

HOW TO ATTEND MEETINGS WITH GOOGLE MEET



ON A DESKTOP / LAPTOP:

- Open a browser (Google Chrome, Firefox, etc.) and visit <https://www.gmail.com>
- Log in to your Gmail account.

Google

Sign in

Continue to Gmail

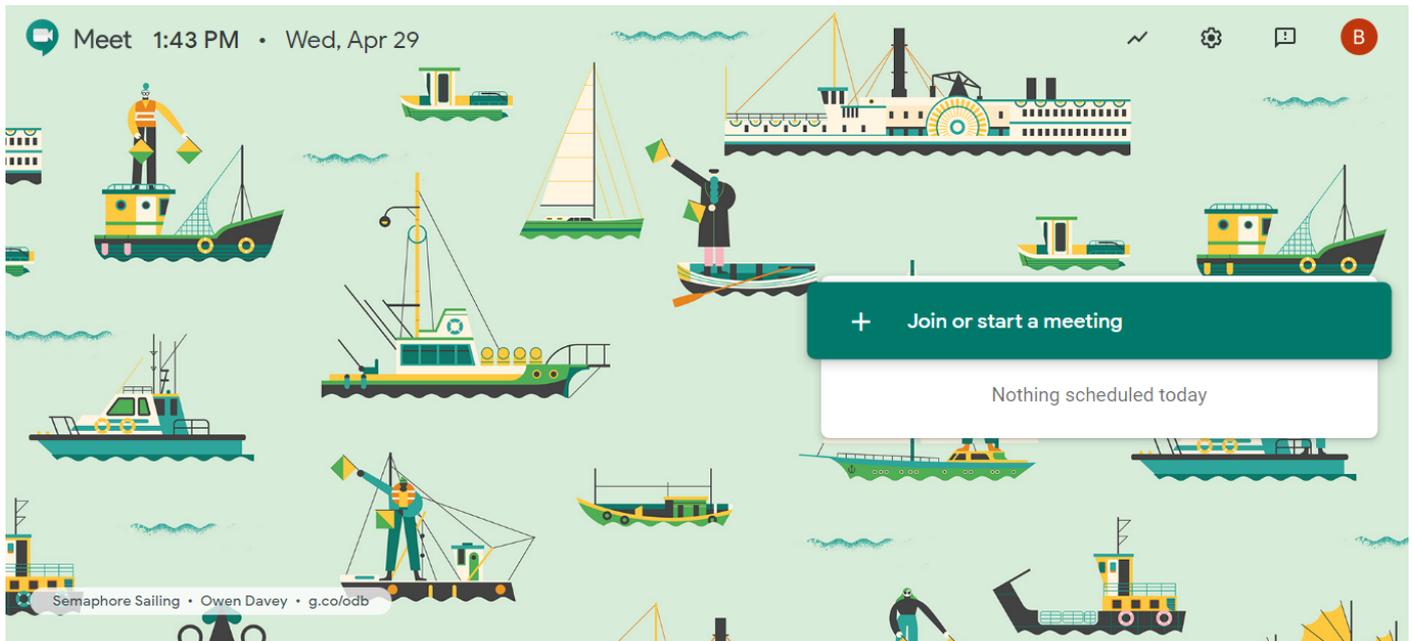
Email or phone

[Forgot email?](#)

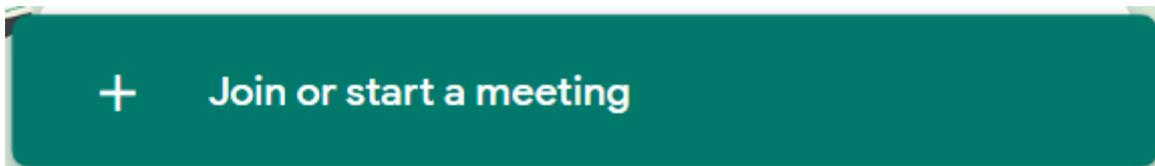
Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

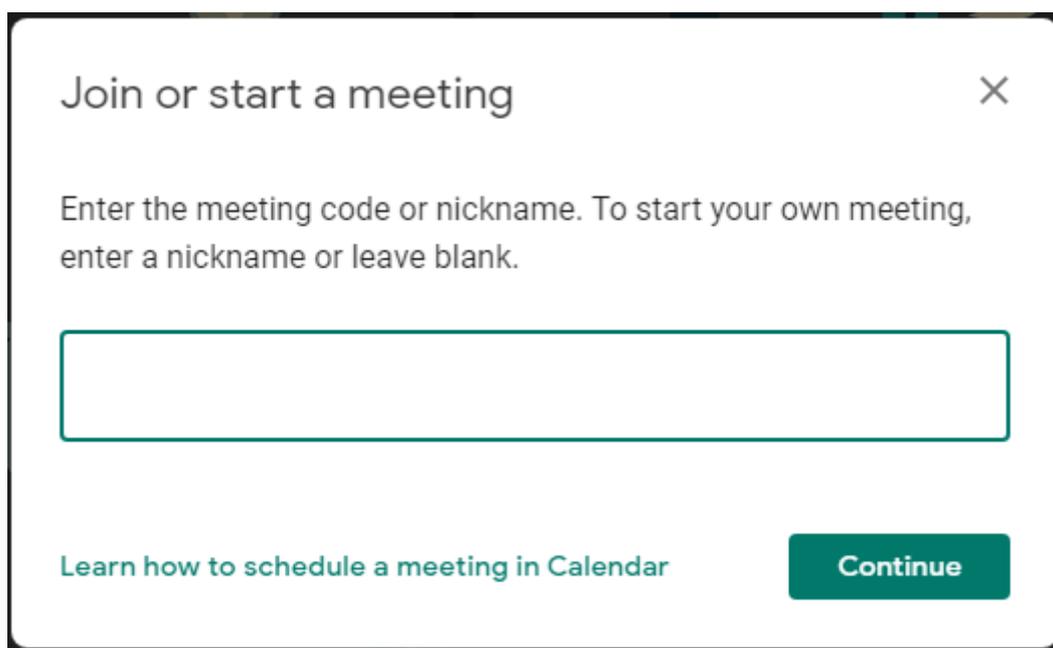
- After successful sign in, open another tab (Ctrl+T) and type <https://meet.google.com>
- You'll see the Meet home screen



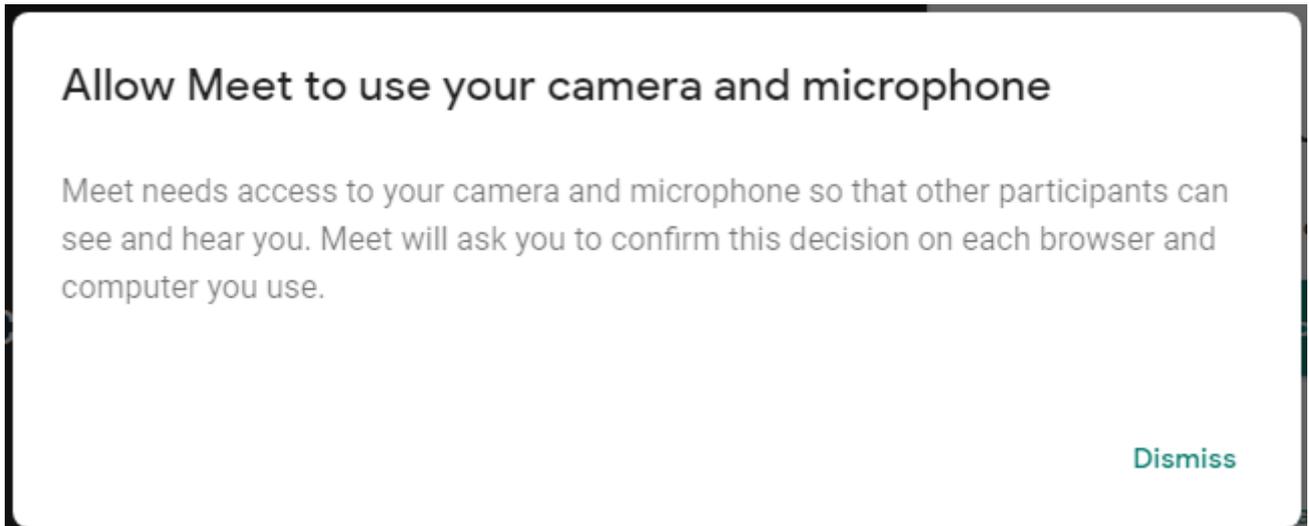
- Click on “Join or start a meeting”



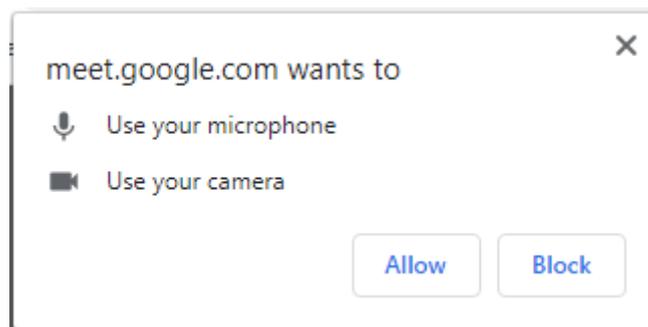
- Enter the meeting code shared with you.
- Click “Continue”



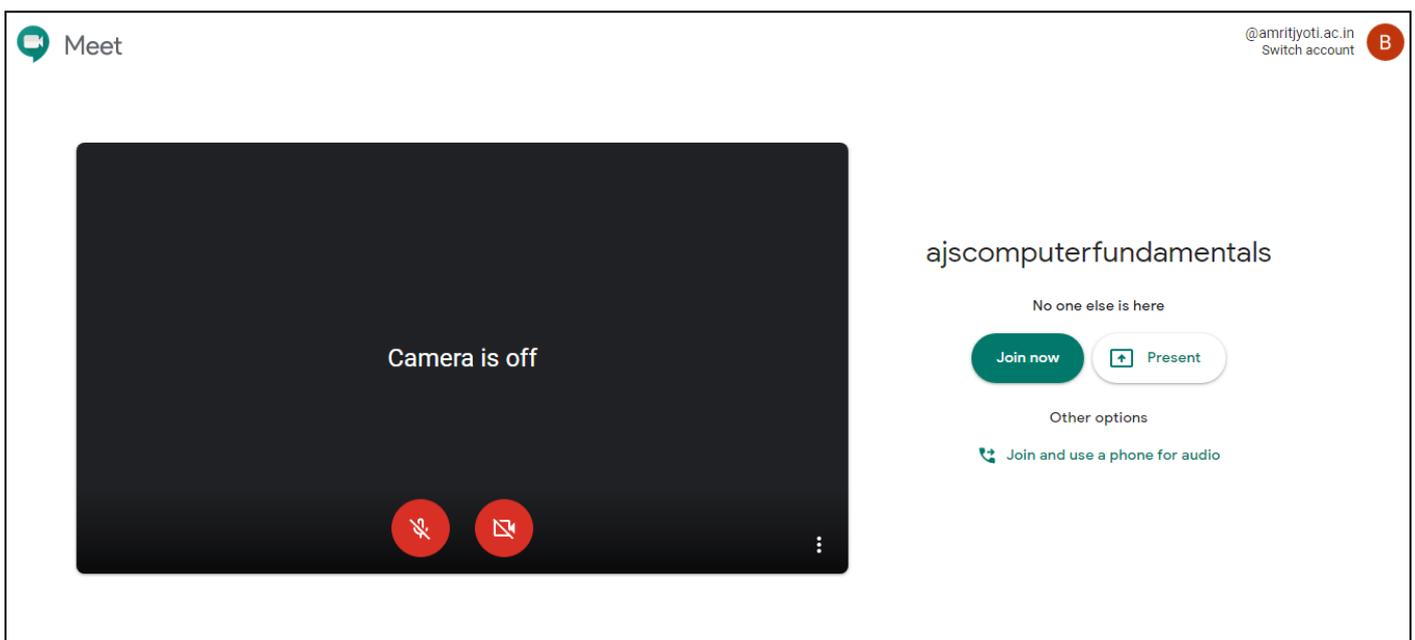
- Chrome will alert you about the use of Camera and Microphone for the purpose of conducting the meeting. Click “Dismiss”



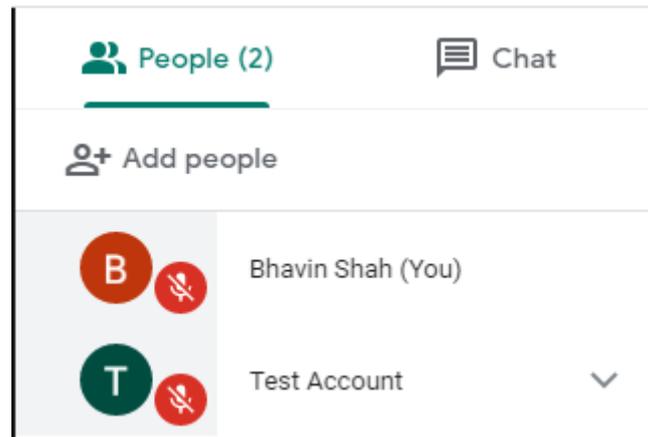
- Click “Allow” for Chrome to use of Camera and Microphone for the purpose of conducting the meeting



- You should now see a screen as follows:



- Here, click “Join now” to join the meeting.
Note: You may keep the camera and microphone off until the meeting has started.
- You can see a list of all participants on the tab on the right hand side of the screen

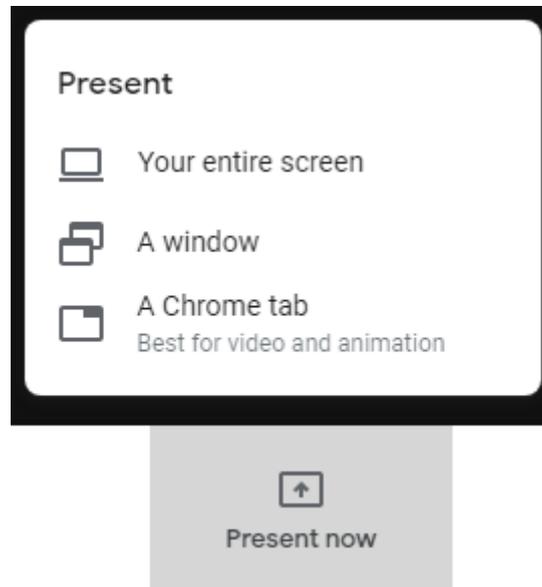


- You can also start a chat conversation with the participants by clicking on the Chat button.

TO SHARE YOUR SCREEN WITH PARTICIPANTS:

BEGIN SHARE

- To share your screen or a window, click on “Present Now” . It appears on the lower right corner of the screen



- Once you have selected the suitable option, your screen will be visible to the participants.
 - Your entire screen: The entire screen will be shown to the participants.
 - A Window: One window (application) can be selected that you wish to share with the participants. The whole screen will not be shared
 - A Chrome tab: Any existing Chrome browser tab can be shared with the participants.

END SHARE

- Click “Stop Presenting” in the main Meet window to stop sharing the screen.

END MEEETING

- To leave a meeting, click on the Hang up button visible in the main Meet window at the

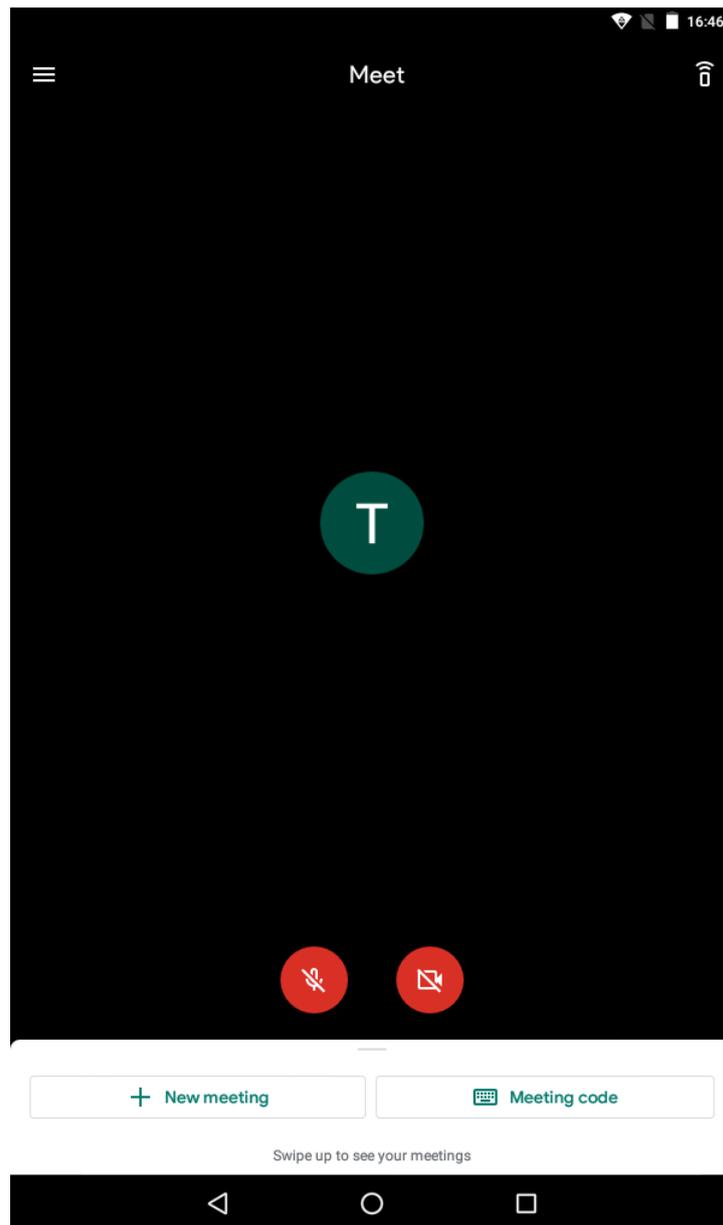


bottom of the screen.

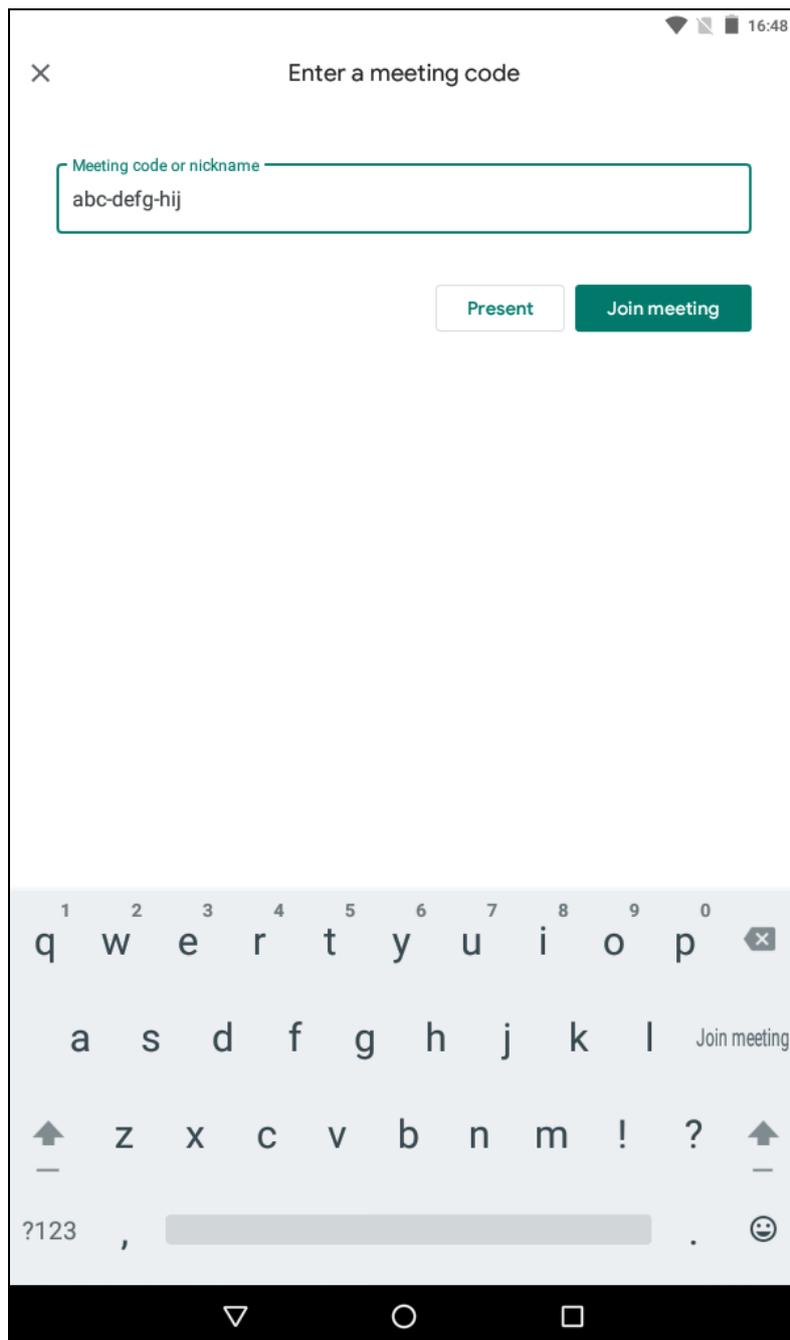
- After leaving the meeting, click on “Return to home screen”
- Close the Meet tab on you browser.
- Sign out of your Gmail account.

ON A MOBILE / TABLET:

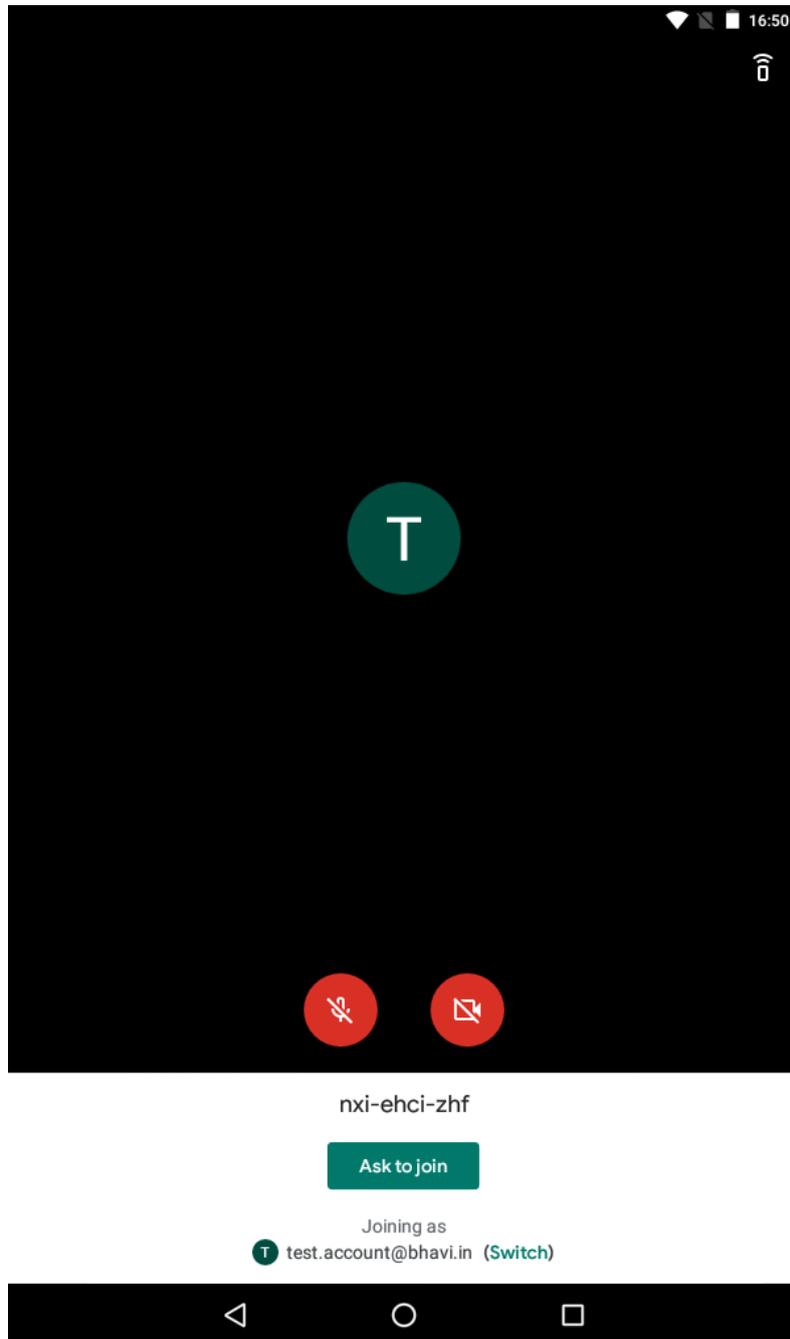
- Install the Meet App from Google Playstore.
Note: Google Hangouts and Google Meet are two different apps.
- Open the App.
- Tap on “Meeting Code”



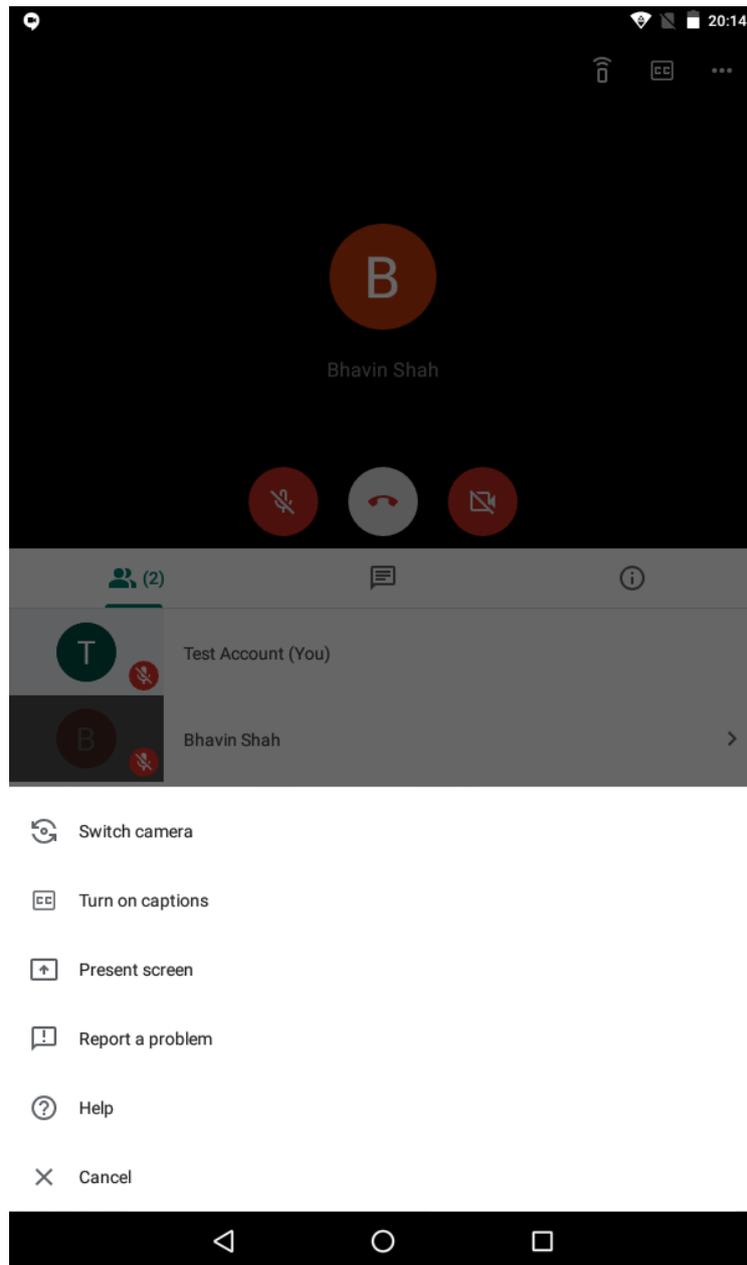
- Enter the meeting code shared with you.



- Tap on “Ask to join” and wait for the Meeting Host to admit you in the meeting.
- In case you have left a meeting, you can rejoin the meeting provided the host allows you back or the meeting is still in progress.



- Tapping on the screen will bring up the options like switch on/off camera and microphone, settings and others.



- Tap on the Hang up button  to leave the meeting.

NOTES: