

How to use Google Meet



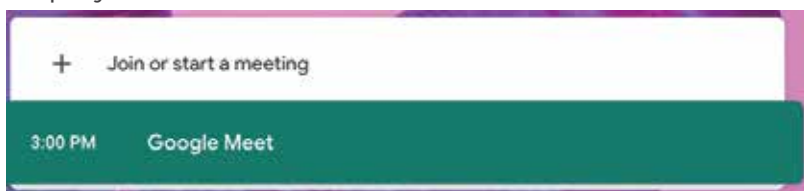
How do I join a Google Meet video conference?

1. Make sure you have a web camera and microphone (usually this is built into a tablet or laptop)
2. Go to your Google search engine.
3. Make sure you are logged into your email (Gmail) account.
4. In the upper right corner there is a grid icon. Click the icon and a menu of Google applications will be displayed.
5. Click on the “Meet” icon.



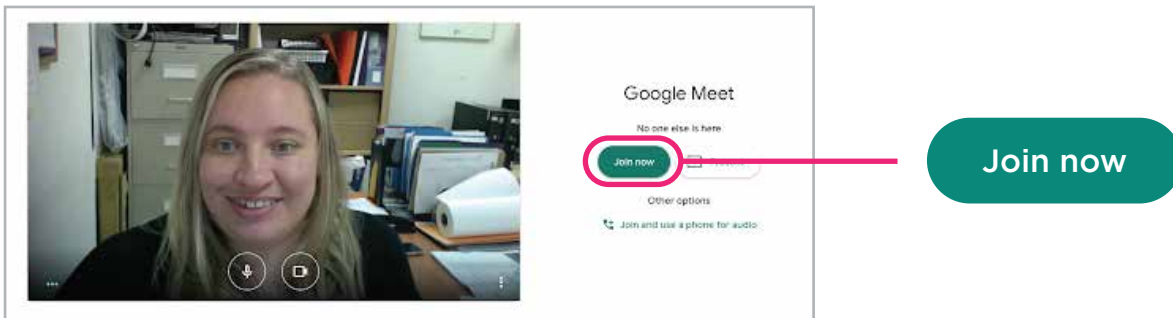
Meet

6. When the Google Meet page is open, you will see the meeting or video conference that you were invited to. The creator of the meeting will have entered your email to send you an invite to the event, so it will automatically be displayed.
7. Click on the event, which will be displayed in green. The time and title of the meeting will be displayed.



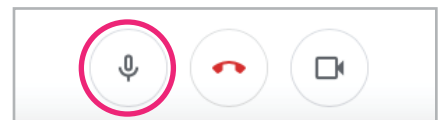
- a. Alternatively, you can click the meeting invite in the original email you received.
8. A pop-up will ask Google Meet to access your microphone and camera: press “Allow” when you receive the prompt.

9. You will see a preview video of yourself and the event information on the right. Click “Join Now” to join the meeting.

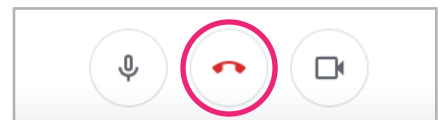


10. When you join the meeting you will see and hear the other participants.

11. If you would like to mute yourself, click the microphone icon. This is sometimes better for sound quality. You can still hear the others, but they cannot hear you.



12. To leave the call, click the phone icon in the center of the three buttons at the bottom.



How to turn on Closed Captioning?

1. You will see the toolbar on the bottom of your screen. If you don't see it move your cursor (mouse) over the bottom half of your screen or tab your tablet screen. The toolbar will pop up.
2. When you see the toolbar click on the CC icon (Abby is pointing to it in the picture below)



Turn on captions

3. Closed captioning will automatically generate.

Google Meet Tutorials (please see page 9 in the HEARHEAR Magazine for further info)

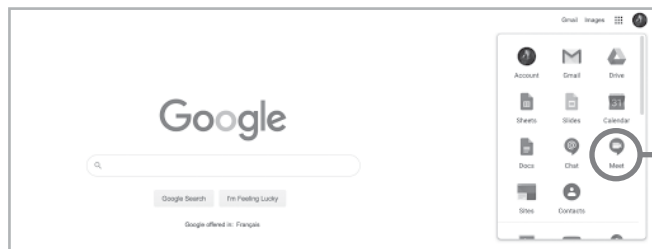
**For more information, contact the office by email: info@hearhear.org,
call: 514-488-5552 ext. 4500, or visit our website: www.hearhear.org**

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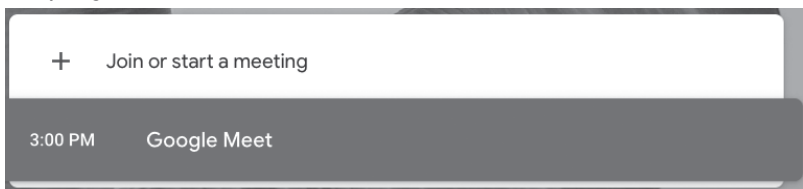
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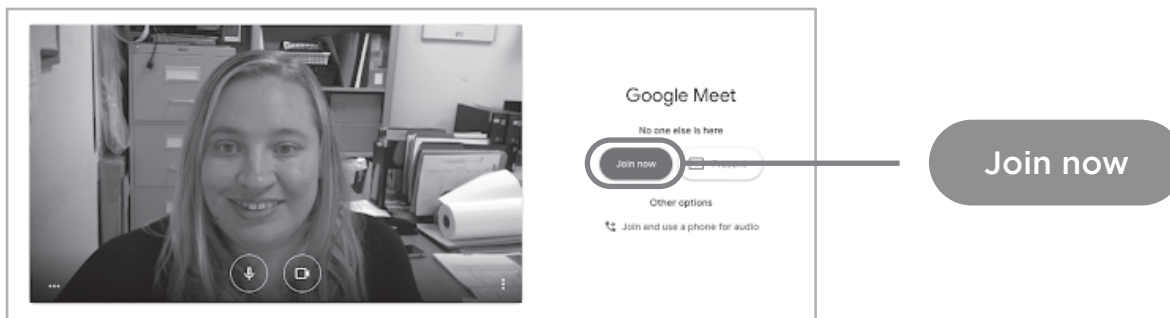
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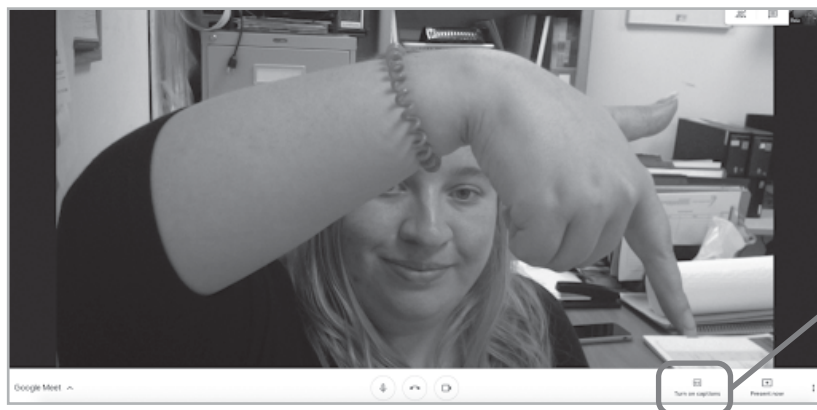


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