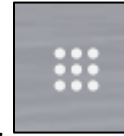


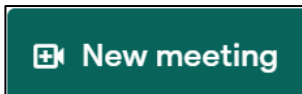
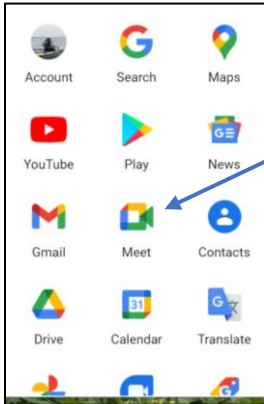
# Google Meet – Quick Reference

1. Log onto your account by going to [accounts.google.com](https://accounts.google.com).



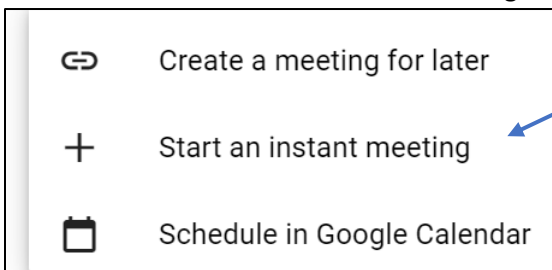
2. Click the Google Apps icon at the top right corner of your screen (it looks like nine dots).

3. Click Meet.

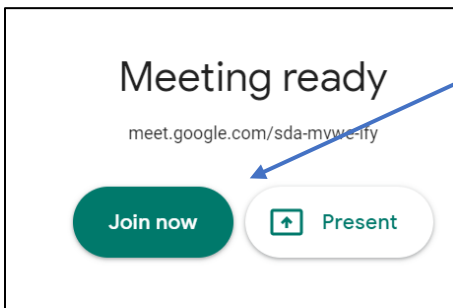


4. Click New Meeting –

three choices: Create a meeting for later, Start an instant meeting, or Schedule in Google Calendar. For this demo I will choose Start an instant meeting.

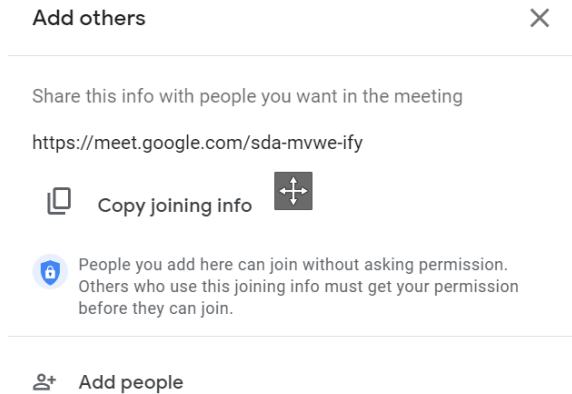


5. Click Join Now.

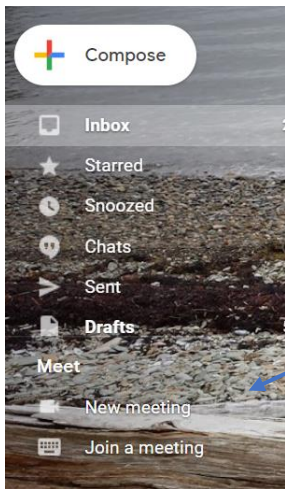


# Google Meet – Quick Reference

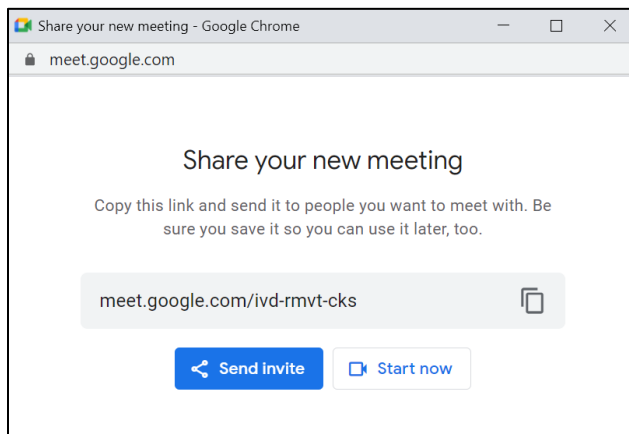
6. Add others - two choices: copy the joining information and email it to anyone you want to include in the meeting (using this choice, the meeting host will need to admit each individual to the meeting) or click the add people section and add specific people's email addresses to invite to the meeting.



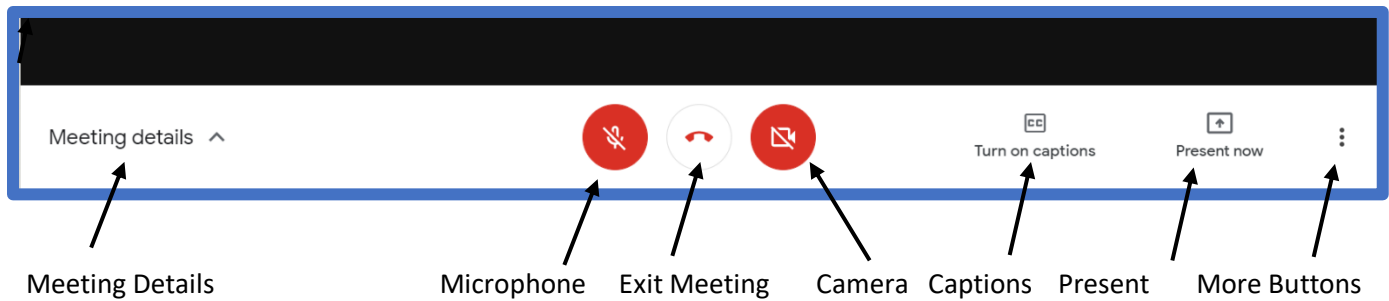
Note: if you are already logged onto your Gmail account, you will see the link to start a meeting on the left below the inbox and folders. Click the New Meeting link.



Then, choose to send invite or start now.

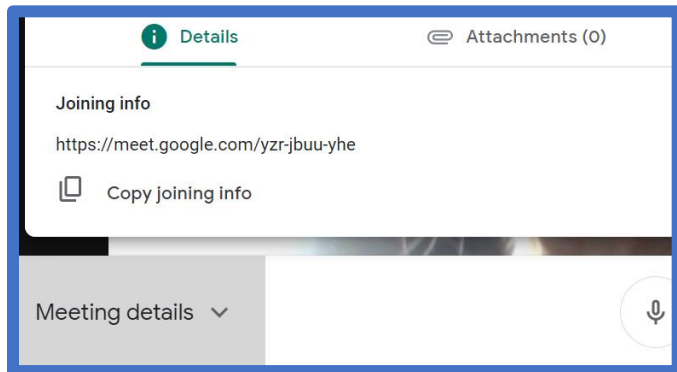


# Google Meet – Quick Reference



**Note:** If you do not see the controls, slide your mouse cursor down on the window and the controls will display.

Meeting Details: allows you to copy the joining info so that you can email it to participants after the meeting has started.



Microphone: use this to mute or unmute the microphone. It is good practice to mute the microphone and only unmute when you want to speak.

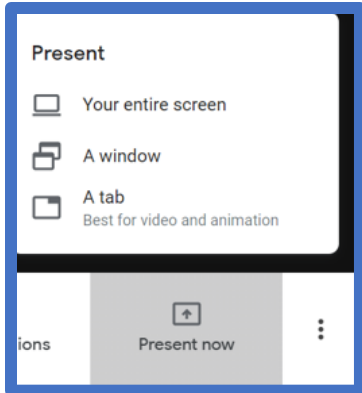
Exit Meeting: click this to leave the meeting.

Camera: this allows you to turn the camera on or off.

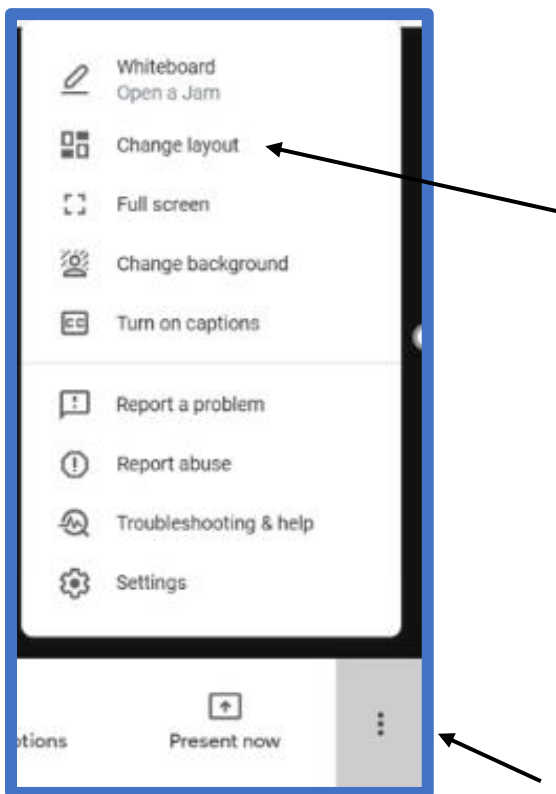
Captions: Google Meet can caption your speech as you speak. Click turn on captions if you would like to use this option.

Present: Clicking the Present option allows you to share your screen with others. You can choose to share a specific window or a tab.

# Directions on Using Google Meet

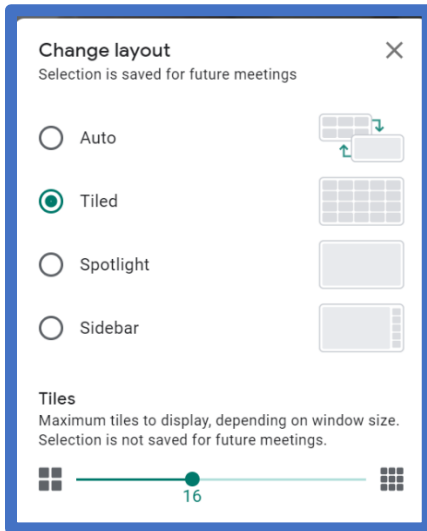


More button: This gives you access to more options. To change the layout, choose **Change Layout**



# Directions on Using Google Meet

You will see the options below. Choose tiled to see all participants. Slide the circle at the bottom of the window to choose how many tiles to show – forty-nine is the max as of this writing. Choose the layout you want to use.



Google Meet is a quick and easy way to have video meetings.