Google Meet – HLAA Quick Start Guide

Do I need a Gmail account?

You don't need a Gmail account if:
- The meeting organizer/host has a G-suite account (HLAA Boston does) OR
- You're using a mobile device and only joining with audio via a phone number.

If in doubt, you can easily set up a Gmail account from this link https://accounts.google.com/signup

System Requirements

Be sure that your operating system and browser are up to date.

Operating System (current & previous 2 versions)	Browser (up-to-date)
- Apple® macOS® - Microsoft® Windows® - Chrome OS - Ubuntu®/ /Debian-based	- Chrome Browser. - Mozilla® Firefox®. - Microsoft® Edge®. - Apple® Safari®. - limited support in Microsoft Internet Explorer® 11 Tip: If your browser doesn't support Meet video meetings, you can dial in using the phone number and PIN, if provided by the meeting organizer.

Steps to join a meeting and customize settings

1. To join by email simply **click on the link** in your email invitation.

    The link looks like this:

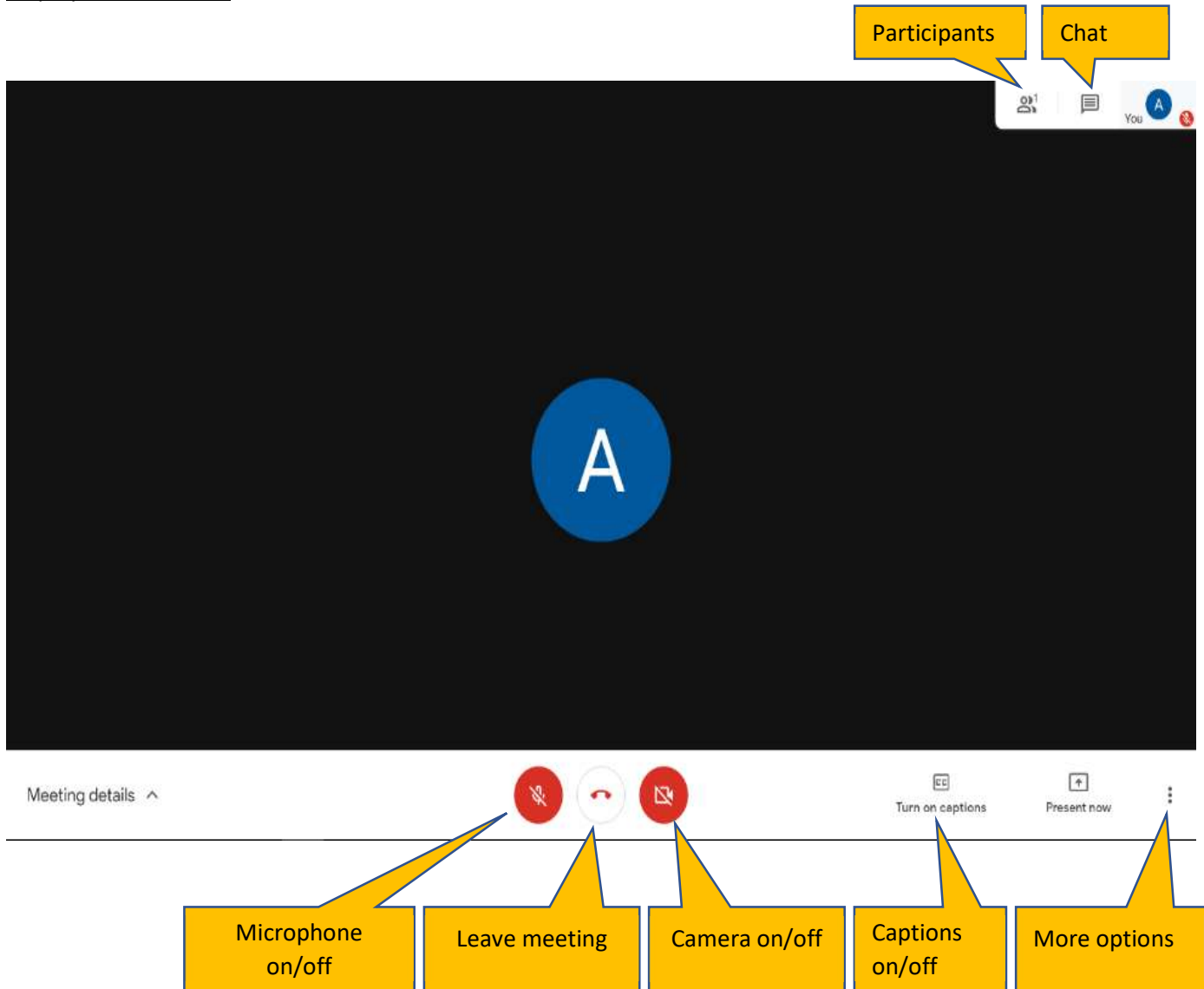   meet.google.com/xxx-xxxx-xxx   Meeting code

- You can also join with the Meet app or go to meet.google.com and enter the meeting code.
- You can save a meeting link in your Google Calendar for future events.
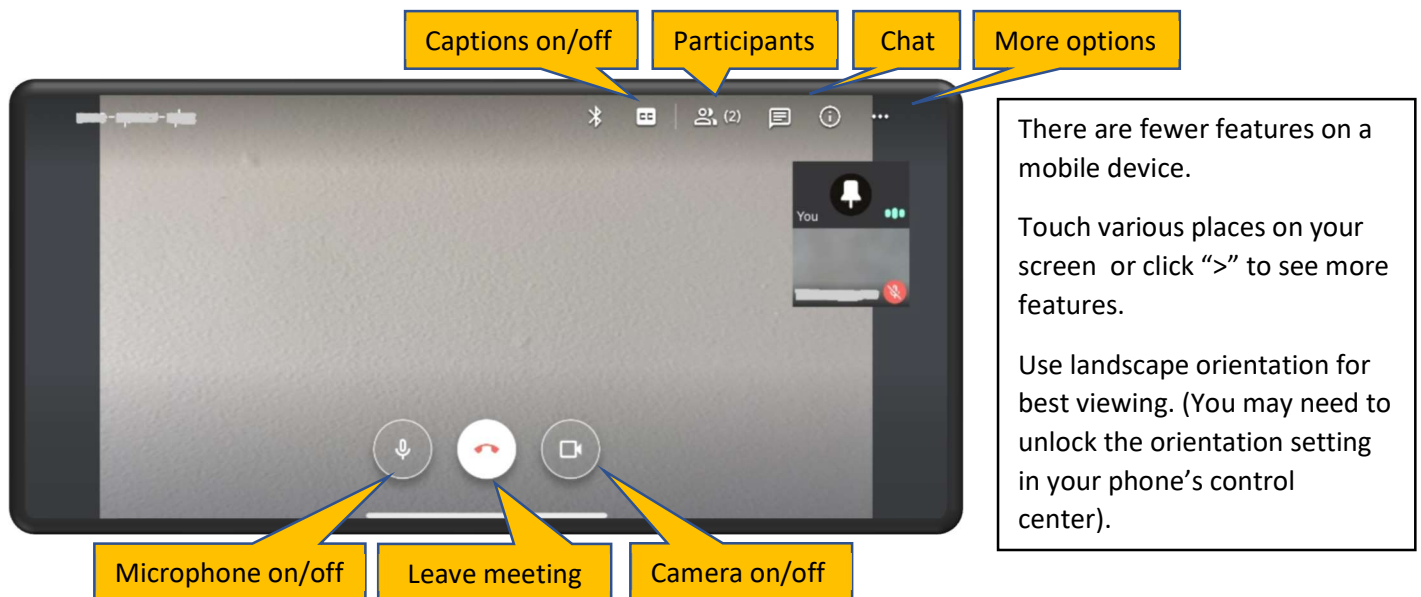
2. Click on   Join now   or   Ask to join

3. The controls are located in the ribbon at the bottom of your screen. To see the ribbon, click near the bottom of the screen and it will appear.

4. Google Meet has built-in captions. Use the CC button to turn them on/off. Captions display at the bottom of the screen.

Display on a PC/MAC:

Participants

Chat

A

Meeting details ∧

Turn on captions

Present now

Microphone on/off

Leave meeting

Camera on/off

Captions on/off

More options

Display on a mobile device:

Captions on/off

Participants

Chat

More options

You

There are fewer features on a mobile device.

Touch various places on your screen or click ">" to see more features.

Use landscape orientation for best viewing. (You may need to unlock the orientation setting in your phone's control center).

Microphone on/off

Leave meeting

Camera on/off

 Under "More Options"

- o Click "Settings" if you need to troubleshoot your audio/video.
- o Click "Change Layout" (not available on mobile devices) to choose how you see other people in the meeting.
  - Regardless of layout, you remain in a small box in the upper corner unless you click on your picture.
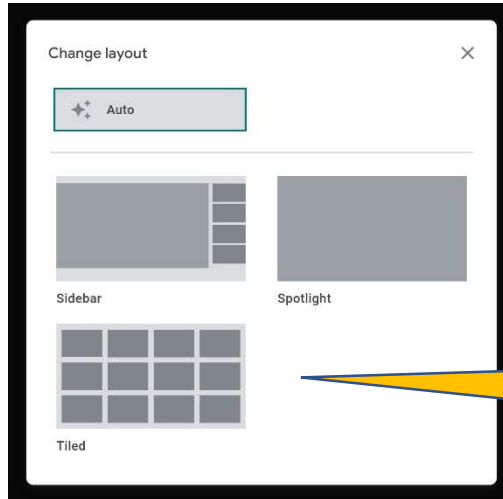
Sidebar and Spotlight views show a large picture of the person speaking. Sidebar also shows other people smaller.

Tiled view allows you to see up to 16 other people at the same time.

 Click on the pin if you want to keep the same person's face on the screen even when someone else speaks. Toggle on/off.

 To stop viewing the participant list/chat box, click on the main part of the screen. You can only chat to the entire group.

 To leave the meeting, click on the telephone handset icon

Other useful tips:

- Keep your microphone muted when you are not speaking.
- Raise your hand or type "hand" in the chat box if you want to speak. Turn taking helps keep people from talking over each other. (There is no "raise hand" feature in Google Meet)
- Use a wired internet connection (with an ethernet cable) if at all possible (instead of WiFi or cell) for more stable video and audio.
- Close tabs or applications you don't need during the call; this can significantly improve video performance, especially on older computers.
- Be sure your entire face is well lit (some people read lips) paying attention to natural light and lamps.
- A microphone closer to your mouth on a headset or streamer provides better audio quality for others to hear you.