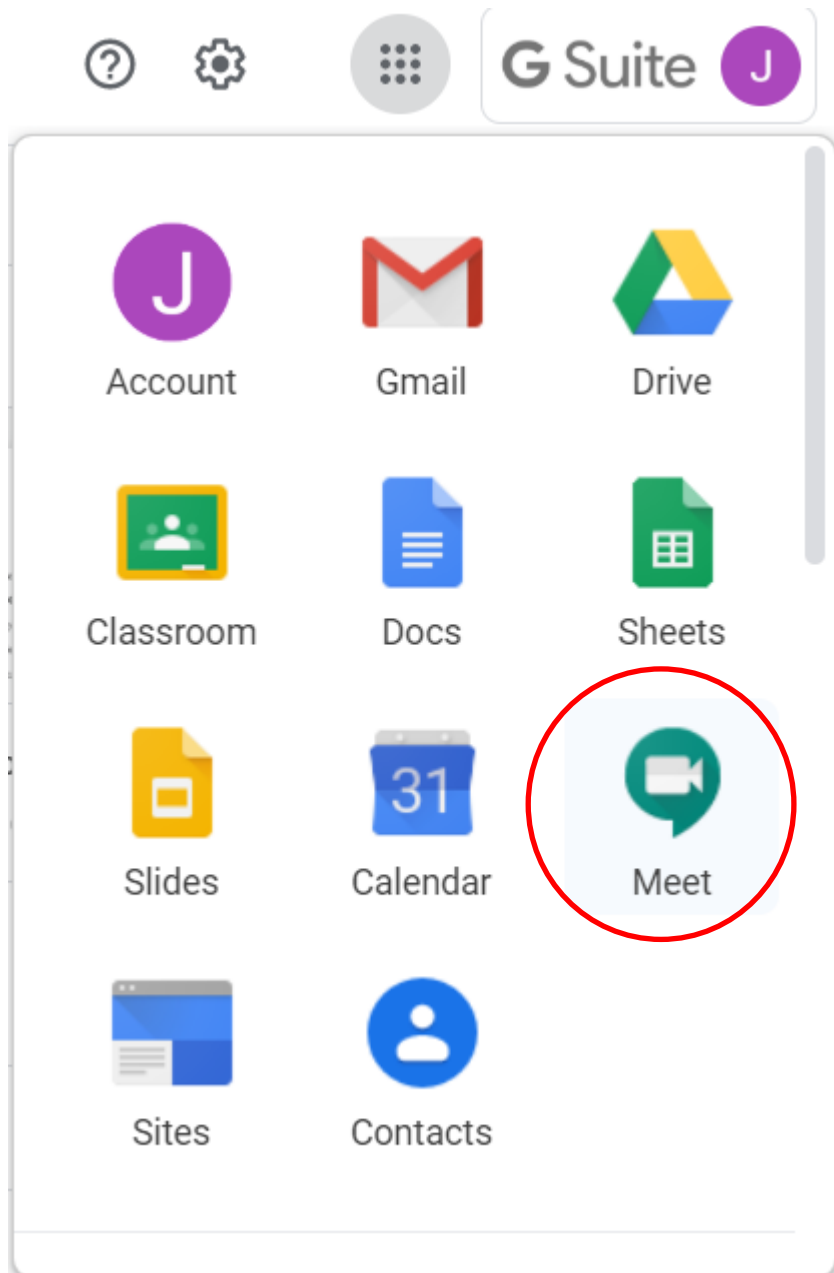




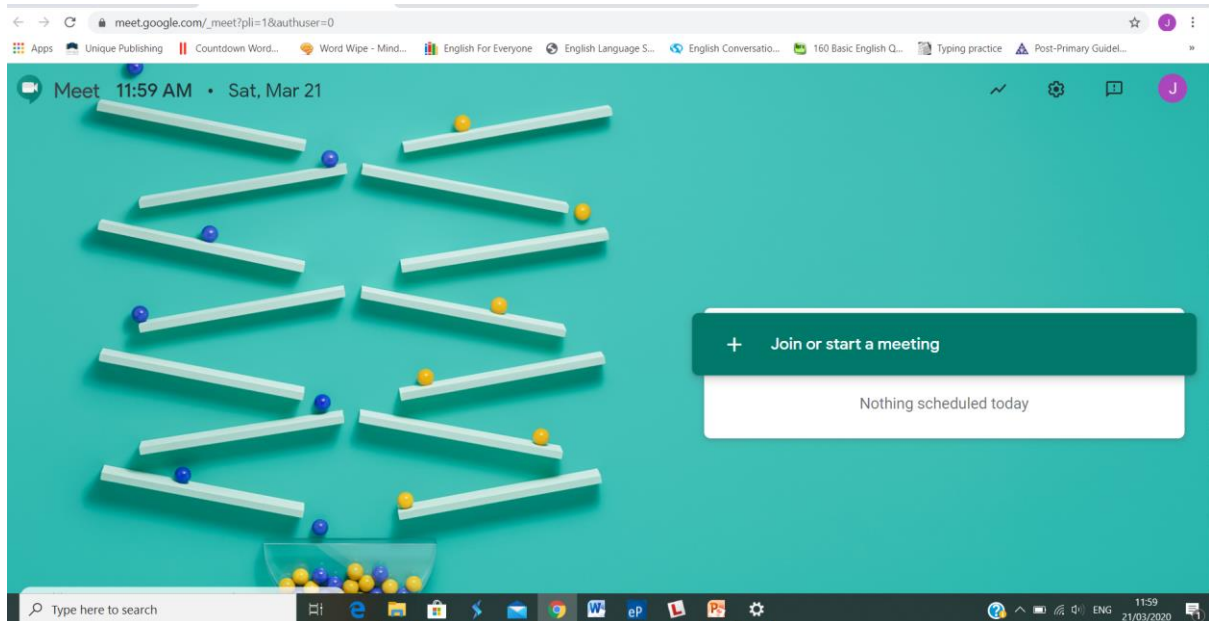
# Google Hangouts Meet-Beginner Guide

## Step 1



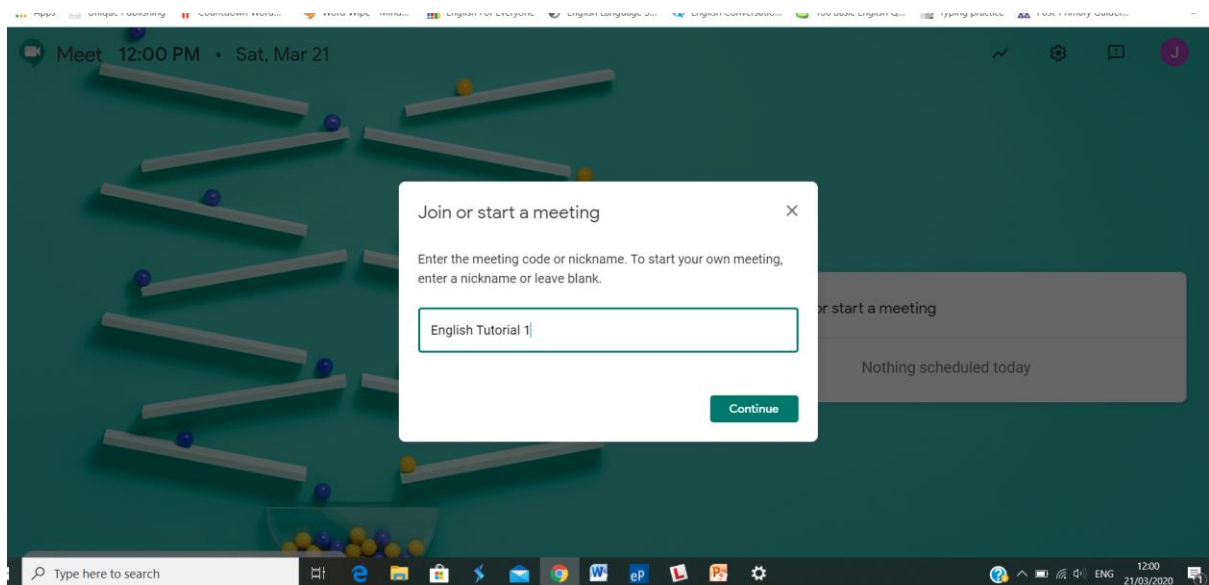
Find the Meet application in your G Suite menu and click on it.

## Step 2



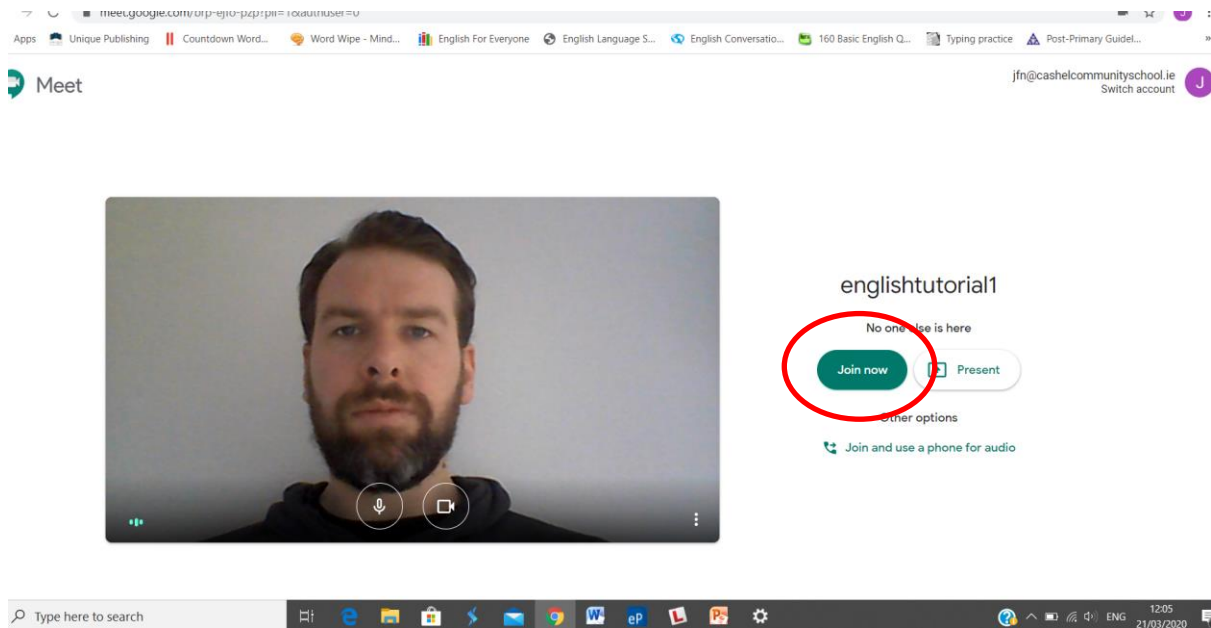
Choose the option “Join or start a meeting”.

## Step 3



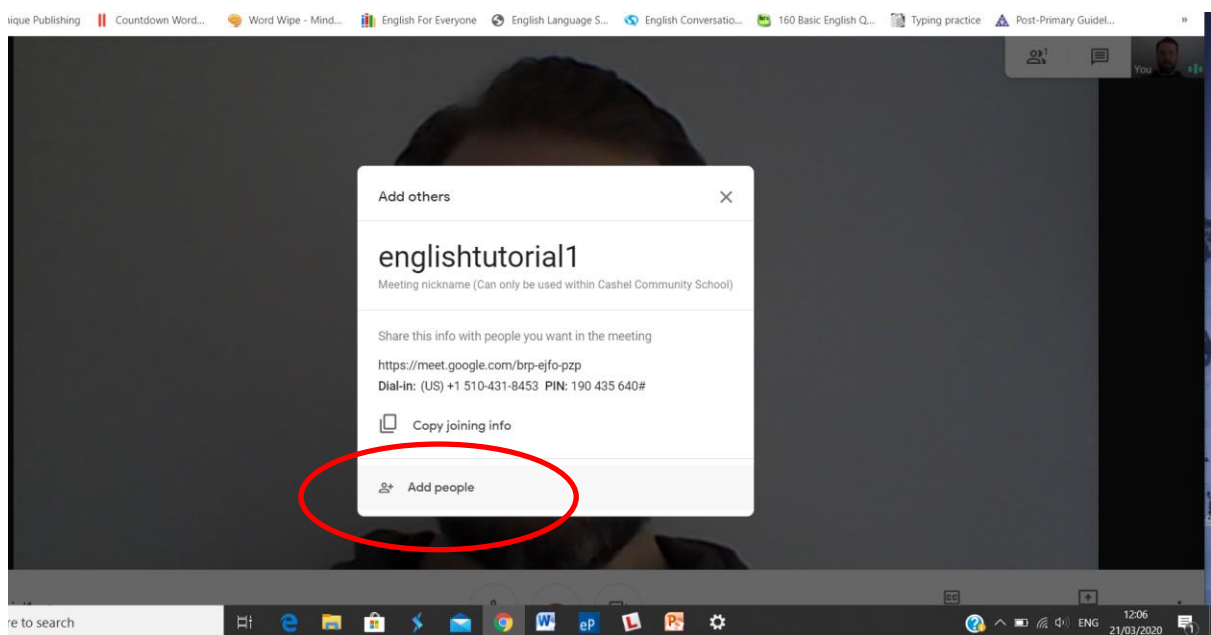
Enter a name of your choosing for the meeting. You will not need a code. As you will be inviting your students, they will not need a code either.

## Step 4



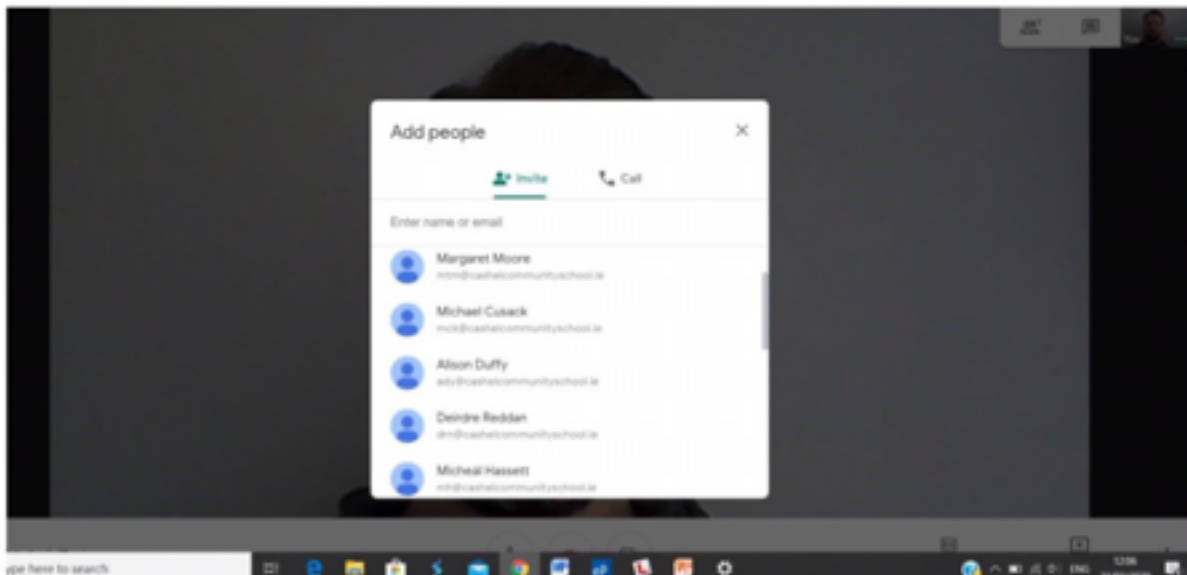
This is the home screen for your meeting.  
Click “Join now” to begin.

## Step 5

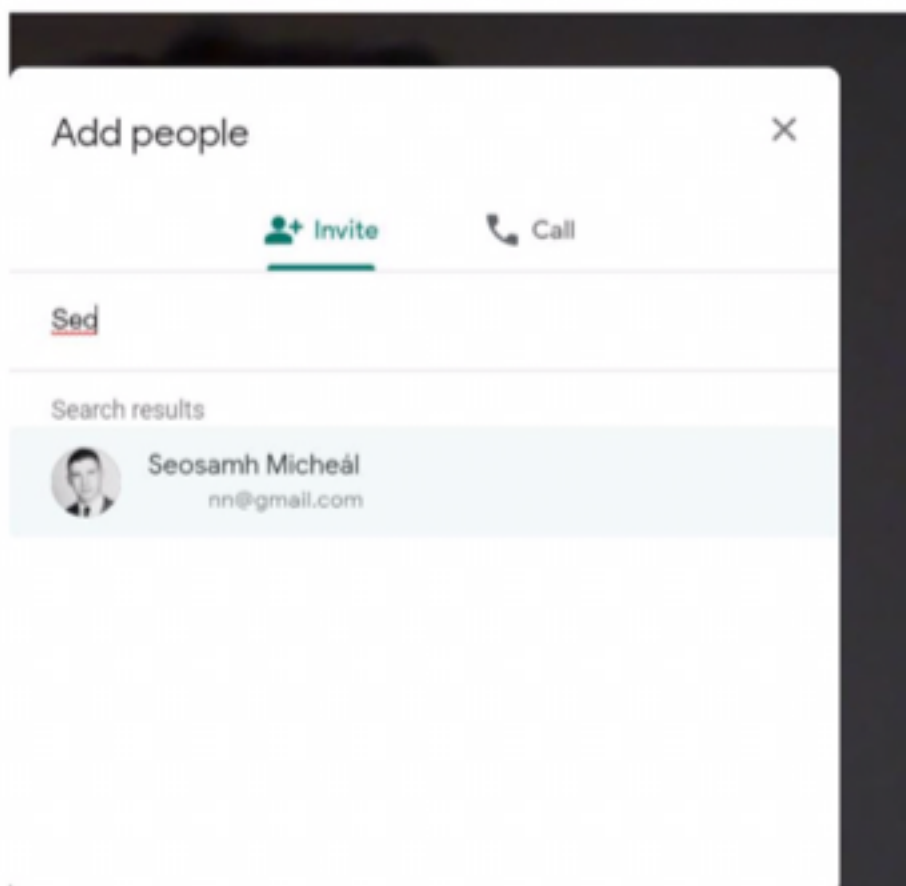


You can add people to join the meeting. If you forget anyone, you can also add them later.

## Step 6

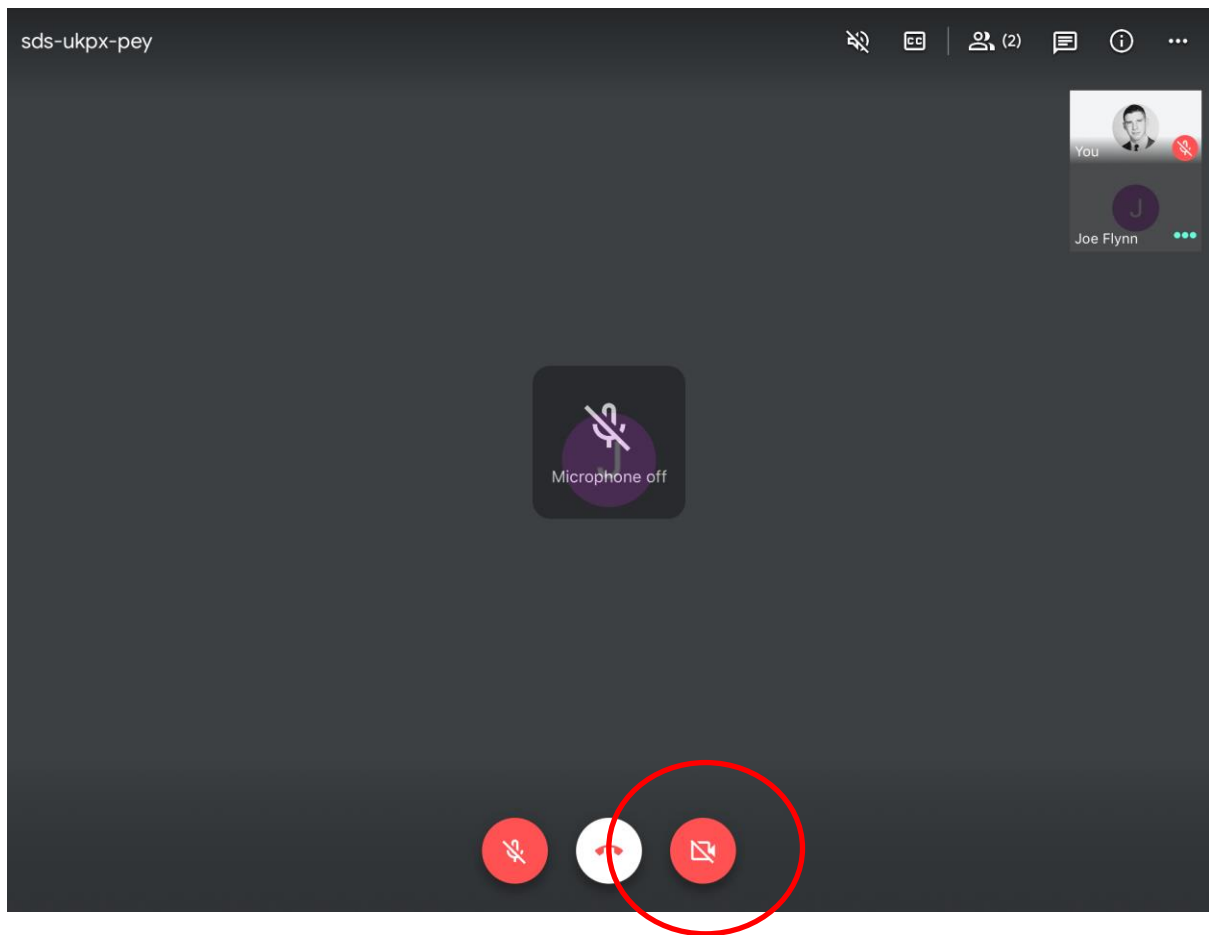


The app knows all of your email contacts, so you should have no trouble adding students or staff. Enter the first few letters of your desired participant, click their profile and 'invite'.



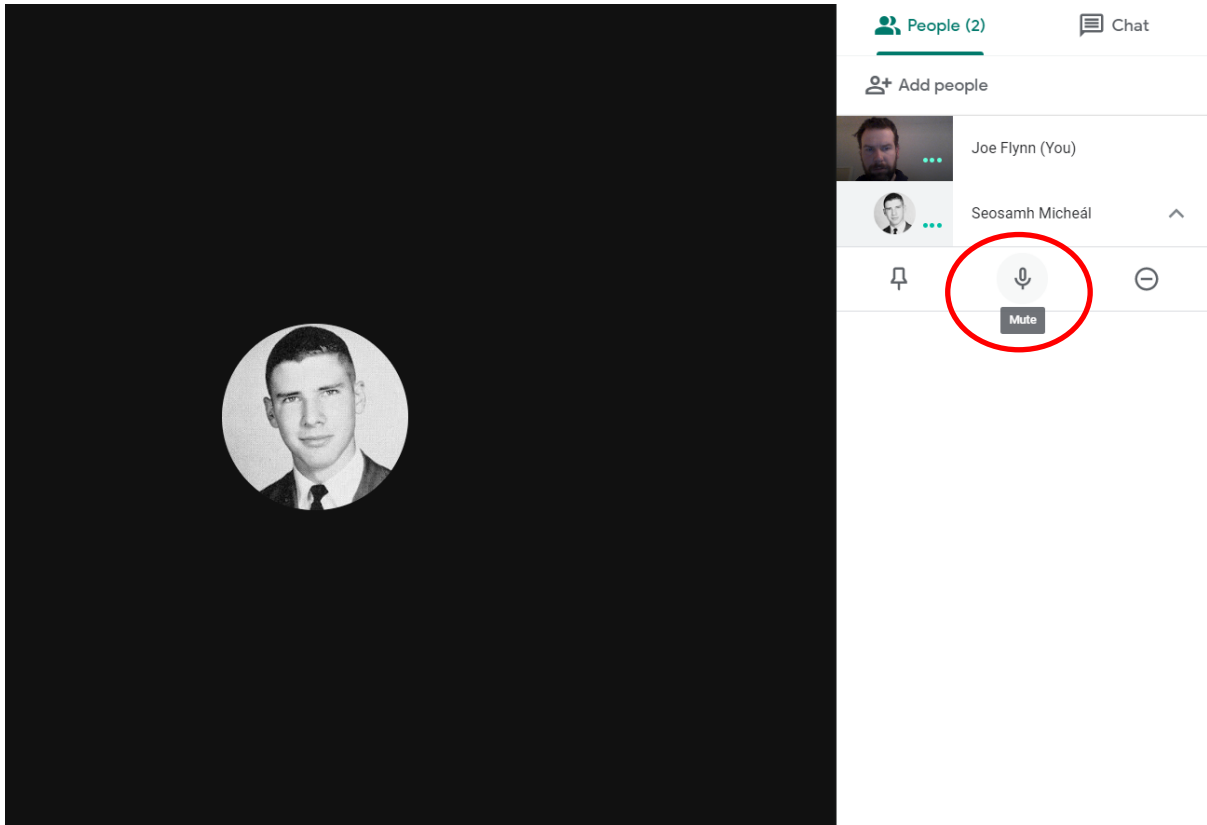
## Step 7

It is very important to tell all students to turn off their own video feed as well as their microphone. They can communicate via the chat box. Only the student can stop their own camera. They must click on the icon to the right of the red 'hang up' button.

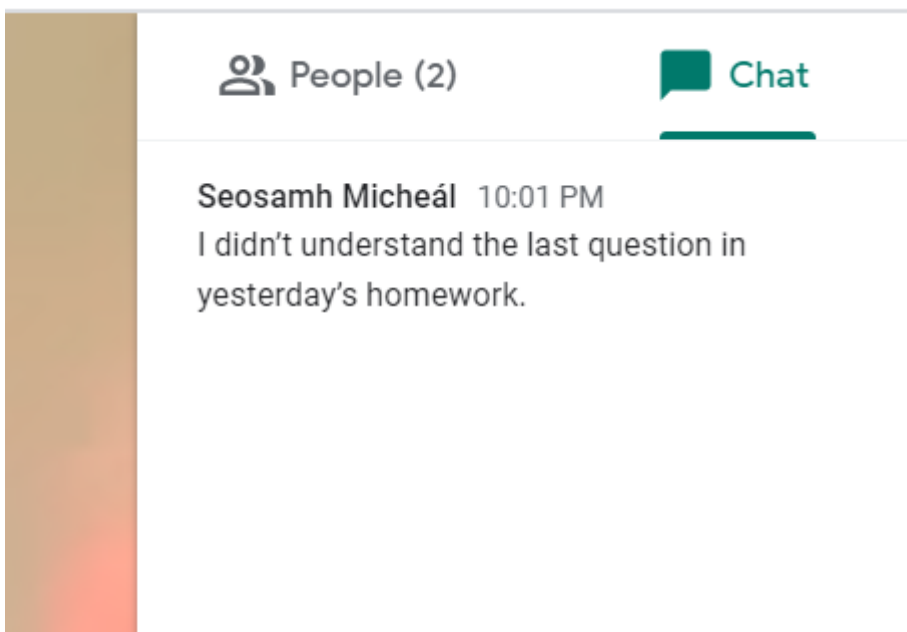


(Student's view)

## Step 8

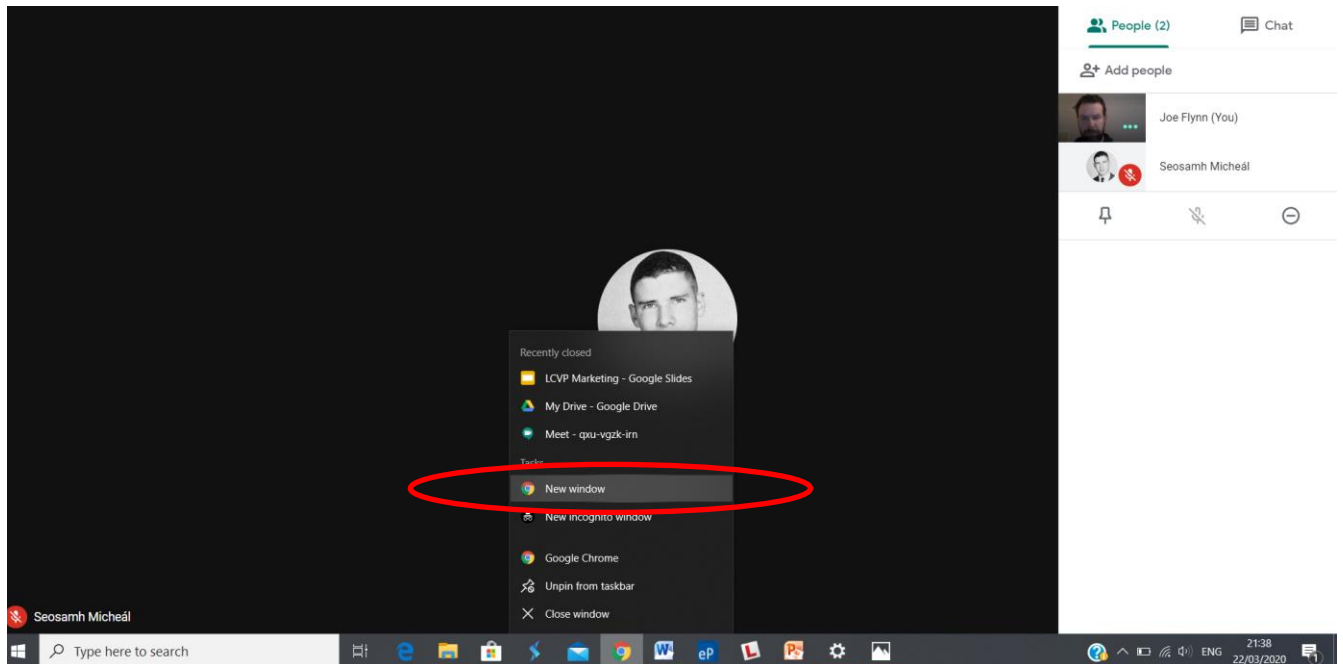


You have the ability to unmute any student. Click on the arrow to the right of their profile and select the mute/unmute microphone icon. If possible, they should ask questions in the chat box.

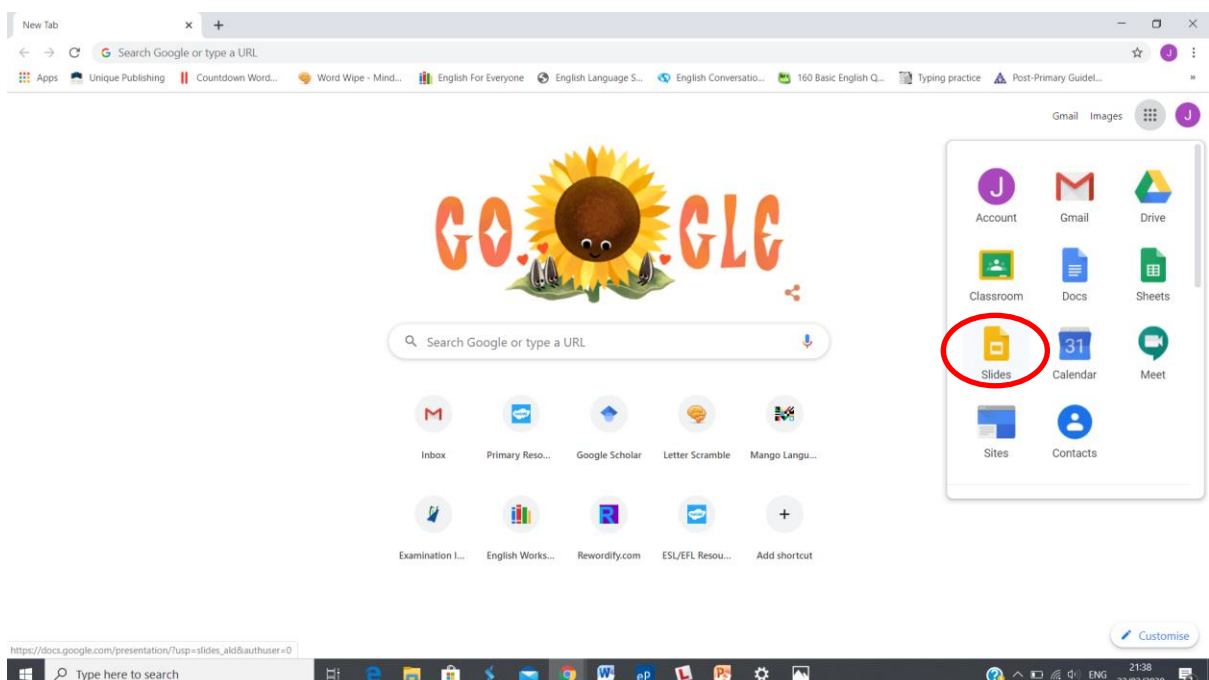


It is easier to address short questions and comments with your voice rather than typing. If you would like to enter a discussion with the student to avoid too much typing, you can unmute their microphone as above.

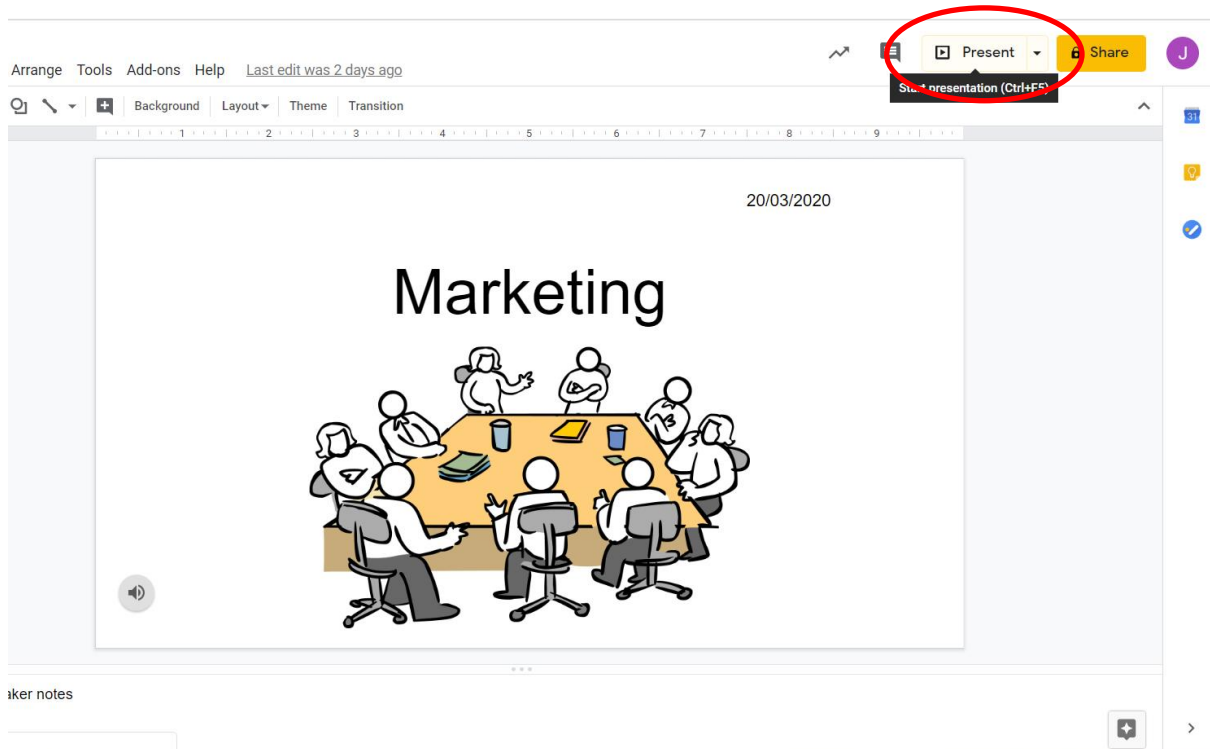
## Step 9 – Presenting Google Slides in Meet



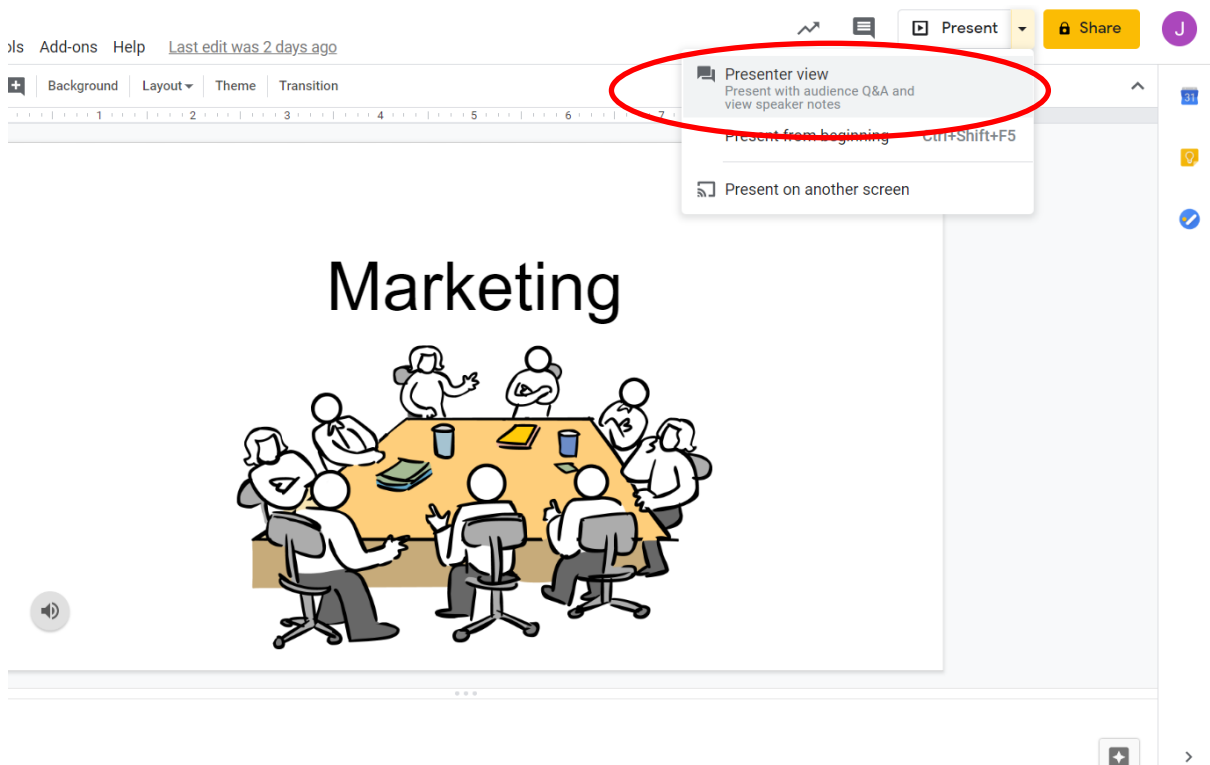
Open a new window in Google Chrome by right clicking on the Chrome icon. It must be a new Chrome window, not a new tab. Once the new window is open, select your Google Slides in the 'waffle' menu.



Open the presentation you wish to deliver and click the 'Present' button.



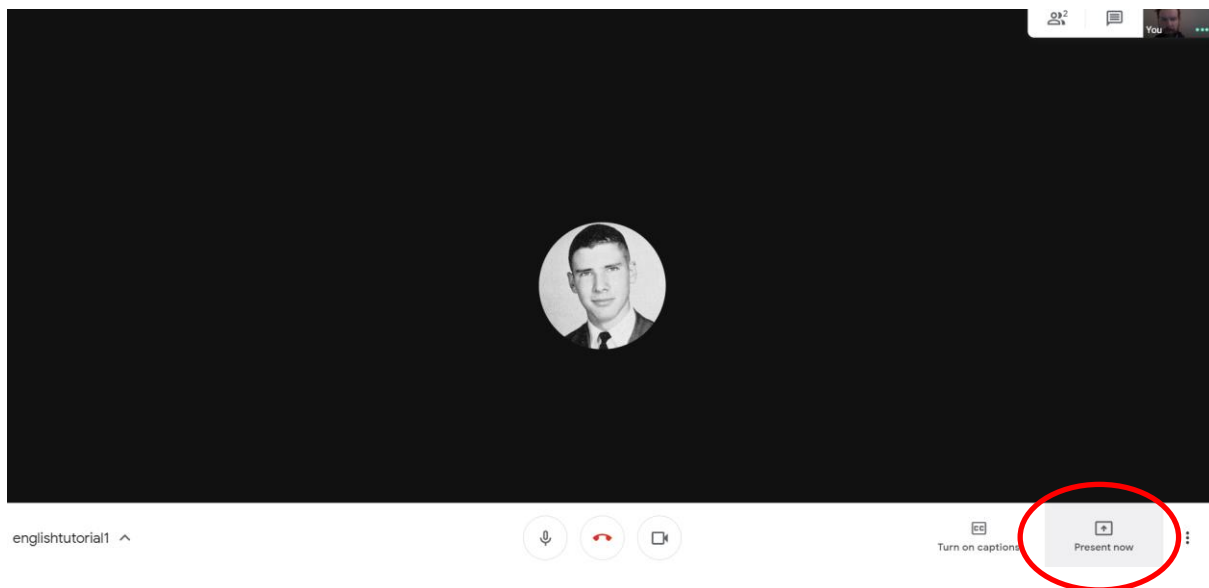
Choose the option 'Presenter view'.



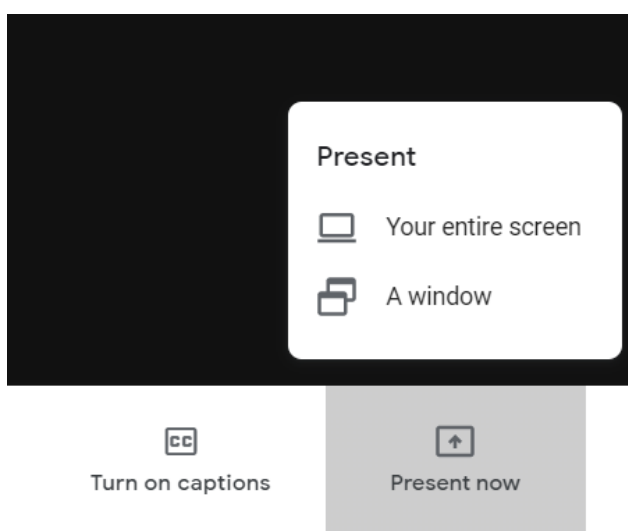


You must now return to the original window in which your Meet session is happening.

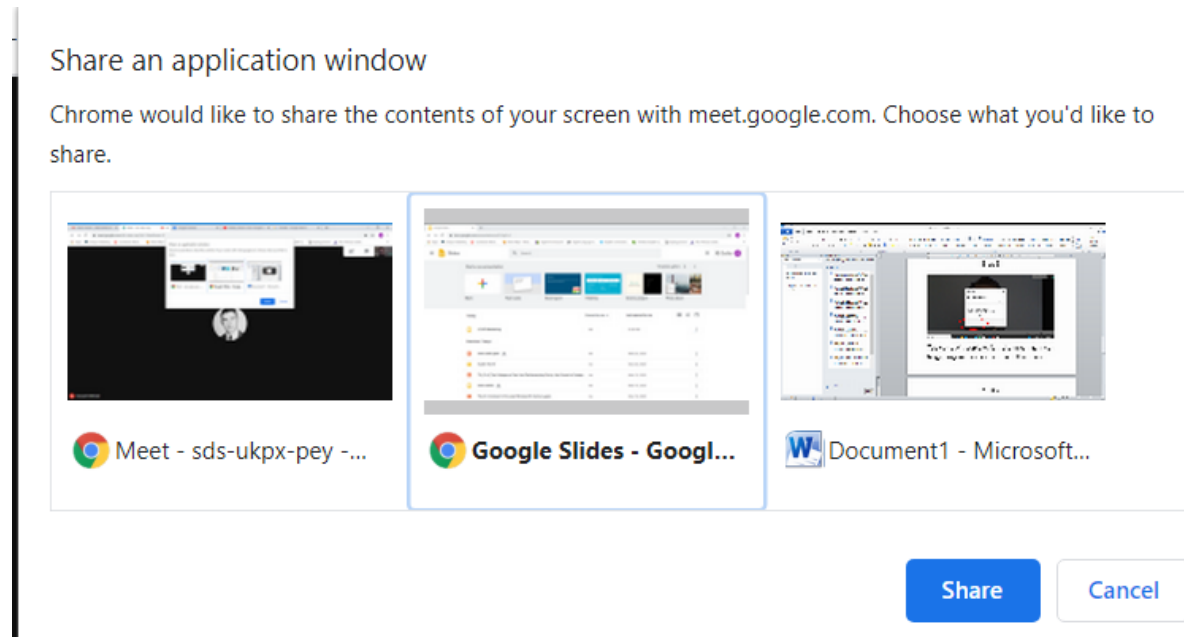
Hover the cursor over the main Meet screen and you will see the option to 'Present now'. Click on this when you wish to present from your Google Slides.



Choose the option to present 'A window'. This will allow you to share your Google Slides in the window you opened at the start of this step.



You will be asked to select the window you wish to present. Choose the window that has your Google Slides displayed. Click Share.



Return to the new window that is hosting your Google Slides and operate your presentation as normal.

Any comments or questions they write will appear to the side of your screen for you to address.

Important Note: When ending a Meet session, it is important to make sure that you are the last person logged in to the session and to see everybody out. If this is not done, students may stay chatting to each other in the meeting, which is not desired.