

## Google Meet: Quick Start Guide for Students

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

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## Join a Meeting

To join a meeting, click the link from your teacher.

- 1. Microphone Toggle
- 2. Camera Toggle
- 3. Settings/Troubleshooting/Captions
- 4. Join the meeting



## Participate in a Meeting

- 1. People Tab: See how many and who is connected to the call
- 2. Chat Tab: Send text messages to participants
- 3. Meeting details: URL to invite more participants
- 4. Meeting controls: mute mic, hang up, turn off camera
- 5. Turn on Captions
- 6. Present your desktop
- 7. Settings

