

02 Getting Started - Google Meet

Introducing Google Meet

Google Meet is a video conferencing tool that allows groups to video chat together, share their screens for presentations, and even chat. The service is built right into Google Classroom! Let's take a look!

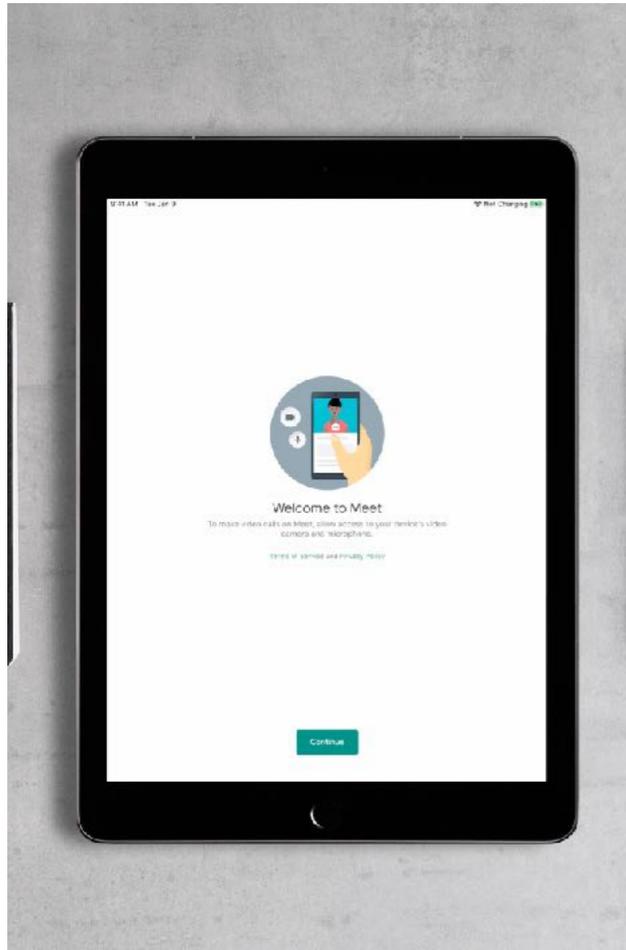


Google Meet is an app that is installed on the iPad. To use it for meeting with classmates and teachers you will need to open it one time for setup. After that, you will typically not have to open the app directly.

To start, tap on the app icon to open the app.



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You will see this screen first. Click continue to keep going.



Next it will ask you for permission to use the camera.

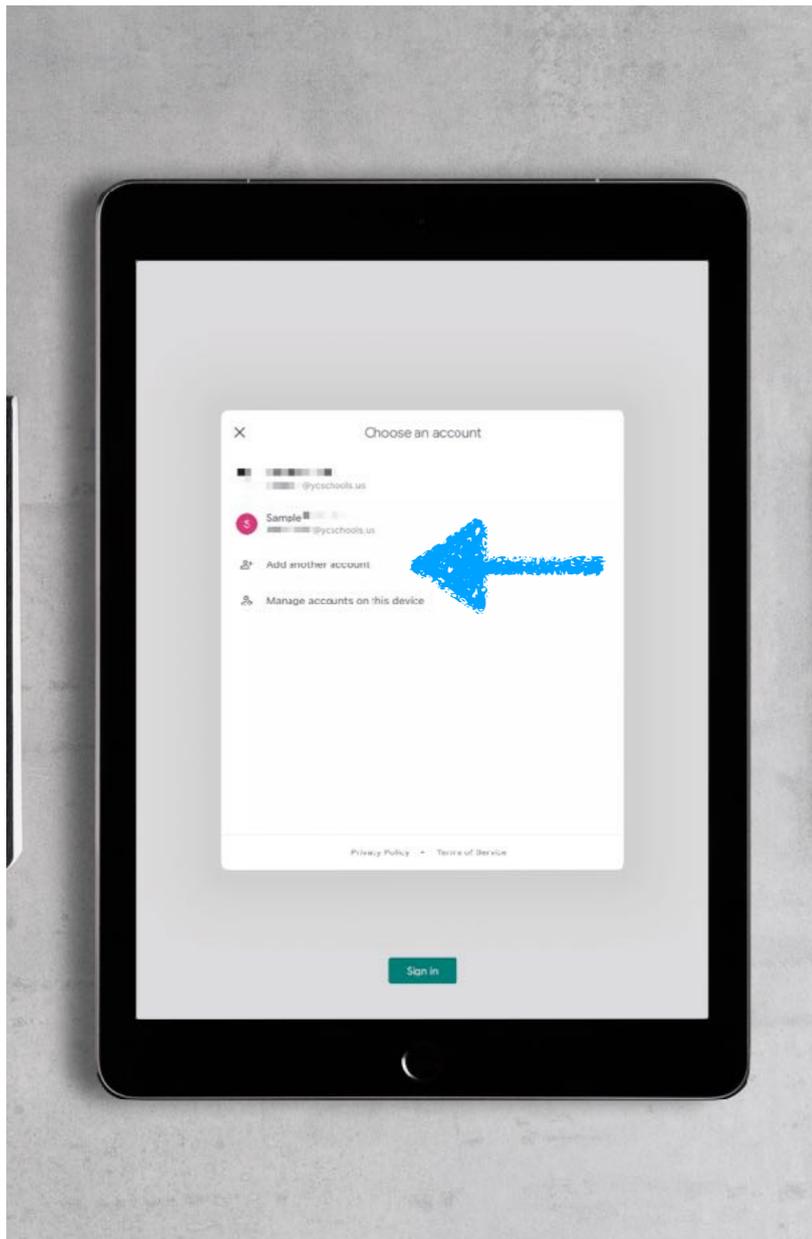


Next it will ask you for permission to use the microphone.

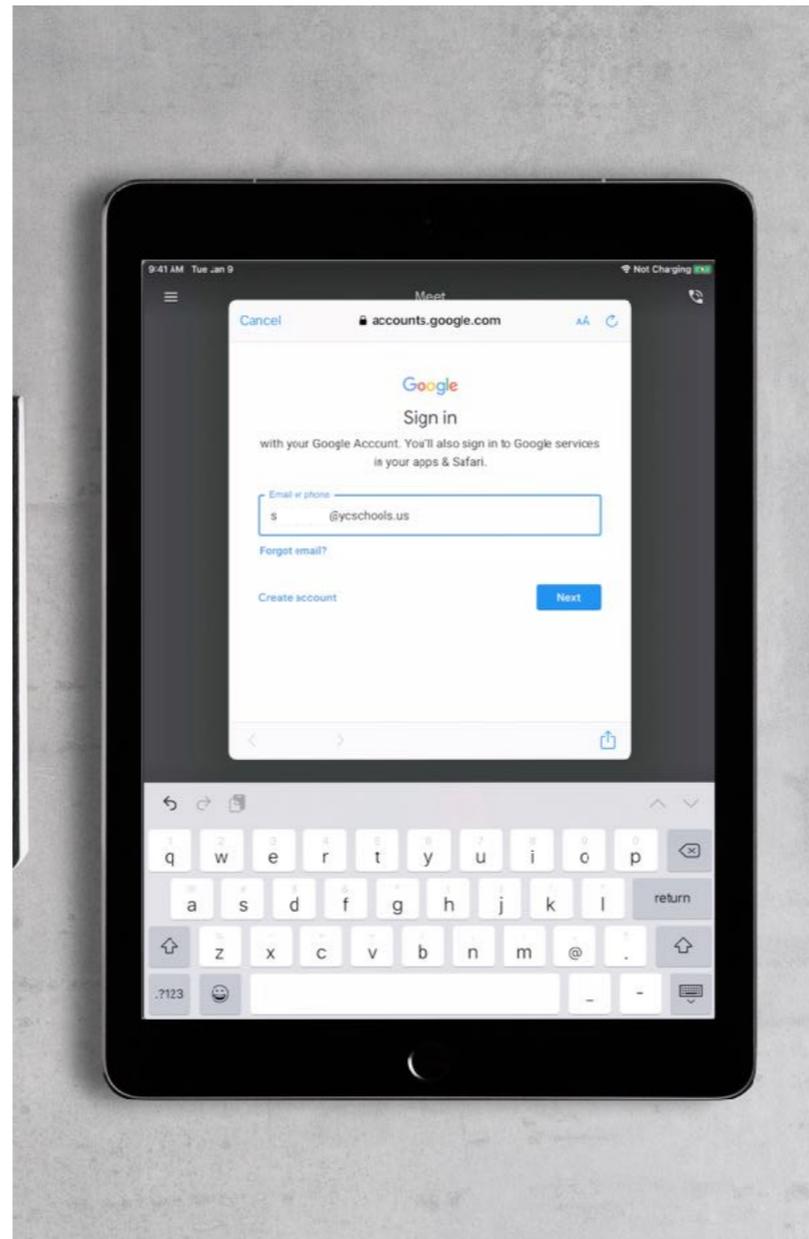


Now the app is ready to start and you can tap Sign In.

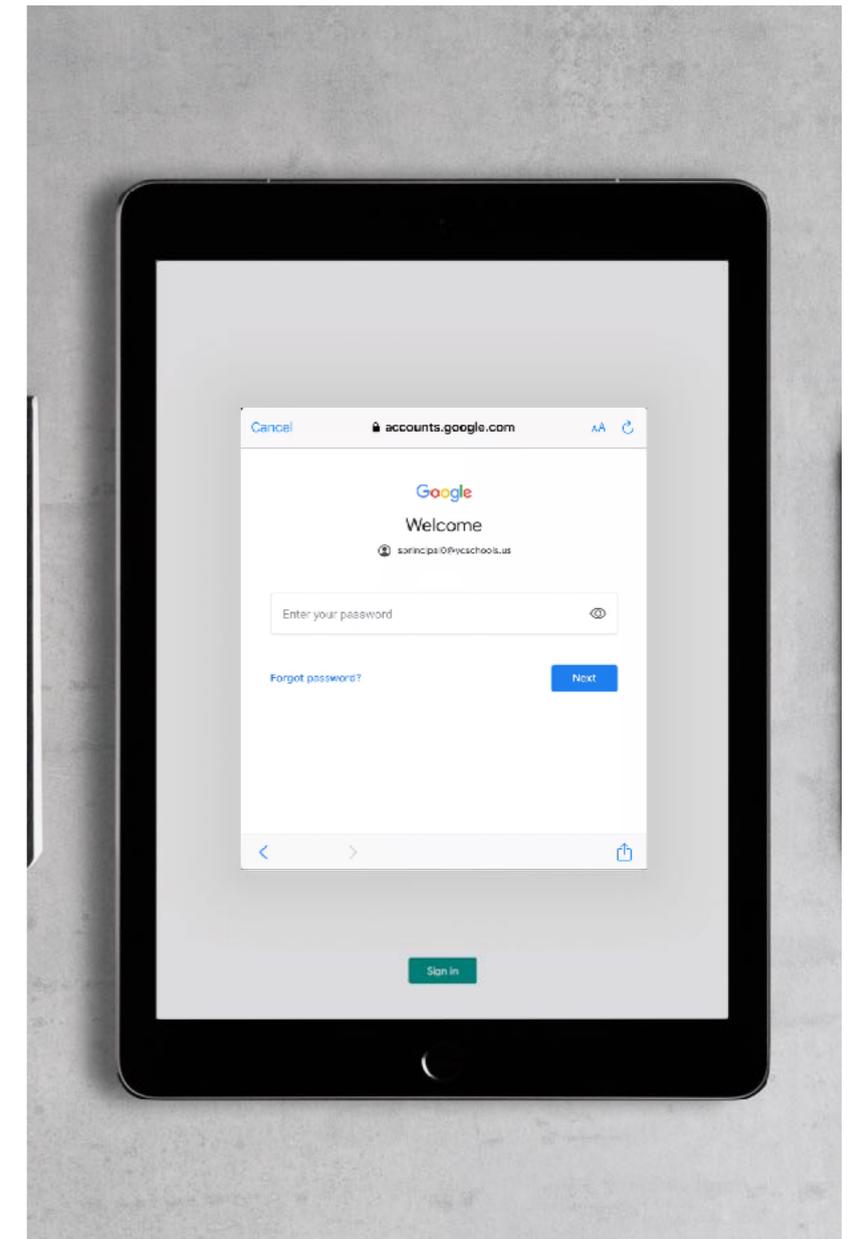
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On your new device you will need to sign in first. Click on add another account.

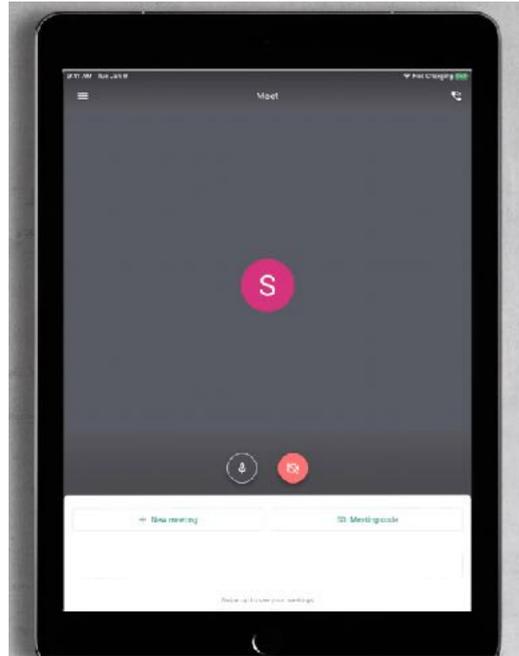


Enter your student's YCS email. It will be six numbers and it will always end with @ycschools.us.



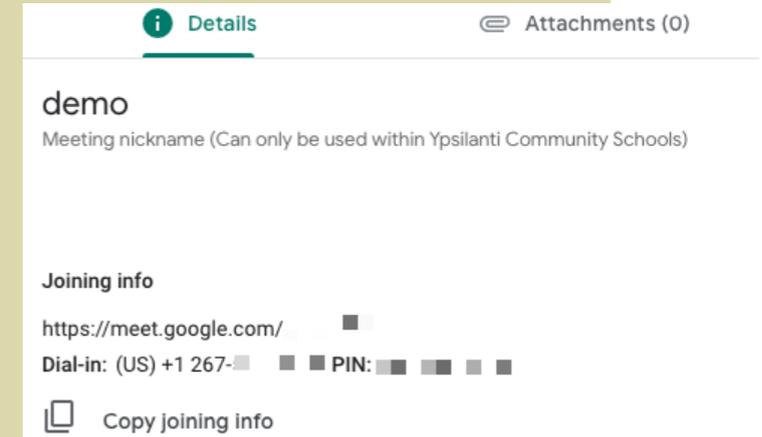
Please then enter the password for your student's email account. The press next.

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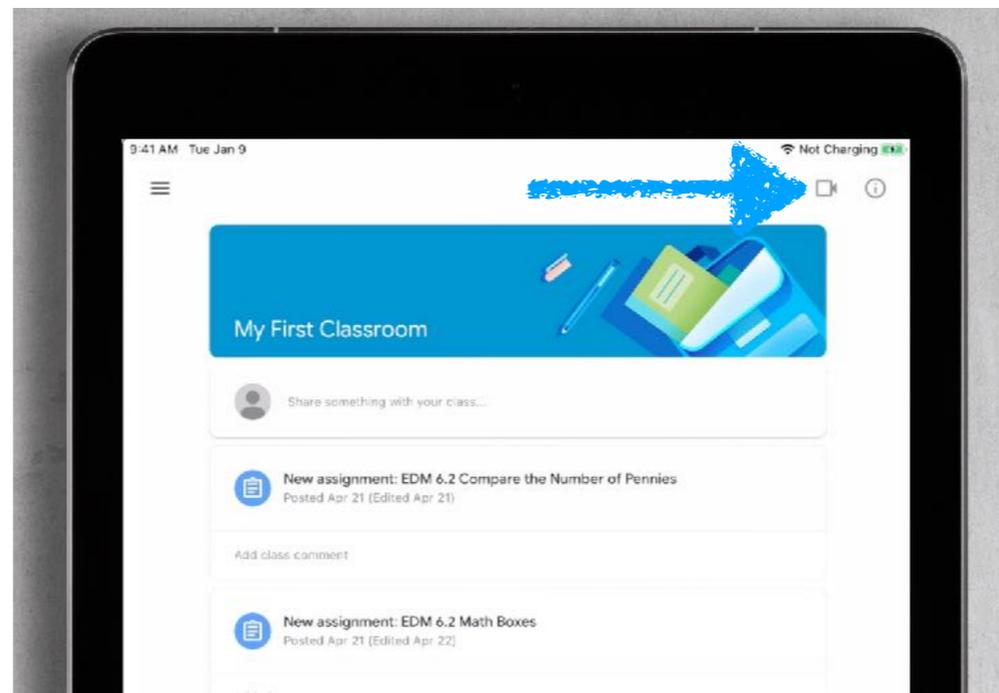
Once the student's account has been added to the app, you can press the home button and return to the main screen. Typically teachers will use the Google Classroom to launch video conferences with students.

If you are unable to use the Google Meet app to join the class conference, you can still join by calling into the meeting. Please contact your teacher for the specific phone number and pin code you will need to join.



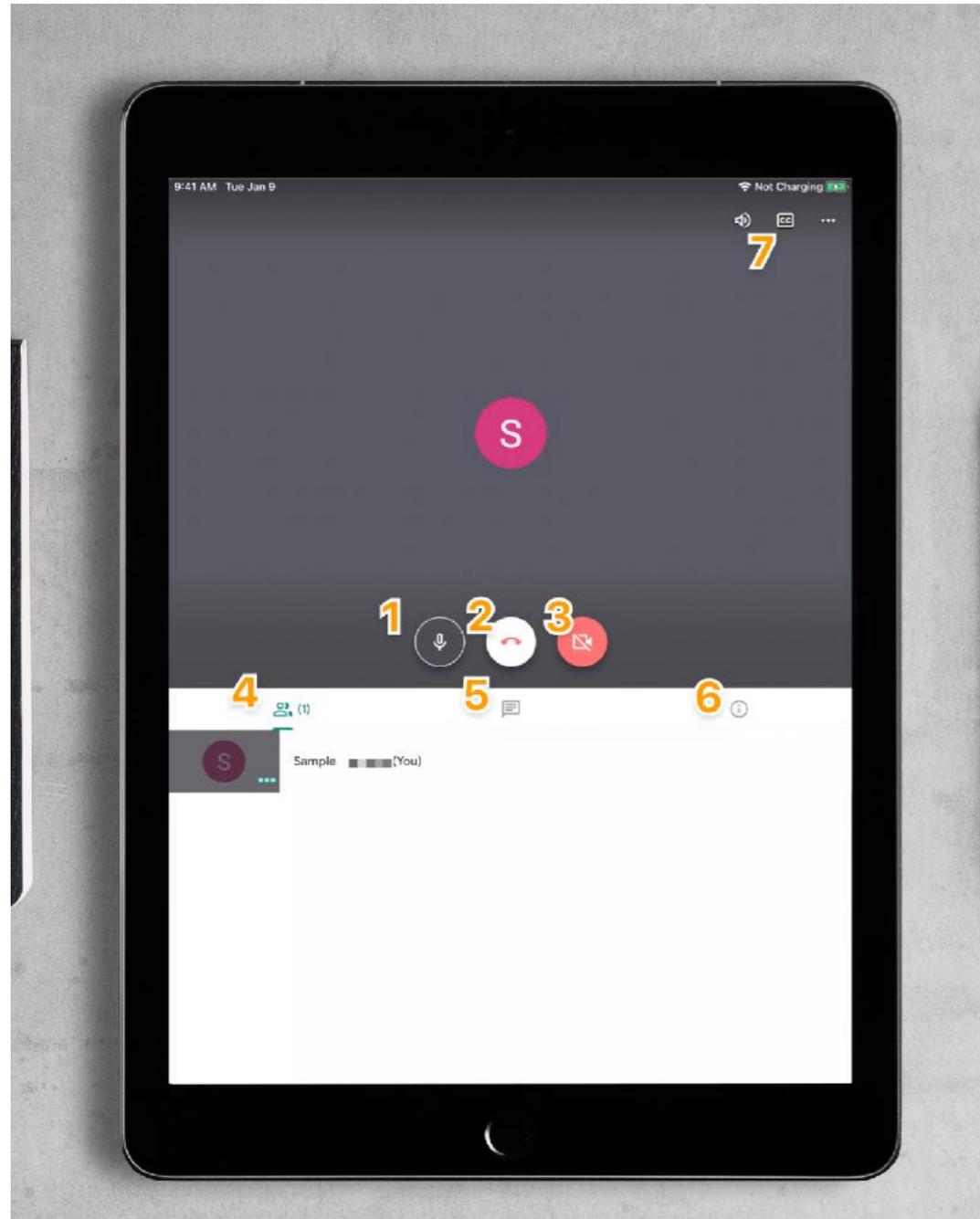
To join a class video conference through Google Meet open the Google Classroom app, find the class, and then tap the video button in the top right hand corner.

This will automatically launch the Google Meet app and allow you to join the class' video conference.



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Google Meet Controls



Here are the controls when you are in a video meeting using Google Meet.

1. Mute: please leave this on until the teachers says otherwise
2. Hangout or leave the meeting
3. Turn on/off the camera on the iPad
4. View who is currently in the meeting
5. View the chat for the meeting where you can type your responses and see what others have written
6. View the information for how to use a phone to call and join the meeting without the app
7. Turn on closed captioning for the meeting

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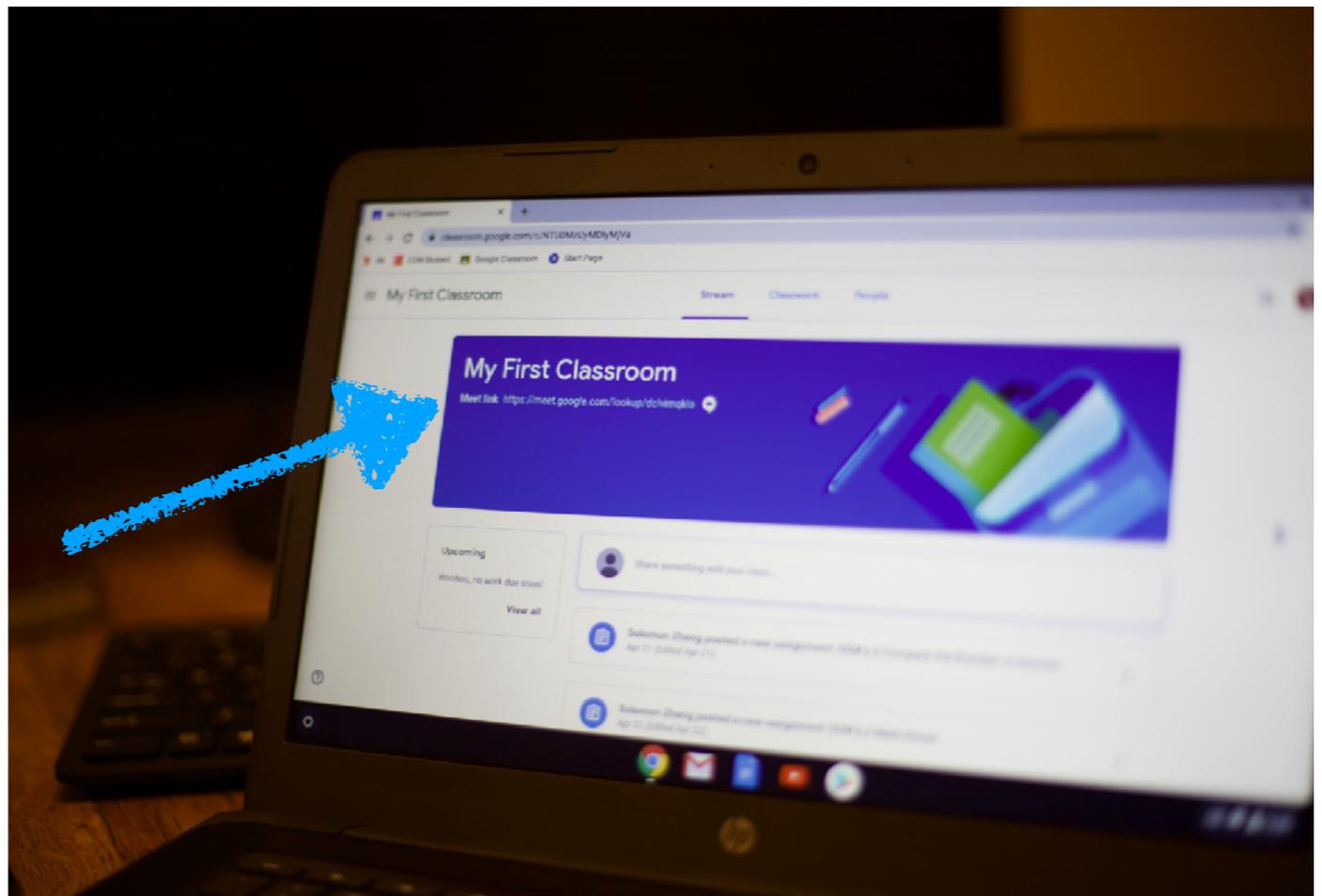
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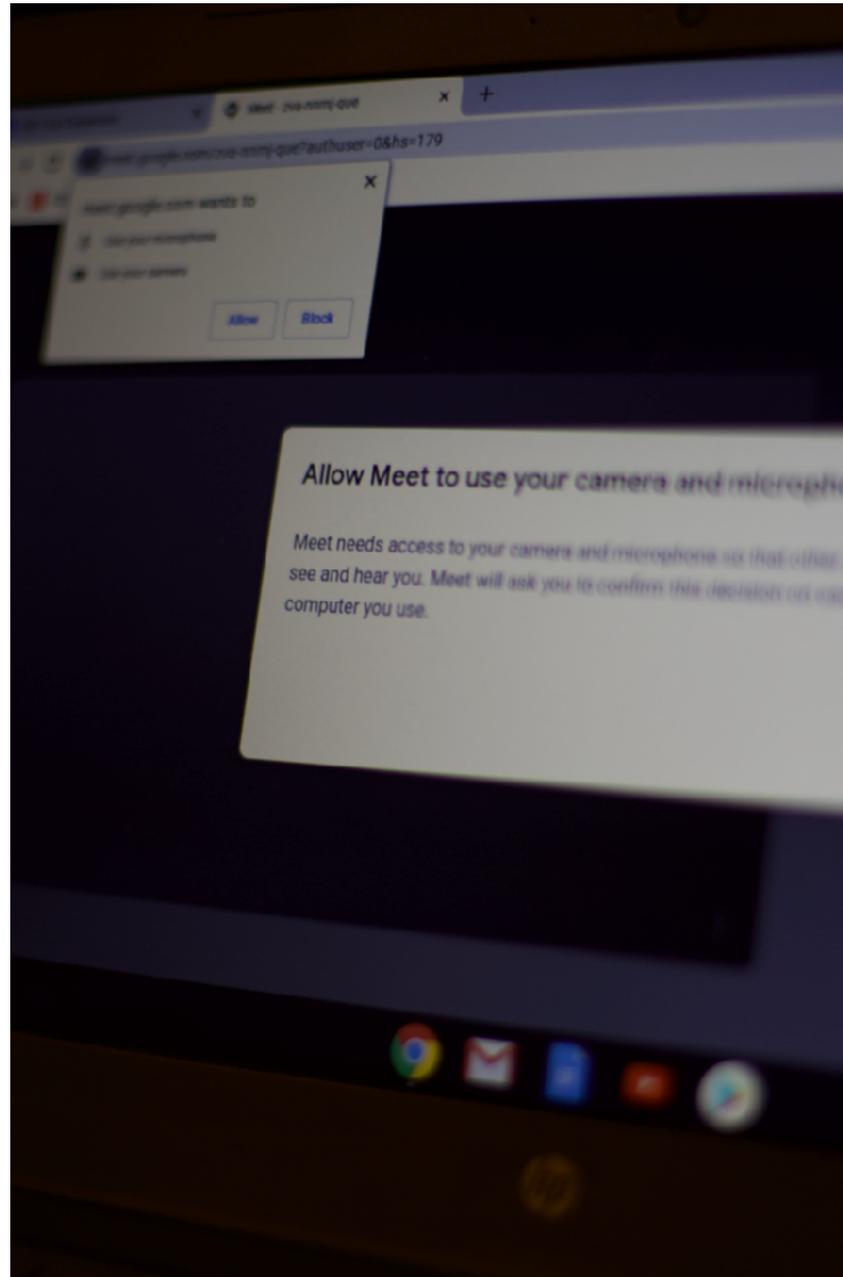


Google Meet is not an app that needs to be installed on a Chromebook but is instead built into the Chrome web browser. Most often you will access Google Meet when you need to join a video conference with a class or meet with a teacher.

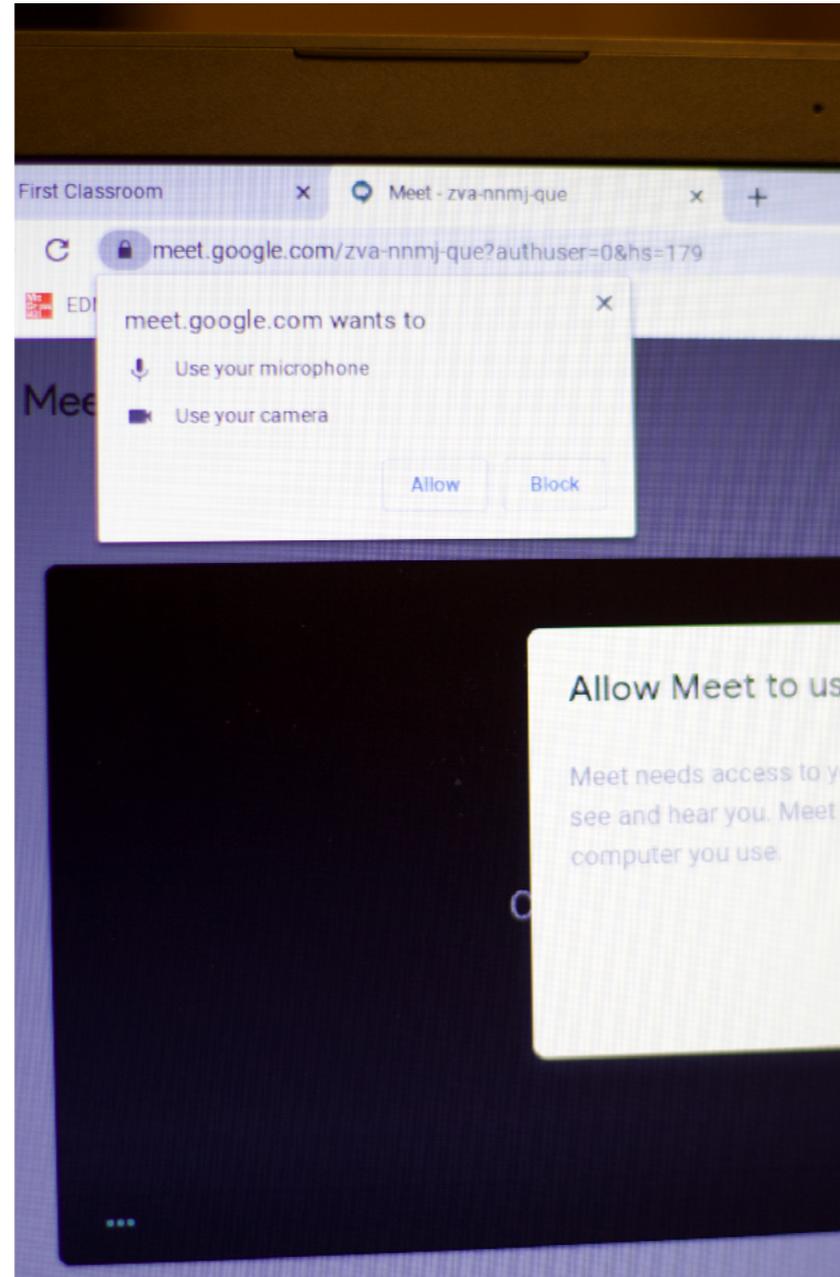
To start, go to the Google Classroom and open up any class. You will notice there is a link underneath the title of your class. Click it to launch Google Meet.



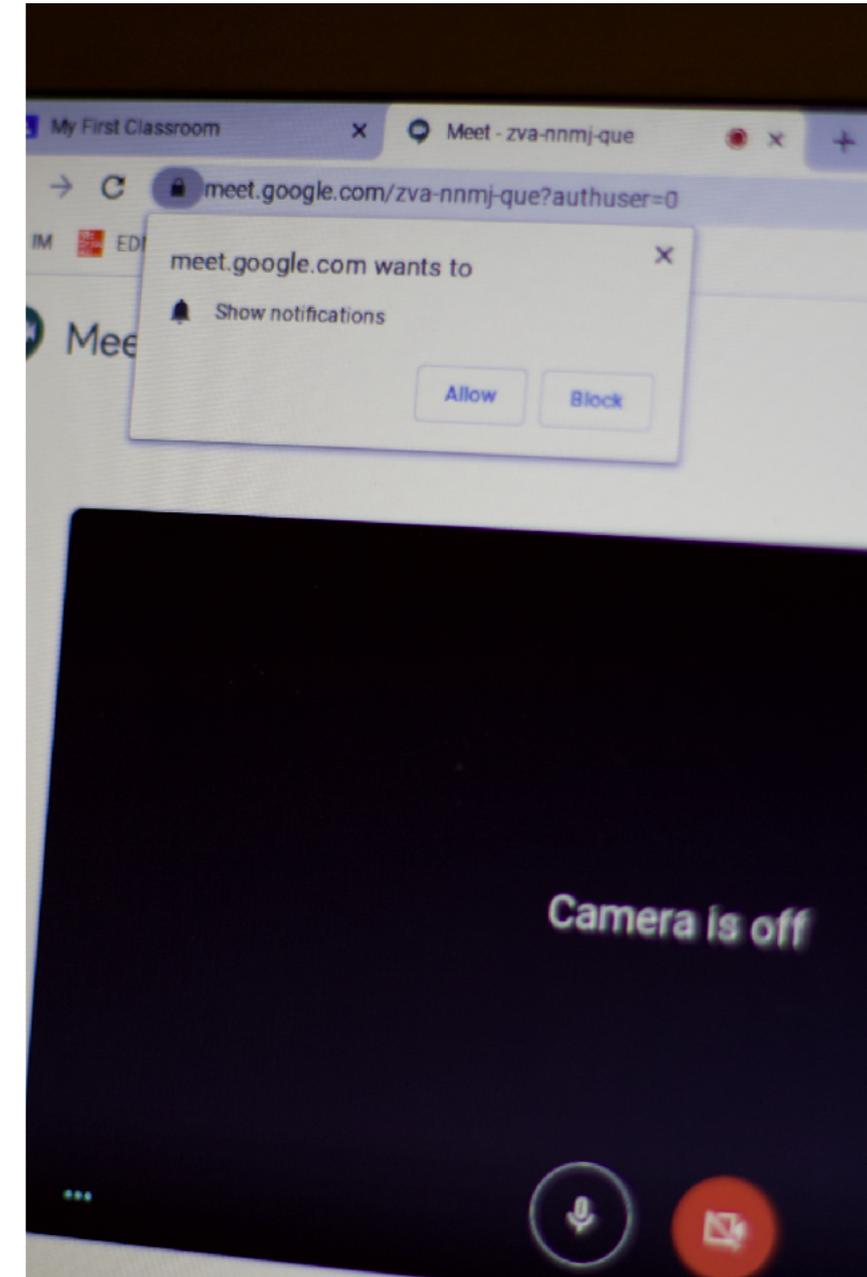
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When first launch Google Meet it will explain to you what permissions it will need to work properly.



The program will need access to your microphone (for speaking) and the camera (optional: so others can see you).



Google Meet can send notifications to you such as when someone enters a chat message. You can choose to enable this option.

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Google Meet Features

1. Mute: please keep this on until the teacher says otherwise
2. End or leave the meeting
3. Turn the camera on/off
4. View who is participating in the meeting
5. View the chat window
6. Turning on/off closed captioning

