

- 1. Make sure you are signed in to your Emmaus Google Gmail account, not a personal Gmail account
 - (e.g. @emsydenham.catholic.edu.au)
- 2. If your teacher has shared a meeting code for a Google Meet:
- Go to meet.google.com
- Click Use a meeting code (nickname)

Use a meeting code
Nothing scheduled today
Your account only lets you join meetings <u>Learn more</u>

• Enter the code (nickname) provided by your teacher and click **Continue**.

×
n
Continue

Note: If asked to allow access to your camera and

microphone, make sure to allow access.

If you are told that you cannot access this Meet yet, it means that your teacher has not yet arrived, and you will need to wait until the specified meeting time.

3. Prepare to enter the Meet

- Ensure you're ready for learning.
- Plug in headphones (if you have them)
- Make sure the background of your video is suitable
- Tell family members that you're joining a video call
- Click your microphone so it turns red (muted)



4. Participate in the Meet session

- Mute/UnMute
 - Click on the microphone button at the bottom of the screen to unmute your microphone if you are asked to speak.
- Camera on/off
 - You can also *turn your camera on and off* with the camera icon.
 Turning your video off helps with bandwidth if you find your connection is choppy.
- Leave the Meet:
 - The red phone icon is to *leave* the Meet.

•	Chat o	Click the Chat icon to open the chat window (click it again to hide). This is where you can ask and answer questions. Links to resources might also be shared here.	You 6:20 PM Please be sure you check out the resources: https://docs.google.com/presentation/d/1DNL hJaEzH-MaCjnScbJh- ARKUapixrKyAdQkerjQUmw/edit#slide=id.g72 610fc61a_121_0				
•	Captio o	ons Turn on <i>captions</i> to make spoken words in session appear on the screen.	You 6:20 PM Please be sure you check out the resources: https://docs.google.com/presentation/d/1DNL hJaEzH-MaCjnScbJh- ARKUapixrKyAdQkerjQUmw/edit#slide=id.g72 610fc61a_121_0	the			
•	Prese	Image: Constraint of the second se	♠ i ent now				
	0	If you need to show your screen, click the Presen entire screen.	t now icon and then select Your				

^

Present now

:

23

Turn on captions

Ŷ

•

• Click on the screen you wish to share in the popup window. Then click **Share**.



• To stop sharing your screen, click **Stop sharing** at the bottom of your screen.

meet.google.com is sharing your screen.	Stop sharing	Hide

Troubleshooting:

- If you cannot hear/see people or they cannot hear you, be sure you are not muted.
- If you are not muted, check your audio and video settings. Go to the three dots in the bottom right hand corner and select **Settings**.
- Check that the correct microphone, speakers & camera are selected from the drop down menu.
- If everything seems right, leave the Meet and rejoin.

•	Change layout Full screen	T		Audio	Video	
	Turn on captions Settings	1	Microphone			
े ए	Use a phone for audio		MacBook Pro Microphone (Built-in)		Ŷ	•••
0	Report a problem Help		Speakers Default - MacBook Pro Spea	kers (Built-in) 🛛 🔻	ょう	Test
cc n captions	♠ Present now	:				