



Google Meet Cheat Sheet

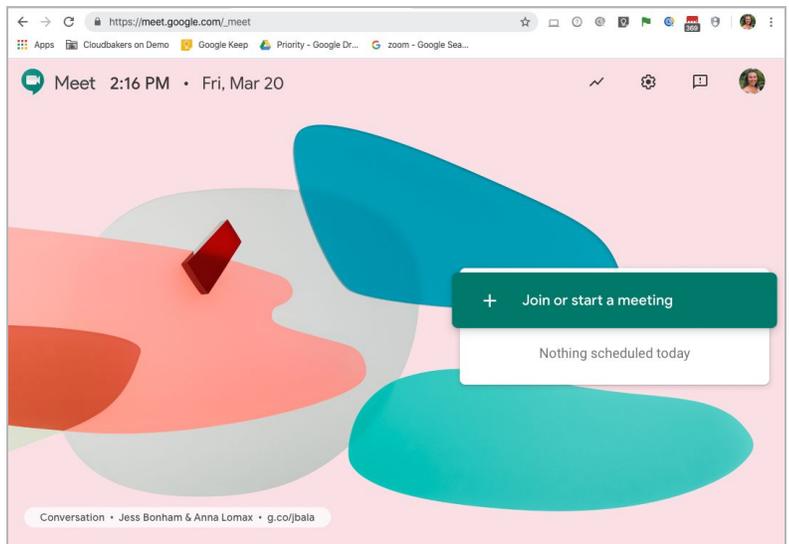
Meet Access

Navigate to Google Meet and login with your Google credentials.

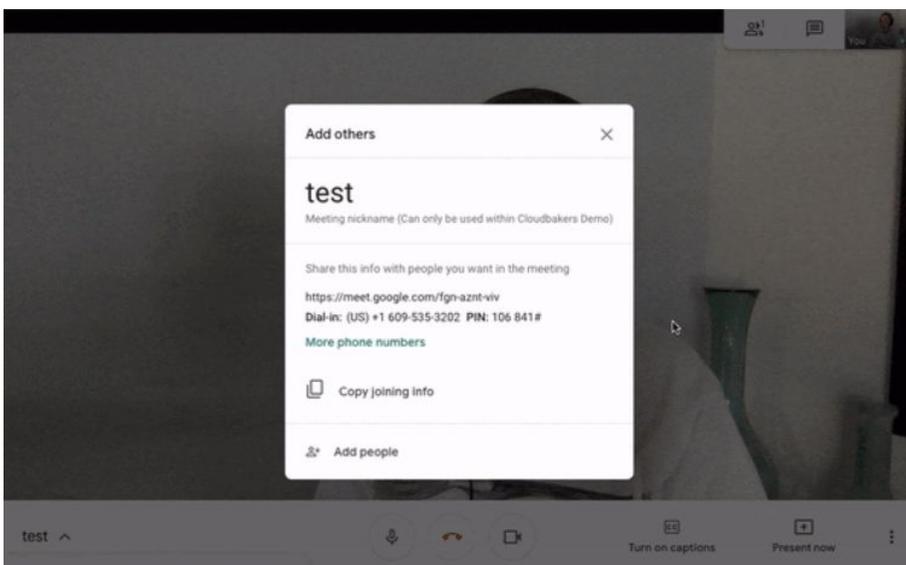
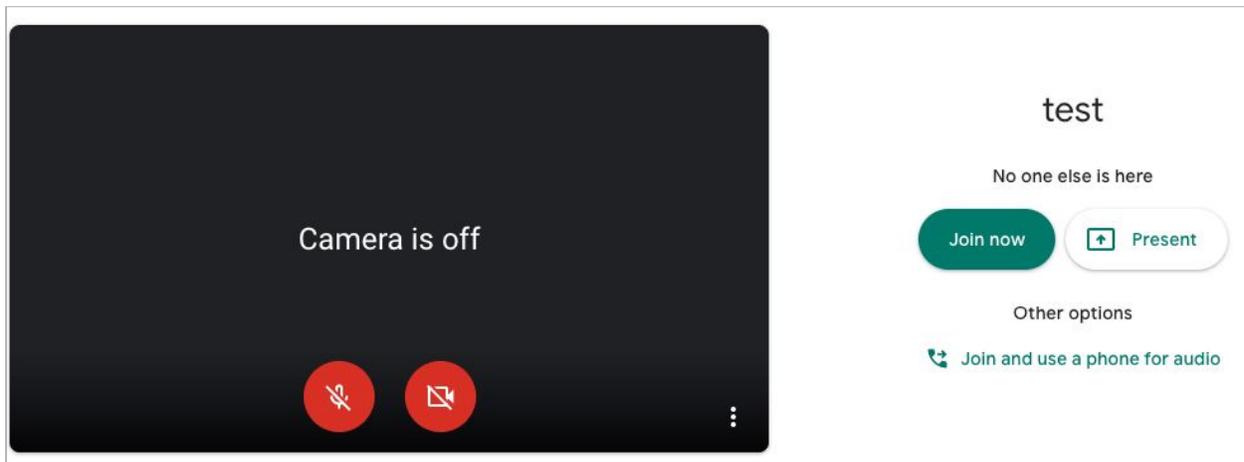
- meet.google.com
- Click Meet icon in the apps launcher (9-dot icon in the right corner of G Suite)

Click '+ Join or Start a Meeting'

This will take you to the virtual lobby or waiting room prior to joining



In the lobby, you can turn your mic and camera on or off prior to joining the call.

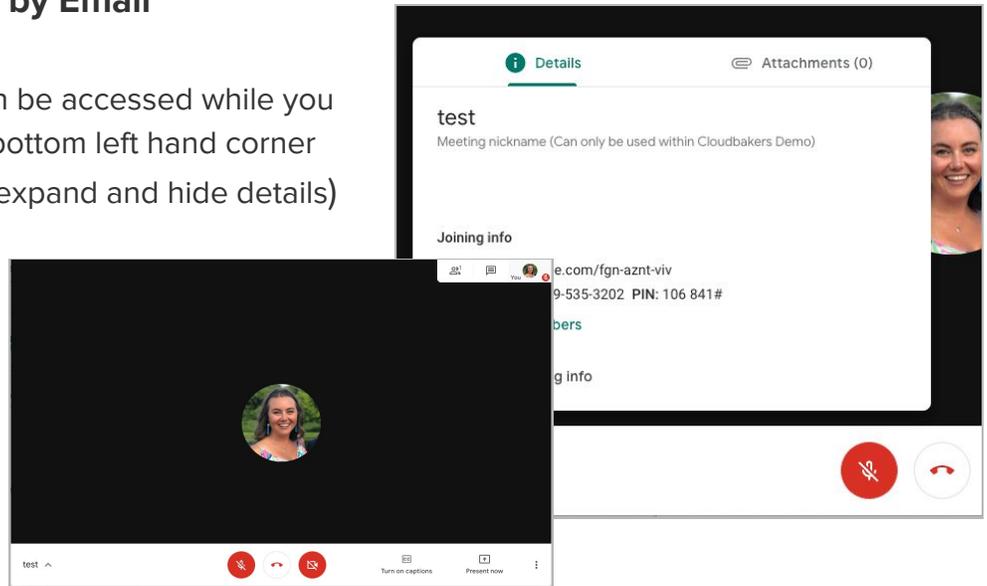


Since you have not yet invited anyone, you will be the only person in the meeting when you join.

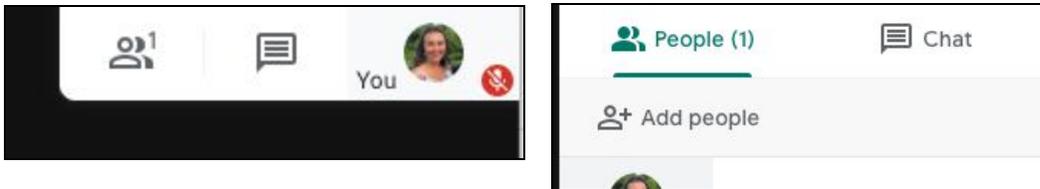
A box will pop up with the information to invite other participants to join. You can copy and email or chat it to them.

Joining Details and Invite by Email

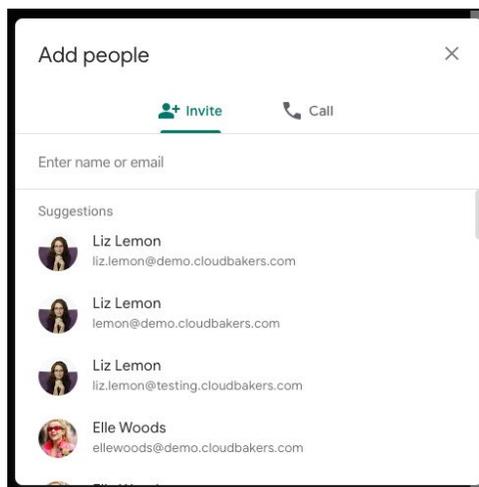
The joining info and details can be accessed while you are in a meeting call from the bottom left hand corner (click on the meeting name to expand and hide details)



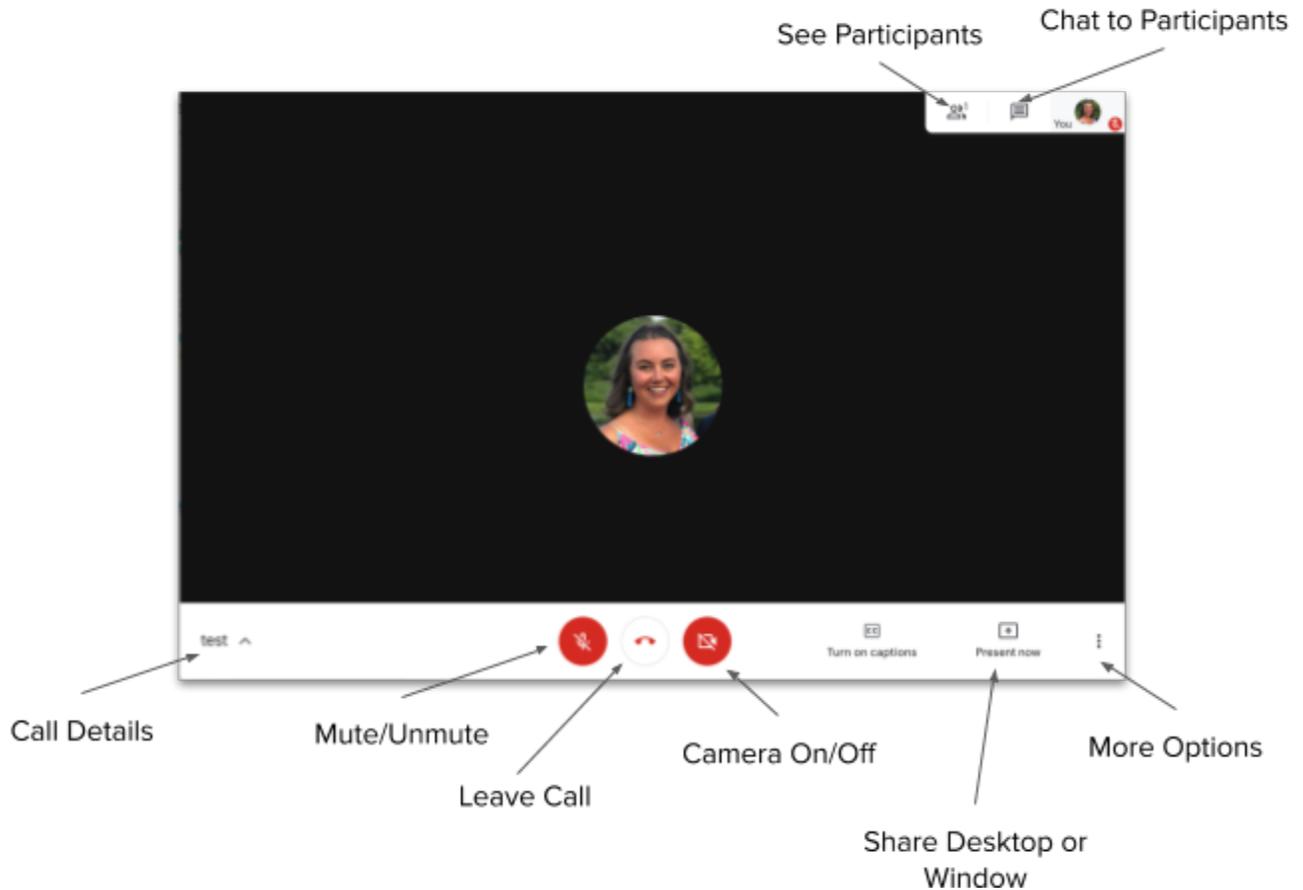
You can invite someone by email to a call that is in progress, they will get the email right away letting them know you are ready to meet. In the upper right hand corner, people icon, click into that then add people.



Enter the email address of the person you would like to invite, customize the message if needed, and hit send invite. **(they do not need an account)** You can also call a phone number from here with the call tab.



In Call Features



Meet Tips

- Use headphones for better sound quality rather than your computer's built in mic and speakers.
- The first time you join, you will need to allow the browser to access your mic and camera.
- If someone is having trouble joining, tell them to go into incognito mode and then paste in the joining link.

Change layout- view participants and shared content one at a time or side by side

Settings- change video quality

Use a phone for audio- Allows you to call in and still show up as your participant name, not a phone #

More Options:

