VIRTUAL MEETING PROTOCOLS

- A desktop or laptop with a camera, microphone and speakers is required for the best virtual experience. Please be sure to turn on your webcam, microphone and speakers as you enter the meeting. If you do not have a microphone, you may use your computer for video and telephone for audio. Instructions are below for joining and muting/unmuting by phone.
- Please ensure a browser is installed on your computer. Google Chrome is the best browser to use with Google Meet, but other browsers will work. Here is a link to install Google Chrome [https://www.google.com/chrome/](https://www.google.com/chrome/)
- Additionally, you may use your iPad or Android device to connect to the meeting. Instructions are included below.
- If other members of your household or office might overhear the meeting, please use a headset or earbuds to protect confidentiality
- Limiting background noise will ensure a good virtual experience. Please mute yourself when you are not speaking. We will also be muting attendees manually to limit background noise. Please remember to unmute yourself to speak. Please see instructions below for muting and unmuting yourself.

ENTERING THE GOOGLE MEETING

- To enter the meeting open the calendar invitation and click on the Google Meet link to get into the meeting OR open your browser and copy and paste the link for the meeting from the meeting invite into the browser bar or type into browser bar. You can also follow the instructions below to join the meeting and enter the meeting code.
- You may see 3 popups, Allow Google Meet to know location – “Yes”; Allow camera – “Yes; Allow microphone – “Yes”.
- Type in your name
- Click “Ask to join” and we will admit you to the meeting momentarily
Welcome to Google Meet! Meet is a video conferencing app that will allow you to stay connected to your colleagues.

How to create or join a Google Meet:

1. To join from your computer, navigate to meet.google.com. Once there go ahead and select + Join or Start a Meeting.
2. You’ll be prompted by Google to whether you’d like to enter a meeting code of nickname. To start your own meeting, enter a nickname or leave blank.
3. If your computer has speakers and a microphone (a headset or earbuds will work too), you can hear the presentation through the computer. No phone is required.
4. If you do not have the above audio options, you will need to Join by phone using your desk or cell phone to hear the presentation. Call the number provided and provide the pin, or simply click the link from your cell phone. When you use your cell phone, the pin will be automatically entered. Press #6 at any time to mute/unmute yourself from the conversation.
5. When joining from a computer, you will see a white bar at the bottom of your screen with three buttons in the center. Your microphone and/or webcam is off when the entire button is red.

Click the microphone icon to mute/unmute your microphone if you have one. Mute your microphone to avoid picking up any background noise.

Tap the telephone icon in the center to hang up and leave the call.

Click the video icon to turn on/off your webcam if you have one.

Select the 3 dots on the right side of the white bar and then Full Screen to make the presentation full screen.
What can you do in a Google Meet?

While in a Google Meet you can customize your settings, share content with others, and interact with other participants.

**Turn on Captions:** This will provide Closed Captioning for those speaking during your meeting.

**Looking to minimize your bandwidth?** Navigate to your Settings. Here you can adjust your resolution to best fit your needs.

**Looking for more information?** Be sure to check out the [G Suite Learning Center](https://education.google.com/learning-center) to learn more!
Downloading Google Meet on your Mobile Device

Google Meet is available on both iOS Devices and Android Devices. To download, simply navigate to the App Store or Google Play store. Search “Google Meet”

- Virtually meet with your team from your device
- See all participants
- View meeting details and attachments

By using the Google Meet Mobile app you have the ability to:

- Join Meetings
- Add people to a Meet
- Join by the link - You able to send out a link to a colleague to join by computer or phone
If you are having trouble with audio or video, first try from the 3 dots in the lower right hand corner of the screen selecting a microphone and camera through the Settings option.

<table>
<thead>
<tr>
<th>Component</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microphone</strong></td>
<td>Default - Microphone (Realtek(R) Audio)</td>
</tr>
<tr>
<td><strong>Speakers</strong></td>
<td>Default - Speakers (Realtek(R) Audio)</td>
</tr>
</tbody>
</table>