Digital Support Team Support Guides
Google Meet Interface

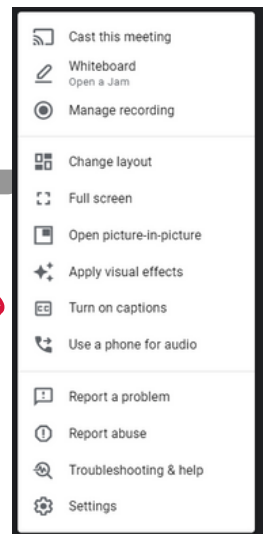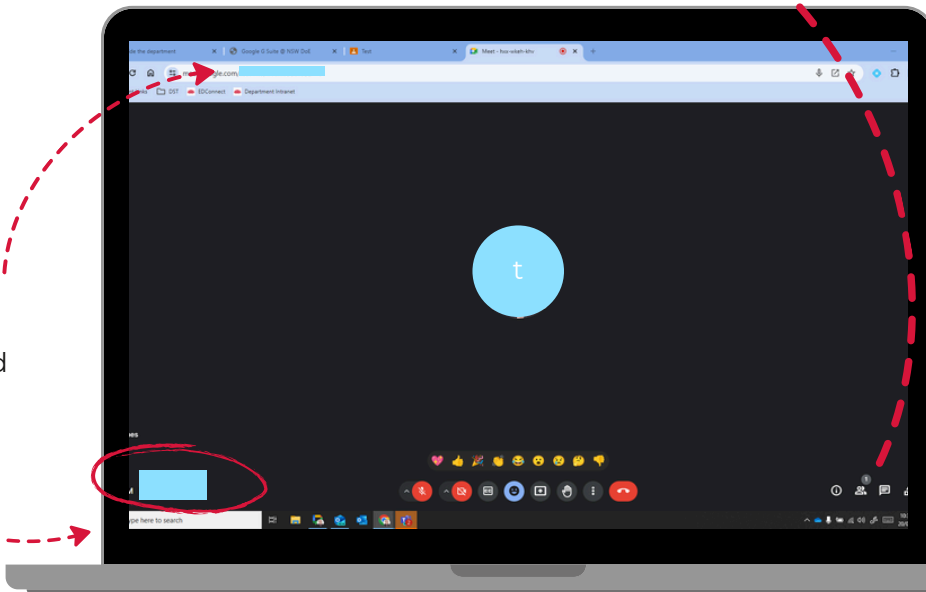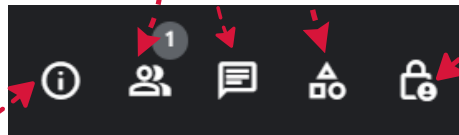People - here you can see who is in the meeting, mute or add more people.

In-call messages - you can send and view in-call messages here as well as toggle that ability on/off.

Activities - create breakout rooms, polls, Q&A, control the recording of the meeting and start a transcript.

Meeting details - gives the link to invite others into the meeting.

Host controls - toggle on/off the ability of those in the meeting to share screens, send chat messages, send reactions and much more.

Your meeting code will be found here and here.

Cast this meeting

Whiteboard
Open a Jam

Manage recording

Change layout

Full screen

Open picture-in-picture

Apply visual effects

Turn on captions

Use a phone for audio

Report a problem

Report abuse

Troubleshooting & help

Settings

Microphone - mute/unmute, microphone settings

Closed captions - on/off

Share screen

More options

Camera - on/off, camera settings, filters

Emojis - reactions

Raise hand

End/leave the call

NSW GOVERNMENT