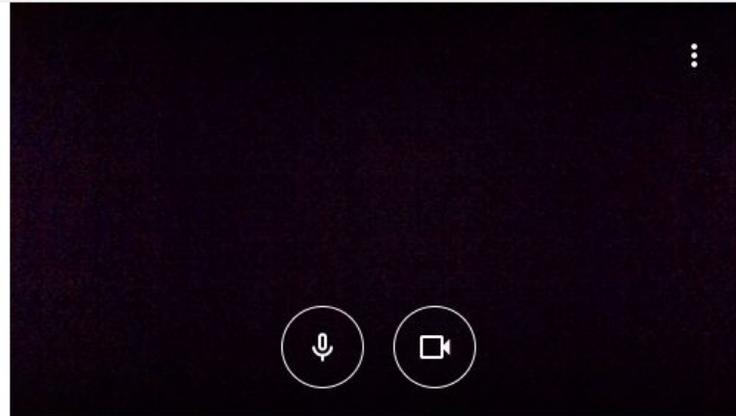# Joining a Google Meet

Google Meet is a video conferencing tool.

To join a Meet, click on the link provided by the host and then click on the "Join Meeting" button.

Ready to join?

Join meeting

Once you have joined the meeting you will see 3 buttons along the bottom of the screen. You can hover your cursor at the bottom of the screen anytime to get these buttons to reappear.

Toggle to mute or activate your microphone
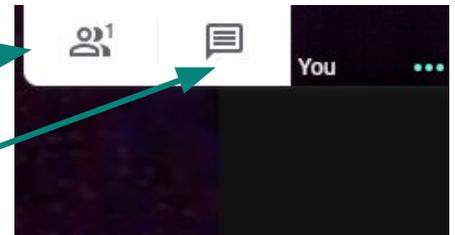
Toggle to turn your webcam on or off

Leave the meeting

Using Google Meet Features during a Video Call

Caution: In the people tab, if you click on a person's picture you will "pin" them as your view and your screen will not changed based on who is talking. Click again to unpin so that you can see who is talking.

See who is connected

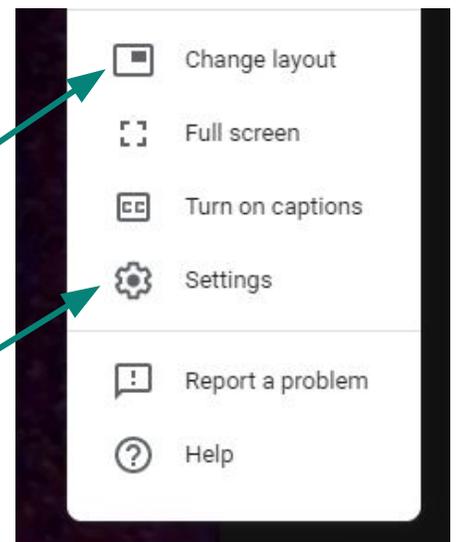Chat with those who are connected
(everyone can see the chat)

Note: Be sure to follow the directions of the host on...
- when to mute or activate your microphone
- if it ok for you to present your screen

Click on the 3 dots in the lower right corner to access these features:

Change layout

Full screen

Turn on captions

Settings

Report a problem

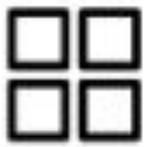Help

Change the layout of your screen

Settings for your microphone and webcam

Present your entire screen or just one window

Present now

Using the Google Meet Grid View Extension for Google Chrome

Note: You must use the Chrome Browser. This tool does not work on tablets or mobile devices. Steps 1-3 only have to be done once.

1. Click on or type in bit.ly/gmgridview in Chrome

2. Click on the "Add to Chrome" button. **Add to Chrome**

3. Click on the "Add Extension" button.

Add "Google Meet Grid View"?   ×

It can:

Read and change your data on meet.google.com

Add extension   Cancel

4. You will now see the Google Meet Grid View extension to the right of your Chrome url bar.

5. In a Google Meet you will now see a grid button in the upper right hand corner that toggles to turn it on or off as you click it.

On | **Off**

When you turn it on you will see all participants in a grid view.

Note: The host can mute people in grid view.