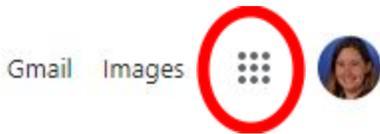


Google Meet User Guide

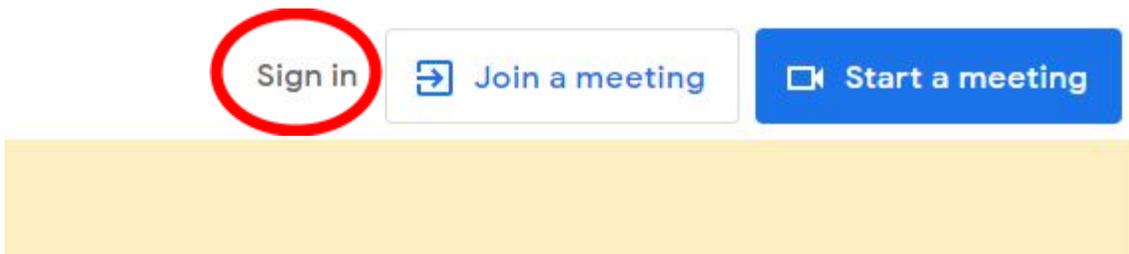
Logging in on a computer

Make sure you are using the Google Chrome browser and you have logged in with your school email address (your school computer username followed by @cape.cornwall.sch.uk). If you can't remember your password then try password. If this doesn't work please email smithv@cape.cornwall.sch.uk or morrisa@cape.cornwall.sch.uk.

If you are logged in to google you can use the 9 dots in the top right hand corner to access google meet:



Otherwise google "google meet" and choose the sign in option from the top right corner of the google meet page:



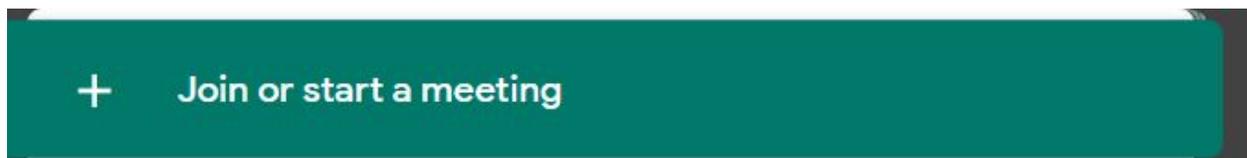
Logging in on the google meet app

If you are using google meet on a mobile phone you will need to make sure that you are logged in to the app using your school email account – see details under logging in on a computer.

Join a meeting

There are three ways to join a meeting:

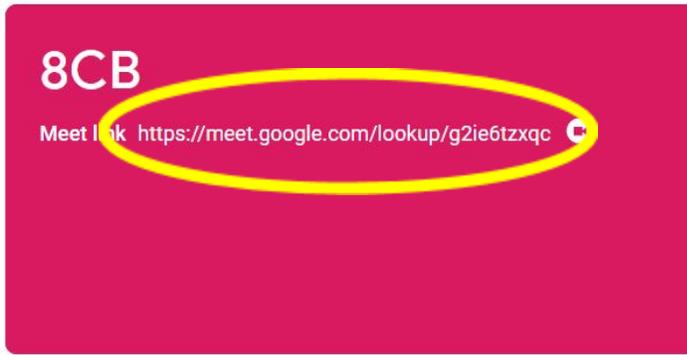
1. Click on the join or start a meeting button



and

you can then enter then nickname of the meeting if your teacher has shared this with you.

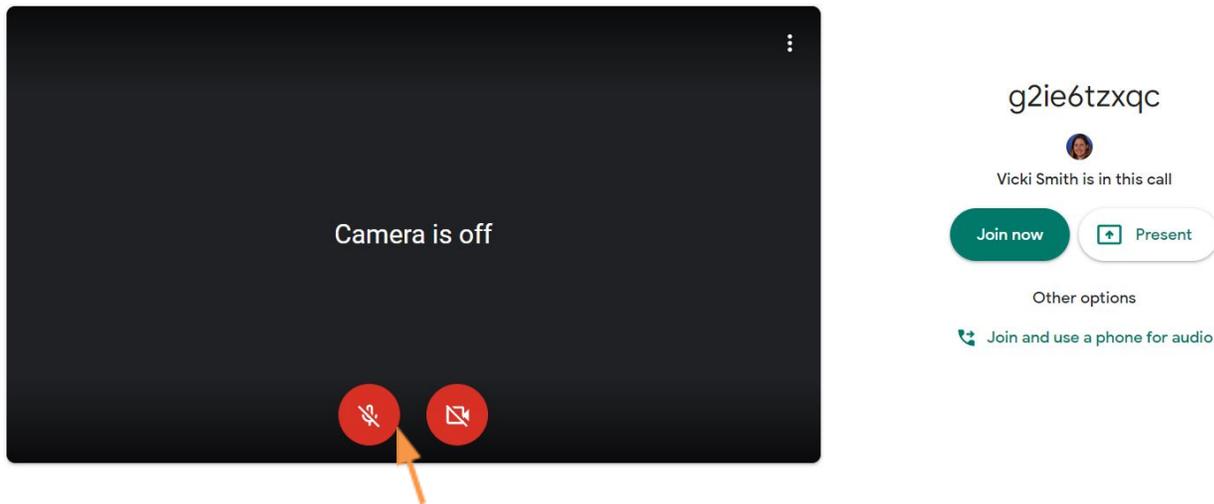
2. Go to the google calendar and click on the meeting if your teacher has scheduled it.
3. Use the google meet class link from google classroom, in the bar at the top of the stream. Make sure you open this at the time the teacher has asked you to.



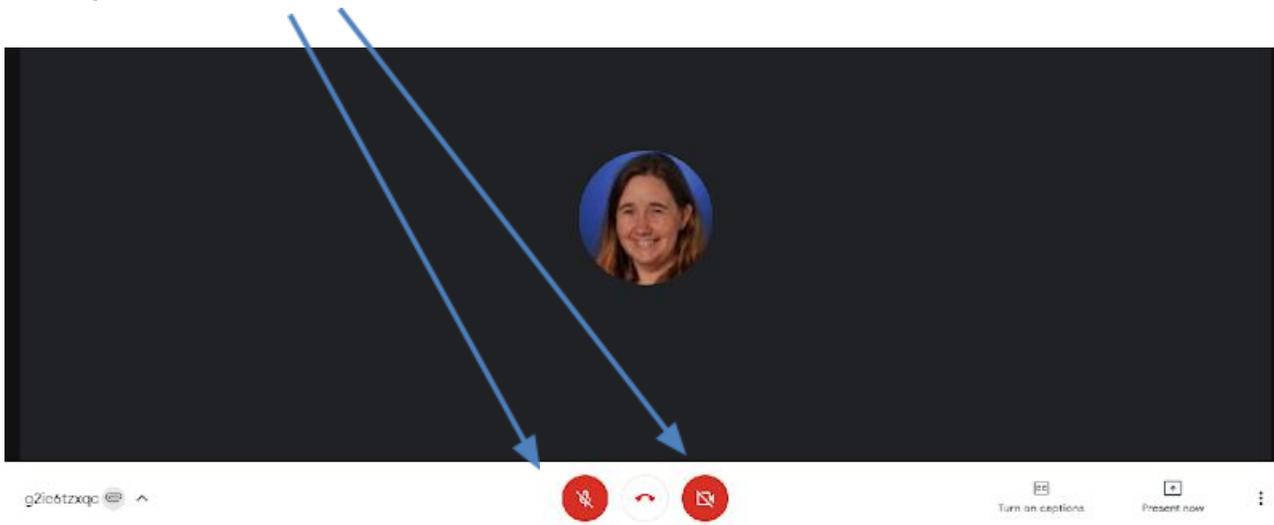
Troubleshooting

The most common problem with not being able to access a google meet is not being logged into your school google account.

Settings in Google Meet



Before you join the meeting, you can choose whether to have your camera or microphone on or off by clicking on the red buttons on the bottom of the screen. You can still change these using these same buttons in the meeting from the bottom toolbar.



Also, along the bottom toolbar you will find a button to turn on captions. There is also the option to present your screen, but you should only do this if your teacher asks you to.



There is also a top toolbar in the top right corner of the meet screen.



If you click on the people option, you can see who else is in the meeting.



The next button opens the chat screen where you can talk to anyone on in the meeting. Only use this chat to discuss your work or ask a question.

To leave the meeting click on this icon

