


# Google Meet : A Guide for Pupils

## 1. Before you start...

- Find an appropriate place for the **meet**. A quiet place where you won't be disturbed and where you have a strong internet connection. We recommend using Wi-Fi rather than mobile data due to the usage of your data.
- Avoid other distractions such as additional devices or background noise.
- Make sure that there is nothing in your background that you don't want other people to see.
- Have all your necessary equipment in place before the **meet** such as a stationery, exercise book(s), etc...
- If using a mobile device, install **Google Meet** as described in part 2. If using a Laptop or Desktop, navigate to Google Classroom to join the **meet**. This process is explained in full below.

## 2. Where do I get Google Meet?

You can download the Google Meet app onto a smartphone or tablet:

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| <p>Android Users can <a href="#">download</a> from Google Play Store</p> |  <p>Apple users can <a href="#">download</a> from the Apple App Store</p> |
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### 3. Joining a Google Meet

All meeting links will be shared to Google Classroom which requires you to sign in using your **@c2ken.net** account.

Teachers can share the meeting link in two ways:

1. By sharing a direct link to the stream.
2. Using the Meet link in the banner which you can locate as shown in the screenshot below:

### 4. The Waiting Room

- Before entering the **meet** room, you should mute your microphone. It is up to you whether you want to enable your camera. The icons for this are at the bottom of the video preview.
- You can now join the meeting, but you may have to wait on the teacher to accept you into the room fully. Please be patient.
- During the first use of Google Meet, you may have to give permission for the app or website to have access to your camera and microphone. Please enable these options.

## 5. The Meeting

When using a desktop or a laptop, the meeting will look similar to the screenshot below. The items on that are highlighted on the screenshot with a corresponding number are explained below:

### 1. Chat feature

You can use this to ask questions, leave comments, or access links shared by your teacher.

### 2. Menu

Additional options are accessed using the menu.

### 3. Layout Options

The 'Change Layout' option allows you to change how your screen is presented.

### 4. Meeting Options

Here, you can

- a. Mute/Unmute
- b. Leave Meeting
- c. Enable/Disable Camera