

## 5 Tips for Google Meet Users

### Tip 1. Know the basics

If you know what these icons do, you are ready to handle a video call on Google Meet. These features are visible in a white bar at the bottom of your screen.

From left to right:

Microphone: click to turn on and off

Phone: Click to leave the video call

Camera: Click to turn camera on and off

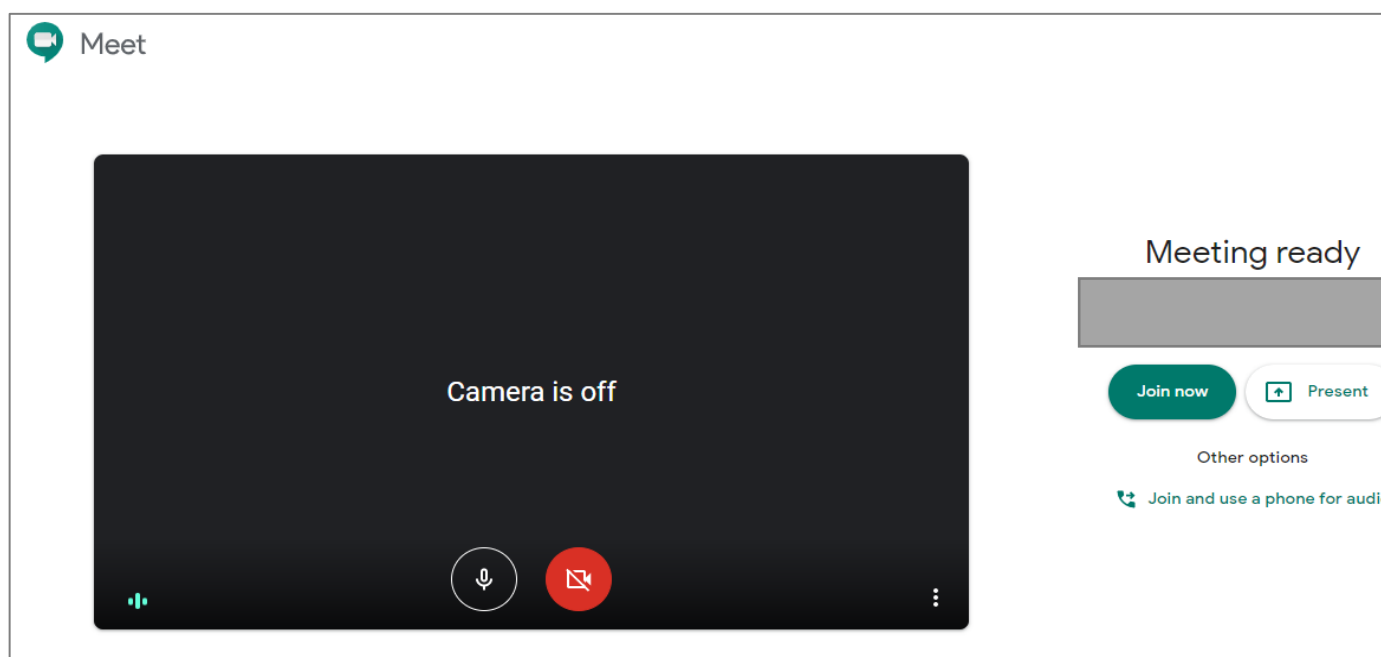
Turn on captions: Click to turn on captions for your call (captions include the name of the speaker)

Present now: Click this to make your screen visible to all participants



### Tip 2. Prepare yourself before you enter

When you click to join a meeting, Meet gives you time to prepare yourself before you actually enter the call. Upon clicking join, you will be taken to the screen shown below. Before clicking join meeting, take the time to set your video call settings: turn your camera on or off, turn your microphone on or off, adjust camera, turn on captions etc. This way when you enter you are all ready to go!



### Tip 3. Change your screen layout

Depending on the call you are having or just personal preference, you may want to change your video call screen layout. Google Meets offers three options.





Sidebar



Spotlight






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To change your layout, click  icon in the options bar at the bottom of the screen in the left-hand corner and select  Change layout from the pop out menu options. Then select the option you want, and it will be applied.

### Tip 4. Mute your participants

If you are hosting a call and need some silence to present, you do not have to waste time waiting for everyone to switch their microphones off. As the host/creator of the call, you automatically have the ability to mute your attendees. They will get a notification informing them they have been muted and will need to unmute themselves in order to speak again.

To do this, simply look for the participants button  in the top right-hand corner. This will open a participants list on the right and here you will be able to mute all participants.

Simply click their arrow  on the right-hand side of their name to reveal your options. Then click the  icon to mute the participants microphone.

### Tip 5. Use the chat bar to take questions

It can be hard to adapt to presenting via video call, especially when your audience members want to ask a question without talking over one another or interrupting the presentation. This is where Meet's chat feature can help. Tell your attendees to post any questions they have in the chat bar so you can address them later. When you reach the questions portion of your presentation, open the chat sidebar, and make your way through each question. Accessing the chat bar is covered in Tip 1.

We hope these tips were helpful to you and your team!

Please do not hesitate to contact us if you would like any further assistance



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