

Using Google Meet

To Join the Meeting:

From a **web browser** on your laptop or desktop,
Browse to <https://meet.google.com/>

Then enter the 10 letter code: **vuj-vgyz-gyj** you don't need to enter the hyphens if you don't want to.

And then, click "Join Now".

From an Android tablet or smartphone

Download (if needed) and open the Google Meet App.

And then enter the meeting code **vuj-vgyz-gyj** in the bottom right of the screen and then "Join Meeting". On the next screen click "Ask to Join"

From an iPhone or iPad.

Download (if needed) and open the Google Meet App.

Tap "Join with Code"

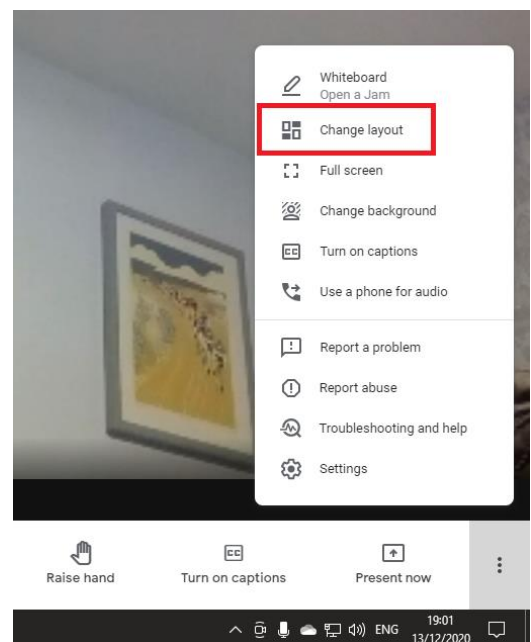
Enter the meeting code **vuj-vgyz-gyj** and then at the top right of the screen tap "Join".
If prompted, tap "Ask to Join".

Once in the meeting:

For the Desktops and laptops,
select the menu by clicking the 3 little dots at the bottom right of the screen. Note the options; one you might like to change is the Layout. There are a number of layouts that you can choose for viewing:

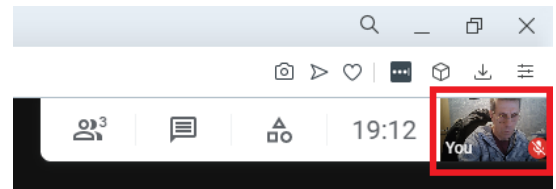
Auto, Tiled, Spotlight or Sidebar. The Pop-up that is displayed will show you a graphic of how the various options compare. Adjust to suit.

Note also You can turn on Captions here (as well as on the main bottom bar and at the top right of the screen).
Captions work very well for those that are hard of hearing.

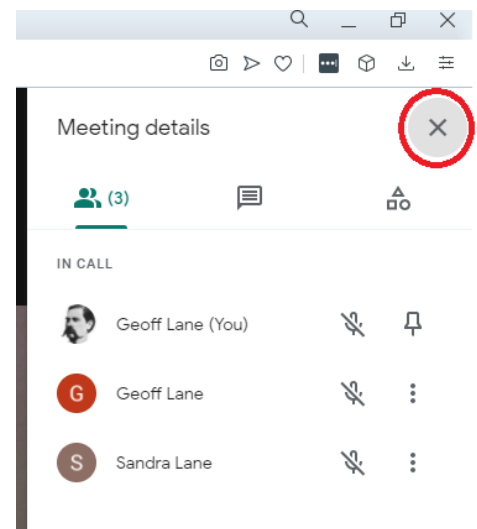


Viewing the tiled video feeds.

Whilst you will generally see all the other participants (depending on your layout view), you may or may not see yourself as a video feed. You can toggle this on or off from the mini picture you see of yourself in the top right of the screen. Hover the mouse over the image and you will see either “Remove Tile” or “Show in Tile”. Click once to change it and again to change it back again. I think that once you have set it how you like (normally, “Show in Tile”), then it should remember it for next time.



If you *don't* see the mini picture of yourself in the top right of the screen, then you are viewing Meeting Details. Just click the X in the circle to close this window and return to the previous screen.



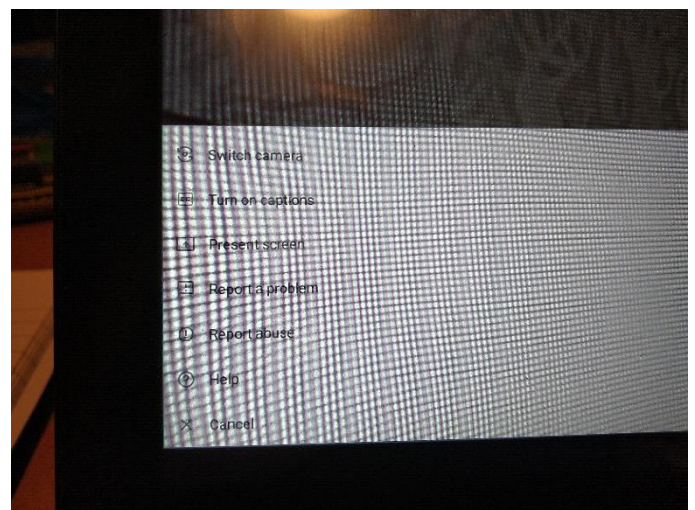
For Android (And I hope iPad and iPhone, but I haven't got one of these to check)

The menu options on a table or smartphone are less than the desktop. To access the main menu, your 3 little dots are in the top right – Tap the screen to activate the popup. The main two items you might be interested in are to turn on captions for the hard of hearing and “Present Screen” if you want to show us something on your screen. If you have a front and rear camera, you get the option to toggle from one to another.

You don't get the layout options that the desktop version does, so I *think* you only ever see the person who is speaking.

Unlike Zoom that has loads and loads of settings, this has very little and it won't take you long to explore them all. If you want a practice before hand, then give me a call.

Finally, you might like to view Google's support pages for the app. You can access them [here](#).



Good luck

Geoff