

Digital Support Team

Support Guides

Google Meet

Start or join a Google Meet

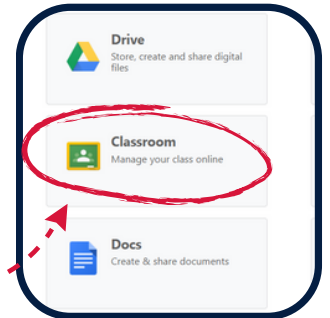
Step 1

Navigate to the **Google Workspace** via the portal.



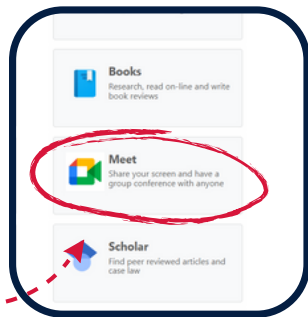
Step 2

Navigate to **Google Classroom**.



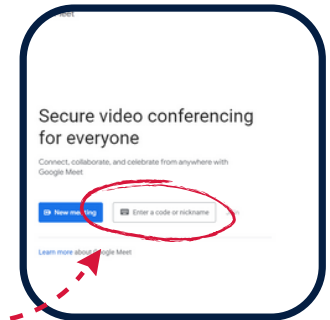
Step 3

Find and click the **Google Meet** icon on the Google Workspace Homepage.



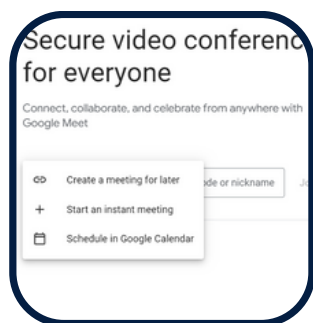
Step 4

If you have been given a code you can input here to join a meeting.

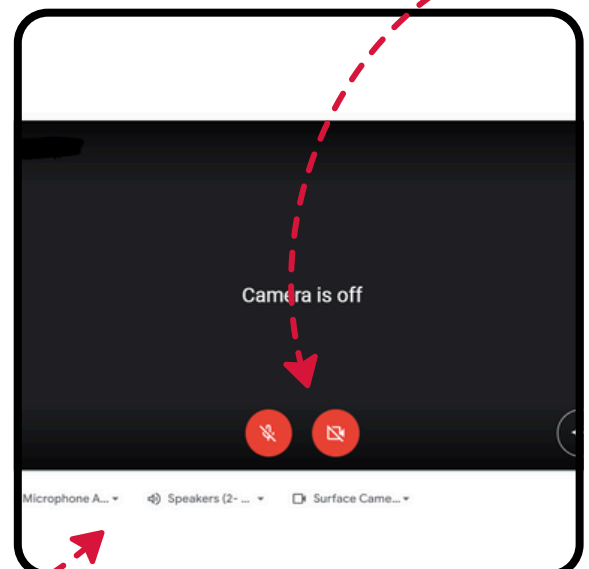


Step 5

Or you can click **New meeting** to get three options - **Create a meeting for later** (gives you a link), **Start an instant meeting** or **Schedule in Google Calendar** (which allows you to set a day, time, invitees, etc).



You can turn your camera and microphone off here but it is best to test both of these before you enter the meeting.



Step 6

The Google Meet online meeting will open in a new tab and you may need to allow the camera and microphone on your device. Make sure you have the correct camera and microphone as some devices have more than one. This is done by toggling the options on the drop down menus along the bottom.

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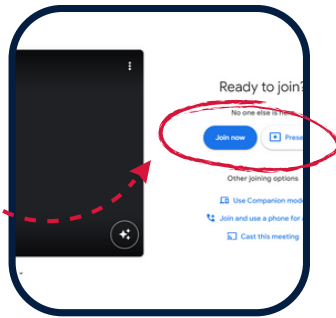
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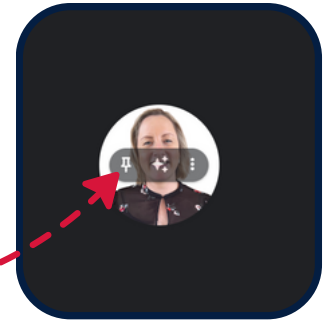
Step 7

Click the blue **Join now** button to enter and begin the Google Meet.



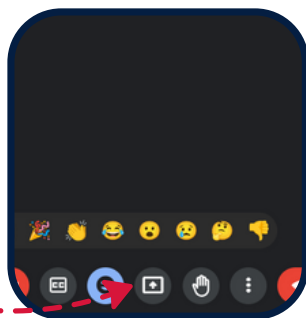
Step 8

You may want to pin yourself to be the focus in the meeting. To do this hover the cursor over your icon or screen and click the **pin icon**.



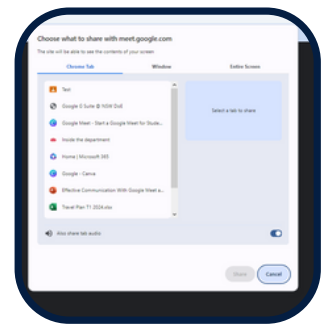
Step 9

Click the **share screen** button to share your screen and demonstrate or show something to those in the meeting.



Step 10

Choose the applicable **chrome tab, window or entire screen** depending on what you wish to share in the meeting. Toggle on the **Also share tab audio** option if you are playing a video or something that requires sound.



Step 11

To end the meeting, click the red phone button. Then click **End the call for everyone** if you are the creator of the meeting and wish to end it or simply click **Just leave the call**.

