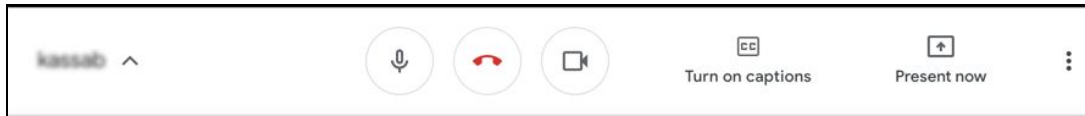


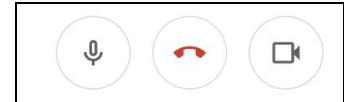
Basic Features of a Google Meet

To access many of the controls available in a Google Meet, rest your mouse in the bottom area of the Google Meet screen to see the bottom toolbar.



Audio, Video, and Leave Call

- Audio can be toggled on or off by clicking the microphone icon in the bottom toolbar.
- Video can be toggled on or off by clicking the camera icon.
- Disconnect from the call (meeting) by clicking the phone icon .

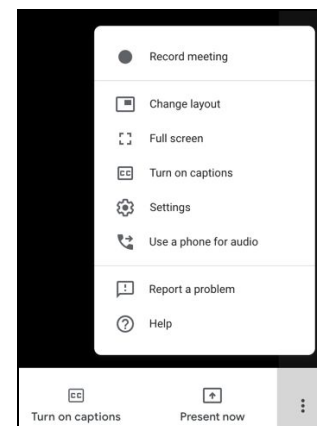


Additional Google Meet Features

Users can access a number of different settings within the Google Meet app. Most of these options are accessible on the right side of the screen.


In the lower right you can access the following settings:

- **Record meeting** - Students will not have this option
- **Change layout** - viewing arrangement options - you can only change the layout for yourself
- **Full screen** - toggle full screen on and off
- **Settings** - audio and video options
- **Report a problem** - send a message to Google
- **Help** - Google help for Google Meet
- **Turn on captions** - Toggle closed captioning on and off - you can only do this for yourself
- **Present now** - Screen sharing options



More details about these Features are available below.

Record Meeting Options

To start a recording, click on “**Record meeting**.” Make sure everyone knows you are going to record before clicking on “**accept**” in the consent window. It may take a few seconds for the recording to begin. You will know it has started when you see the “REC” icon  in the upper left corner of the Google Meet screen.

To stop the recording, click on the 3 dots in the lower right again and select “**Stop Recording**” at the top of the list.

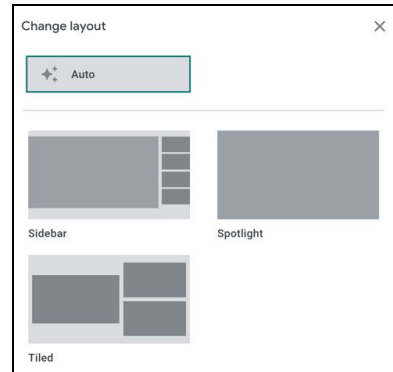


The recording will automatically save to your Google Drive in a folder that is created the first time you record a Meet. It is called “Meet Recordings.”

Change Layout Options

Google Meet has a variety of layout options which can be accessed through the **Change layout** option:

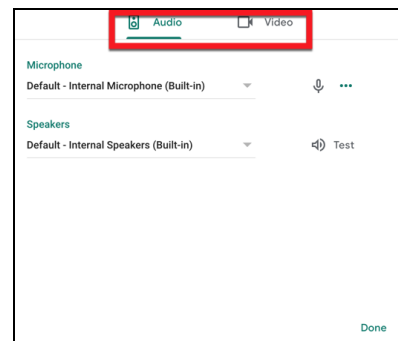
- **Auto** - Allows Google Meet to choose the layout for you.
- **Tiled** - Shows up to 4 video feeds in equal size when there is no presentation. If there's a presentation, it fills the window with up to 3 participants on the side.
- **Spotlight** - The presentation, active speaker, or pinned feed fills the window.
- **Sidebar** - You see the active speaker or presentation with additional participants on the side.



Settings Options

If audio or video is not working, then you may need to allow Google Meet to access your camera and/or microphone or change the options that were selected for those.

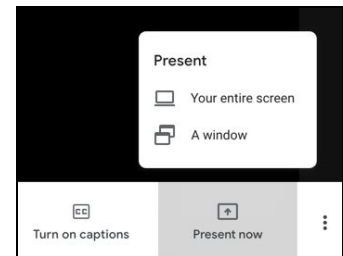
- Click the three vertical dots icon in the bottom right corner of the Google Meet window
- Click the **Settings** tab.
- Select your audio and video options and click **Done**.



Present Now

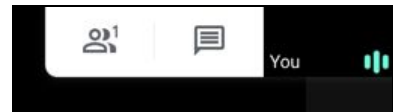
The **Present now** button enables participants to screen share with the rest of the meeting participants. You can share your entire screen or a selected window with the other participants.

Note: Depending on your computer's security settings, you may need to allow your browser to share your screen. Sometimes a browser restart is required in order to refresh permissions.

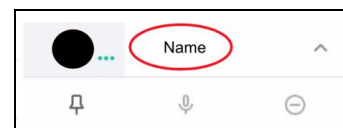


Participant and Chat Functions

In the upper right area of the Google Meet screen, you can access **Participant** and **Chat** functions. Clicking either the participant or chat icon opens a sidebar on the right side of the window, where you can view a list of who is in the meeting and access a text chat accessible to all participants in the meeting.



To access Participant controls, click on a participant's name in the list. As the host, you can Pin someone to be the person you are viewing large in the middle of the meeting, mute them and remove them from the meeting.



Note: If anyone clicks on a picture of another participant, it will automatically pin the person. Click again to unpin. When you “pin” someone, your view will not change based on who is talking. The pin feature only applies to your own screen and will not affect others. Click the pin again to unpin.

Only the host can mute other people.

Note: once a Meet has 5 participants, anyone who joins after will be automatically muted.

Mute Tips:

- For privacy reasons, you cannot unmute another person. Ask the participant to unmute their audio.
- To mute or unmute yourself, at the bottom of the video window click Mute.

Only the host can remove participants.