

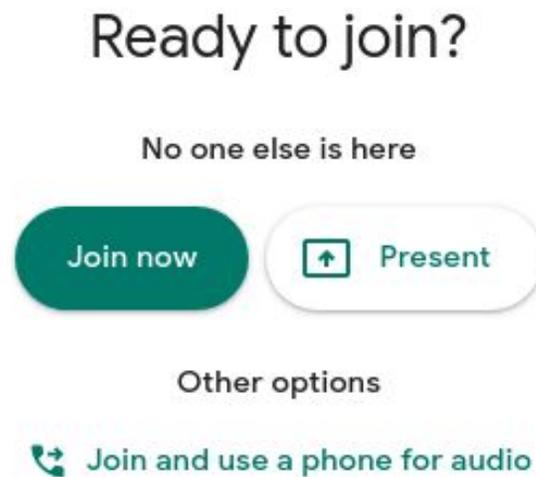


# Joining a Google Meet with a Link

Google Meet is a video conferencing tool.

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To join a Meet using a link provided by your teacher, click on the link provided by them and then click on the “Join now” button.



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.



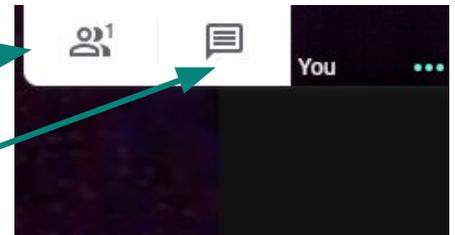
# Using Google Meet Features during a Video Call

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**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 be 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)



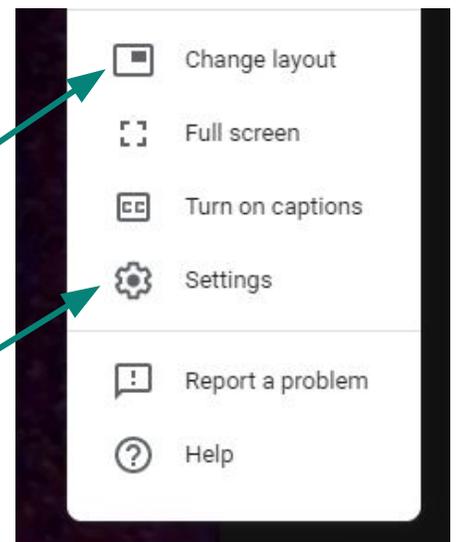
**Note:** Be sure to follow the directions of the host on...

- when to mute or activate your microphone
- if it is ok for you to present your screen

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

Change the layout of your screen

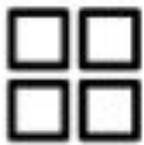
Settings for your microphone and webcam



Present your entire screen or just one window

Present now





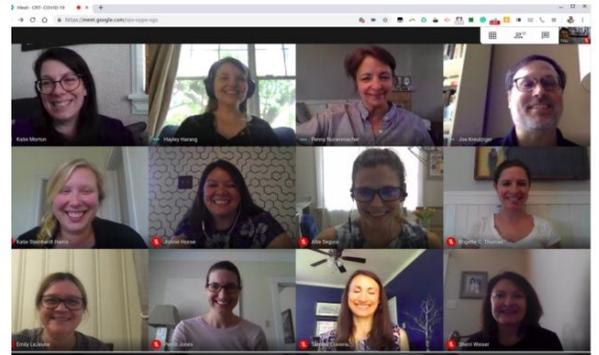
# Using the Google Meet Grid View Extension for Google Chrome

**Note:** You must use the Chrome Browser and be logged into Chrome with your Parkway Google account. This tool does not work on tablets or mobile devices.

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.



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



Notice the options available to you in grid view. This only changes the view on your screen.



- Only show participants with video
- Highlight speakers
- Include yourself in the grid