

Great Neck Public Schools
Adult Learning Center

Google Meet Cheat Sheet For Students

Dear Student,

I am providing you with a Google Meet Cheat Sheet (See below) that will help you access your online class.

Our online classes will begin on Monday, March 23 at 9:00 a.m. It is important that you follow your previously assigned class schedule. Your teacher will send you an email invitation to join your class so be sure to regularly check your email inbox. Attendance will be taken and each session will be recorded and made available for your review.

Please do not hesitate to contact our staff (see below) should you have any questions or concerns.

Technical Support Contact:

Day Students

- Mr. Robert Ottone (rottone@greatneck.k12.ny.us)
- Ms. Marisa Lin (mclin@greatneck.k12.ny.us)

Evening Students

- Mr. Brian Zarro (bzarro@greatneck.k12.ny.us)
- Ms. Lincy Cherian (lcherian@greatneck.k12.ny.us)

Kind regards,

Dr. Errin Hatwood

Director of Adult Education

➤ **Joining a Meeting via Computer (Chromebook, Mac, PC)**

1. Open your Web Browser (Google Chrome preferred)
2. Open the email sent by your classroom teacher
3. Click on the Google Meet invitation provided by your teacher
 (URL example: meet.google.com/abc-def-ghi)
4. You will be prompted to allow access to use your microphone and camera.
5. Click 'Allow' to give access.
6. Click 'Join Now' to enter the Google Meeting. 

➤ **Joining a Meeting via mobile device (iPhone, iPad, Android)**

1. Open the App Store on your device and download the App 'Hangouts Meet by Google'   
2. Once the 'Hangouts Meet by Google' app has been installed, open the App and sign into your email account.
3. Open the email sent by your classroom teacher
4. Click on the Google Meet invitation provided by your teacher to join the meeting in the App. 

➤ **Muting Microphone or Camera**

Please mute your microphone at the start of the meeting.

To Mute your microphone or camera, click on the  icon and it will turn red when muted. 

➤ **Chat Features**

In the meeting, click on the Chat icon ( Chat , top right-hand side) to open up the chat window. This is where you can interact with your teacher and classmates while your microphone is muted. You can also see the other classmates attending this session.  People (1)