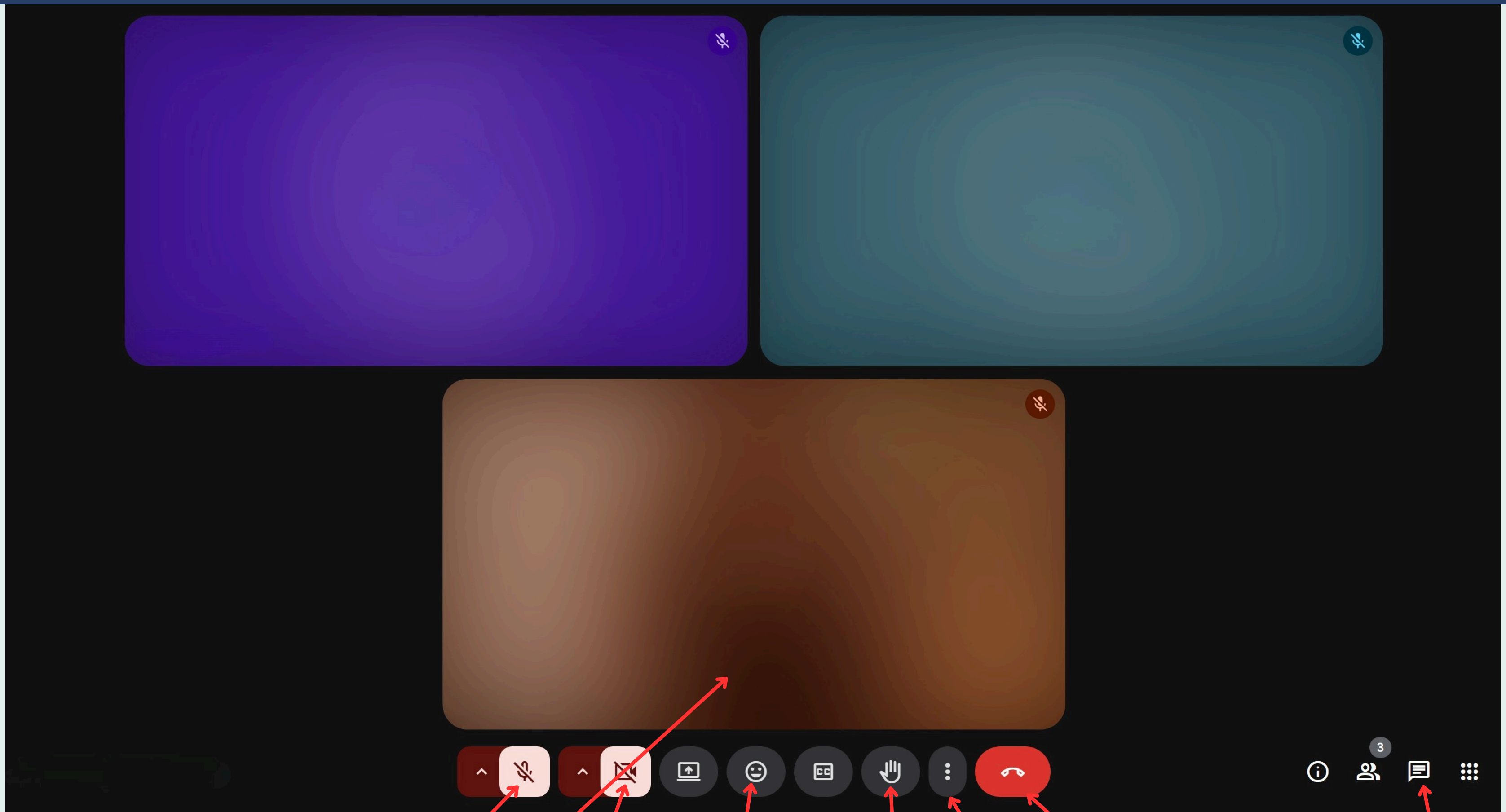




GOOGLE MEET

OVERVIEW



MICROPHONE

Check/change the status of your microphone here. This icon will appear red and a dash will appear through it when your camera is off.

CAMERA

Check/change the status of your camera here. This icon will appear red and a dash will appear through it when your camera is off.

PARTICIPANTS

Your name and image will appear with other participants on the screen. See "Options" to learn how to adjust the layout of the participant boxes.

REACTIONS

Send a reaction icon to the meeting. The icon will pass your screen and appear in the upper left hand corner of your picture.

RAISE HAND

Raise your hand to communicate you have a question to the host. This box will turn blue when hand is raised and a green icon will appear on the lower left corner of your picture.

LEAVE MEETING

Click to exit the meeting.

CHAT

Click to open the meeting chat. This will appear as a white box on the right side of the screen and allow you to chat with the other attendees and host.

OPTIONS

Click these three dots to change the layout of attendees, adjust your background, or other settings for the meeting.

QUICK TIPS FOR YOUR NEXT CLASS

Joining is simple - just click the Google Meet link a few minutes before class starts—no account needed, and it will open right in your internet browser.

Check your sound first - when you join, make sure the volume on the device you are using is turned up.

Change your screen layout - Choose a screen layout that works best for you by selecting the virtual three dots (options feature).

