

# Google Meet – Quick Start Guide

## Do I need a Gmail account?



You don't need a Gmail account if:

- The meeting organizer/host has a G-suite account OR
- You're using a mobile device and only joining with audio via a phone number.

If in doubt, you can easily set up a Gmail account from this link <https://accounts.google.com/signup>

## System Requirements

Be sure that your operating system and browser are up to date.

Operating System (current & previous 2 versions)	Browser (up-to-date)
<ul style="list-style-type: none"><li>• Apple® macOS®</li><li>• Microsoft® Windows®</li><li>• Chrome OS</li><li>• Ubuntu® /Debian-based</li></ul>	<ul style="list-style-type: none"><li>• Chrome Browser.</li><li>• Mozilla® Firefox®.</li><li>• Microsoft® Edge®.</li><li>• Apple® Safari®.</li><li>• limited support in Microsoft Internet Explorer® 11</li></ul> <p>Tip: If your browser doesn't support Meet video meetings, you can dial in using the phone number and PIN, if provided by the meeting organizer.</p>

## Steps to join a meeting and customize settings


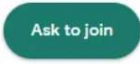
1. To join by email simply **click on the link** in your email invitation.

The link looks like this:

meet.google.com/xxx-xxxx-xxx

- You can also join with the Meet app or go to meet.google.com and enter the
- You can save a meeting link in your Google Calendar for future events.

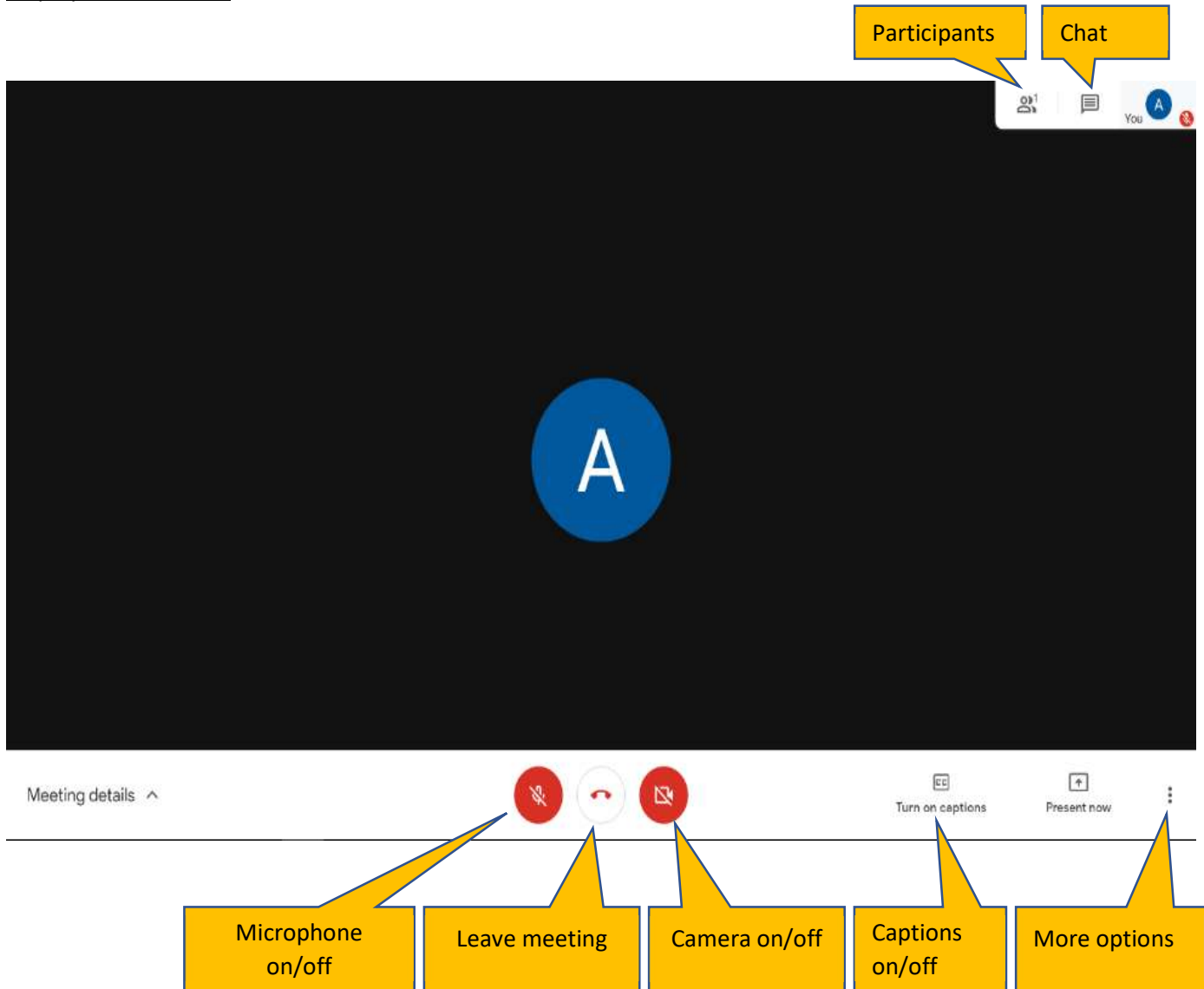
Meeting code

2. Click on  or 
3. The controls are located in the ribbon at the bottom of your screen. To see the ribbon, click near the bottom of the screen and it will appear.
4. Google Meet has built-in captions. Use the CC button to turn them on/off. Captions display at the bottom of the screen. If you don't see the CC button, go to "More Options"

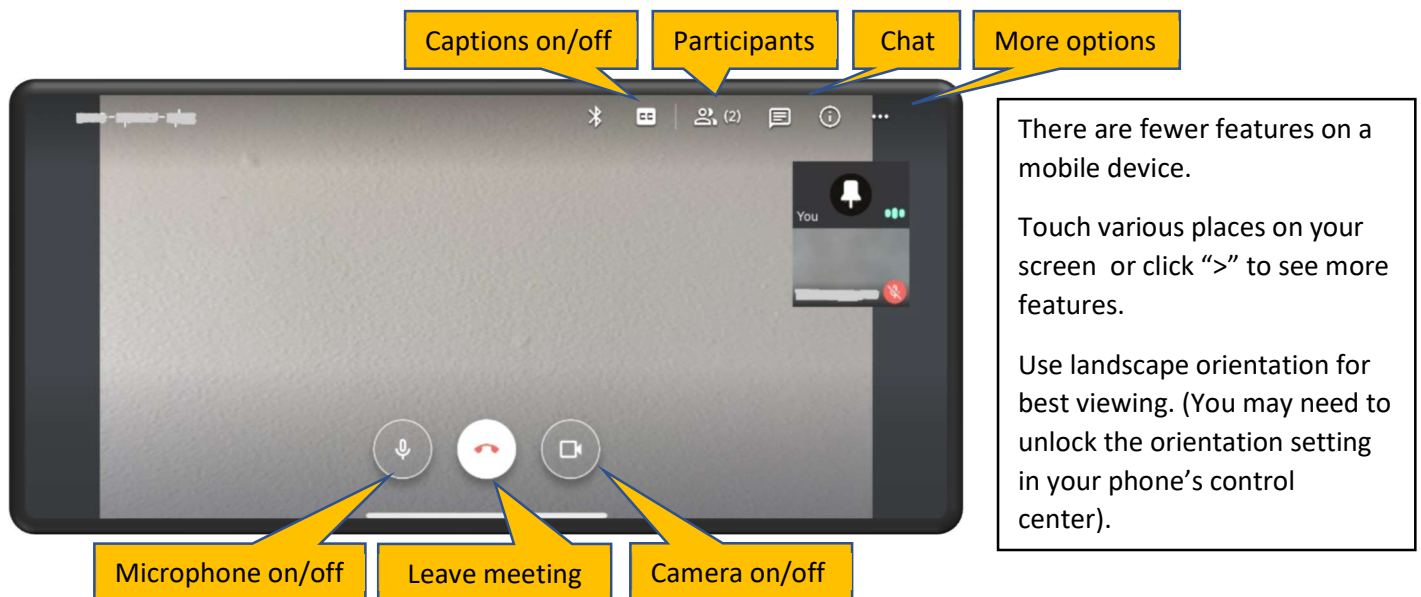


then "Settings" then "Turn on captions."

Display on a PC/MAC:



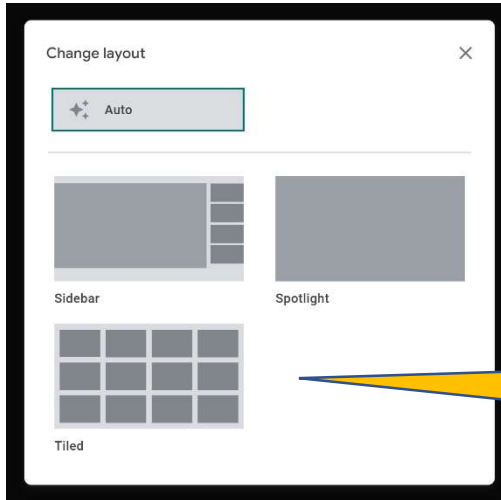
Display on a mobile device:





### Under “More Options”

- Click “Settings” if you need to troubleshoot your audio/video. Sometimes clicking on different speaker or microphone choices fixes an audio issue.
- Click “Change Layout” (not available on mobile devices) to choose how you see other people in the meeting.
  - Regardless of layout, you remain in a small box in the upper corner unless you click on your picture.



Sidebar and Spotlight views show a large picture of the person speaking. Sidebar also shows other people smaller.

Tiled view allows you to see up to 16 other people at the same time.



Click on the pin if you want to keep the same person’s face on the screen even when someone else speaks. Toggle on/off.



To stop viewing the participant list/chat box, click on the main part of the screen. You can only chat to the entire group.



To leave the meeting, click on the telephone handset icon

### Other useful tips:

- Keep your microphone muted when you are not speaking.
- A microphone closer to your mouth on a headset or streamer with mic provides better audio quality for others to hear you.
- Seeing speakers on video helps people with hearing loss read lips and facial expressions. Be sure your entire face is well lit, paying attention to shadows from natural light or lamps.
- Some meetings prefer participants turn off their video when not speaking to reduce distractions.
- Take turns speaking to avoid talking over each other. There is no dedicated “raise hand” feature in Google Meet, so the host can ask people to raise their hand within camera view or type “hand” in the chat box.
- Use a wired internet connection (with an ethernet cable) if at all possible (instead of WiFi or cell) for more stable video and audio.
- Close tabs or applications you don’t need during the call; this can significantly improve video performance, especially on older computers.